

**Minutes of the Anderton Park School Full Governing Body Meeting held on Monday 14<sup>th</sup> January 2019 1.15pm- 3.15pm**

**Anderton Park Primary School Governing Board**

*Aspirations Relationships Sparkle*

Members	1.10.18	12.11.18	10.12.18	14.01.19				
Bushra Tabasum (Chair)	P	P	Apologies	Apologies				
Sarah Hewitt-Clarkson (HT)	P	P	P	P				
Angela Jeffries	P	P	P	P				
Saidah Sultana	P	P	P	P				
Claire Evans (DHT)	P	P	P	Apologies				
Nahim Mahmood	P	Absence	Apologies	P				
Sue Middleton (Vice Chair)	P	P	P	P				
Khurram Bashir	P	P	Absence	P				
Christine Francis	Apologies	Apologies	P	Apologies				

**1. Welcome and Apologies**

Apologies were received and accepted from Bushra Tabassum, Claire Evans and Christine Francis. In the absence of the Chair, the Vice Chair chaired the meeting.

**2. Declarations of Interest**

The Chair enquired as whether any member present had a direct or indirect pecuniary interest in any item on the agenda. None were declared.

**3. Chair's Matters**

Decision

3.1 Head / Chair Urgent Actions

There were no Head/Chair urgent actions to report.

3.2 Correspondence

There was no correspondence to receive.

The Chair reminded members of their obligation to send apologies in advance if they were unable to attend a meeting. Members were also reminded of their commitment to carry out their linked roles and responsibilities. Those linked responsibilities were listed.

It was reiterated that every governor should attend training. Following some discussion, the Clerk agreed to contact SIPS Education Governor Training, to provide a Governor Induction session for the full governing board on Monday 4<sup>th</sup> February 2019.

**4. Governing Body Membership**

The Head Teacher reported that there was an applicant for the Co-Opted Governor vacancy found through the Governors for Schools Website. The applicant would be contacted to attend school for an informal interview. **A member asked if parent interest in the vacancy was followed up.** The Head Teacher explained that attempts had been made to contact a parent that had expressed interest but there had been no responses. The Head Teacher agreed to continue to pursue this.

**ACTION: Head Teacher**

#### 4.1 Associate Governor Terms

Members were reminded that Mr May was appointed as an associate governor at the previous meeting. He had since requested more detailed information of his remit in this role.

The Clerk advised that it was previously agreed for Mr May to be appointed as an associate to the 'ad-hoc' committees should other governors not be reasonably available. However, advice from School and Governor Support was strongly against this approach, and recommended a collaborative agreement between schools. The written recommendation from S&GS was circulated and considered. The Head Teacher agreed to look into a collaborative agreement with other schools, but in the meantime, the associate governors would remain appointed to the 'ad-hoc' committees and called upon if other governors were not reasonably able to attend.

Mr May, would also be appointed to the Policy Working Party. Any reviewed policy would be returned to the Full Governing Board for ratification.

**Resolved** that Mr David May (associate governor) be appointed to the policy working party, and where needed, pupil discipline committee, staff disciplinary committee and complaints committee.

The Clerk would clarify the above with associate members.

**ACTION: Clerk**

## **5. Finance Matters**

### 5.1 Head Teacher's Appraisal

The Head Teacher and Mrs Jeffries left the meeting at 1.50pm.

### **CONFIDENTIAL MINUTE NOT FOR PUBLICATION.**

Governors discussed the potential difficulties due to falling pupil numbers that would re-classify the grouping of the school and therefore the ISR of the leadership team. Members discussed retention of the current SLT.

The Head Teacher and Mrs Jeffries re-joined the meeting at 2pm.

### Verbal Finance Update

In an additional to the agenda, Mrs Jeffries; School Business Manager, gave a verbal update on the current financial position. The End of Year report was tabled. Members were informed that the cash flow statement over the previous 5-8 months showed overspend. The Business Manager advised the board that the level of overspend would worsen due to the reduction in pupil numbers. Presently, the school's carry forward was able to support the overspend but this was not sustainable in the long term.

**In response to a question**, it was explained that a £100,000 drop in funding was predicted based on pupil numbers alone.

**A member asked for the reason behind the reduction in numbers.** It was explained that the birth rate in the area had dropped.

**A member asked if the school was actively marketing.** The Head Teacher reported that they had done leaflet drops and held open days, which were not well attended. The Business Manager highlighted that the demographics were simply not there to target. As a 3 form entry school, they were particularly affected.

Following much discussion, the Business Manager clarified that presently, the issues raised were for governors attention to be mindful of moving forward. The Three Year forecast would be prepared towards the end of the financial year.

## 6. Head Teacher's Report

The Head Teacher gave the following verbal update;

1. All senior leaders had attended refresher half day Safeguarding training.
2. Relevant staff had also received ACE (Adverse Childhood Experience) training. The training was explained. Members were reminded that the school vision had been reviewed to include 'determination'. However, the training highlighted the need to adjust expectations for some pupils with ACEs. **A member asked how such pupils were supported in school.** The Head Teacher explained that pupils benefitted from play therapy. **A member suggested the potential need for transcultural counselling and offered a contact in this specialism.** The Head Teacher welcomed the details to be forward via email.

**ACTION: NM**

3. In response to the Ofsted shift in focus to 'Quality of Education' rather than 'Outcomes', the Head Teacher outlined the school's curriculum for governors, explaining what was taught and why. A holistic approach was explained. Each topic was said to have a linked song, national treasure, vocabulary, knowledge, transferable concepts and experiences. The holistic approach was said to extend across the school also, allowing each year group to share information and concepts. **A member queried the planning for teachers.** The Head Teacher explained that planning followed a framework and was overseen by the year group leader. Governors were invited to attend a staff meeting on Wednesday 16<sup>th</sup> January 2019 at 2.45pm that would expand on the curriculum further.

**ACTION: All Govs**

4. All team leaders had received coaching training on Monday 7 January 2019. The impact of the training was already noticeable and was reported to be a valuable use of money.
5. Several repairs / renovations had been made over the Christmas holiday; Artificial grass was laid as agreed, a new boiler was installed in Nursery, new windows were installed in the kitchen, new shelters were erected in the shared area.

**A member asked if in future meetings could begin at 1pm.** This was agreed.

**ACTION: Clerk**

There being no further questions, the Head Teacher was thanked for her report.

KB and NM left the meeting at 3.00pm.

The clerk advised that from this point, the meeting was no longer quorate.

## 7. Governor Visits

There were no governor visits reported. The Clerk was reminded to bring the reporting template to each meeting.

**ACTION: Clerk**

## 8. Scheduled Review of Statutory/Other Important Policies

The following policies were deferred to the policy working party for review;

Complaint Policy

Attendance Policy

The Safeguarding Policy was presented and explained to governors. Section 13 was highlighted.

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**9. Minutes and Matters arising from minutes of previous meetings**

Minutes of the previous meeting held on 10 December 2018, having been circulated in advance of the meeting, were considered. As the meeting was no longer quorate, approval of the minutes was deferred to the next meeting.

**10. Information Items**

There were no information items from BCC or the DFE to note.

**11. AOB**

There was no other business to discuss.

**13. Date of Next Meetings**

The next meeting of the Full Governing Board would take place on Monday 4 March 2019 at 1.00pm

There being no further questions or comments, the Chair thanked members for their contributions and closed the meeting at 3.40pm.

Signed.....(Chair)

Date.....