

Anderton Park Primary School Governing Board

Aspirations Relationships Sparkle

Members	11.06.18	23.4.18	26.3.18	5.3.18	5.2.18	23.1.17	13.11.17
Nick Weaver (Chair)	Resigned	✓	✓	✓	✓	✓	✓
Bushra Tabasum (Chair)	✓	✓	○	✓	○	○	✓
Sarah Hewitt-Clarkson (HT)	✓	✓	✓	✓	✓	✓	✓
Angela Jeffries	✓	✓	✓	○	✓	From 2.3	✓
Saidah Sultana	○	○	○	✓	✓	✓	○
Claire Evans (DHT)	✓	✓	From item 3.2	✓	From item 3.4	✓	✓
Nahim Mahmood	✓	○	✓	○	○	✓	✓
Sue Middleton (Vice Chair)	✓	✓	✓	✓	✓	✓	✓
Khurram Bashir	▪	✓	○	✓	✓	Items 1-6	✓
All decisions quorate ?	yes	Yes	Yes	Yes	Yes	Yes	Yes
11.06.18: Attending meeting: Amanda Moore (Clerk to GB)							

Agenda for GB Meeting 11th June 2018 1.15pm- 3.15pm

Core functions of the Governing Board

With the Headteacher undertaking the organisation and management of the school, the Governing Board will focus its work on:

- ✓ ensuring that the vision, ethos and strategic direction of the school are clearly defined.
- ✓ ensuring that the HT performs her responsibilities re the educational performance of the school, promoting effective teaching & learning to raise standards of achievement.
- ✓ ensuring the sound, proper and effective use of the school's financial resources.

In undertaking this work the GB will

- show integrity, objectivity, honesty and act in the best interests of the school.
- take into account any advice from the clerk to the GB as to its legal obligations/function and on matters of good practice.
- act as a critical friend to the school, **supporting it**, **holding it to account** and **challenging it**.
 - **supporting:-acknowledging, encouraging, praising, being proud of achievements**
 - **holding it to account: questioning, probing and refining school proposals.**
 - **challenging: pressing for improvement.**

Paperwork

- All documents for meetings **will be sent by e-mail in advance by the clerk** wherever possible.
- School will post out in hardcopy **the agenda, previous minutes for agreement and any documents marked ***
- School will make available in hardcopy at the meeting **any documents indicated +**
- Documents indicated **^** will be accessible on The Cloud
- On any occasions where individual governors need a hard copy of any document please contact Sarah's PA Jas in advance on j.dahele@anderton.bham.sch.uk

1. Welcome and Apologies

Decision

The Chair welcomed members to the meeting and thanked them for their attendance. Introductions were made due to the attendance of the new Clerk.

There were no apologies received, however Khurram Bashir and Saidah Sultana were noted to be absent. The Clerk agreed to make contact to ensure that the calling notice was received.

ACTION: CLERK

2. Clerk's Matters

Discussion/Decision

2.1 Pecuniary & Personal Interests Declaration (PPID) and Governor Safeguarding

The Chair requested members to declare any changes to their PPID. No amendments were declared. The Chair enquired as whether any member present had a direct or indirect pecuniary interest in any item on the agenda. None were declared.

2.2 Any Governor Attendance Issues

There were no persistent attendance issues to discuss.

2.3 Governing Body Membership - appointment of Co-opted Governors

Members were reminded that there were currently two vacancies on the Board for Co-opted Governors. The Head Teacher reported that there had been two applications received for the posts;

Mr Habib Rehman: The Head Teacher reported that Mr Rehman was an ex local Councillor and an LA Governor at Mosely Secondary School. Mr Rehman was interviewed by the Head Teacher and Chair and they saw that he was passionate about children and education. From questioning, it was clear that Mr Rehman was aware of Safeguarding and also held positions on boards in other sectors. Members were informed that he had useful links and contacts and was very community focussed.

In response to a question, it was clarified that he had not been a governor before but sat on similar boards.

Following due consideration it was

Resolved that Mr Rehman be appointed Co-opted Governor for a period of 4 years.

The Clerk would confirm this decision in writing.

ACTION: CLERK

Ms Christine Francis: The Head Teacher reported that Mrs Francis was the Family Link Worker at Starbank School. She had not yet been interviewed. The Board agreed to consider the application following interview, at the next meeting of the Full Governing Board on 16th July 2018.

2.4 Agreement/amendment of the draft full governing body minutes of the 23rd April 2018

Minutes of the previous meeting held on 23rd April 2018 were circulated in advance of the meeting. Having been given due consideration, it was

Resolved that the minutes be approved, signed by the Chair and retained by the School for file.

3. Matters arising from minutes of previous meetings

Discussion

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1. It was highlighted that the previous Chair, Mr Sharif had indicated he was willing to remain part of the governing board as an Associate Member. Members discussed the need for this given that the Co-opted vacancies were almost filled. The Clerk advised that an Associate Member was useful to appoint to staffing, disciplinary and appeal panels should the need arise for unprejudiced governors. The Clerk agreed to contact Mr Sharif to ask if he would like to put forward as an Associate Member.

ACTION: CLERK

2. **A member queried the outstanding money from the PTA.** The Deputy Head Teacher explained that the children had been to the book shop and purchased books. The PTA were invited but did not attend. The school had requested the £2,500 from PTA funds but it was not yet received.
3. It was noted that the 'Policy Review Committee' was more accurately, a working party.

4. Chair's Matters

Decision

4.1 Correspondence

The Chair reported that she had received two letters from two parents. Issues detailed were being looked into.

4.2 Ratification otherwise of Chair's Actions

There were no Chair's Actions reported.

5. Head Teacher's Report on September Staffing

Decision

The Head Teacher's Report on Staffing was circulated in advance of the meeting, however, some changes had been made to the plan since. The following points were highlighted;

1. There would be 2 Reception Classes from September 2018
2. Numbers had been limited to 60 pupils due to a drop in birth rate. This was subject to change in the future.
3. A member of staff in Nursery, currently on Maternity Leave was not returning to school
4. **A member asked of the plan for staffing if numbers rose in year.** The Head Teacher clarified that numbers were capped at 60 for the year, however should numbers rise in future years, additional staff would be appointed.
5. A last minute resignation was received from a valued teacher. Through a negotiated flexible working arrangement, the resignation was rescinded. As part of the arrangement, the teacher had relinquished a TLR. There were 2 internal candidates to take on the TLR. Interviews were to take place.
6. The Learning Mentor had increased by 1 day per week in light of the aforementioned flexible working arrangements.
7. An NQT had resigned. The fixed term contract was ended early. **A member asked how the post would be replaced.** The Head Teacher explained that PPA cover was back in class from September 2018. **It was asked whether this meant activities offered during PPA would stop; i.e Sports.** The Head Teacher clarified that there would be a small amount of time out of class to continue activities and that there was also a sports teacher. She confirmed that there would be no fewer clubs.
8. **In response to a question,** the Head Teacher explained that the sports instructor was excellent, had a degree in sports and had played professional basketball. He ran lunchtime and after school clubs

and was instrumental in the drastic improvements to PE. The Chair added that there were also less behaviour issues at lunchtime due to the activities on offer. From September, the sports instructor would be observing teaching one morning per week as the school wished to support him in his PGCE.

9. Teacher First teachers had been successful historically. **A member queried the difference between Teacher First and PGCE students.** The Head Teacher explained the difference and added that Teacher First students had an excellent work ethic and were highly academic and passionate. Mr Mahmood volunteered to visit school with a focus on Teacher First students.

ACTION: NM

At this point in the meeting, Mrs Jeffries apologised that she needed to leave. Before leaving, she raised points relating to the Audit Report – agenda item 7. Mrs Jeffries highlighted that she was not in agreement with point 10 of the report.

Mrs Jeffries left the meeting at 2.30pm.

The Head Teacher continued with the staffing update;

10. A fourth Y5 class was going ahead as agreed previously, as there were 20 pupils on the waiting list. There was room and staff capacity to accommodate.

11. **A member queried whether there had been any feedback from parents on the proposal to close the school early on Wednesdays to allow PPA.** The Head Teacher reported that there had been only one parent feedback, and they were understanding of the situation. It was added that many other schools were doing the same.

The Head Teacher explained that for parents that could not collect children any earlier than 3.30pm, an after school club would be provided. **The Chair asked if this could be used on an ad hoc basis.** Following some discussion, the board felt it best this was not the case.

There being no further questions or comments, the Head Teacher was thanked for her report. **Resolved** that the Head Teacher's Report be received and accepted.

6. Scheduled Review of Statutory/Other Important Policies	Discussion/Decision
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There were no policies for review.

7. Financial Matters:	Discussion/Decision
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Budget Monitoring Update

A Budget Monitoring Update would be provided at the next Full Governing Board meeting on 16th July 2018.

Audit Report

The Audit Report from 4th June 2018 was circulated in advance of the meeting. Members considered the report and wished to challenge several points;

1. Point 10 = It was explained that the auditor had been made aware of the strategic reasons for decisions and there was plenty of evidence provided to show this.
2. Members agreed that the report failed to note the positive actions taking place.
3. Point 2 (governance oversight) – It was felt that this was partially met but there was a lack of evidence in minutes.

4. The consistency of the report format was unclear, as was the grading. Some aspects were marked partially met but had less points of action than aspects marked as mainly met.
5. Governors would request to meet with the auditor again to challenge the report.

ACTION: HT/SM

6. Members discussed the compliance of the school website. The Clerk agreed to forward a list of statutory items for the website to the Head Teacher and Deputy Head Teacher.

ACTION: CLERK

8. Governor Visits & Reports	Discussion
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8.1 Safeguarding

The Chair reported that she had not been in school to perform a monitoring visit. SM volunteered to conduct safeguarding monitoring visits should the Chair be unable to.

ACTION: SM

Members were informed that there had been no further Safeguarding Training delivered to staff. The Head Teacher had delivered one hour training on gender equality to staff at Beeches Infants and Junior School. A longer session was in place for APS staff, other schools and the Fire Service on 12th June 2018. A third date was scheduled for 6th July 2018. **A member asked if the school received payment for the training.** The Head Teacher reported that the charge was £50 per hour but the aforementioned sessions were free.

The Deputy Head Teacher reported that a letter had been sent to parents regarding Fortnite – an online game with a 13+ age restriction. There was concern that pupils were playing the game; sometimes all day and were skipping meals. **The Chair highlighted that the school did well to highlight this issue to parents. Governors supported the approach.**

The local PCSO (Police Community Support Officer) had been into school to talk about prison conditions. **The Chair commented that the talk was hard hitting and effective.**

8.2 Monitoring/Evaluation Reports from Governor Visits

There were no Governor visit reports to receive.

8.3 Feedback from Governor Course Attendance

There was no training reported that term. Ms Tabassum was noted to be attending the gender equality training session on 12th June 2018.

A member drew attention to the BCC School Noticeboard, in particular areas of interest for governors. It was suggested that the BCC school noticeboard be forwarded to all members as and when it was published.

ACTION: CLERK

9. Questions/comments re circulated communications	Discussion
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There were no comments or questions raised outside of the meeting relating to circulated communications.

10. Other Items Requiring Urgent GB Knowledge/Decision	Decision
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10.1 Forthcoming Changes to KCSIE / 10.2 DFE Guidance on Charging for School Activities

APS FGB 11.6.18

The Clerk apologised that the proposed KCSIE document and DFE Guidance on Charging for School Activities were not circulated in advance and agreed to circulate it to all members following the meeting.

ACTION: CLERK

The Head Teacher suggested that the KCSIE be discussed at the Governor Away Day.

10.3 GDPR Update

Members were informed that changes in practice had been made in line with GDPR. Parents had been asked permission for the school to use pupil names in newsletters, programmes etc. The school were chasing non returns.

The privacy notices were on the website.

The Resources room was to be sorted through and unnecessary records would be disposed of.

10.4 Gender Equality Training

This had been discussed under item 8.

11. Minutes not to be included in public record	Decision
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There were no confidential items to discuss.

12. AOB	Discussion
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There was no additional business to discuss.

13. Date of Next Meeting

The next Full Governing Board Meeting was confirmed for Monday 16th July, 1.30-3.25pm

The Governor Away Day was confirmed to be held at the MAC on 2nd July, 10-3pm

There being no further questions or comments, the Chair thanked members for their contributions and closed the meeting at 3.25pm.

Signed.....(Chair)

Date.....