

Anderton Park Primary School Governing Board

Aspirations Relationships Sparkle

Members	11.12.17	13.11.17	19.9.17	18.7.17	27.6.17	22.5.17
Nick Weaver		✓	✓	✓	✓	✓
Bushra Tabasum		✓	Absent for items 7-9	○	✓	Items 2.2.3 -10
Sarah Hewitt-Clarkson (HT)		✓	✓	✓	✓	✓
Angela Jeffries		✓	✓	✓	✓	✓
Saidah Sultana		○	✓	✓	✓	From Item 4
Claire Evans (DHT)		✓	○	✓	○	✓
Nahim Mahmood		✓	✓	✓	From item 5	✓
Sue Middleton		✓	✓	✓	✓	○
Khurram Bashir		✓	---	---	---	---
All decisions quorate ?		Yes	Yes	Yes	Yes	Yes
11.12.17 Attending meeting: David May (Clerk to GB)						

Agenda for Governing Board Meeting Monday 11th Dec 1.15-3.15pm (Emma Watson Room)

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**
 - acknowledging, encouraging, praising, being proud of achievements
 - questioning, probing and refining school proposals.
 - pressing for improvement.
- All documents for meetings will be sent by e-mail in advance by the clerk wherever possible.
- The agenda, previous minutes for agreement and any other documents marked * will be posted out in hardcopy.
- Documents indicated † will be available in hardcopy at the meeting
- On occasions governors will be asked to indicate if they need a hard copy of any document marked ††† at the meeting by contacting Sarah's PA Jas in advance on j.dahele@anderton.bham.sch.uk
- Documents indicated ^ will be accessible on The Cloud

1. Welcome by Chair to meeting etc

Decision

1.15pm

- Apologies for absence and decision on whether to accept these as appropriate.
 - Sue (holiday)

2. Clerk's Matters

Discussion/decision

1.17pm

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

- Any amendments to individual governors' PPID declarations (form attached)
- DBS Status: Update from Angela re Khurram.

- Declarations by individual governors of any conflict of interest re agenda items.

2.2 Childcare Disqualification Declaration

2.2 NGA Governor Skills Audit Summation

- Analysis from David⁺
- Implications for governor training
- Implications for future governor appointments/elections

2.3 Co-option of Governor to fill Vacancy

2.4 Agreement/amendment of the draft minutes of the 13th Nov 2017 GB meeting*

- Signing by the chair of the agreed version of the minutes as an accurate record of the meeting.

3. Matters arising from minutes of last meeting: 13th Nov	Discussion	1.35pm
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3.1 PTA funds meeting (Nick/Bushra/Khurram)

3.2 Any other matters arising not already agenda items

4. Chair's Matters	Decision	1.45pm
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- Any correspondence received or Chair's Actions taken
- Ratification or otherwise of Chair's Actions.

5. Scheduled Review of Statutory/Other Important Policies	Decision	1.50pm
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- Receive recommendations from w.p. re policies requiring review in the Autumn Term.
 - Health & Safety Policy⁺⁺⁺ ^A
 - SEND & Inclusion
 - Equality Objectives: How the school intends to meet general public sector equality duty
 - EYFS
 - Sex & Relationships Education (Family and Relationships Education)
- Adopt/amend recommendations and approve agreed policies

Note from David: The following working parties, open to all governors who wish to attend, have been convened:

- Tues 12th December, 11.30am- 12.30 to look at SEND & Inclusion Policy and Equality Objectives
- Mon 18th December, 9- 11.00am to look at EYFS Policy and FRE Policy

6. HT's Report	Discussion	2.10pm
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- Sarah's response to questions/comments posed by governors

7. Financial Matters: Angela	Discussion/Decision	2.40pm
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- Benchmarking Reports⁺

8. Governor Visits & Reports	Discussion	2.50pm
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8.1 Safeguarding

- Report from Saidah/Sarah
- Any other safeguarding issues

8.2 Monitoring/Evaluation Reports from Governor Visits

- Nahim visited 2 lessons with Sarah

8.3 Feedback from Governor Course attendance etc

9. Assessing School Performance (Claire)	Discussion	3pm
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10. Questions/comments re circulated communications	Discussion	3.05pm
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- Questions/comments on the following documents (attached):
 - Accountability Measures^A

11. Other Items Requiring Urgent GB Knowledge/Decision	Decision	3.10pm
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12. Minutes not to be included in public record	Decision	3.15pm
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Scheduled Close of Meeting 3.15pm

Declaration of pecuniary and personal interest

Name:

School:

Position:

I [Name as above], declare as a Governor of [School Name] that I hold the following personal and/or pecuniary interest(s):

Pecuniary interests	Please provide details of the interest			
Current employment				
Businesses (of which I am a partner or sole proprietor)				
Company directorships – details of all companies of which I am a director				
Charity trusteeships – details of all companies of which I am a trustee				
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management				
Gifts or hospitality offered to you by external bodies while acting in your position as a governor/trustee and whether this was declined or accepted in the last 12 months				
Contracts offered by you for the supply of goods and/or services to the trust/school				
Any other conflict				
Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to governor/trustee				
Company directorships or trusteeships of family/close connections to governor/trustee				

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the school where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the trust/school's conflicts of interest policy.

Signed:

.....

Date:

.....

If you are a governor or trustee of any other schools and/or academies, please provide details below:

Name of school/academy:

Position held:

Date appointed/elected to post:

Date of termination to post:

GUIDANCE NOTES ON PECUNIARY INTERESTS AND OTHER CONFLICTS OF INTEREST

Governors and trustees have a legal duty to act only in the best interests of their schools. Where a situation arises in which they cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures governors or trustees are acting in the best interests of the school.

In the declaration above, you must provide details relating to:

- Your ownership or partnership of a company or organisation which may be used by the trust/school to provide goods or services;
- Goods or services you offer which may be used by the trust/school;
- Any close relation you have to someone who satisfies either of the above;
- Any close relationship you have to someone who is employed by the trust/school.

Declaring your conflicts of interest is a legal requirement within the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and for academies, in the Articles of Association and Academies Financial Handbook. However, making an annual declaration does not remove your requirement to make an oral disclosure of the interest and temporarily leave the meeting, where the interest is relevant to something being discussed.

Pecuniary interests

Generally, governors should not participate in any discussions in which they may directly or indirectly benefit from a pecuniary interest, except where the relevant authority has authorised this i.e. legislation for maintained schools or articles of association for academies. A direct benefit refers to any personal financial benefit and an indirect benefit refers to any financial benefit you may have by virtue of a relationship to someone who stands to gain from a decision of the governing board. Both direct and indirect interests must be declared.

Non-pecuniary interests (Conflicts of loyalty)

There may be a non-pecuniary interest whereby the governor does not stand to gain any benefit but a declaration should still be made. For example, this might be where a governor has a family member working in the school. While the governor might not benefit personally, their judgment could be impaired if something was brought up that would affect the family member.

Handling the conflict

The governing board must make a decision as to whether or not they should take steps to remove the conflict by:

- Not pursuing the course of action it relates to; or
- Proceeding with it in an alternative way which does not give rise to conflict; or
- Not appointing the governor in question or seeking to secure their resignation.

In the minutes of the meeting, the following should be recorded:

- The nature of the conflict;
- Which governor(s) it relates to;
- Whether a declaration was made in advance of the meeting;
- A brief overview of what was discussed;
- Whether the governor(s) withdrew from the meeting;
- How the governors made the decision in the best interests of the school.

The School and Early Years Finance (England) Regulations 2013 provide for local authority financing schemes to keep a register of pecuniary interests for the trustees, governors and staff of schools. The register should be reviewed annually by the clerk to the governing body but any new interest or ceased interest, should be reported to the clerk as

and when they occur. Upon completion, this signed form should be given to the clerk of governors whose responsibility it is to keep a register of all interests and review it annually. You can find NGA's model conflict register on the [NGA's website](#).

The Charity Commission has produced [guidance on dealing with conflicts of interests](#) which may be useful, even for schools that do not have charitable status.

Anderton Park Primary School Governing Board

Aspirations Relationships Sparkle

Members	13.11.17	19.9.17	18.7.17	27.6.17	22.5.17	4.4.17	6.3.17
Nick Weaver (Chair)	✓	✓	✓	✓	✓	✓	✓
Bushra Tabasum (V/C)	✓	Absent for items 7-9	○	✓	Items 2.2.3 -10	○	✓
Sarah Hewitt-Clarkson (HT)	✓	✓	✓	✓	✓	Items 4-11	✓
Angela Jeffries	✓	✓	✓	✓	✓	✓	✓
Saidah Sultana	○	✓	✓	✓	From Item 4	✓	✓
Claire Evans (DHT)	✓	○	✓	○	✓	✓	✓
Nahim Mahmood	✓	✓	✓	From item 5	✓	✓	✓
Sue Middleton	✓	✓	✓	✓	○	✓	✓
Khurram Bashir	✓	---	---	---	---	---	---
All decisions quorate ?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
13.11.17 Attending meeting: David May (Clerk to GB)							

Minutes of GB Meeting Mon 13th November 1.05-3.30pm in “The House”

The Governing Body acts as a critical friend of the school by:

supporting it:

holding it to account:

challenging it:

-acknowledging, encouraging, praising, being proud of achievements

-questioning, probing and refining school proposals.

-pressing for improvement.

1. Welcome by Chair to meeting etc

- Apologies for absence and decision on whether to accept these as appropriate.
 - Saidah (holiday): **accepted**
- Dr Khurram Bashir was welcomed to the meeting as the new parent governor (see item 2.2). All governors introduced themselves and Khurram explained a little bit about his qualifications and background. Nick and Sarah were to interview Khurram as part of the GB's Induction Process on Wednesday 15th.

2. Clerk's Matters

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

- Khurram filled out his PPID for David.
- Angela confirmed that Khurram's DBS Status form would be set in train on Wednesday.
- No declarations by individual governors of any conflict of interest re agenda items.

2.2 Report on Parent Governor Elections

- David informed governors that the vote counting had been conducted in accordance with BCC's regulations, with Sarah as Returning Officer and Jas and himself as witnesses; Dr Bashir was also in attendance. The school was pleased that there were 3 candidates with 130 votes distributed fairly evenly across them. Bushra had topped the poll and Khurram had the second highest number of votes and so were both duly elected for 4 year terms.

2.3 NGA Governor Skills Audit Summation

- **It was agreed to carry over this item relating to implications for future governor appointments and training until next meeting.** to allow David to carry out the analysis to include all current members of the GB.

2.4 Membership of Pay & Head Teacher's Performance Review Committee

- **Sue agreed to join** Nick and Bushra as members of this committee.

3. Agreement/amendment of the draft minutes of 19th September 2017 GB meeting

- **The chair signed these minutes as an accurate record of the meeting.**

4. Agreement/amendment of the draft minutes of 2nd October 2017 Extraordinary GB meeting

- **Various amendments were agreed. David agreed to send the amended document to Nick for signing as an accurate record and distribution to all governors thereafter.**

5. Chair's Matters

- The Chair re-informed governors about an outstanding parental complaint referred to in several previous meetings. The previous chair had written back rejecting the complaint but offered a meeting to discuss the matter. Matching mutually agreeable dates for a meeting had not been possible on several occasions and Nick was now in the process of trying to arrange this again.
- Nick explained the concept of Away Days i.e an informal discussion about such matters that failed to have sufficient discussion in scheduled GB meetings. Governors who had attended meetings valued them highly and Nick said that any governor was welcome to attend these termly meetings- normally 10-3pm at the MAC. Topics discussed at the Oct meeting were:
 - School Trips; SIP; Assessing School Performance
 - Prevent; Changes in SEND Provision
- Nick reminded governors that he had sent out to everyone a list of courses available via School and Governor Support and that he would welcome any further requests for attendance. He was attending an NGA/National Leadership College course (with one more meeting planned) and Sue and Sarah were due to attend courses on British Values and Prevent.

6. Matters arising from minutes of last meeting(s)

4.1 PTA funds/constitution follow up

- There was a lengthy and robust discussion about this long running matter. All agreed that the stance of the PTA regarding the retention of funds was morally wrong. **It was agreed that Nick would invite those who the GB believe to be in charge to a meeting with "the new chair" and "the new parent governors" and that this subgroup would act on behalf of the GB and report back.**

4.2 Any other matters arising not already agenda items

- None

5. Scheduled Review of Statutory/Other Important Policies (Au Term)

- Angela took governors through the salient points of the new model pay policy which was essentially unchanged; **the policy was approved.** These included a 2% rise in the minimum and maximum of the MPS, with all the other grades on the teachers' pay range rising by 1%. The school policy also now included the school's range of allowances and the range for SLT members. the school's range of allowances and the range for SLT members, plus the introduction of the recently agreed TLR 3.
- **A working party was set up to review as many as possible of the following statutory policies due for review this term, and to report back to the GB asap.**
 - SEND & Inclusion
 - Equality Objectives: How the school intends to meet general public sector equality duty
 - EYFS
 - Sex & Relationships Education

6. Financial Matters: Angela

6.1 Autumn Term Finance Report incl School Fund Audit

- Angela said there were demographic issues regarding pupil numbers. Currently, although Reception has a capacity of 92, there are only 70 pupils. This translated into a reduction of £27K in funding. If this continued into 2019 the reduction would be £331K. **Governors thanked Angela for making the GB very aware of this issue in good time.** Sarah said that the school was currently considering (for the first time) whether having some full-time Nursery places was appropriate.
- **Governors congratulated Angela on the School Fund Audit Report.**

7. Assessing School Performance

- **Claire agreed to talk about a project she is conducting in this area at the next meeting.**

8. Reducing Paperwork

- There was a lengthy and robust discussion about governors' ability to reduce paperwork and workload for school staff. Some of the questions/comments raised were:
 - Can all governors access documents from their electronic devices?
 - Can all governors access The Cloud?
 - Some governors find it easier to read paper copies, with analysing complicated documents, especially financial ones, particularly difficult.
 - A mountain of paper is being used and is sending out papers by post a security risk?
 - Could additional staff be recruited to do photocopying?
- ***It was agreed that Nick and David be charged with deciding which documents needed to go out with agendas as paper copies and which could be usefully sent to The Cloud, with a review of how it was working in 2018. The watchword would be "Reduce paper, but not at the expense of effective governance."***

9. Governor Visits

9.1 School Monitoring/Evaluation Reports

- None

9.2 Feedback from Governor Course attendance etc

- None

10. Questions/comments re circulated communications

- There were no questions/comments on the following circulated documents:
 - NGA Code of Conduct
 - NAHT Guidance on Term-Time Absence
 - NAHT Guidance on School Premises
 - DfE Analyse School Performance service- replacement for RAISE ON Line
 - NAHT guidance on Data and its Use in Schools
 - BCC National Funding Formula
 - BCC Guidance on how visitors, including parents, should conduct themselves whilst on the school premises
 - Best Practice Advice on School Complaints

11. Dates and Times of Future GB Meetings

- ***The following meeting dates and times were agreed (1.15-3.15pm unless otherwise stated):***
 - Spring Term Away Day: Tuesday 23rd Jan 2018 M.A.C. 10am-3pm
 - Spring Term GB Meetings: Mon 29th Jan; Mon 5th March; Mon March 26th
 - Summer Term Away Day: Tuesday 19th June MAC 10am-3pm
 - Summer Term GB Meetings: Mon 23rd April; Mon June 11th; Mon July 16th
- ***Date of Next Full Au 2017 GB Meeting: Monday 11th December, 1.15-3.15pm***

12. Future focus items for GB meetings

- These items were put forward to consider at the pre-agenda meetings to consider as Focus Items in the 2nd meeting of each term:
 - Good Governance (Nick)
 - Teaching & Learning at APS- what is unique (Nick)
 - SIP (Sarah)
 -

13. Other Items Requiring Urgent GB Knowledge/Decision

- Sarah explained why BCC advice was now to have Safeguarding as an essential item at every GB meeting **and this was agreed**. She updated governors about Keeping Children Safe in Education (KCSIE) section 1. The 2016 document will be put on "The Cloud" and governors were urged to read it. Saidah as Safeguarding Governor will be meeting 5 members of staff each month to ascertain their knowledge of this. Governors will be invited to each and every piece of training on this issue.
- ***Nick agreed to sign off the Property (Premises) Log Book by 30th Nov 2017.***

14. Minutes not to be included in public record

- None