

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)

6.1 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.**

6.2 Any other matters arising not already agenda items

- None

7. 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

8. Financial Matters: Angela

8.1 Autumn Term Finance Report incl School Fund Audit

- Angela said there were demographic issues regarding pupil numbers. Currently, although Reception has a capacity of 90, there are only 70 pupils. This translated into a reduction of £67K 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.**

9. NPQH

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

10. 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."***

11. Governor Visits

11.1 School Monitoring/Evaluation Reports

- None

11.2 Feedback from Governor Course attendance etc

- None

12. 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

13. 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***

14. 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)
 -

15. 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.***

16. Minutes not to be included in public record

- None