

Full Governing Body Meeting 16th July 2018 1.15pm- 3.15pm

Anderton Park Primary School Governing Board

Aspirations Relationships Sparkle

Members	16.07.18	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	Resigned	✓	✓	✓	✓	✓	✓
Bushra Tabasum (Chair)	From 2.4	✓	✓	○	✓	○	○	✓
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	✓
Habib Rehman	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
All decisions quorate ?	yes	yes	Yes	Yes	Yes	Yes	Yes	Yes
Attending meeting: Amanda Moore (Clerk to GB)								

1. Welcome and Apologies

Decision

In the absence of the Chair, the Vice Chair chaired the meeting. Members were welcomed to the meeting and thanked them for their attendance.

Apologies were received and accepted from Bushra Tabasum, though she joined the meeting mid point. The absence of Habib Rehman was noted. The Clerk agreed to contact Mr Rehman to ensure 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. The Clerk was also asked to declare any interests. She explained that she was independent but agreed to complete a PPID form.

ACTION: CLERK

2.2 Any Governor Attendance Issues

There were no persistent attendance issues to discuss.

Bushra Tabassum joined the meeting at 1.35pm.

2.3 Governing Body Membership - appointment of Co-opted Governors

Members were reminded that there was one remaining vacancy on the Board for a Co-opted Governor. An application was received from Mrs Christine Francis, a Family Link Worker at Starbank school. The Head Teacher reported she had valuable skills to bring to the board. Members were informed that she had been interviewed by the Head Teacher and Deputy Head Teacher and had met with the Chair, all of whom agreed that she would be an asset.

Following some discussion it was

Resolved that Mrs Christine Francis be appointed Co-Opted Governor for a period of 4 years.

2.4 Governing Board Committee Booklet Template

Having been circulated in advance of the meeting, governors considered using Governing Board Committee Booklet as a living document to organise terms of reference, committee membership and named responsibilities. Members agreed the format to be used from September 2018. The Clerk would populate a school specific booklet for approval at the next meeting.

Resolved that the model SIPS Governing Body Booklet be adopted.

ACTION: CLERK

2.5 Agreement/amendment of the draft full governing body minutes of the 11th June 2018

Minutes of the previous meeting held on 11th June 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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3.1 Any other matters arising not already agenda items

In response to a query, it was reported that the outstanding £2,500 from the PTA (Parent Teacher Association) had still not been received as they were requesting another formal letter acknowledging its formal closure. Members debated the issue and agreed to write accordingly. It was further suggested that a public announcement of the school's disappointment in the situation be made as it had created some distrust of the school amongst parents.

8.1 – Safeguarding – The Deputy Head Teacher briefly reported that she had been summoned to give evidence in court on a stalking case regarding two parents. It was highlighted that the 'My Concern' system had played a fundamental role in safeguarding this particular parent and was working very well across the school.

It was added that the Deputy Head Teacher and Head Teacher were supported by a clinical psychiatrist 1hr per week.

3.2 Matters Arising from Governor Away Day

The Chair reported that 4 governors had attended the governor away day and had discussed a raft of issues facing the school. Governors had scrutinised Early Years, Phonics and KS1 Results and looked at test papers. Governors were encouraged to participate in such sessions which were invaluable.

A member stated that primary school pupils were subjected to 5 sets of statutory testing and it took a leader of courage to allow children to have rounded education they deserved. Examples of external visitors were listed and it was noted that pupil's confidence and use of vocabulary in questioning visitors was impressive. An example was given from that day where inspirational refugees had spoken to pupils about their experiences.

The Head Teacher suggested all members to look at 'Remembering Srebrenica' which held events for leaders.

ACTION: ALL

3.1 It was highlighted that the previous Chair, Mr Sharif had accepted the Board's offer to become an Associate Member. It was

Resolved that Mr Shafiq Sharif be appointed Associate Member of the Board for a term of 4 years.

4. Chair's Matters	Decision
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4.1 Correspondence

The Chair reported that she and SS had met with parents regarding complaints.

SS reported that she was mentoring a parent, providing weekly one to one support. A positive impact could be seen.

4.2 Ratification otherwise of Chair's Actions

There were no Chair's Actions reported.

5. Head Teacher's Report	Decision
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The Head Teacher's report was circulated in advance of the meeting. The following points were highlighted / questions raised;

5.4 SATS results 2018

In a slight change to the agenda, members considered the SATs Results first. A full analysis breakdown would be provided in the Autumn Term.

The Head Teacher reported that the progress measures had increased on the previous year and the school was likely to top the national 5%.

Reading had improved on last year in terms of overall attainment. Progress was excellent particularly considering that only 28 of the 95 Y6 pupils had been at the school since Y3, Y4 or Y5.

The Deputy Head Teacher would speak individually to parents of pupils that did not reach ARE to explain progress.

The percentage of pupils achieving Greater Depth in SPAG was 41% above National Average, however there was a large gap between GD and achieving below ARE. An analysis of why this was would be carried out.

The Head Teacher tabled 3 Y6 writing books. ***A member asked what had been done differently that year to push writing.*** It was explained that spelling and handwriting had been a key focus that year and each child had one designated writing book.

A member asked what the focus for next year would be. The Head Teacher reported that Reading comprehension would feature on the school improvement plan. It was added that from September 2018, support staff would be timetabled to run Y6 reading groups between 8.30am and 9.00am twice per week.

In response to a question it was reported that there was not enough staff to offer this to all year groups.

Governors wished to extend thanks and congratulations to the Head Teacher and all staff on a successful year.

Members were informed that there were additional teachers on staff awaiting the bulge class. This aided the capacity to develop teaching. Work was being done to ensure that staff were skilled across the school not just in Y6.

Strong teaching had been placed in Y5.

Claire Evans left the meeting at 2.50pm.

Outcomes for Pupils

High scores in Early Years across the early learning goals were noted. It was reported that the national average for GLD was not yet known but it was expected that the school would be slightly below.

A member asked why the data was below last year. The Head Teacher explained that the cohort was different and there was quite a high proportion of EAL (English as Additional Language) pupils with no English at home. It was added that in Early Years, the developmental age of pupils had an impact and Summer born pupils were still very young.

The Chair highlighted that the data did not reflect what could be witnessed occurring in school. She added that behaviour in school and on trips was exemplary.

5.1 Staffing Structure

Members were provided with the school Staffing Structure in advance of the meeting for information.

5.2 Ofsted Report

Members were provided with the most recent Ofsted Inspection report in advance of the meeting for information.

5.3 Observation form

Members were provided with an example observation report in advance of the meeting for information.

A member wished to record thanks to the Head Teacher for a details and high quality 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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7.1 Budget Monitoring Report

The Summer Term Budget monitoring report was circulated in advance of the meeting. AJ reported that the school was on track to the budget spending plan. It was assumed that there would be no more than 60 pupils in Reception next year. Currently there were 58 on roll.

The Carry Forward 2017/2018 was £375,896. The 2018/2019 in year surplus was estimated at £60,251 however, funding figures included the 17/18 carry forward of £347,896 which in reality suggested the school had a potential cumulative surplus of £408,147.

Members considered ways to use the overspend considering suggestions listed on pg11 of the report. **A member highlighted that such an excess could be criticised.** AJ responded that the surplus was being used year on year. **A member asked how such a reserve was built.** The Head Teacher reported careful budgeting and added that the school roof was in need of £150,000 worth of repairs, therefore a large proportion of the money would be spent this financial year.

In response to a query, members were reminded that they had agreed spending £20,000 to repair the shared area of the sloping roof, however it had taken a term to establish a definitive cost as Civico had since advised that more work was needed costing in the region of £150,000. A tender process would be required.

A member suggested that the surplus be used to pay staff to run additional sessions before and after school in order to drive improvement. Another member suggested that money could be spent on behaviour interventions and workshops to upskill parents.

The Head Teacher suggested plans to provide external toilets.

Having been given due consideration it was

Resolved that the budget monitoring report be approved along with all listed virements.

7.2 Payment by BACS

Members were informed that from September 2018 all payments would be made through BACS to help reduce the potential for fraud.

7.3 Audit Report

Members were reminded that the Audit Report from 4th June 2018 was challenged regarding the terminology and wording used in some sections. **In response to a query** it was reported that the person that wrote the report was not the person that conducted the audit therefore there was discrepancy.

Structure of Head Teachers Spending Delegation Limit

This item was deferred to a future meeting.

Gifts and Hospitality

Members were presented with the Gifts and Hospitality Register for information. The register showed a nil return. The Gifts and Hospitality Policy was also circulated. It was

Resolved that the Gifts and Hospitality Policy be approved.

Strategic Risk Register

The strategic risk register was circulated in advance of the meeting.

Resolved that the Strategic Risk Register be received and noted.

8. Governor Visits & Reports

Discussion

8.1 Safeguarding

The Head Teacher thanked all those that attended the gender inequality training. **A member expressed how important the training was and encouraged all members to attend in future.** The Head Teacher

added that a Safeguarding session was scheduled for Monday 3rd September 2018. All governors were invited to attend and meet new staff.

8.2 Monitoring/Evaluation Reports from Governor Visits

SM circulated Governor Monitoring Visit Reports from visits held on 28.6.18, 6.7.18. The Clerk agreed to circulate a template for governor visit reports.

ACTION: CLERK

8.3 Feedback from Governor Course Attendance

There was no training reported that term. All members were encouraged to access BCC training sessions.

Bushra Tabbasum left the meeting at 3.30pm.

A member queried holiday clubs. It was explained that there were none offered that year due to a previously low turn out.

In response to a question members discussed workshops and mentoring offered on knife crime and grooming young males into gangs as it was a local issue.

Nahim Mahmood and Khurram Bashir left the meeting at 3.35pm.

It was noted that there was a distinct lack of male staff attending the gender equality training.

Members discussed additional professional mental health support for staff. It was noted that there were three trained mentors.

Claire Evans re-joined the meeting at 3.45pm.

9. Questions/comments re circulated communications	Discussion
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There were no questions / comments raised.

10. Other Items Requiring Urgent GB Knowledge/Decision	Decision
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There were no items requiring urgent GB Knowledge / Decision

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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Congratulations were extended to the NQTs on a successful first year. A card was sent to Sian O'Keefe, Chloe Dearden, Maisy Tracey and Jaim Batchelor.

A member highlighted 'Love Brum' which was a local charity with useful local links.

13. Date of Next Meetings

The following dates and times were agreed for the next academic year;

- Monday 1st October 2018 at 1.15pm
- Monday 12th November 2018 at 1.15pm
- Monday 14th January 2019 at 1.15pm
- Monday 4th February 2019 at 1.15pm
- Monday 4th March 2019 at 1.15pm
- Monday 8th April 2019 at 1.15pm
- Monday 13th May 2019 at 1.15pm
- Monday 17th June 2019 at 1.15pm
- Monday 15th July 2019 at 1.15pm

There being no further questions or comments, the Chair thanked members for their contributions and closed the meeting at 3.55pm.

Signed.....(Chair)

Date.....