

Anderton Park Primary School Governing Board

Aspirations Relationships Sparkle

Members	19.9.17	18.7.17	27.6.17	22.5.17	4.4.17	6.3.17	30.1.17
Nick Weaver	✓	✓	✓	✓	✓	✓	✓
Bushra Tabassum	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	✓	✓	✓	○	✓	✓	✓
All decisions quorate ?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
19.9.17 Attending meeting: David May (Clerk to GB)							

Minutes of GB Meeting Tuesday 19th September, 4.05-6.20pm.

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

- Nick (Acting Chair) chaired the meeting before handing over to David for item 3 of the agenda. He welcomed all to the start of the new academic year. He notified governors that Lisa Nichols had resigned as of September 6th due to time commitments. **Apologies for absence were received and accepted from Claire (child-care issues).**

2. Possible Co-Chairing of the GB

- Governors considered the pros and cons of a co-chairing arrangement. **After detailed discussion it decided that, on balance, this was not the GB's preferred option at this moment in time.**

3. Election of new GB Chair

- David conducted the election of the Chair of Governors. **The length of the new Chair's term of office was determined as 1 year i.e until the first Au term meeting '18.**
- Nick accepted nominations from other governors. He was the sole candidate **and was unanimously elected as Chair of Governors.**
- David handed over to Nick to chair the rest of the meeting.

4. Admission of a SEND child at the request of the LA

- Governors considered this as an emergency item at the request of the school's SENDCo Kathy Mayne. It related to the possible admission of a KS2 child with complex needs. **Governors considered carefully all the facts put before them by Kathy (deriving from SENAR) and concluded that the school could not meet the needs required for the child to progress satisfactorily.** See item 14

5. Election of Vice-Chair of GB

- ***The length of the new Vice-Chair's term of office was determined as 1 year i.e until the first Au term meeting '18.***
- Bushra accepted nominations from other governors. She was the sole candidate ***and was unanimously elected as Vice-Chair of Governors.***

6. Chair's Matters

- Any correspondence received or Chair's Actions taken by the Acting Chair: None
- Ratification or otherwise of Acting Chair's Actions: N/A

7. Clerk's Matters (David)

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

- Governors present filled out their PPID annual declaration for the new academic year for David at the meeting. ***David agreed to chase absent governors for this.***
- DBS Status: All complete.
- Declarations by individual governors of any conflict of interest re agenda items: None

7.2 Governor Succession Planning

- Governors present filled out their individual NGA Governor Skills Audit at the meeting. ***David agreed to chase absent governors for this, and to report back on the collated version at the next meeting.***

7.3 Election of Key Governors

- ***Safeguarding Governor: Saidah and Nahim agreed to undertake this Special Interest Governor role*** i.e to work alongside the School's designated safeguarding lead (DSL) to evaluate the effectiveness of the school's safeguarding arrangements and report to the GB on these arrangements. Sarah said that it might be worth considering "splitting" the Mental Health" aspect into a different role. Nahim said he would be getting in touch with Inspector Kirkpatrick of the local police to come over to the school to educate pupils and teachers around safeguarding and issues to be aware of outside the school perimeters. **Governors thanked Nahim for agreeing to do this.**
- ***SEN Governor: Sue agreed to continue to undertake this Special Interest Governor Role*** i.e. to monitor how the school manages its provision for children with SEN, and to report regularly on this to the governing body. Sue reported that there was a helpful SEN governor "calendar" that she was proposing to adhere to.
- ***Link/Skills Governor: Nick and Bushra agreed to undertake this role*** i.e to have a specific responsibility for ensuring every governor develops the skills they need to be effective e.g through training and other development opportunities. Nick urged governors to consider the courses etc previously circulated by David and to submit requests to him so that he could coordinate this. **Governors agreed to provide feedback from courses attended at subsequent GB meetings. Nick and Bushra also agreed to undertake the on-line Safer Recruitment Training.**

7.4 Adoption of New BCC Governor Code of Conduct

- ***The new version of this code was adopted by the GB.***

7.5 Re-adoption of Unchanged GB Organisational and Operating Procedures

- ***The following unchanged documents were re-adopted by the GB:***
 - Governing Body Rationale

- Terms of Reference of Pay/HT's Performance Committee; Hearings Committee; Appeals Committee including a rationale for membership of Hearings and Appeals
- Structure of Financial Management for the Headteacher.

8. Agreement of minutes of last meeting(s)

- ***The minutes of the full GB meeting of 18th July 2017 were agreed as an accurate record and signed as such by the Chair.***

9. Matters arising from minutes of last meeting not already agenda items

9.1 PTA funds/constitution follow up

- A reply (from Governor & School Support) had been received from the GB's letter to BCC Legal Services asking for advice re the PTA- as previously discussed at several meetings. Governors discussed this and agreed it was important that the PTA and parents be informed of the state of play Governors as soon as possible. It concluded that the reply didn't address the original questions adequately and had not come from Legal Services whose advice had been sought! **Nick agreed to write back to request legal advice as a matter of urgency.**

9.2 Any other matters arising not already agenda items

- None

10. Questions/comments re LA/DfE etc communications previously circulated

- None.

11. Adoption of Statutory & Other Important Policies

- ***The GB formally re- adopted all other previously adopted policy documents until the time arises for a review/rewrite.***
- Angela informed governors that the new BCC Pay Policy (based on the new DfE School Teachers' Pay & Conditions document) differed from the current one only in the size of the pay award mentioned. The policy was due out from BCC any time and to avoid any problem with implementation, **Governors agreed to Angela sending out this policy electronically for their approval as soon as it was received.**

12. Dates and Times of Autumn Term GB Meetings

- **The GB agreed to hold its Autumn Term meetings in "The House" 1-3pm**
 - Monday 13th November 2017
 - Monday 11th December 2017
- **It was agreed not to decide meeting times etc for the Spring and Summer Terms until the new parent/co-opted governors were in place.**
- **It was agreed to hold an Away Day this term.**

13. Other Items Requiring Urgent GB Knowledge/Decision

- Sarah explained that the school was nominating the last 2 days of the school year as Training Days but "converting" these 12 hours into additional twilight sessions throughout the year. **The GB supported this approach.**

- Sarah reported that following the unsuccessful advertisement for the School Nurse position, those duties had been re-distributed amongst other staff. Sarah was hoping to interview for the post in the very near future. She updated governors on the school's approach to children with allergies and **the GB was supportive of this.**
- Sue reported that she was currently in receipt of a valuable document called School Noticeboard which she intended to send to all governors in future.

14. Minutes not to be included in public record

- ***It was agreed that the discussion and decision relating to item 4 was recorded privately.***