

Anderton Park Primary School Governing Board

Aspirations Relationships Sparkle

Members	23.1.17	13.11.17	19.9.17	18.7.17	27.6.17	22.5.17
Nick Weaver (Chair)	✓	✓	✓	✓	✓	✓
Bushra Tabasum (V-C)	○	✓	Absent for items 7-9	○	✓	Items 2.2.3 -10
Sarah Hewitt-Clarkson (HT)	✓	✓	✓	✓	✓	✓
Angela Jeffries	From 2.3	✓	✓	✓	✓	✓
Saidah Sultana	✓	○	✓	✓	✓	From Item 4
Claire Evans (DHT)	✓	✓	○	✓	○	✓
Nahim Mahmood	✓	✓	✓	✓	From item 5	✓
Sue Middleton	✓	✓	✓	✓	✓	○
Khurram Bashir	Items 1-6	✓	---	---	---	---
All decisions quorate ?	Yes	Yes	Yes	Yes	Yes	Yes
23.1.17 Attending meeting: David May (Clerk to GB)						

Minutes of GB Meeting Tuesday 23rd Jan 10am-3pm Midlands Art Centre

Note from David: This was a full GB Meeting re-scheduled from 11th Dec 1.15-3.15pm due to school closure. As the 23rd was originally scheduled as the termly "Away Day" session, discussions within the GB meeting format were more wide ranging and included some detailed discussion of the recent OfSTED Inspection Report.

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 by Chair to meeting etc

- **Apologies for absence were accepted for Bushra** (moving house). Angela sent her apologies for late arrival due to a cheque-book audit at school that day.

2. Clerk's Matters

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

- Any amendments to individual governors' PPID declarations (form attached): None
- DBS Status: Khurram's is now fully completed.
- Declarations by individual governors of any conflict of interest re agenda items: None

2.2 Childcare Disqualification Declaration

- It was confirmed that governors did not need to undergo this procedure.

2.3 NGA Governor Skills Audit Summation

- David apologised for failing to bring the paper version of his analysis to the meeting but informed governors of the main points; **he also agreed to circulate the paper version as soon as possible.**
- **In discussion governors agreed that the analysis showed the GB has a broad base of experience & skill sets.** Feeling secure when discussing financial matters was the main area where, despite a lot of knowledge and experience across the board in a general sense, some governors felt less confident. Nick felt that governors were quite competent on finance but didn't feel confident they were competent!
- Implications for governor training:
 - Nick suggested that governors should avail themselves of LA training available in the finance area.
 - Sue expressed her disappointment that training provision re British Values had been cancelled by the LA on 2 occasions.
 - **There was approval for the idea of running governor training (to possibly include representation from other GBs) on-site.**
- Implications for future governor appointments/elections:
 - There was a wide-ranging discussion about what skill set was appropriate to fill our current co-opted vacancy, and, in the future, other vacancies.
 - **It was agreed that the most important features to look for in a potential candidate were enthusiasm, commitment & passion**

2.4 Co-option of Governor to fill Vacancy

- There was a discussion about the best type of candidate for this co-option and how to acquire such a person. Suggestions included approaching the NGA re their INSPIRE governor recruitment operation, an additional parent to bring the complement to match that of staff. Governors also agreed that any new governor would need to have an excellent understanding of Fundamental British Values.
- Following detailed discussion of the merits and demerits of various suggestions and bearing in mind that the rule about no more than a third of governors eligible to be a staff governor could sit on the GB, **it was agreed that Sarah would approach the parent who had been unsuccessful in the recent parent governor election, prior to undertaking the GB's approved selection process. If this didn't work out Claire was mandated to approach another parent who might be suitable.**

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

- Nick signed the amended version of the minutes (initialled where necessary) as an accurate record of the meeting. **David agreed to send out the amended version to all governors as soon as possible.**

3. Matters arising from minutes of last meeting: 13th Nov

3.1 PTA funds meeting (Nick/Bushra/Khurram)

- Nick informed governors that the letter he would be sending the leaders of the PTA had had to wait until Khurram's DBS status had been confirmed. **He would report back at the next meeting on progress.**

3.2 Any other matters arising not already agenda items: None

4. Chair's Matters

- Nick reported that the ongoing correspondence with a complaining parent had not progressed as there was no reply to his letter back to the parent.
- No correspondence had been received nor Chair's Actions undertaken.

5. Scheduled Review of Statutory/Other Important Policies

- Sarah reported that the policy review working parties scheduled for the 12th and 18th December had fallen foul of the school closures and the OfSTED Inspection. She also reported that OfSTED had advised that **the school's Behaviour Policy needed an expanded section on physical restraint.**
- Lots of work on the Health & Safety Policy had been completed, principally by the Premises Manager. **Sarah agreed to make this policy available for review at the next GB meeting.**
- Kathy Mayne (SENDCo) was currently on a major piece of training towards an SEND award. As part of this, reviewing policies would be included and so **governors agreed to wait on documentation from Kathy.**
- Sarah informed governors that a DfE document ("Bold Beginnings") pertaining to EYFS had just come out and this will need to be taken account of.
- In response to an observation from David, ***governors agreed to constitute a committee of at least 3 with mandated responsibility to review policies and make amendments on behalf of the GB. David agreed to bring forward a draft terms of reference for such a committee to the next GB meeting.***
- Sarah said that re Family and Relationships Education she would like to make some changes whereby not all of the teaching took place in gender groups. **Governors were supportive of this approach. Khurram volunteered to help Sarah with this.**
- **Governors agreed that working parties would address the review of the outstanding policies.**
- **Governors approved the LA Model Fair Access Policy and Sarah agreed to customise this to the school's situation and bring it back to the GB**
- There was some discussion about the GB's Complaints Policy. **David agreed to ensure the full local authority Complaints Policy is available at the next meeting so that it could be adopted and posted on the school website.**

6. HT's Report

- Sarah explained how her report needed to be dovetailed with other tabled documents: SIP; Self-Evaluation; OfSTED Inspection Report; Results Report; Inspection Data Summary
- She mentioned that information from the Assessing School Performance reports had been represented in more understandable form for governors to understand, including data from 2016. Nick mentioned that Fischer Family Trust data would also soon be available.
- Sarah explained that although KS1 data results had decreased this was a very different cohort from the year before. The old Y1 children were making very good progress but from a low base-line and were still behind national expectations. The current Y3 children were being well supported including through additional phonic interventions since Y1. **Governors understood and accepted Sarah's explanations and knew that various interventions continued to be taking place with good results.**
- **Nick was concerned about 0% Greater Depth in Maths.** Sarah explained that the questions relating to this were very wordy and did not allow the children's mathematical ability to shine through. However, this aspect is the main focus for Y3 children and at the December assessment the figures were 18% with further boosting for children who hadn't improved.
- **Governors were very pleased that KS2 progress in Maths since KS1 was better than 80% of schools nationally.** Sarah said that despite the issue of much increased pupil mobility and tests that were now up to 2 years harder than previously, OfSTED's general view about attainment and progress was that "everything is on the up".
- **Governors were particularly struck at how well the SLT's judgements matched extremely well with those of OfSTED i.e were judging themselves accurately.**

- Sarah said that what the school felt were 7 factual errors were all changed by OfSTED. She also said that despite being judged “Good” in all of the main categories, she and Claire were extremely disappointed that several aspects had not been graded outstanding. She was considering whether to make a formal complaint about this.
- **Governors concluded that the only reason the school had not been judged “Outstanding” was the dip below floor levels in 2016 when the new tests/curriculum had been introduced. Sarah thanked the 3 governors who were involved in the inspection. Nick said that all the staff had performed fantastically well and deserved a hearty “Well done!” and this was endorsed by all governors.**
- Re teachers’ Performance Management, Sarah said that all had been concluded (apart from herself) with everyone passing. Three staff had applied to move onto UPS with two were successful i.e demonstrated a substantial and sustained contribution to whole school life.
- **Governors were delighted that AHT Paul Sinclair was hoping to start on a phased return to school after successful heart surgery in two weeks’ time.**

7. Financial Matters

- Angela briefly went through the new Benchmarking Reports. APS is now in a new Family Group (as per BEP) of 22 schools with similar FSM and KS2 results.
- **Governors agreed to Angela’s request that the 3-year financial forecast and the budget be presented at the GB meetings on 5th Feb and 23rd April respectively.**

8. Governor Visits & Reports

8.1 Safeguarding

- Saidah reported on her termly visits with 5/6 support staff. Staff discuss in depth aspects of “Keeping Children Safe in Education” with interactive support and questionnaires to check understanding.
Governors were very supportive of this approach.
- Any other safeguarding issues: None

8.2 Monitoring/Evaluation Reports from Governor Visits

- Sue reported back on her NQT visits in Nov/Dec. She said everything was very ;positive with the previous cohort of NQTs buddying. All of the current NQTs thought they had made a good start with lots of support.
- Nahim said that the 2 lessons he had visited with Sarah were really good. The teaching was excellent with children focussed and good support from TAs. Sarah said the school was now fully committed to Teach First as the preferred entry point into the profession.

8.3 Feedback from Governor Course attendance etc

- Nick said that apart from the course he was currently attending (Governors' Leadership Development Programme run by the NGA & licensed by the National College for Teaching & Leadership) no courses had been attended. Nick said this was quite similar to NPQH and was very good for networking. He recommended it to any governor as it was now open to all.
- The British Values course had apparently been cancelled twice this academic year and **David agreed to chase up School and Governor support about this.**
- Sue said that the NSPCC “Safer Recruitment” needed updating with governors. **She agreed to look into this and arrange a group session.**

9. NPQH

- Claire reminded governors of the in-house training on 6th Feb to look at various analysis tools re attainment and progress data.
- Claire shared some of the aspects of this course. She had been on a 3-day DfE course looking at 2020 KS2 Reading Tests which had given her some useful insights. Claire said that as ICT lead within a situation where the main school focus was on Writing, she was trying to combine these and develop the use of ICT to improve writing.

- She briefly discussed her written report to governors which outlined actions completed and planned. She was principally working to up-skill Middle Leaders. The school was also working with a company to develop an app written in Romanian for these children to learnEnglish. Feedback from the children was extremely positive.
- Lunchtime BGfL clubs were taking place with half-termly projects to develop their writing. Children's written projects will be published on J2Webby.
- It was planned for all teachers to have laptops with educational apps such as SeeSaw. **Angela asked about the intended timescale of this project and Claire said 2 terms.**

10. Questions/comments re circulated communications

- There were no questions/comments on the DfE document "Accountability Measures" available on The Cloud.

11. Other Items Requiring Urgent GB Knowledge/Decision

- Sarah informed governors of a new BCC policy "Fast-Track to Attendance". It was a slightly tweaked version of the previous "Spotlight" policy. Sue Hunt (Pastoral Lead) was attending training on this. **The "Fast Track to Attendance" Policy was adopted. Governors supported Sarah's stance on denying extended leave for funeral attendance in Pakistan.**
- Sarah informed governors that the school had now started to offer training to other schools on things it is good at e.g Equality, Safeguarding and possibly Reading. Sarah said she has also been asked to provide training to other schools eg Reading at Conway.
- Angela updated governors with the upcoming demise of BCC's Cityserve Cleaning and Catering. If the school stayed with this organisation costs would be up by 12%. Other options were to bring staff in-house (BCC would deal with equal pay claims) or outsource to private firms but the latter was unlikely as the firms themselves would be liable for these claims. Tendering would also be required.
- Several governors felt bringing the staff in-house where they could be performance managed by the Premises Manager was the most likely solution, **but it was agreed that governors took away the documents supplied by Angela for a detailed read and discussion as an agenda item at the next GB meeting**
- Sarah said that she was conducting a staff meeting re transgender issues with Emma Scott. She handed out a list of technical terms in this area to governors.

12. Minutes not to be included in public record

- None