

# Anderton Park Primary School Governing Board

## *Aspirations Relationships Sparkle*

Members	23.4.18	26.3.18	5.3.18	5.2.18	23.1.17	13.11.17
Nick Weaver (Chair)		✓	✓	✓	✓	✓
Bushra Tabasum (V-C)		○	✓	○	○	✓
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		✓	✓	✓	✓	✓
Khurram Bashir		○	✓	✓	Items 1-6	✓
All decisions quorate ?		Yes	Yes	Yes	Yes	Yes
23.4.18: Attending meeting: xxxxxx (Clerk to GB)						

## Agenda for GB Meeting 23<sup>rd</sup> April 2018 1.15pm- 3.15pm

### 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](mailto:j.dahele@anderton.bham.sch.uk)

## 1. Welcome by Chair to meeting etc

Decision

- Apologies
  - Nahim
  - Claire leaving at 2.20pm (teaching commitment) - accepted

## 2. Clerk's Matters

Discussion/Decision

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

- No amendments to individual governors' PPID declarations
- No declarations by individual governors of any conflict of interest re agenda items

### 2.2 Any Governor Attendance Issues

- Christine Francis is coming to see Sarah on Wednesday 25<sup>th</sup> April and is very keen.
- Nick has resigned so we now have 2 vacancies

### 2.3 Co-option of Governor to fill Vacancy

- Feedback from Saidah, Nahim, Sarah.

### 2.4 Agreement/amendment of the draft minutes of the 26<sup>th</sup> March 2018 GB meeting

- If meeting is changed, should be recorded as automatic apologies.
- 5. BT, SS, KB all happy with this item e.g. no need for a finance committee after thorough debate.
- 12. Teacher training on 3<sup>rd</sup> May. RSC training booked when we know.
- 6. GB meetings to start at 1.30pm from now on.

### 2.5 Clerk to the GB vacancy

- Feedback from Sarah:
  - SIPs quoting £3200 for 9 meetings
  - SIPs clerks have 2 years of experience, accredited clerks
  - SM - SIPs also provide good training. SM has experience of this from IEB work - she was excellent, knowledgeable. We could ask for the same person - Amanda Moore.
  - Questions to ask "what's the cost of additional meetings, e.g. disciplinary meetings?"

## 3. Matters arising from minutes of previous meetings

Discussion

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### 3.1 PTA funds feedback (Nick)

- £2500 for 2100 new books for the new Y5 & Y6 library.
- £400 - new benches
- Sarah to check practitioners of how PTA will pay APS.

### 3.2 Quotes for repair of some loose slates and installation of anti-glare glass

- SPV Property Services & Tanworth all considered.
- Governors would like to go with SPV.
- Can we also ask for an extended guarantee on this work to be incorporated - 5 years.
- Ask Clive to say this is a condition of using this quote.

### 3.3 Any other matters arising not already agenda items

- Nahim's idea - we have to start these meetings in April/May.
  - KB - we need to be a bit flexible - if it's only once in a couple of years it's ok e.g. family wedding.

- SS - no, we have to be very strict. It's the law.
- SHC reminded governors that being 1% below National Average prevented us from being 'Outstanding' in OFSTED's behaviour category.
- These meetings will be for the 'worst offenders' in the first instance.
- Discussion - we must take this very seriously, similar to a 'Return to Work' interview for a member of staff that has been absent from work - there are rules. Poor attendance should be talked about in primary so that a pattern isn't set.
- CME is a serious process, a safeguarding issue.
- Meetings are a good idea. Will minute them. Relies on governors helping.

<b>4. Chair's Matters</b>	Decision
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- Feedback on Acquisition of New Clerk and chair issues:
  - SIPSs going ahead. SHC to sort.
  - This term Bushra will act as Chair. Bushra can always get to APS by 4.30pm if we need her.
  - Sue Middleton will be Vice Chair.
  - In September we will elect the Chair and Vice Chair and would like an experienced governor.
  
- Any correspondence received or Chair's Actions taken
 

Parent has asked to talk to a parent governor. Khurram and Saidah will see this parent.  
Governors discussed some of these parenting issues in depth.
  
- Ratification or otherwise of Chair's Actions.
 

None

<b>5. Scheduled Review of Statutory/Other Important Policies</b>	Decision
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- Plan for addressing review of following policies scheduled for Summer Term 2018 by Policy Review Committee (Policy Review Schedule & Committee TOR attached)

In view of no clerk, will pick up with new clerk.

<b>6. Financial Matters: Angela</b>	Discussion/Decision
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- Budget
  - A challenging budget to prepare. Reception numbers were only issues on 16.4.18 which were critical for budgeting. 50 places have been offered. We have now capped Reception for 18-19 at 60 pupils - we know about this from drop in birth rate in this area but absorbed this 17-18. It cannot however continue.
  - Deficit budget of £20,678 has been set. Schools Financial Services have agreed this. No contingency or reserve in this budget.
  - Sue M - this is not just APS, it's very common.
  - At APS we have cut everything as far as we can. Carry forward £337,881 which will be used 17-18.
  - 18-19 we've overspent on PP using £50,000 from PP 17-18. We're only balanced 17-18 by £11,000. Includes 3% inflation. Staffing is biggest cost and we have made changes over the last few years.
  - LAG funding for possible 22 Reception places at £3000 per pupil for 17-18. This is not included in the budget but almost certainly will materialise.

- Governors agreed with additional children in Year 5, creating a fourth class in September (20 on waiting list).
- SHC reminded governors we are currently having an audit.

<b>7. Governor Visits &amp; Reports</b>	Discussion
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*7.1 Safeguarding*

- Report from Saidah/Sarah
  - Any other safeguarding issues
    - Governors attending this week's equality training.
    - Sarah went on WM Police training before Easter on Stalking. It is relevant to schools to help prevent and recognise controlling behaviours.
    - Saidah - next week on training - Mental Health for aged 3 and above
  
- *7.2 Monitoring/Evaluation Reports from Governor Visits*
  - Testing for 4 year olds is damaging to children & parents mental health.
  - SHC - mental health in adults update this week. We all have mental health. Sometimes we might have mental health issue.
  - Sue M - it is important to look after HT & DHT's mental health.
  - Reassured that CE & SHC have clinical supervision half termly.
  - Very pleased that we have no long term sick & no recruitment issues. OFSTED noted staff morale is very high here and we look after staff wellbeing very well. This is due to very good Leadership & Management.
  - CE reminded governors of the [report@anderton.bham.sch.uk](mailto:report@anderton.bham.sch.uk) that children can email to report online abuse.
  - Governors thanked CE for this.
  
- *7.3 Feedback from Governor Course attendance etc*

<b>8. Questions/comments re circulated communications</b>	Discussion
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- Questions/comments on the following documents (attached)  
None

<b>9. Other Items Requiring Urgent GB Knowledge/Decision</b>	Decision
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None

<b>10. Minutes not to be included in public record</b>	Decision
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None

- Governor email address - monitoring of inbox [governors@anderton.bham.sch.uk](mailto:governors@anderton.bham.sch.uk)
  - CE will sort diversions to Chair and Vice Chair.
  
- Proposed change to school timings to accommodate PPA Sept 2018
  - Governors very happy with this proposal. All agree.
  - Happy it's only a 45 minutes change, not a whole afternoon.
  - Clubs 2.45 - 3.30pm - would be good if this wasn't fixed and could be booked. Could we be flexible? We could consider this.
  - Current Wednesday clubs will continue.
  - A governor asked if it could be Friday, this would help those who want to go away.
  - Wednesday chosen to accommodate part time teachers and to fit with local secondary schools.
  - Will now share with staff and parents.
  
- GDPR Update - Claire Evans
  - Data protection, privacy notice for families and staff
  - Policies were sent last week after training. Most are BCC policies that we have slightly adjusted.
  - May 25<sup>th</sup> is deadline to start
  - Must gain signatures from all parents by then.
  - Parent meeting for 25<sup>th</sup> April 2018.
  - Governors recognised CE's work on this and thanked her for it.
  - Adopted all policies.
  
- School meal price increase from 1<sup>st</sup> April - Angela
  - Up 5p from 1<sup>st</sup> April
  - Should be £2.30 day - agreed from 30<sup>th</sup> April 2018.

**12. Date of Next Meeting**

- GB Meeting - Monday June 11<sup>th</sup>, 1.30-3.25pm
  
- Away Day MAC - 19<sup>th</sup> June, 10-3pm
  - Come along if you can
  - Currently we will be talking about - mental health

The meeting is scheduled to finish by 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):

<b>Pecuniary interests</b>	<b>Please provide details of the interest</b>			
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				
<b>Personal interests</b>	<b>Name</b>	<b>Relationship to me</b>	<b>Organisation</b>	<b>Nature of the interest</b>
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.