

Anderton Park Primary School Governing Board					
<i>Aspirations Relationships Sparkle</i>					
Members	5.2.18	23.1.17	13.11.17	19.9.17	18.7.17
Nick Weaver (Chair)	✓	✓	✓	✓	✓
Bushra Tabasum (V-C)	○	○	✓	Absent for items 7-9	○
Sarah Hewitt-Clarkson (HT)	✓	✓	✓	✓	✓
Angela Jeffries	✓	From 2.3	✓	✓	✓
Saidah Sultana	✓	✓	○	✓	✓
Claire Evans (DHT)	From item 3.4	✓	✓	○	✓
Nahim Mahmood	●	✓	✓	✓	✓
Sue Middleton	✓	✓	✓	✓	✓
Khurram Bashir	✓	Items 1-6	✓	---	---
All decisions quorate ?	Yes	Yes	Yes	Yes	Yes
5.2.18: Attending meeting: David May (Clerk to GB)					

Minutes of GB Meeting 5th Feb 10am-12.25pm

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 received and accepted from Bushra** (unable to make re-arranged time).

2. Clerk's Matters

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

- Any amendments to individual governors' PPID declarations (form attached): Sue informed governors that she was no longer a member of Queensbury IEB.
- Declarations by individual governors of any conflict of interest re agenda items: None

2.2 Co-optation of Governor to fill Vacancy

- Sarah reported that trying to make contact with the parent discussed at the last meeting had not as yet been successful. **She would try other methods and report back further.**
- There was a brief discussion about the rules regarding Associate Members of the GB. **David agreed to check these out and report back about them to Nick and Sarah.**

2.3 Agreement/amendment of the draft minutes of the 23rd Jan 2018 GB meeting

- **The draft minutes were approved as an accurate record.**

3. Matters arising from minutes of previous meetings

3.1 PTA funds meeting (Nick/Bushra/Khurram)

- Nick reported that arranging a mutually agreed meeting time with PTA members Taslima and Ian had been fruitless. **The GB mandated Nick and Saidah to meet them on behalf of the GB at a time that had now been agreed and to report back.**

3.2 Receive recommendations re review of Health & Safety Policy Working Party

- Governors thanked Clive (Premises Manager) who had played a leading role in this review. **They agreed the recommendations for change contained in the new policy document subject to:**
 - **any to dates in paras 3.2, 3.7 and 3.11 being removed**
 - **any references to appendices being deleted**
 - **the next review date being inserted.**

3.3 CityServe Decision

- There was an extremely detailed and lengthy discussion about the pros and cons of a Phase 1 or Phase 2 discussion. **Governors decried the very tight timescale being imposed by BCC and the lack of information about some quite basic issues. Eventually the GB reluctantly agreed to undertake Phase 1 as of 1st April 2018, but with huge reservations.**

3.4 Any other matters arising not already agenda items: None

4. Chair's Matters

- There were no correspondence received or Chair's Actions taken.

5. Scheduled Review of Statutory/Other Important Policies

- **The terms of reference for the new Curriculum Review Committee (as attached) were approved.**
- **Angela agreed to locate the LA Complaints Policy and send it to David so that it could be approved at the next meeting.**

- Plan for addressing policies due for review Autumn 2017:
 - SEND & Inclusion: **Kathy Mayne is working on this as part of some training she is attending and will bring it for approval/amendment at the next GB meeting.**
 - Equality Objectives: ***The revised document presented by Sarah was approved.***
 - EYFS: **This is being updated in the light of a new DfE discussion document and will be brought to the GB as soon as possible**
 - Relationships Education: **This is being reviewed as a working party consisting of Khurram and Sarah and will be presented at the next GB meeting for approval**
- Plan for addressing review of statutory policies scheduled for Spring Term 2018 through the newly formulated committee structure:
 - Charging & Remissions:- **being dealt with through SFVS next meeting**
 - Staff Capability, Discipline, Conduct, & Grievance Procedures: no plan was put in place
- Plan for addressing review of following non-statutory Schools' Financial Value Standard policies scheduled for Spring Term 2018: **Angela will present these with any suggested amendments at the next GB meeting** as per previous practice.
 - Business Continuity Plan
 - Charging & Remissions
 - Governors' Confidentiality
 - Whistleblowing Code
 - Competency Skills Matrix
 - Pre-certification Checklist
 - Statement of Internal Control

Note from David: Angela will not be present at the next meeting in person due to a clash of meetings.

6. Financial Matters

6.1 Three-Year Strategic Financial Forecast

- Angela took governors through the main points of her written report. The predicted out-turn for this financial year is a surplus of £54K, with a carry-forward of £331K. This carry over is currently supporting the budget. In the new budget year there will be a reduction in income of £152K with pupil numbers down by 29 (£112K), Pupil Premium down by of £14K and EY Premium by £11K.
- The underlying trend for pupil numbers is down over the three years, with a PAN of 70 for Reception in September and potentially one of 60 the year after. Support staff pay increases are predicted as £55K and ancillary staff £8K, with non-pay price inflation at 3% (see para 3.2.1).
- In 2018/19 the budget deficit is predicted as £372K, and for 2019/20 £649K, with in 2020/21 the current bulge in Y5 dropping off
- **Governors agreed wholeheartedly with Angela's suggestion that the staffing structure will need keeping under careful review and that an analysis of the replacement of staff who leave will need to be undertaken. They agreed specifically that the school's plan to reduce one member of staff from Y5, with some additional internal re-organisation of duties when 3 staff leave in the Summer term so that only one vacancy will be advertised, was necessary.**
- **Governors also thanked Angela for her very clear fore-warning of the difficult budgetary issues ahead.**

7. Governor Visits & Reports

7.1 Safeguarding

- Sarah reported on a Mental Health Issues course she and Claire had attended. Particularly interesting was fresh data about the propensity of Autism in girls (now 3:1 with boys rather than the generally

accepted 10:1 ratio) with anxiety issues impacting negatively on behaviour although there is a tendency for girls to try and mask their symptoms. The course was suggesting that talking to children in a “CBT kind of way” as part of general conversation was helpful in identifying anxieties and formulating coping strategies.

- Saidah reported that she would be taking part in a “Cafe Conversation” at Green Lane Mosque on 15th Feb re safeguarding. Some psychologists from BCU would be presenting information from a recent study they’d conducted.
- Claire advised governors that school was conducting a “Safer Internet Day” on Feb 6th, in which safeguarding issues were being integrated into ICT and PSHE lessons.

7.2 Monitoring/Evaluation Reports from Governor Visits

- Sue reported that she had a scheduled meeting with Kathy Mayne on 14th Feb as part of their on-going conversations about SEND.

7.3 Feedback from Governor Course attendance etc

- None

8. Questions/comments re circulated communications

- None

9. Other Items Requiring Urgent GB Knowledge/Decision

- Sarah advised governors that she was involved in a meeting with Amanda Spielman after the meeting.
- Sue suggested to Sarah that APS, in the absence of courses being run by School and Governor support, should run some courses for other schools itself on British Values.

10. Minutes not to be included in public record

- None

11. Date of Next Meeting

- Monday 5th March, 1.15-3.15pm

There is a proposal from Sarah to change this to 10-12 which I have circulated to all governors but I have only received 3 replies to date

ANDERTON PARK PRIMARY SCHOOL

Policy Review Committee of the Governing Board

Rationale

Take delegated authority from the GB to scrutinise and review statutory and other important policy documents outlined in the GB's Schedule of Policy Review

Make decisions on behalf of the GB on these matters and on any other issues assigned to it from time to time by the GB.

Communicate decisions and outcomes to the GB as soon as practicable after its meetings.

Make any other appropriate recommendations to the GB for governors' decision.

Membership and Chair of the Committee

- The committee membership shall be ad-hoc to meet as necessary to discharge its responsibilities as per the Schedule of Review each term.
- The committee membership shall be a minimum of 3, with no more than 2 governors present at any committee meeting being members of staff.
- Every meeting shall have either the Headteacher or Deputy Headteacher present (or both).
- Each committee may appoint at its meeting a Chair who is not the Headteacher.
- The quorum for each committee will be 3.

Convening meetings of the Committee

- The Headteacher shall communicate proposed dates for meetings of the committee termly in advance to the Clerk to the GB so that he may properly convene that meeting with members of the GB.
- The Clerk will not attend meetings of the committee. Communication of the committee's decisions to the GB shall be orally or through minutes generated by a committee member who is not the Headteacher.

These terms of reference agreed by the Governing Body	5/2/2018
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