

# Anderton Park Primary School Governing Board

## *Aspirations Relationships Sparkle*

Members	5.3.18	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	Yes
5.3.18: Attending meeting: David May (Clerk to GB)						

## Minutes of 5<sup>th</sup> March 2018 GB Meeting 10am-12.35pm

### 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

***Apologies for absence were accepted from Nahim (work commitments) for both this meeting and the one on 5<sup>th</sup> Feb. They were also accepted from Angela (illness).***

## 2. Clerk's Matters

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

- Any amendments to individual governors' PPID declarations: None
- Declarations by individual governors of any conflict of interest re agenda items: None

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

- Feedback from Sarah indicated that it had been impossible to make contact with a potential parent candidate. Nick informed governors that he had registered the vacancy with NGA Inspire Governance.
- Saidah said that she knew 3 potential candidates (police officer; fire officer; community worker). ***She agreed to approach all 3 and feedback to governors at the next meeting.***
- ***Nick also voiced his opinion that it would be better if at least one of the governors who were also members of staff became associate members***

### 2.3 Agreement/amendment of the draft minutes of the 5<sup>th</sup> February 2018 GB meeting

- ***The minutes were approved and signed as an accurate record of the meeting by the chair, subject to the last sentence of para 3.5 being deleted.***

## 3. Matters arising from minutes of previous meetings

### 3.1 PTA funds meeting

- ***Nick reported back to say that, with him present, the PTA had signed a document to wind up the organisation. They would forward the outstanding receipts (approx £2400) currently in their bank account to the school after they had received a list from it detailing previously PTA funded items. Nick agreed to send the committee members a letter thanking them for their past contributions.***

### 3.2 CityServe Decision

- Feedback on any developments: Sarah reported that the day after the last meeting, the LA had contacted them with an amended version of Option 2 (see last minutes). Nick noted that this meant we were now continuing on a cost basis with relevant staff remaining with CityServe.

### 3.3 Any other matters arising not already agenda items: None

## 4. Chair's Matters

- Any correspondence received: None
- Ratification or otherwise of Chair's Actions: ***Governors congratulated Nick on dealing successfully with the long-running PTA matter detailed in 3.1.***

## 5. Scheduled Review of Statutory/Other Important Policies

### 5.1 Proposed Change of Review date of Health & Safety Policy

- ***The proposal to re-schedule the review of this policy to Spring Term 2022 was agreed. David agreed to send governors a copy of the revised schedule.***
- schedule states that this policy should be reviewed next in 2019 and thereafter every 4 years. As it has been reviewed/approved in Feb 2018, it is suggested that this is next done in Spring term 2022 and that the Policy Review Schedule is amended accordingly.

### 5.2 Adoption of Recommendations of Working Party Review of Family & Relationships Policy (and change of name to Relationships Education Policy)

- Sarah took governors through the changes proposed in the policy, some of which reflected changes in the law. The title of the policy would now be Relationships Education Policy (REd). Although previously

taught separately on a gender basis, 80% was common to both and would now be taught on a mixed-gender basis. Menstruation and wet dreams would be taught separately. Most of the teaching is done in the PSHE part of the curriculum, including one whole day of teaching every half-term and governors received a copy of the medium term plans by year-group. **Bushra was very enthusiastic about the way this was organised!**

- **Governors approved the revamped policy and the thinking behind them.**

### 5.3 Adoption of LA Complaints Policy

Sarah had taken the LA template and put in the necessary names, type of school etc. **Nick agreed to meet up with Sarah and finalise it for approval at the next GB meeting.**

### 5.4 Plan for addressing review of other statutory policies

- SEND Policy: **Sarah and Sue agreed to meet up with Kathy Mayne to finalise the update and bring it to the GB in the Summer term.**
- EYFS Policy: This had been written **and would be brought to the next GB for approval.**
- Staff Capability, Discipline, Conduct, & Grievance Procedures: **The current LA documents would be brought to the next GB meeting for approval.**

### 5.5 Re-adoption/amendment of SFVS policies

- **The following documents were re-adopted:**
  - Business Continuity Plan
  - Governors' Confidentiality
  - Whistleblowing and Serious Misconduct
  - Charging and Remissions
- The Competency Skills Matrix for Governors was filled out by governors present for Angela to collate when she was better.
- The Statement of Internal Control
  - ***It was agreed that Sarah would make some alterations here with Nick signing this off in a future visit.***
  - **Governors agreed with Nick's suggestion to re-establish a Finance Committee as a development in point 4 of the SIC re control measures to supplement Angela's excellent financial management reports.**

## 6. Financial Matters

### 6.1 Proposed virement

- Following review and reconciliation of the budget for 17/18 by Angela/Sarah, they had identified a legitimate book keeping exercise. During the year (summer term) governors agreed to ICT expenditure (Probooks) to be paid from the underspend 16/17. However, there was scope within the 17/18 pupil premium allocation to offset this expenditure of £20584 to pupil premium and relieve more funding into the underspend 17/18 which would then roll over in to the 18/19 proposed budget. Within the terms of reference, virements above £10,000 needed GB approval.
- **Nick asked Claire to reassure him that Probooks had been used with Pupil Premium children.** Claire said this was the case with the addition of Romanian children who although deprived did not attract PP. **Governors approved the virement and congratulated Angela on her exemplary financial management.**

## 7. Governor Visits & Reports

### 7.1 Safeguarding

- Saidah reported that she had recently attended a Safeguarding Conference and she would share her notes with Sarah. **She also felt that staff at APS were doing an extremely good job and well ahead of this compared with many schools.**
- Sarah reported that an LA advisor had asked her to create a Safeguarding Pack for new HTs and she had agreed to do so.
- Claire informed governors that the General Data Protection Regulations would come into force for all organisations on May 25<sup>th</sup>. She went on to say the school needed to be compliant with the way it held data/information and that there would need to be a lot of permissions asked of staff by the school to hold this legitimately. Unnecessary data currently held would be voided. **Governors asked some probing questions about the impact on Claire's work-life balance and professional effectiveness if she became the whole-school lead as Interim Data Protection Officer. After some discussion about a possible re-alignment of her responsibilities, governors supported the idea of Claire becoming interim DPO.** Claire said that fortunately the school already had very good protective systems for data holding.
- There was a discussion re becoming the GDPR governor with the role of ensuring the DPO was ensuring compliance. Nick volunteered to undertake this role and **it was agreed he would be the governor with responsibility for GDPR for the time being, with a review of this situation at the first GB of the Academic Year.**

### 7.2 Monitoring/Evaluation Reports from Governor Visits

- Sue distributed a document detailing how governors should hold Senior Leaders to account. **Governors thanked her for this useful document.**
- EYFS and Y4 Maths visits were planned for the near future.

### 7.3 Feedback from Governor Course attendance etc: None

## 8. Questions/comments re circulated DfE/LA etc communications

- None

## 9. Other Items Requiring Urgent GB Knowledge/Decision

- **Sarah thanked Nick and Bushra for their support re Snow Days.**
- Sarah reminded governors that £12K was allocated in the budget for building works. **Matched funding could still be applied for and it was agreed to do so in order to fund repair of loose slates (quotes would be obtained for the worst areas) and to install anti-glare glass in one area of the building (likewise re quotes).**

## 10. Minutes not to be included in public record

- None

## 11. Date of Next Meeting

- ***It was agreed to alter the timings of the next GB meeting to Monday 26<sup>th</sup> March, 10am-12***