

**MINUTES FOR FULL GOVERNING BODY MEETING
MONDAY 15th September 2014 AT 6.30 PM**

1. Present

- Mohammed Alavi (LA Governor)
- Mohammed Arif (Community Governor)
- Clare Arrowsmith (Nee Belshaw - Teacher Governor)
- Elizabeth (Liz) Bakalou (Deputy Head - Observer)
- Terance Glasspool (Community Governor w.e.f. 15/09/14)
- Julie Hill (Staff Governor)
- Jameela Hizam (Parent Governor)
- Kerrie Holland (Parent Governor)
- Kalsom Khan (Head teacher)
- Chris Lawrence-Pietroni (Parent Governor)
- Rich Malcolm (Teacher Governor)
- Mike Midgley (Community Governor)
- Gazala Qasim (Community Governor)
- Azhar Qayum (Parent Governor)
- Sylvia Williams (Parent Governor)

2. Apologies:

Valda Burton – (Observer)

3. Absent

- Ms Amani Mohammed (Parent Governor)

	<u>ACTION TO DO</u>
<p>Open and Welcome</p> <p>1. Apologies & Welcome Please see above. Governors accepted apologies. Governors asked clerk to contact VB to enquire if wish to continue attend as an observer until LEA finalise new LEA Governor process.</p> <p>2. Elections of Chair and Vice-Chair Nominations for Chair were invited. C.L-P was elected, proposed by KH, seconded by AQ and unanimously elected. Term of office for 1 year w.e.f. 23/09/14. Governors thanked Chris for all his hard work over the last year and Chris thanked Governors for their support. Nominations for Vice-Chair were invited. MM was elected, proposed by RM and seconded by SW and unanimously elected. Term of office for 1 year w.e.f. 23/09/14. Governors thanked Mike for all his hard work and support to the Chair, easing Park Hill through some difficult times. Mike thanked Governors for their continual support.</p> <p>3. Declaration Of Business Interests (pecuniary interests) Governors were asked to complete and declare any business interests for this academic year 2014/15. Response: no changes. Copy of completed forms to be given to Julie.</p> <p>4. Ground Rules C.L-P reminded Governors of the Ground Rules agreed at the previous meeting:- 1. Agenda Control. Have a Time Keeper, raise Yellow card = 2 minutes left or raise Red card = stop. LB agreed to be the time keeper for this meeting. 2. Present item, discuss and then have questions afterward to allow everyone an opportunity to contribute and add their experiences. 3. Avoid repetitions by recapping an entire agenda item that appeared on a previous</p>	<p>1 JR to contact VB</p> <p>2. JR to inform GBSO</p> <p>3. JR BI forms to JH</p>

agenda. Give updates only.

4. Although we appreciate the need to use some technical language, we will avoid the use of jargon where possible. However, add an explanation if jargon needs to be used.

5. All agree to begin the meeting promptly.

5. A) Minutes of the Meeting 05/06/14

Action: The Governing Body agreed the minutes were a true accurate record.

Mr. Arif proposed and SW seconded and agreed for C.L.P (Chair) to sign.

KK to file signed copy in GB file.

5B) Governors Action Planning Day Wednesday 11/06/14

Action: The Governing Body agreed minutes for above extra meeting were a true accurate record. CA proposed and JH seconded and agreed for C.L.P (Chair) to sign. KK to file signed copy in GB file.

6. Matters Arising

Item 7. **Re-constitution of the Governing Body** - KK reminded Governors of recent document sent and referred to copy. I.e. The 2014 Constitution amendment regulations came into force 01/09/14. This will require all Governing Bodies of maintained schools to reconstitute under the new regulations by September. C.L-P explained the history and process for re-constitution of the Governing Body. KK explained the minimum Governors under the new 2014 Constitution.

I.e. Minimum of 7 Governors and no maximum appointed or elected as follows:-

1 x LA Governor (maximum)

2 x Staff Governors (1 x elected and 1 x Head Teacher)

2 x Parent Governors (minimum)

The rest of the Governing Body is made up of the new Co-opted category which replaces the Community Governors category.

In addition, there are roles such as; Partnership Governors, Associate Governors appointed on certain committees due to their expertise. E.g. Could have JH appointed to the Finance Committee due to her expertise in finance. RM with Numeracy skills etc. C.L-P explained the process. I.e. The Governing Body have a discussion about new 2014 Constitution today and work on draft proposal to present at first Governing Body Meeting Spring Term. As Park Hill Primary School is a Maintained School the re-constituted Governing Body has to be 'signed off' by the Local Authority.

7. The Constitution of Governing Bodies

Group discussion – Statutory guidance and key issues from Birmingham Section 8 inspections. How can we use this as an opportunity to shape our future Governing Body to best support the school? What are the implications for Governors at the end of their term of office?

The Chair divided the Governors into two groups to discuss the different types of roles, pros and cons of the new Constitution. Questions include:-

1. What shape do you feel the Governing Body should be?
2. What issues we need to consider?
3. What we need to build on?
4. Any areas we need to improve on?
5. Any creative ideas how best to use the Governing Body?

Group 1 consisted of: - Kerrie (Chaired), Gazala, Jameela, Sylvia, Liz, Mike, Azhar and Terry. Group 2 consisted of:- Chris (Chaired), Kalsom, Rich, Julie, Mr. Alavi, Mr. Arif and Claire.

Summary of feedback from both groups:-

How to improve the profile of Governing Body (GB)? Suggestions include;

Continue compassion and commitment of Governing Body to reflect the values and ethos of the school, includes recruiting good quality staff that are classroom based.

Also GB to have a reflective balance between Parent and Non-Parent Governors.

Have a Governor's Surgery once a year to allow parents to drop in ask questions and raise issues. Also Governors will be able to explain their role and how they represent

the school. Ensure 'Parental Voice' via obtaining feedback from Parents. Ensure there is transparency. Utilise school website. The Governing Body should cover all angles and represent all groups. Need clarity for Governors re: their roles such as Parent, Staff, Co-Opted, Local Authority, Associate and Partnership Governors. Make use of Governors to be allocated responsibilities differently on GB and Committees. I.e. According to their skills, knowledge, experience and abilities. Include Observers at GB meetings.

Support Governors by providing training to fulfill their roles. Ensure flexibility and responsiveness to meet school needs. E.g. New build and dining room due to school expansion.

C.L-P asked Governors if wanted to continue the re-constitution of GB under Committees or leave with C.L-P and KK to look at it and suggest proposals?

Action: Governors discussed and agreed to establish a sub-committee to consider proposals for the re-constitution of the Governing Body. Sub-Committee to include C.L-P, KK and AQ. Other Governors welcome to join if scheduling allows.

Governors Questions:-

- Can Associate Governors also be on the Governing Body? KK explained no only appointed on certain Committees but Governing Body (GB) can invite Associate Governors to GB meetings.
- What would be the best structure for Park Hill School? C.L-P explained the GB will need to look at what type they think would best suit Park Hill School that reflect the values and ethos of the school
- How is Partnership Governor different to Associate Governor? KK explained, Partnership Governors is where the school has a religious character, a person is nominated as a Partnership Governor and appointed in accordance with Schedule 4 for the purpose of securing that such religious character is preserved and developed and b) SEE PAGE 12 OF 2007 REGS.

IMPACT on Learning and Teaching:

Governors understand the requirement of re-constitution of Governing Body and it needs to reflect to be balanced also, reflects the values and ethos of Park Hill School.

√	Challenge	√	Compare	√	Consult	√	Competition
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8. Committee Reports

AA (Achievement and Attainment) Committee – None. Next meeting Monday 10/11/2014 at 4.30pm.

General Purposes Committee – 01/07/14

TG gave a summary to Governors. JH informed Governors she has requested EC Harris return feasibility study with drawings and architect planning as agreed on Governors Action Planning Day of 11/06/14.

Governors Questions:-

- Admissions Procedure – Do we follow our own? JH explained the School is still required to follow the Local Authority (LA) Guidelines. The LA administers places.
- Health & Safety – What is the update regarding the leak? KK informed Governors this has now been resolved.
- Draft Packed Lunch Policy – KK explained £15k is a suggested possible amount that Park Hill School could have towards enabling the Universal Free School Meals Programme, to go ahead. It is from funding given by the Government which KK said we'd be able to put towards the dining hall expansion project.

Finance and Staffing Committee – 24/06/14

Mr. Alavi gave summary. KK informed Governors a new Learning Mentor has been appointed.

Governors Questions:-

- Are we fully staffed? KK explained, at the moment we have 2 PPA staff vacancies.

**7 C.L-P, KK
& AQ new
GB
Constitution**

**8.c KK &
Gen Purp**

b. What does PPA mean? KK explained, Planning Preparation and Assessment. KK gave update on Staffing 2013-14 in her Head Teacher's report of 15/09/14.

Extra Meeting – Action Planning Day (APD) 11/06/14

C.L-P gave a summary of APD

Matters arising - Membership of the Educational Co-operative (Company). Governors to confirm a Director to represent Park Hill School. After discussion it was proposed that Kalsom Khan (Head teacher) would be named as Director for Park Hill Primary School for 1 year.

Action: Proposed by CA, Seconded by Jameela.H and agreed by all present. C.L-P (Chair) signed and forward to KK to file in GB file.

9. Head teacher's Report

KK circulated copies and explained her report to Governors.

9.1 KK explained Standards and Progress (SDP Priority 1) and updated Governors on Monitoring and Evaluation (See hand-outs)

Governors Questions:-

- a. Reading, Writing and Maths Summer Exit 2014, where are the figures for National Expectations? RM explained they are in brackets.
- b. Is there need for concern regarding Free School Meals (FSM) across the school as a whole? RM explained, there have been some stubborn groups but they have now improved as a result of intervention.
- c. What do you mean by stubborn? RM explained, some children not so easy to shift. KK also informed Governors they do track pupils and they have a lot of intervention over time but in some cases the interventions can show little improvement compared to other interventions.
- d. Is it the children's fault? KK explained, no and they deliver teaching to meet specific needs. E.g. Some children have multiple barriers to overcome.
- e. What is the National Expectation for Maths? RM explained it is 27 and Park Hill School achieved 28.5. Governors congratulated and thanked RM and staff for all their hard work.
- f. What is the cost on the budget for interventions for Years 2 to 6? KK explained it is costed per Teaching Assistant (TA). E.g. Hourly rate of TA and the amount of time spent versus the number of pupils, the number of staff and their hourly rates. Interventions include 'Maths Whizz Groups. Also, after school and lunchtime booster sessions.

Governors discussed results in SPAG (Spelling, Punctuation and Grammar) and Park Hill School did very well this year.

KK circulated 'Whole School Standards' and explained data. E.g. Light Green indicates 'good' and Bright Green indicates 'outstanding'. Discussion took place on Year 3 standards.

9.2 Safeguarding and Health and Safety (SDP Priority 2) and Physical Environment (SDP Priority 6). KK updated Governors on the following:-

- a. Ofsted issue: Pupil's behaviour on the playground, particularly at lunchtime, is not always as good as that in lessons and can lead to accidents that are preventable.
- b. KK updated Governors re: accident analysis.

9.3. Safeguarding and Health and Safety KK informed Governors as follows:-

- a. Gave Governors Summary to date 2013-14.
 - b. Staff training on Child Protection i.e. Training on FGM (Female Genital Mutilation) and Homophobic bullying will be held on next teacher day. The last Governor Child Protection Training took place on 18/11/2013.
 - c. Designated Senior Lead (DSL) is: K.Khan, Deputy DSL's are: E.Bakalou, R.Malcolm, M.Smith, T.Lawton and R.Stoiber.
 - d. 'Safer Recruitment' training: The Head, Deputy and Assistant Head teacher as well as the Vice-Chair of Governors (Mr, Alavi) had training in September 2012. Chair of Governors (C.L-P) had training in June 2014.
- E, Exclusions this year to date: None.

9.4 KK updated Governors on Staffing for 2013-14. Also informed Governors Moderation of Performance management (now Appraisal) outcomes. KK requested following:-

- a. Support Staff - Governor to be nominated and date to be set before end of

9.4a & b. KK
&
GB

October.

b. Teachers – Governors to look at anonymised objectives and outcomes.

Free School Meals in Key Stage 1 – The Local Authority has some capital funding and is meeting with the school on 25/06/14 to discuss the needs of the school.

9.5 Attendance Report from 2011 to 2014 (SDP Priority 5) was provided by Mrs Bakalou. LB is incredibly happy with attendance and the reduction of persistent absence. Attendance is 97.14% this term. Governors thanked LB and staff for all their efforts and hard work. Governors agreed for General Purposes to also look at attendance.

9.6 Curriculum KK updated Governors as follows:-

a. Both the Teacher days in September were devoted to the new Curriculum. Work will take place over the year to implement it and to develop assessment without levels with a working party led by Rich Malcolm.

b. Sports Premium Funding. Includes; football clubs, dance coach, yoga teacher, competition in school games. CPD for teachers to improve the quality of teaching is also taking place with our in-house specialists. Ofsted will assess the use and impact of the funding. KK informed Governors they always spend more than allocated.

9.7 The Educational Company. KK informed Governors the Head teachers of the schools involved are planning to meet in early October to look at partnership working.

Governors Questions:-

9.3b. Can Governors attend school's staff training day re. Child Protection? KK explained, she will check this if able to attend and if yes, the number of available places. (See Emails from KK and C.L-P of 25/09/14). The last Governor Child Protection Training took place on 18/11/2013.

9.6b What is CPD? KK explained it is Continuous Professional Development regarding staff.

IMPACT on Learning and Teaching:

Governors made informed decisions about how to maximise health & safety also deal with persistent absence & improve attendance & Child Protection.

✓	Challenge	✓	Compare	✓	Consult	✓	Competition
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10. Policies – Review and Acceptance

KK explained some are the school's policies and others are Local Education Authority (LEA) standard which the school adopt. Governors discussed the following Policies:-

10.1 Model Teachers Capability Procedures (LEA).

10.2 Model Disciplinary Procedure (LEA).

10.3 Child Protection Sep 2013 (LEA).

10.4 Whistle blowing Code for Schools (LEA).

10.5 Grievance (LEA).

10.6 Safer Recruitment 2013 (LEA).

10.7 Anti-harassment (LEA).

10.8 Interim Code of Conduct (LEA).

10.9 Health and Safety Policy (LEA).

10.10 Equal Opportunities (LEA).

10.11 Managing Attendance Procedure (LEA).

10.12 Teacher Appraisal

In-House Policies include:-

10.11 Behaviour and Discipline.

Action:

C.L-P asked Governors if they agree to accept these Policies? All present were unanimously in favour and agreed for C.L-P to sign. C.L-P (Chair) signed and forward to KK to file in GB file.

IMPACT on Learning and Teaching:

Governors understood Policies and the importance to assist whole school priorities and were involved in strategic action planning.

✓	Challenge	✓	Compare	✓	Consult	✓	Competition
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9.5 Gen Purp

9.6a RM

9.3b KK to arrange GB training

<p>11. Governor Roles and Responsibilities</p> <p>11.1 KK explained to Governors there is a Community Governor vacancy. Governors nominated TG as he is currently an observer following LEA term of office ending 14/07/14. TG was elected proposed by C.L-P and seconded by AQ and unanimously elected. Term of office for 4 years w.e.f. 15/09/14 and to end 14/09/18 subject to Governing Body re-constitution.</p> <p>GQ term of office as Community Governor ends 17/11/14. GQ was re-elected proposed by CA and seconded by RM and unanimously elected. Term of office for 4 years w.e.f. 17/11/14 and to end 16/11/18 subject to Governing Body re-constitution.</p> <p>11.2 Staff Governors – Clerk informed KK term of office due to end re: the following:- Claire Arrowsmith (nee Belshaw) Teacher term of office as Staff Governor ends 21/09/14.</p> <p>Julie Hill term of office as Staff Governor ends 21/09/14.</p> <p>Action: KK will open up to staff for nominations at the next Staff briefing 17/09/14.</p> <p>11.3 Parent Governors – Clerk informed KK and Governors whose term of office is due to end shortly. I.e. KH and C.L-P. Governors were informed they can stand for re-election along with any new nominations.</p> <p>N.B. Governors were concerned re: Amani Mohammed absent today and last attended a Governing Body meeting on 28/04/14. Governors asked Clerk to write to Amani ascertain any problems and if wish to continue as Parent Governor?</p> <p>Action: KK will open up to Parents for nominations as soon as possible and Clerk to Write to Amani Mohammed.</p> <p>11.4 LEA Governors – Clerk informed Governors following recent conversation with Governing Body Support Officer (GBSO) on 08/09/14, was informed the 'New LEA (Local Education Authority) Governor Process is still pending. Thus LEA Governors, whose term of office ends this summer 2014, have not been re-elected. E.g. TG (term ended 14/09/14) and VB term ended 31/08/14. KK has spoken to VB who had explained that she may not continue as she had other commitments. However, this may change shortly.</p> <p>Action: Governors asked Clerk to write to VB thank her for her valuable contribution and ask to confirm if wish to continue as an Observer until LEA contact her when new process is completed.</p> <p>11.5 Committees and Named Governors</p> <p>C.L-P asked Governors to confirm which committees they wish to remain on. Clerk to send out revised list to Governors. .E.g.:-</p> <p>Attainment & Achievement = AQ, RM, SW, KK, C.L-P & Jameela.</p> <p>Finance & Staffing = Mr. Alavi (Chair), MM (Vice-Chair), KK, TG, KH & C.L-P.</p> <p>General Purposes = TG (Chair), Mr. Arif, MM & KK.</p> <p>Exclusions Committee = C.L-P, MM & AQ.</p> <p>Appeals Pay Panels:-</p> <p>1st Panel C.L-P, KH & Mr Alavi.</p> <p>2nd Panel = Jameela, MM & AQ.</p> <p>Performance Management & Review for Head teacher = MM, C.L-P, Jameela & Mr Alavi.</p> <p>Appeals (Staffing issues) = MM</p> <p>Discipline Committees (Staffing):-</p> <p>Panel 1 = KH, Mr Arif but TG to discuss with KK and inform clerk of his decision.</p> <p>Panel 2 = AQ, Mr Alavi & SW</p> <p>Named Governors – Clerk to ask Governors if they wish to continue in existing roles or apply for new roles?</p> <p>IMPACT on Learning and Teaching:</p> <p>Governors understand the decision to appoint Governors with knowledge, experience and skills that can benefit the Governing Body responsible for check accountability and School Governance in the best interest of the school.</p> <table border="1"> <tr> <td>✓</td> <td>Challenge</td> <td>✓</td> <td>Compare</td> <td>✓</td> <td>Consult</td> <td>✓</td> <td>Competition</td> </tr> </table>	✓	Challenge	✓	Compare	✓	Consult	✓	Competition	<p>11.1 JR to inform GBSO</p> <p>11.2 KK Staff Gov Elections</p> <p>11.3 KK to do Par Gov Elections & JR write to AM</p> <p>11.4 JR to write to VB</p> <p>11.5 JR to contact Gov ask if wish to continue or apply for new roles.</p>
✓	Challenge	✓	Compare	✓	Consult	✓	Competition		
<p>12. Correspondence and any other business</p> <p>12.1 Code of Conduct for Governors - Clerk asked Governors to complete and return LEA Code of Conduct form sent by email and issued today.</p>									

12.2 Skills Audit – Clerk asked Governors to complete and return asap.
12.3 Contact Details - Clerk asked Governors if any changes? E.g. Telephone numbers, Email address, Home address. Clerk to notify GBSO of any changes. Please inform via email.

Actions:-

Matters Arising from Minutes of 15/09/14 Meeting:-

1. JR to contact VB clarify wish to continue as an Observer?
2. JR to inform GBSO of elections of Chair & Vice-Chair of Governing Body.
3. JR to give copies of Governors completed Business Interest forms to Julie.
7. C.L-P & KK to propose draft of New Governing Body constitution.
- 9.3b KK to arrange Child Protection training for Governors.
- 19.4a & 4b K & GB to nominate a Support Staff Governor and Teacher Governor.
- 9.5 General Purposes Committee to look at Attendance.
- 9.6a RM to lead working party to develop assessments on new curriculum.
- 11.1 JR to inform GBSO of re-elections Community Governors, Parent Governors and Staff Governors.
- 11.2 KK to open up to staff nominations for election of Staff Governors at next Staff meeting.
- 11.3 KK to hold Parent Governor elections for nominations and re-elections.
- 11.3 JR to write to Amani concerned re: attendance wish to continue as Parent Governor?
- 11.4 JR to write to VB to confirm wish to continue as Observer at GB Meetings?
- 11.5 JR Named Governors - to write to Governors ask wish to continue in existing roles or apply for new ones.
- 11.6 Committee List – JR to send revised list to Governors after TG confirmed status re: Discipline Panel.

IMPACT on Learning and Teaching:

Governors had a good understanding of whole school priorities and were involved in strategic action planning.

✓	Challenge	✓	Compare	✓	Consult	✓	Competition
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12 Items for Future Agenda

- The impact of impending budget cuts by LEA on Schools.
- Governor's Roles & Responsibilities Includes: a) Link Governor feedback – reminder.
- Re-constitution of Governing Body by 2015

13 Dates for Future Meetings (JR to send out asap once confirmed)

Achievement and Attainment (AA) Committee – Monday 10/11/14 at 4.30pm.

Finance and Staffing Committee – Monday 03/11/14 at 4.30pm.

General Purposes Committee – Wednesday 19/11/14 at 3pm.

Full Governing Body Meetings:-

- Thursday 20/11/14 at 6.30pm.

The Chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities and finishing the meeting on time.

Meeting closed at 9.00pm.