

**DRAFT MINUTES FOR FULL GOVERNING BODY MEETING
TUESDAY 2ND December 2015 AT 6.30 PM**

1. Present

- Terance Glasspool (Co-Opted Governor w.e.f. 18/06/15)
- Kerrie Holland (Parent Governor)
- Kalsom Khan (Head teacher)
- Chris Lawrence-Pietroni (Parent Governor)
- Rich Malcolm (Associate Governor w.e.f. 18/06/15)
- Mike Midgley (Co-Opted Governor)
- Azhar Qayum (Parent Governor)
- Nick Roberts (Teacher Governor)
- Sylvia Williams (Parent Governor)
- Liz Bakalou (Observer)
- Marcel Smith (Observer)

2. Apologies:

- Mohammed Alavi (LA Governor) Work Commitments
- Jameela Hizam (Parent Governor) Sick

3. Absent/Resignations

Gurjit Kang (Parent Governor) Resigned

	<u>ACTION TO DO</u>
<p>Open and Welcome by Clerk.</p> <p><u>1. Apologies & Welcome</u> Governors accepted apologies, please see above. a) KK informed Governors a new Parent Governor (PG) has been elected to fill vacancy. KK will arrange for JH to email details to JR and C.L-P. b) Clerk informed Governors GK has resigned as Parent Governor w.e.f. 28/11/15 due to personal commitments. KK will run election in the New Year to fill this vacancy.</p> <p><u>2. Declaration Of Business Interests (pecuniary interests)</u> Governors MM and NR were asked to complete and declare any business interests for this academic year 2015/16. The remaining Governors were asked to declare any business interests. Response: no changes. Clerk to give copy to Julie Hill for SFVS file. Also Kalsom to update school's website for this academic year 2015/16. Action: Clerk to give Julie Hill copies of signed declaration of business interests.</p> <p><u>3. Ground Rules</u> 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. 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 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.</p> <p><u>4. Minutes of Meeting 12/10/15</u> MM thanked all Governors for electing him to Vice-Chair and their nice comments. Action: Following amendment to Matters arising 18/06/15 item 6.1. the Governing Body agreed the minutes were a true accurate record and agreed for C.L-P (Chair) to</p>	<p>1a. KK to send details of new PG to JR 1b. KK to advertise PG vacancy in 2016</p> <p>2. JR to Julie & KK to update school website</p>

sign. Proposed by TG and seconded by NR. KK filed signed copy in GB file.

5. Matters Arising Minutes of: 12/10/15

8.4b Confirm nominated TG as Governor for Performance & Management Support Staff by 31/10/15. **Action:** JR to update Committee List.

8.9j The AA Committee to put on their agenda for Governors to sample new suite of tests brought in by Dfe.

12.2 Committees to review their Terms of Reference by end of Dec 2015.

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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6. Committee Reports

AA (Achievement and Attainment) Committee – 19/11/15

C.L-P not received minutes as yet, so gave feedback summary to Governors in the absence of the Chair (AQ). The 3 areas the Governors need to focus on as require development are; Year 1 Phonics, Year 2 Maths and Year 3 Reading. KK explained they have looked at these in the past to ensure there are no weaknesses left.

Finance and Staffing Committee – None next meeting 10/12/15.

General Purposes Committee – None next meeting 07/12/15.

IMPACT on Learning and Teaching:

Governors had a good understanding of whole school priorities and were involved in strategic action planning. Also understood the importance and the impact of ‘good standard of teaching’ to improve Children’s learning.

√	Challenge	√	Compare	√	Consult	√	Competition
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7. STEP Governors Workshop Feedback

Governors from STEP schools and Head teachers attended and looked at progress to-date. C.L-P updated Governors re: recruitment of Educational Psychologist. KK advertised in a specific journal but there is a shortage in this area, thus no response. Birmingham City Council (BCC) is trying to assist with this recruitment issue. RM gave feedback on a meeting he attended and other schools complimented Park Hill School on its quality of teaching and want to come and observe staff teaching at Park Hill School. Also many schools and wanted to see Yr 6 sample tests that Park Hill School had seen, as they have not seen them. It is also a very good forum for information and networking. RM & MS to attend a meeting on 03/12/15 re; Maths Assessment. TG also attended a workshop and gave feedback to Governors he found it very interesting to listen to the views of others.

C.L-P encouraged Governors to attend future workshops and would find Governors Peer review of each other beneficial.

Governors Questions:-

- a) *What is Modelling?* KK explained it is when a teacher shows a pupil how to do something. E.g. Good writing or steps in a Maths calculator or formula, which are very long.
- b) *What Mechanisms do Park Hill School have in place to do their own peer observations?* KK explained each Senior Year Leader have groups of staff whereby practical observations take place. Staff is given feedback that is indicative to ensure they are getting their practical lessons right or wrong. LB also shared her experiences and some lessons were challenging.
- c) *Are other schools satisfied that Park Hill School is meeting the standards and criteria?* **KK responded yes.**

IMPACT on Learning and Teaching:

Governors had a good understanding of whole school priorities and were involved in strategic action planning. Also the benefits of STEP Peer Review.

√	Challenge	√	Compare	√	Consult	√	Competition
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Matters arising 12/10/15
8.4b JR to update GB Cttee List
8.9j AA Cttee
12.2 All Cttees

6. AA Cttee Yr 1
 Phonics Yr 2
 Maths & Yr 3 Reading

7 KK to update GB

8. Head teacher’s Report

KK circulated copies and explained her report to Governors which covered the following:-

8.1 KK explained Standards and Progress, Monitoring and Evaluation data (SDP Priority 1).

- a) **Peer to peer review took place on 16th and 17th November.** (See Report and Action Plan). N.B. Staff were not informed of specific time for their observation.
- b) **Book scrutiny and moderation of Maths Teacher assessments** have also taken place and success as well as development points shared with individual staff members.
- c) **Pupil Progress meetings** will take place in the last week of term. Ways of tracking progress are being developed.

RM and LB shared their experience and still learning about rates of progress. They just got some data this Autumn e.g. some set groups in Maths are very similar in rates of progress. Discussion took place on the quality of teaching and how technical it can get for pupils who are learning.

Action: Governors asked KK to forward their thanks to all staff for all their hard work. Governors asked how they could working collectively with staff and do more to reduce pressures at work?

Action: Governors asked for AA Committee to look at i) Some objectives and performance gathered. ii) To look at Children’s books. RM to bring sample of assessment and moderation process.

8.1c KK to Staff & GB

8.1c AA Cttee & RM.

8.2 Safeguarding and Health and Safety – KK given summary Oct 15 to date present. Number of referrals to Social Services = 1. Number of referrals to **Think Family** = 3 (I.e. Relates to possible poor attendance, safe guarding issue low levels not serious concerns and criminal activity. Number of reports to Left School No Trace (previously **children Missing in Education**) team = 1. Number of children on a **Child Protection Plan** = 1. Number of **Looked after children** (in foster care) = 6 (LAC leader is Mrs Stoiber). Number of **Child in Need Plan** = 3. There are children throughout the school who are being monitored but have not been referred to Social Services.

Staff training on Child Prevention - Whole school safeguard training took place 11/11/15. **Child Sexual Exploitation and Domestic Violence** took place 02/11/15.

Designated Senior Lead (DSL) K.Khan. Deputy DSL’s: E.Bakalou, R.Malcolm, M.Smith, T.Lawton and R.Stoiber.

‘Safer Recruitment’ training: The Head, Deputy and Assistant Head teacher as well as the Vice-Chair of Governors had training in September 2012. Chair of Governors had training in June 2014.

Exclusions this year to date = 0.

New district safeguard briefings led by John Needham (half termly) and Area Safeguarding meetings (Termly) are being attended.

8.3 Appraisal Outcomes

Support Staff – Terry Glasspool attended the moderation panel meeting to look at the information on scoring, sample some appraisal forms and complete the report to be sent to the Local Authority (LA). 46 ratings (including one proxy rating for a member of staff who is on long term sickness absence) were signed off for approval. There were no recommendations for improvement. The Appraisal system changes this academic year with the removal of both rating scores and the moderation meeting. Form to be signed by the Chair on behalf of the Governing Body. C.L-P explained to Governors previously the Governing Body had to ensure there was a correlation between teaching and pay increments awarded. C.L-P (Chair) wants to ensure the Governing Body is fulfilling their responsibility between identifying progress of children and progression of teachers pay. NR shared his experience of the moderation panel and verified they do look in detail for every single child and their books.

Governors agreed and approved for the Chair to sign the pay increments to be awarded. I.e. Teachers: There are a total of 30 teachers – this includes 4 on Leadership Scale and 6 who have applied for UPS-these will go forward to the Staffing and Finance Committee. 20 teachers have successfully met the criteria for

increments.

Action: Governors unanimously approved and C.L-P (Chair) signed form.

8.4 Attendance - KK circulated report from Mrs. Bakalou Attendance Leader (See report attached).

Overall attendance was below the national averages across most learner groups last half term, mainly because the majority of children were absent for one day to celebrate Eid. This affected us very badly – and the figures in Red show attendance percentages with the Eid day taken out were much better and the majority of learner groups (including White British) were then taken in line with or above national averages.

LB updated Governors with latest figures for Autumn 1 2015:-

Excluding Reception = 93.72% (96.06%) and Including Reception = 93.87% (96.1%).

Persistent absence has changed from being under, 85% to under 90%.

Unfortunately this was very high last half term. 93.61%.

Governors discussed importance of children celebrating Eid. Discussions also took place expressed concerns on high levels of persistent absence and how to reduce it. KK explained they utilise the Learning Mentors and have a very good tracking system. E.g. Had issue with 1 child however after school support attendance had improved and Parents appreciated the school support.

Governors Questions:-

- a) *Books – Key development less marking could have equal impact on children's progress. What is meant by this?* KK there is a success criteria and children's books are marked several times. E.g. pupils evaluate, the teacher evaluate and sign to say met criteria and finally the teacher writes comments. E.g. Well done.
- b) *Quality and leadership assessment what is meant in key developments;* Middle leaders need to be able to clearly articulate the impact of assessment practices on outcomes of children? KK explained it is when the Head teacher asks a pupil how the teacher helped him/her in their lesson. E.g. This is my target and closing gap comment.
- c) *Have all staff seen this Step peer review report?* KK discussed it but will email copy to all staff.
- d) *Who do you report Safeguarding and Health and Safety?* KK explained, to the multiple agency service within the Local Authority (LA).
- e) *Chair asked TG as the nominated Governor for Performance & Management Support, if he was happy with the information seen when attended the moderation panel meeting?* TG responded, yes.
- f) *Do you have a record of meetings that the Team Leadership have with teachers, to justify pay increments?* KK responded, yes.
- g) *In terms of how we track pupil progress, will this be put on the agenda for the AA Committee to look at?* KK responded, yes.
- h) *Do assessments detract from teaching?* RM responded no, teachers are really working hard. NR shared experience some teachers find it a lot of work to start with as working with a blank canvass. I.e. This is the first time put data information into framework but the outcomes prove informative.
- i) *Did you clarify under the new curriculum if a child reaches the top of their year group can he/she move into the next band?* RM responded no, however expectations are high and areas have been broadened. KK also explained the new curriculum is about 'mastering' your subject.
- j) *Attendance – Does the Government include allowance for Eid?* KK explained, not any more. *Are the figures normally high in the Autumn?* LB responded yes
- k) *Persistence absence 93.61% entered 3 times is this correct and why is it so high?* LB apologised this is an error. There are underlying reasons for high levels e.g. Vomiting/sickness bug which has spread siblings others due to genuine medical conditions. Park Hill School sent some children home to reduce it spreading around the school.
- l) *Are the home visits effective?* KK responded yes as show underlying medical conditions.

8.5c KK

IMPACT on Learning and Teaching:

Governors made informed decisions about how to maximise health & safety,

deal with persistent absence, improve attendance & Child Protection. Also understood the importance and the impact of ‘good standard of teaching’ to improve Children’s learning.
8.5 AGENDA ITEM 8. Decision on taking a bulge class in Year 3 for September 2016.
 Jaswinder Didi ally and Dave Marlow from Emma Leaman’s team (School places planning) ask for Governors to consider the use of the space made available as a result of Reception being 2 form entry in September 2016, to support a bulge class in Year 3, as there is considerable pressure through the city in this cohort. This would maximise use of public funding of school provision. Jas confirmed funding for the bulge class in the first year would be for 30 pupils from the start.
 Governors were asked to consider this proposal with an official position for both the cap and the bulge class for the school.

√	Challenge	√	Compare	√	Consult	√	Competition
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9.0 AGENDA ITEM 8. Decision on taking a bulge class in Year 3 for September 2016.
 KK briefed Governors earlier in her Head teacher’s report see 8.5. N.B. Governors also discussed at the last Governing Body meeting on 12/10/15 agenda item No.9. Governors discussed their concerns and Park Hill School’s capacity to be able to deal with a large increase of children including the impact on children’s existing bonds. Also, the wider implications and new children with multiple barriers including those from different parts of Europe require structure and support.
 Governors were asked to consider this proposal with an official position for both the cap and the bulge class for the school. Governors to make a formal decision today.

Governors Questions:-

- a) *Do you know the composition of these children?* KK responded no, it could be children who haven’t got places.
- b) *If accept an additional 30 children could the Governing Body go back to the LA and ask for full funding for the period of time of these children’s education?* KK explained, Jas only confirmed funding for the bulge class in the first year
- c) *If we take these children on would we be overstaffed?* KK responded no, as we are understaffed now.

Action: C.L-P put vote to Governors, do you agree for Park Hill School to take a bulge class of 30 pupils in the first year? Governors responded; 1 in favour, 7 against and 1 abstention. The majority of Governors are formally against the proposal for Park Hill School to take a bulge class in September 2016.
Action: KK to inform school places team of Governing Body’s decision.

IMPACT on Learning and Teaching:

Governors had a good understanding of whole school priorities and were involved in strategic action planning. Also understood the impact of a bulge class and importance of School Development Plan to improve Children’s learning.

√	Challenge	√	Compare	√	Consult	√	Competition
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10a. Pupil and Parent Engagement (SDP Priority 2 and 5)
10b. Parental Engagement – sharing vision and ethos of school (SDP Priority 4)

At the last Governing Body meeting 12/10/15, KK circulated pupil and parent questionnaire July 2015 (See handout no. 5). 483 Pupils (Reception to Y6) and 123 Parent responses.
Due to lack of time Governors agreed to carry this item forward on the agenda of next Governing Body meeting.

13. Correspondence and Any Other Business
13.1 Correspondence

JR confirmed previously sent emails to Governors re: training etc.
 KK sent email on 2/12/15 to Governors re: list of Governing Body Meetings 2015-2016 for Step Peer Review in other schools. KK asked Governors to

9 KK to inform school places team

10a&10b KK

please respond if you wish to attend. C.L-P shared positive experience with Governors.

AOB

13.2 Elected Parent Governor Vacancy – **Action:** KK to advertise vacancy to fill Gurjit Kang’s resignation on 28/11/15.

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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ACTIONS:-

Matters Arising of 12/10/15 Meeting

8.4b Confirm nominated TG as Governor for Performance & Management Support Staff by 31/10/15. **Action:** JR to update Committee List.

8.9j The AA Committee to put on their agenda for Governors to sample new suite of tests brought in by Dfe.

12.2 Committees to review their Terms of Reference by end of Dec 2015.

Matters Arising of 02/12/15 Meeting

1a. KK informed Governors a new Parent Governor (PG) has been elected to fill vacancy. KK will arrange for JH to email details to JR and C.L-P.

1b. Clerk informed Governors GK has resigned as Parent Governor w.e.f. 28/11/15 due to personal commitments. KK will run election in the New Year to fill this vacancy.

2. Declaration Of Business Interests (pecuniary interests) - Clerk to give copy to Julie Hill for SFVS file.

Also Kalsom to update school’s website for this academic year 2015/16.

6. AA Committee to look at areas for development:- Yr 1 Phonics Yr 2 Maths & Yr 3 Reading

7. Step Governors Workshop feedback & Peer Review Meetings KK to update GB.

8.1c KK to forward thanks to Staff from Governors for their hard work. Governors asked how they could working collectively with staff and do more to reduce pressures at work?

8.1c Pupil Progress - AA Committee to look at i) Some objectives and performance gathered. ii) To look at Children’s books. RM to bring sample of assessment and moderation process.

8.5c KK to email copy of Step peer review report to all staff.

9. GB decision for Park Hill School to reject taking a bulge class of 30 in September 2016. KK to inform the School Places team

10a. Pupil and Parent Engagement (SDP Priority 2 and 5)

10b. Parental Engagement – sharing vision and ethos of school (SDP Priority 4)

Due to lack of time Governors agreed to carry this item forward on the agenda of next Governing Body meeting.

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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14. Items for Future Agenda

- Pupil and Parent Questionnaire (SDP Priority 2 and 5. See handout no.5)
- Parental engagement – sharing vision and ethos of school (SDP Priority 4)
- Update on building work
- Governor’s Roles & Responsibilities Includes: Link Governor feedback–reminder.

15. Dates for Future Meetings

Finance and Staffing Committee – Thursday 10/12/15 at 4pm.

General Purposes Committee – Monday 07/12/15 from 3.30pm to 5pm.

Matters arising 12/10/15

8.4b JR to update GB Cttee List

8.9j AA Cttee

12.2 All Cttees

Matters arising 02/12/15

1a. KK to send details of new PG to JR

1b. KK to advertise PG vacancy in 2016

2. JR & KK
6. AA Cttee

7 KK
8.1c KK to Staff & GB

8.1c AA Cttee & RM

8.5c KK

9 KK

10a&10b KK

Achievement and Attainment (AA) Committee – To be confirmed.

Full Governing Body Meetings:-

Governors agreed to having 2 dates per term for full Governing Body meetings
W.e.f. 12/10/15 alternating to Monday & Wednesday)

- Monday 08/02/16 at 6.30pm.
- Wednesday 16/03/16 at 6.30pm
- Monday 16/05/16 at 6.30pm
- Wednesday 15/06/16 at 6.30pm

The chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities.

Meeting closed at 8.35pm.