

**MINUTES FOR FULL GOVERNING BODY MEETING  
MONDAY 8th February 2016 AT 6.30 PM**

**1. Present**

- Mohammed Alavi (LA Governor)
- Kaytee Dewolfe (Parent Governor)
- Terance Glasspool (Co-Opted Governor w.e.f. 18/06/15)
- Kerrie Holland (Parent Governor)
- Kalsom Khan (Head teacher)
- 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)

**2. Apologies:**

- Jameela Hizam (Parent Governor)
- Chris Lawrence-Pietroni (Parent Governor) Sick

**3. Absent/Resignations**

	<b><u>ACTION TO DO</u></b>
<p>Open and Welcome by Mike (Vice-Chair) in absence of Chris (Chair).</p> <p><b><u>1. Apologies &amp; Welcome</u></b></p> <p>Mike gave a special welcome to Kaytee (Newly elected Parent Governor) to her first Governing Body meeting. Governors introduced themselves. KK explained have 2 Associate Governors RM &amp; Julie. Governors accepted apologies, please see above.</p> <p>a) KK to ask Julie to send induction pack to Kaytee (KD) or via Clerk. Clerk to re-send training programme to KD with dates for New Governors.</p> <p>b) KK to update Governors on election of Parent Governor (GK Vacancy of 25/11/15).</p> <p><b><u>2. Declaration Of Business Interests (pecuniary interests)</u></b></p> <p>KD was asked to complete and declare any business interests for this academic year 2015/16. The remaining Governors were asked to declare any business interests.</p> <p>Response: no changes.</p> <p>Clerk to give copy to Julie Hill for SFVS file.</p> <p>Also Kalsom to update school's website for this academic year 2015/16.</p> <p><b>Action:</b> Clerk to give Julie Hill copies of signed declaration of business interests.</p> <p><b><u>3. Governors Code of Conduct</u></b></p> <p>Clerk previously emailed 'Code of Conduct forms to all Governors to complete. All Governors in attendance duly completed and returned form to clerk. Still require forms from Jameela &amp; Chris.</p> <p><b><u>4. Ground Rules</u></b></p> <p>Reminded Governors of the Ground Rules agreed at the previous meeting:-</p> <ol style="list-style-type: none"> <li>1. Agenda Control. Have a Time Keeper, raise Yellow card = 2 minutes left or raise Red card = stop.</li> <li>2. Present item, discuss and then have questions afterward to allow everyone an opportunity to contribute and add their experiences.</li> <li>3. Avoid repetitions by recapping an entire agenda item that appeared on a previous agenda. Give updates only.</li> <li>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.</li> <li>5. All agree to begin the meeting promptly.</li> </ol>	<p><b>1a. KK &amp; Clerk</b></p> <p><b>1b. KK</b></p> <p><b>2. Clerk to give copy to Julie &amp; KK to update school website</b></p> <p><b>3. JH &amp; C.L-P</b></p>

**5. Minutes of Meeting 02/12/15**

**Action:** Following amendments; should read Marchel Smith and AQ for apologies, the Governing Body agreed the minutes were a true accurate record and agreed for MM (Vice Chair) to sign. KK to file signed copy in GB file.

**6. Matters Arising Minutes of: 12/10/15**

8.9j The AA Committee to put on their agenda for Governors to sample new suite of tests brought in by Dfe. Due to lack of time to be carried forward to next agenda.

**Matters Arising Minutes of: 02/12/15**

8.1c Performance Management information & 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.

**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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**7. Committee Reports**

**AA (Achievement and Attainment) Committee – 28/01/16**

KK explained Acronym to KD previously known as Curriculum Committee. AA Committee talk about learning and the National Curriculum, also Policies and Procedures of the School. AQ & KK explained Becki Stoiber (SENCO) presented report to Governors on special educational needs of pupils at Park Hill School. Park Hill School provide specialist programmes 1 to 1 for pupils and involve parents. Also BS creates personal development plans to assist development and learning of pupils. In addition, the school use external agencies to assist in areas such as; Autism, Dyslexia, Dyscalculia, and medical issues. The school look at steps required to ensure progress and achievement is attained for every pupil. Ofsted mentioned the school's special provision for SEN and this is also on school's website.

**Finance and Staffing Committee – Meeting 10/12/15.**

MM updated Governors on the expansion of the Dining Room Hall project. AA Cttee met with IBO Construction on 8/2/16 at 5pm and awaiting response by 19/2/16 to look at specifics and reduce costs. This is a 20 week project to start after the Easter Holiday and all employees of IBO Construction will be DBS checked to ensure meet Safeguarding procedure. Slabs will go to Reclamation. Scans done regarding additional underground electrical works and have built in any contingency work into costs. Disclosure and Barring Service (DBS) means an employee's DBS status (formerly CRB – Criminal Records Bureau)

**Governors Questions:-**

- a) *How much will project cost?* MM explained, £288k approx.
- b) *Will the newly built hall have 2 classrooms which will be separate from the Dining room hall?* KK responded yes and explained the layout, access and remaining space.
- c) *What is the cost for reclamation of slabs?* KK explained a firm offered £2<sup>1</sup>/<sub>2</sub> k.
- d) *Will the Magnolia Tree be protected?* KK responded yes.

*KK asked Governors if they are happy for the Finance and Staffing Committee to proceed with plan?*

**Action:** Proposed by NR, seconded by KH, all Governors in attendance unanimously approved and no abstentions.

**General Purposes Committee – Meeting Cancelled 07/12/15 as not quorate.**

KK explained to KD this committee covers any areas that are non-teaching. E.g. Building. KK asked if any Governors able to join General Purposes Committee, as currently only 3 Governors including Head teacher? Response: No Governors available. Governors discussed way forward by merge committee.

**Action:** Governors agreed to merge Finance, Staffing and General Purposes Committees and the next meeting will be Monday 7/3/16 at 4.30pm.

KK will inform all Governors on Committees and TG will look at items on hold which can be bought forward to next Committee meeting of 7/3/16.

**IMPACT on Learning and Teaching:**

**6 Matters arising 12/10/15**  
**8.9j AA Cttee**

**02/12/15**  
**8.1c AA Cttee & RM**

**7 F&S Cttee to precede DRH Project.**

**7 KK & TG**

**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.**

√	<b>Challenge</b>	√	<b>Compare</b>	√	<b>Consult</b>	√	<b>Competition</b>
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**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). Pupil information – refer to handouts.**

RM circulated and explained 'Reading Progress Autumn Exit Learner Grid 2015-16.

KK explained the old system of recording progress and achievement was standardised and now schools to produce own new system for assessment which includes the school philosophy. Governors discussed the challenges for the school.

**To Carry forward to next meeting 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.

**8.1 AA Cttee**

**8.2 Safeguarding and Health and Safety – KK given summary 2 Dec 15 to date**

Number of referrals to Social Services = 1. Number of referrals to **Think Family** = 0 (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 = 0. Number of children on a **Child Protection Plan** = 2. Number of **Looked after children** (in foster care) = 5 (LAC leader is Mrs Stoiber). Number of **Child in Need Plan** = 0. 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.

**Bomb hoax calls**

The Police and Local Authority (LA) sent out guidance to deal with the spate of calls being made to schools over the last two weeks. The critical incident management procedure and lock down procedure guidance has been sent to schools. Two letters went out to parents in sealed envelopes last week, one was from the Police and the other a sample frame for schools to use from the LA. Parents have been reassured that the emergency procedures are in place. Senior leaders have visited a school we could evacuate pupils to and are looking into other organisations other than schools as well.

**8.3 Staffing**

**Staff restructuring consultation** – The Staffing and Finance Committee approved a consultation of staff:

*It is proposed that the Key Stage 1 leader role is to be included in the responsibility areas of an Assistant Head teacher, removing the separate class based Key Stage 1 leader position. This is to ensure that the quality of teaching and learning in the phase can be more effectively supported and monitored than by a class based role.*

*The recent restructuring of the Senior leadership team to include a second Assistant Head teacher has increased the capacity of the Senior Leadership Group SLG (Head Deputy and Assistant Heads) thus making it possible to move the role to a more senior position, in line with the way phase 5 and 6 are currently successfully overseen by SLG.*

The consultation ends on Friday 12/2/2016 and will be taken to the next Staffing and Finance Committee.

**Support Staff pay and conditions LA consultation**

Support staff recently received a letter about a consultation by the LA re: proposed changes to terms and conditions of employment for SUPPORT STAFF ONLY at schools where Birmingham City Council is the employer. Head teacher and Chair to attend a briefing tomorrow. The letter states:

*On 9 December 2015 Birmingham City Council issued at Section 188 Notice in line with the 2016+ budget savings proposals – and this included changes which could affect the terms and conditions of employment for support staff in schools where Birmingham City Council is the employer.*

**Background to the proposals**

Over the next four years Birmingham City Council needs to make savings of around £250 million on top of the £560 million we have already removed from our budget over the past five years. The scale of this challenge is such that we need to rethink our role in the city and we will need to become a different type of employer with a different type of working – one that is more agile and flexible.

In the 2016+ budget consultation document we set out a number of proposals of how we believe we can address this challenge. We grouped these proposals around six broad themes including one of our workforce. The workforce proposals cover three areas:- 1. Better alignment between our workforce and financial plans. 2. A more flexible package of benefits for staff and 3. Changes to the terms and conditions of employment.

**It is only the latter area – changes to terms and conditions – that will have an impact on your support staff and only your support staff will be affected.**

By introducing the proposed changes (which we are calling the Future Council Workforce Contract) we believe that we could realise savings of £34 million over the next two financial years.

**The following proposed changes to terms and conditions, would be effective from 1 January 2018 and could have an impact on support staff:**

- Increased in contracted hours (from current 36.5 hours for full-time posts to 37 hours).
- Non-payment for the first three days of a sickness absence.
- Reduction in the length of time staff are paid for a period of sickness absence to three months full pay followed by three months half pay.
- Freeze on payment of performance-related increments for three years.
- Introducing the Disclosure and Barring Service (DBS) update, which means an employee’s DBS status (formerly CRB – Criminal Records Bureau) is kept up to date at a cost of £13 per year for those whose jobs need this.

**Action:** KK to check procedure for Governors to respond to this consultation.

**8.3 & 8.5d KK**

**8.4 Attendance report from Mrs. Bakalou, Attendance Leader (See attached – Attendance Report for Autumn 2013 – Autumn 2015).**

Overall attendance most figures are slightly better than this time last year and has improved compared to Autumn 2013 (if we take Eid out). Attendance was in line with the national averages across most learner groups last term. The figures in Red are percentages with Eid taken out and those in Black have Eid included.

	Autumn 2015		Autumn 2014		Autumn 2013	
	Exc. Rec	Inc Rec	Exc. Rec	Inc. Rec	Exc. Rec	Inc. Rec
Overall Attendance	94.7%	94.64%	95.68%	95.32%	94.55%	94.01%
	95.8%	95.74%				

**Governors Questions:-**

- a) *Why is consideration given to Ethnicity?* LG explained White British is our poorest attendance and therefore needs monitoring.
- b) *Are there many White British pupils in school?* KK responded no.
- c) *What do the figures for persistent absence mean?* LB explained nearly 10% persistent absence means attendance dropped to nearly 90%.
- d) *Do figures improve in the Spring?* Lb responded yes, and Autumn always shows the worst figures and improves later in the year. KK explained that some pupils and families require and have intervention, including Reception. Incentives will continue to be run, just had Purple Attendance and Punctuality day. Also have Attendance Champions, learning mentors and all staff will continue to work towards achieving 96% attendance by the end of the year

and to improving punctuality.

e) *Do we have a list of acronyms?* LB explained yes page 3 as follows:-

ACRONYM/WORD/PHRASE	DEFINITION
NA	National Average
SEND	Special Educational Needs
SEN N	Children with no special educational needs
SEN K	School Action
SEN E	Children on EHC Plans
SEN St	Statement
Persistent Absence	Attendance below 90%
DP	Free school meals
PH	Park Hill

**8.5 STEP Company (Strength Together Education Partnership)**

Five of the schools in the partnership took part in the peer to peer review last week at Kings Heath Primary School. Head teachers are meeting half termly. Meetings to develop collaborative learning across the seven schools have also taken place with senior and middle leaders including: School Business Managers; English, Maths, EYFS leaders (Early Years Foundation Stage) and SENCO's (Special Education Need Co-Ordinators).

**Governors Questions:-**

- a) *Who is doing the KS1 Leaders role?* KK responded Marchel Smith and they advertised this vacancy three times but unfortunately had a poor response.
- b) *Is Cityserve part of Park Hill School?* KK explained no but a trading arm of BCC (Birmingham City Council).
- c) *Who are the support staff that will be affected by the proposed changes to terms and conditions?* KK responded Teaching Assistants, Mentors, Office and Site staff.
- d) *Is there any way Governors can respond to BCC consultation on proposed changes to terms and conditions effective from 1/1/2018?* **KK will ask.**
- e) *What would happen to Educational Psychologists?* KK explained that they are employed to work in schools but their contract is negotiated by the LA.
- f) *Do the BCC employees who work in schools come out of school's budget?* KK responded yes.
- g) *Do Academies negotiate their own staffing i.e. Teachers, Salaries etc?* KK responded yes and explained some Academies may still choose to purchase their services from HR and stay within the LA i.e. Human Resources (HR).
- h) *Please briefly explain STEP.* KK explained this company formed 2 years ago and is a group of schools (consists of Head teachers and Governors) who look at self-improvement systems e.g. Peer to Peer reviews. Also look at what they can do enable pupils to learn and. They discuss challenges and give very positive feedback. Secondary schools include; Queensbridge, Kings Heath Boys, Swanshurst and Wheelers Lane Boys. Primary schools include; Kings Heath Primary and Wheelers Lane Primary.
- i) *Do you have any more dates where Governors can attend STEP?* KK: Yes and will notify Governors. **Action:** KK to email Governors dates of STEP.
- j) *Is the emphasis on pupil's progress rather than attainment?* KK explained they look at assessing both pupils' progress and attainment to ensure improvement in their learning has taken place.
- k) *What are the stats checking?* KK explained the school on track for reaching expectations of age related progress.
- l) *Do the pupils know how well they are doing?* RM responded yes and explained pupils know what the need to achieve and age related expectations.
- m) *When pupils get tests at the end of the year will it encompass what they have learnt?* RM responded yes.
- n) *Those gifted and talented pupils who achieve their age related work, can they go onto the next level?* RM responded no but are given work of more depth.
- o) *Do you have an Honours system?* RM they do by integrating deep learning.
- p) *Is it by school age or chronological age related?* RM explained it is school age related.

8.5d KK

8.5i KK to GB

q) *What do you do for the gifted and talented pupils who can't go onto the next level?* RM explained giving an example. If a Year 6 pupil secured all their objectives in the whole band of their expectations but there was still a gap e.g. the area of Shapes in Maths, then they would look at this area in more depth and given more challenges. KK also explained about Teacher day training covered Blooms taxonomy and quality of questioning which was based on feedback from peer review, all about quality of teaching and learning.

**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.**

√	Challenge	√	Compare	√	Consult	√	Competition
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**9a. Pupil and Parent Engagement (SDP Priority 2 and 5)**

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

9a KK

**9b. Parental Engagement – sharing vision and ethos of school (SDP Priority 4)**

This item carried forward due to lack of time from 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. KK explained school send questionnaires yearly to pupils and parents. They have had a very good response.

**Governors Questions:-**

a) *Please can you explain expenses the percentages e.g. Question 1 75% strongly agree, 29% agree and 1% strongly disagree as total adds up to more than 100%.* KK apologised for a typing error in the figures d. **Action:** KK will re-look at this and bring to next GB meeting.

9b KK

**10. Local Authority Standard Policies for Schools**

Any changes the Safeguarding board make to the Safeguarding policy for schools will be sent out as an appendix to add to existing Policy. E.g. Safeguarding Policy came out Nov 2015, and elements to be added as missing include; Fostering and Whistle Blowing. Governors discussed and KK asked Governors if agreed for MM Deputy Chair of GB to adopt and sign these Policies in absence of C.L-P Chair. All Governors in attendance agreed.

**Action:** MM signed policies and KK filed 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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**11. Correspondence and Any Other Business**

**11.1 Correspondence** - None

11.2 *KD asked if she could raise questions/queries from parents who approached her?* KK responded that the Governors role is strategic, if parents had any concerns they were welcome to speak to senior leaders directly, which was why they were always available in the playground before and after school. KK explained the protocol and suggested that KD would benefit from training for new Governors.

11.3 Link Governor visits – **Action:** To be carried forward to next GB meeting.

11.3 GB

**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**

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

**Matters Arising of 02/12/15 Meeting**

8.1c Performance Management Information 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.

**Matters Arising of 08/02/16 Meeting**

7 KK to inform F&S and GP Committee of merger and next meeting is 7/3/16 at 4.30pm. TG will look at items on hold which can be brought forward to this meeting.

8.1 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.

8.3 & 8.5d KK to check procedure for Governors to respond to LA consultation of proposed changes to terms and conditions of support staff w.e.f. 01/01/2018.

85i KK to email Governors with dates of STEP meetings.

9a Pupil and Parent Engagement (SDP Priority 2 and 5). Due to lack of time to be carried forward to next GB meeting.

9b Parental Engagement – sharing vision and ethos of school (SDP Priority 4) KK will re-look at results of this questionnaire and bring to next GB meeting.

11.3 Link Governor visits – **Action:** To be carried forward to next GB meeting

**IMPACT on Learning and Teaching:**

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

√	<b>Challenge</b>	√	<b>Compare</b>	√	<b>Consult</b>	√	<b>Competition</b>
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**14. Items for Future Agenda**

- Update on building work
- Pupil and Parent Engagement (SDP Priority 2 and 5)
- Parental Engagement – sharing vision and ethos of school (SDP Priority 4)
- Governor’s Roles & Responsibilities Includes: Link Governor feedback–reminder.

**15. Dates for Future Meetings**

**W.E.F. 8/2/16 Governors agreed to merge the Finance, Staffing and General Purposes Committees, to be more effective and quorate. Next meeting is Monday 07/03/16 at 4.30pm.**

**Achievement and Attainment (AA) Committee – 03/03/16 at 4pm.**

**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 8.30pm.

**ACTIONS**

**Matters arising 12/10/15**

**8.9j AA Cttee**

**Matters arising 02/12/15**

**8.1c AA Cttee & RM**

**Matters arising 08/02/16**

**7 KK & TG**

**8.1 AA Cttee**

**8.3 8.5d KK**

**8.5i KK to GB**

**9a KK**

**9b KK**

**11.3 GB**