

**MINUTES FOR FULL GOVERNING BODY MEETING  
MONDAY 16th MAY 2016 AT 6.30 PM**

**1. Present**

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

**2. Apologies:**

- Mohammed Alavi (LA Governor) Work commitment
- Terance Glasspool (Co-Opted Governor w.e.f. 18/06/15) Abroad
- Kaytee Dewolfe (Parent Governor) No child care
- Jameela Hizam (Parent Governor)

- Chris Lawrence-Pietroni (Parent Governor) No child care

**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> Please see above.</p> <p><b><u>2. Declaration Of Business Interests (pecuniary interests)</u></b> Governors were asked to declare any changes to business interests for this academic year 2015/16. Response: no changes.</p> <p><b><u>3. Governors Code of Conduct</u></b> All Governors in attendance have duly completed and returned form to clerk.</p> <p><b><u>4. Ground Rules</u></b> 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><u>5. Minutes of Meeting 16/03/16</u></b> <b>Action:</b> The Governing Body agreed the minutes were a true accurate record and agreed for MM (Vice-Chair) to sign. Proposed by KH and seconded by SW. KK filed signed copy in GB file.</p> <p><b><u>Minutes of Meeting 18/04/16</u></b> <b>Action:</b> Following amendments to page 2 'We have accumulated <b>£220,000.00</b> for the project from the School Budget Share', the Governing Body agreed the minutes were a true accurate record and agreed for MM (Vice-Chair) to sign. Proposed by KH and seconded by SW. KK filed signed copy in GB file.</p> <p><b><u>IMPACT on Learning and Teaching:</u></b> <b>Governors had a good understanding of whole school priorities and were involved in strategic action planning.</b></p>									
<table border="1"> <tr> <td>√</td> <td><b>Challenge</b></td> <td>√</td> <td><b>Compare</b></td> <td>√</td> <td><b>Consult</b></td> <td>√</td> <td><b>Competition</b></td> </tr> </table>	√	<b>Challenge</b>	√	<b>Compare</b>	√	<b>Consult</b>	√	<b>Competition</b>	
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**6. Matters Arising:-**

**Matters Arising of 12/10/15 Meeting**

8.9j The AA Committee has not had the opportunity to look at new suite of tests brought in by Dfe.

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

8.1c Performance Management Information Pupil Progress - AA Committee has looked at i) Some objectives and performance gathered. ii) Children’s books. RM brought sample of assessment and moderation process.

**Matters Arising of 16/03/16 Meeting**

1a. KK canvassed Parents but still not had anyone apply for election of Parent Governor (GK Vacancy of 25/11/15. KK asked Governors to hold vacancy until September 2016, when there will be an influx of new parents. **Action:** Governors agreed to hold vacancy and re-advertise in September 2016.

**3 Governors Code of Conduct - still require form from Jameela.**

7.1 KK emailed copy of Assessment Policy to Governors.

7.3 KK circulated latest Committee and Link Governors list to Governors request fill vacancies. **Action:** Governors still to appoint an RE Link Governor.

7.4f **Action:** KK will check re: Platform for extremism, if any individuals are named.

8.1 Assessments - Pupil information in Head teacher’s report of 16/05/16.

8.2 S175 Audit - The action plan from the audit in Head teacher’s report of 16/05/16.

8.3d KK circulated copy of Staff organisation chart for Park Hill School to Governors including names against posts.

8.4e The number of pupils who have received authorised extended leave, in Head teacher’s report of 16/05/16.

9b KK to look at Parent Questionnaire response of *the 7% disagree that the school deals with any cases of bullying effectively.*

9f Pupil and Parent Questionnaire for July 2016 - KK awaiting response from Clare to provide data Year on Year re: bullying for Governors and to report outcome.

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

11.3 ‘Managing stress levels of staff’. TG has met with NR (also Union rep) and created questionnaire (incorporated previous school feedback from KK) await suitable timing to distribute to staff. Therefore carry forward agenda to next full Governing Body meeting of 15/6/16.

**Matters Arising of 18/04/16 Meeting – Setting Budget 2016/17**

KK still awaiting information confirming the Carry forward and Pupil Premium.

**Governors Question:-**

*Is Julie Hill not here today?* KK explained Julie is an Associate Governor who is appointed by Finance Committee as a member to attend that Committee only, thus Julie is not a member of the full Governing Body. However if you have any Finance questions you may direct them to Kalsom to put forward to Julie.

**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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**7. Committee Reports**

AQ gave a summary to Governors including:- The New Curriculum, looked at scrutiny, process and feedback. KK will update Governors in her report today. AQ asked Governors if they had any questions? Governors responded ‘No’.

**8. Head Teacher’s Report – KK Circulated copy of report to Governors.**

**8.1 KK explained Standards and Progress, Monitoring and Evaluation.**

- Year 6 SAT’s took place last week with a new test regime, the most challenging of which was the Reading paper. Terry and Mike were involved in monitoring on two of the test days.
- Assessment information – 2 handouts were circulated to Governors (i.e. 6.1b&c).

**8.2 Safeguarding and Health and Safety – Summary 16 Mar 16 to present**

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

**Matters Arising 18/03/16**

1a KK

3 Jameela

7.3 KK & GB

7.4f KK

9f KK  
11.2 KK

11.3 TG & NR  
C.L-P & GB

**Matters Arising 18/04/16**  
KK

concerns and criminal activity. Number of reports to Left School No Trace (previously **Children Missing in Education**) team = 6. Number of children on a **Child Protection Plan** = 2. Number of **Looked after children** (in foster care) = 3 (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 and Governor 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** = 2 – boys: 1 SEND, White, Yr4 (aggression towards teacher) and 1 Pakistani, Yr5 (physical assault on pupil).

A boy has been on a reduced timetable during this academic year (the time he attends school has steadily increased over the year but is still not full time) due to emotional and behaviour issues. He was excluded a number of times in the Autumn term. There are various outside agencies involved.

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

#### **S175 AUDIT**

The annual audit has been completed for the Safeguarding board. The action plan from the Audit is attached to Head Teacher's report. (I.e. 6.2)

#### **8.3 Staffing**

There are vacancies for a PPA teacher, KS1 teacher, Year 2 teacher and KS2 teacher advertised.

#### **8.4 Dining Hall Building Works**

Work has commenced, the retaining wall has been constructed and some of ground works started (as Governors can see via Staffroom window). IBO has worked well with the school to keep any disruption and noise to a minimum, particularly during the SAT's.

#### **8.5 Attendance: Report attached from Mrs Bakalou, attendance leader-Summary Persistent Absence up until the end of the Spring Term**

##### Excluding Reception and excluding Eid

- **8.25%** pupils are already or may become persistent absentees by the end of year (9.6%) at the end of Spring 1) (National average for Autumn and Spring Terms = 9.2%).

##### Excluding Reception but including Eid

**9.07%** of pupils are already or may become persistent absentees by the end of year.

##### Including Reception but excluding Eid

**9.98%** already persistent absentees or likely to become so by the end of year. (11% at the end of Spring 1).

##### Including Reception and excluding Eid

**11.91%** already persistent absentees or likely to become so by the end of year.

#### **Extended Leave**

From September 2015 until the end of the Spring Term 2016, 257 days were taken as extended leave by children in Yrs Rec to Yr6. This works out as 0.38% of all possible attendances and 7.24% of all absences.

#### **Overall attendances up until end of Spring Term was:**

Including Eid 94.95% (excl Rec); 94.7% (incl Rec).

Excluding Eid 95.56% (excl Rec); 95.64 (incl Rec). Figures are fairly low because, unfortunately, in Spring 2 we had outbreaks for sickness and also of conjunctivitis.

#### **Current Attendance for the Year to Friday 13/05/16**

95.97% excl Rec and excl Eid.

95.7% incl Rec but excl Eid.

95.45% excl Rec but incl Eid.

95.19% incl Rec and incl Eid.

New regulations this year mean that, if a child leaves our school, we cannot take him/her off roll until we have confirmation they are enrolled in another school.

Also, se currently have a child who has been absent in Pakistan for several months but, because he is on an EHCP Plan (child protection), we have been told by SENAR that we cannot take him off roll either.

**Punctuality**

**Excluding Rec**

8 pupils with 25 or more lates (one or more lates a week) out of 485 pupils from Years 1 to 6 (1.7%).

**Including Rec**

10 pupils with 25 or more lates (one or more lates a week) out of 571 pupils from Years R to 6 (1.8%).

**8.6 Government Academisation Latest**

The Government have amended their initial statement that all schools should become Academies. It has started that it would push forward with compelling Academy conversions in two areas:

- Where it is clear that the Local Authority (LA) can no longer viably support its remaining schools because too many schools have already become Academies.
- Where the Local Education Authority consistently fails to meet a minimum performance threshold across it schools.

STEP schools will have a meeting Saturday 25<sup>th</sup> June 2016, 9.30am (for 10am start) to 1pm, at Kings Heath Primary. **Action:** KK to email Governors with invite.

**8.7 School Places In Reception for September 2016**

Governors will recall discussions with the LA school places team about the drop in birth rate and recruiting potential decline in applications for Reception with the possibility of having 2 form entry in Reception 2016. However, the school has been notified about the first choice places for Reception this year, they are much higher than previous years and 59 are first choices. Therefore, we will need to remain 3 form entry to provide sufficient spaces.

**Governors Questions:-**

- a) *When are SAT's results due?* KK responded 7/7/16. Governors discussed SAT's and shared experiences.
- b) *What were the tests like?* KK explained the Reading was very challenging.
- c) *Is this New Curriculum being implemented across all schools, so we can use as a bench mark?* KK responded yes and discussions took place on new curriculum.
- d) *Can you clarify figures in green on 'Pupil Progress' handout (6.1b) and figures on 'Whole Standards' handout?* KK explained the figures in green show pupils are making progress and the 'Whole School Standards' show where pupils are on track for national expectation.

**Action:** RM invited Governors to attend and view classroom monitor which can be arranged via the AA Committee.

- e) *School places – 72 offers have gone out already on behalf of Park Hill?* KK responded yes. 59 are first choice applications, in line with local schools with 3 forms of entry.
- f) *How many pupils are in Year 1?* KK responded 74 approximately.

9. a) **Safeguarding report to Governors** – See Head teacher's report.
- b) **S175 Action Plan** – See Head teacher's report.
- c) **Lead Safeguarding Governors Annual Report = To carry forward as C.L-P absent.**

**10. Governor's Annual Action Planning Day 13<sup>th</sup> June 2016.**

**Action:** Please let Julie know any special dietary requirements.

**11. Correspondence and any other business**

**Correspondence** – None previously email invite to Governors.

- a) **Governor's Network Lunch Saturday 14/05/16** – KH updated Governors on recent event attended, include Government Academisation and Multi-Academy Trusts, and exit interviews. KH would recommend Governors attend future events. **Action:** KH to type up notes and circulate to Governors.

8.6 KK

8.7d GB

9c C.L-P

10 GB

11a KH

<p><b>b) Exit Interviews</b> – KK to put item on future agenda.</p> <p><b>c) Link Governor visits</b></p> <p><b>12.Items for future agenda</b></p> <ul style="list-style-type: none"> <li>• Lead <b>Safeguarding</b> Governors Annual Report (C.L-P).</li> <li>• Parental Engagement Sharing vision and ethos of school (SDP Priority 4) C.L-P.</li> <li>• Exit Interviews.</li> </ul> <p><b>15. <u>Dates for Future Meetings</u></b></p> <p><b>STEP</b> – Saturday 25/06/16 at 9.30am (for 10am start) to 1pm at Kings Heath Primary School. KK has been informed the following will be attending; Nick, C.L-P, TG, Julie, AQ and Liz.B.</p> <p><b>Action Planning Day</b> – 13/06/16 inform Julie of any dietary arrangements.</p> <p><b>Full Governing Body Meetings:-</b> Governors agreed to having 2 dates per term for full Governing Body meetings W.e.f. 12/10/15 alternating to Monday &amp; Wednesday)</p> <ul style="list-style-type: none"> <li>• Wednesday 15/06/16 at 6.30pm</li> </ul> <p>The chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities. Meeting closed at 8.30pm.</p>	<p><b>11b KK</b></p> <p><b>11c GB</b></p>
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