

**MINUTES FOR FULL GOVERNING BODY MEETING
WEDNESDAY 15th JUNE 2016 AT 6.30 PM**

1. Present

- Mohammed Alavi (LA Governor)
- Kerrie Holland (Parent Governor)
- Kalsom Khan (Head teacher)
- Mike Midgley (Co-Opted Governor)
- Rich Malcolm (Associate Governor w.e.f. 18/06/15)
- Liz Bakalou (Observer)
- Marchel Smith (Observer)

2. Apologies:

- Terance Glasspool (Co-Opted Governor w.e.f. 18/06/15) Abroad
- Kaytee Dewolfe (Parent Governor) Change in personal circumstances
- Jameela Hizam (Parent Governor) Sick
- Azhar Qayum (Parent Governor) Assist Brother whose house has been flooded.

- Sylvia Williams (Parent Governor) Personal circumstances
- Chris Lawrence-Pietroni (Parent Governor)

3. Absent/Resignations

- Nick Roberts (Teacher Governor) Personal commitment

	<u>ACTION TO DO</u>								
<p>Open and Welcome by Mike (Vice-Chair) in absence of Chris (Chair).</p> <p>1. <u>Apologies & Welcome</u> Please see above.</p> <p>2. <u>Declaration Of Business Interests (pecuniary interests)</u> Governors were asked to declare any changes to business interests for this academic year 2015/16. Response: no changes.</p> <p>3. <u>Governors Code of Conduct</u> All Governors in attendance have duly completed and returned form to clerk.</p> <p>4. <u>Ground Rules</u> Reminded Governors of the Ground Rules agreed at the previous meeting:-</p> <ol style="list-style-type: none"> 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>5. <u>Minutes of Meeting 16/05/16</u> Action: Following amendment to page 3 'Staff and Governor training on Child Protection', the Governing Body agreed the minutes were a true accurate record and agreed for MM (Vice-Chair) to sign. Proposed by MM and seconded by KH. KK filed signed copy in GB file.</p> <p><u>IMPACT on Learning and Teaching:</u> Governors had a good understanding of whole school priorities and were involved in strategic action planning.</p> <table border="1"> <tr> <td align="center">√</td> <td>Challenge</td> <td align="center">√</td> <td>Compare</td> <td align="center">√</td> <td>Consult</td> <td align="center">√</td> <td>Competition</td> </tr> </table>	√	Challenge	√	Compare	√	Consult	√	Competition	
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6. Matters Arising:-

Matters Arising of 16/05/16 Meeting

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 checked Policy re: Platform for extremism and no individuals are named. Staff will inform KK if they have any concerns and KK will take any necessary action. If any action required will escalate to Chair of Governors.

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. TG and NR unable to attend Governing Body meeting of 15/6/16. **Action:** Therefore carry forward to agenda for next full Governing Body meeting of 19/9/16.

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

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

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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Matters Arising

18/05/16

7.3 KK & GB

9f KK

11.2 KK

11.3 TG & NR

Matters Arising

18/04/16

KK

7. Committee Reports – Finance 15/06/16

MM gave a summary to Governors including:- Julie updated Finance Committee on Carry Forward figure of £481.000. Dining Room Project – Site meetings have taken place and the Project Manager allocated will sign off work completed to standard. Julie has paid the first invoice received and holds back 5% on every invoice. Julie still awaiting figures for Pupil Premium. Also had to have a new boiler as there were problems with old one re: asbestos and thus had to be de-commissioned. KK informed Governors that the LA stated it would not cost the school anything to replace but school could contribute if wanted to. C.L-P informed Governors that most of the money in the reserves has been allocated to Projects. Discussion took place on the need to keep an eye on reserves, how to increase in the future and ensure topped up to the minimum percentage.

Governor Questions:-

- a) *Why does Julie hold back 5% on every contractor's invoice?* MM explained this is to cover any 'snagging', unsatisfactory/incomplete work.
- b) *As this school is an ageing building, do you have any anticipated spends coming up?* KK explained they do have a scheme of works. E.g. I.T Technician has submitted number of Whiteboards, Projectors and when they need replacing. Priority has also been given to Teaching and Learning. I.e. Utilised 2 Libraries the downstairs will hold books and the first floor will be used as a key learning & pastoral space.

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

8.1 KK explained Standards and Progress, Monitoring and Evaluation.

- The Year 1 Phonics check is being completed over this week.
- KS2 SAT's for Reading, SPAG and MATHS should be available on 5th July. Writing teacher assessments are being moderated before being submitted.

8.2 Safeguarding and Health and Safety – Summary 16 May 16 to present

Number of **referrals to Social Services** = 0. 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** = 5. Number of **Looked after children** (in foster care) = 3 (LAC leader is Mrs Stoiber). Number of **Child in Need Plan** = 2. There are children

throughout the school who are being monitored but have not been referred to Social Services.

Staff and Governor training on Child Protection - 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 = 3 – 2 boys (unrelated): 1 mixed race, Looked After Child (LAC) – physical assault on pupil. 1 Afro Caribbean – physical assault on staff, unsafe behaviour. Outside agencies are involved with both pupils.

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

8.3 Staffing

Vacancies for a PPA teacher, KS1 teacher, Year 2 teacher and KS2 teacher have been re-advertised.

8.4 Dining Hall Building Works

Progress meetings have been held, IBO kept disruption and noise to a minimum during the SAT's. They have worked well alongside contractors working to replace our boilers (being funded by the council).

8.5 Attendance: Report attached from Mrs Bakalou, attendance leader-Summary Attendance Report for September 2015 to End of Summer 1 2016.

Figures in red are percentages with Eid taken out. Those in Black have Eid included.

	Sep 2015 – May 2016	
	Excl. Rec	Inc Rec
Overall Attendance	95.12% 95.59%	94.89% 95.36%
Persistent Absence	7.4% 7%	9.3% 8.2%

8.6 STEP Meeting on Saturday 25th June at Kings Heath Primary School

There are 13 Governors and SLT (Senior Leadership Team) attending the meeting. Chris Lawrence-Pietroni, Terry Glasspool, Azhar Qayum, Nick Roberts, Julie Hill, Beki Stoiber, Andrew Game, Tracey Lawton, Clare Belshaw, Marchel Smith and Liz Bakalou. Breakfast is at 9.30am. There is a speaker from the DFE, Felicity Gillespie at 10am, followed by a speaker from the Co-operative Society, Deb Bacon, who will outline information about the new Co-operative MAT (Multi-Academy Trust) model.

Action: All Governors are invited, please inform KK if wish to attend.

8.7 Governors Annual Action Planning Day (Monday 13/06/16)

SLT would be meeting to discuss the outcomes of the day and plan next steps. KK and C.L-P continue to attend the series of session on 'The Compassionate School' organised by Birmingham Governors' network. Notes from the Action planning day have been typed up and will be emailed out to Governors. **Action:** KK to email.

Governors Questions:-

- a) *Assessments and expectations - when will you have discussions with parents?* KK responded as and when necessary.
- b) *Attendance – Did we submit pupils at Park Hill School achieved 95% attendance in the first, two terms?* LB responded yes but the National average is 96%.
- c) *Persistent Absence (PA) – Can't Park Hill take off its' register those Pupils who were on school's roll in academic year but has since left the school?* LB responded no and explained even though some pupils have left Park Hill earlier in the year, the LA still include them in the school's figures until they have evidence pupil at another school. I.e. LA need to be informed by new school they have pupil on their register. Thus Park Hill's figures will be higher.
- d) *How can Park Hill contact receiving school if they do not know which school pupil has moved to?* KK explained Parents often contact and inform Park Hill. LB explained when a pupil leaves the school try to get as much information as

8.6 GB

8.7 KK

possible. Julie has also been known to contact all the schools in the area.

- e) *Ethnicity of Persistent Absence – Pakistani is average, (BCRB) Black Caribbean is above average and White British is below average but are the minority group in Park Hill School, is this correct?* LB responded yes.
- f) *Do you know what impact it would have on the figures if had more White British pupils?* LB responded no. RM explained they constantly work with this group to try and improve attendance. LB also added this included sending a variety of encouraging letters such as; took out lines re: sanctions, if attended a certain number of days would improve their attendance to 92% etc. Governors discussed the different measures Park Hill School has used and they have had some success stories.
- g) *Is there anything Park Hill School can do to change the language of the letter?* LB responded no and explained this is a LA set letter which schools are to use which forms part of the process when a school is required to take legal action. Ofsted may say Park Hill has not taken any legal action regarding those who are stubborn re: persistent absence. C.L-P reminded Governors they have already discussed and agreed for Park Hill School to take legal action when necessary.
- h) *What is the final step if take legal action, case goes to court but pupil/s still not attending school?* LB explained the courts will fine parents.
- i) *STEP Meeting on Saturday 25/06/16 – Will outline information about the new Co-operative MAT Model, what does MAT mean?* KK explained they are 'Multi Academy Trusts'.

9. Safeguarding report to Governors – Lead Safeguarding Governors Annual Report. C.L-P circulated report to Governors and asked for their feedback on the new template. Governors discussed and agreed they do not feel Park Hill School has any particular gaps. E.g. Page 3 Term by Term they see no trends.

Governors Questions:-

- a) *Do you have any incidents to report re: FGM?* KK responded no instances in pupils but will investigate any concerns brought to her attention.
- b) *Priorities for improvement include STEP Business Managers to conduct peer adults of Single Central Register in future, what is the plan of action?* KK to arrange for Park Hill School to be involved in STEP to improve the Safeguarding Standard.
- c) *C.L-P asked Governors if they wish to discuss ways on how to record it?* Governors responded yes. **Action:** KK to update Governors on procedure.
- d) *When recording allegations of bullying do you differentiate between name calling and bullying including Racism and Homophobia?* KK responded yes. Governors had challenging and informative discussions.

9C KK

10. Parental Engagement – Sharing Vision and Ethos of School (SDP Priority 4) - KK informed Governors on recent incidents on 2 occasions require Police intervention regarding Parent behaviour.

Governors Questions:-

- a) *C.L-P asked Governors if they are content Park Hill School are doing all they can or does the School need to do more re: Parental Engagement?* Discussions took place including strengths of Park Hill School. **Governors suggest the following to enhance Parental Engagement and capitalise on what the school already do well:-**
 - Share Park Hill School's good practices with other schools.
 - Feature Parents more. E.g. Pupils submit nominations for 'Parent of the Week'.
 - Governors to introduce themselves when meet Parents on school premises. N.B. Governors pictures are on school notice board.
 - More Parental involvement and support in school activities. E.g. Inspire workshops, 'Friends of Park Hill' (SW & JH) and Newsletters.

9a GB

<p>b) <i>What is the composition i.e. Gender of 'Friends of Park Hill'?</i> KK explained now all women and previously had a male parent group. Action: KK to invite Parents to join and update Governors on 'Friends of Park Hill'.</p> <p>c) <i>Who does the survey come from?</i> KK explained Ofsted. Action: KK to look at survey and compare STEP data and identify any issues. Also 'tweek' if possible to include 'Friends of Park Hill'.</p> <p>d) Action: To put Parental Engagement on agenda for 19/09/16 next full Governing Body meeting.</p> <p>11. Exit Interviews KK did re-cap to Governors of previous discussions and how exit interviews are linked to 'Well-Being' Survey. Discussions took place and Governors agreed exit interviews are a good idea, to speak to staff and find out the reason why they are leaving. There are no formal forms at school. KK asked for volunteer to design 'Exit Interview' Form. Action: All Governors volunteered TG and KK will email her 'Exit Interview' to C.L-P as an example.</p> <p>12. 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.</p> <p>13. Items for future agenda</p> <ul style="list-style-type: none"> • Autumn 2016 SATs assessment date • Staff Survey • Exit Interviews – KK to lead • Pupil Premium • Link Governor visits • Parental Engagement Sharing vision and ethos of school – Survey (SDP 4) <p>15. <u>Dates for Future Meetings</u></p> <p>STEP – 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>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)</p> <ul style="list-style-type: none"> • Monday 19/09/16 at 6.30pm • All Committees to be arranged at the next full Governing Body meeting of 19/09/16. (I.e. Achievement & Attainment, Finance & Staffing and General Purposes) <p>The chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities. Meeting closed at 8.35pm.</p>	<p>9b KK</p> <p>9c KK</p> <p>9d GB</p> <p>11 KK C.L-P & TG</p>
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