

**AMENDED MINUTES FOR CONFIDENTIAL EXTRA FULL GOVERNING BODY MEETING
Monday 3rd APRIL 2017 at 7 PM**

1. Present

- Mr Razwan Ali (New Parent Governor)
- Terance Glasspool (Co-Opted Governor w.e.f. 18/06/15)
- Ms Suado Jabrel (New Parent Governor)
- 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 w.e.f. 18/06/15)
- Azhar Qayum (Parent Governor)
- Nick Roberts (Teacher Governor)
- Sylvia Williams (Parent Governor)
- Julie Hill (Associate Governor w.e.f. 18/06/15)
- Liz Bakalou (Observer)
- Marchel Smith (Observer)

2. Apologies: None

3. Absent/Resignations: None

	<u>ACTION TO DO</u>
<p>Open and welcome by Chair</p> <p><u>Apologies & Welcome</u> Please see above.</p> <p><u>1. Declaration Of Business Interests (pecuniary interests)</u> Governors were asked to declare any changes to business interests for this academic year 2011/17. Response: No changes.</p> <p><u>2. Governors Code of Conduct</u> Governing Body all agreed to accept Code of Conduct 2016.</p> <p><u>3. 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><u>4. Head Teacher Update</u> CLP explained that this section of the meeting would remain confidential until the report of the recent Ofsted inspection is made public at which point the minutes of the meeting would be published in the normal way.</p> <p>KK Circulated a revised agenda to Governors as follows:-</p> <ul style="list-style-type: none"> • Head Teacher's update • Chair's resignation • School leadership • Implications for STEP MAT • Role of Governors • AOB 	

KK updated Governors following Ofsted report; Park Hill School will no longer receive a judgement of 'good'. Ofsted visited the school 2 weeks ago. The first day had 2 Inspectors including a Shadow Inspector and their lines of enquiry included EYFS, KS outcomes, observations from Nursery to Year 6 and looked at their books. LB shadowed Yr2 and Yr6. KK shadowed Nursery and Reception. Ofsted inspectors looked at assessments carried out and the children's books and stated that the children were not as low on entry as assessed by teachers and therefore disagree with Park Hills assessment of progress being made at KS1. KK had argued that 2015 standards in KS1 may be low but pupil's progress was significant. The Inspectors' response was that any progress would be incorrect as pupils were incorrectly assessed initially on entry.

KK explained on entry data is not moderated or validated however, end of Reception, Yr2 and Yr 6 data does get moderated Peer review took place on 2/3/17 and feedback stated teaching practice was very strong. Thus it was unexpected to find that Ofsted Inspectors did not agree.

KK explained that our ability to challenge the inspectors' judgements had been further constrained because our systems for assessment without levels are still bedding in and teachers are still developing their practice using Classroom Monitor.

KK explained that the inspectors judgement of our assessment and data led them to question the quality of our performance management processes, the targets set and as a result whether pay awards were justified in all cases. Responding to Governors' questions as to how decisions about pay awards had been arrived at in the absence of solid data from Classroom Monitor, KK explained that evidence from children's books had been used to validate pay rises where rapid progress had been seen in some year groups. KK informed governors the Improvement Plan that will now be developed to address the issues identified by Ofsted and would include a specific focus on baseline data.

KK explained that Park Hill will receive a HMI monitoring visit in 6 months time and another full Ofsted Inspection in 2 to 2 ½ years time.

The Chair C.L-P asked Governors for their views. Governors thoroughly discussed and shared their opinions and views. Governors expressed disappointment and agreed that they would need to consider in detail their role in supporting school improvement, the Head teacher (KK) and staff. This will be a focus for the Governance Review that will now be commissioned as part of the Park Hill's Improvement Plan.

KK thanked Governors for their support.

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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Governor asked questions:-

1. *Is Park Hill School now in Special Measures?* KK responded no. *If the school is not in Special Measures, what does this mean and do they write letter to school?* KK explained Ofsted write a report which will be published on Park Hill School's website which includes specific areas for improvement. SLT will start work immediately on developing an Improvement Plans supported by BEP indicators, which shows how the school is getting on with their actions after a monitoring visit.
2. *Did Ofsted look at data for September 2016?* C.L-P responded yes but see discrepancies between targets and what pupil doing at the time.
3. *Are Ofsted's core issues about pupils coming in at a higher level than being registered at entry?* C.L-P responded yes. KK also explained Ofsted believe

the school has got a too low expectation of pupils, when they can do more.

4. *Are there any issues with KS data?* KK responded outcomes have to improve at the end of Reception and KS1.
5. *In future will Park Hill have to prove pupil entry levels?* KK responded that we will get them validated and moderated in future.
6. *Have entry levels changed?* KK explained they have got lower.
7. *Is there any data to compare if there is any correlation between the results in Year 2 and high level of pupils coming in half-way through the year?* KK explained the situation regarding Yr3.
8. *How likely is it that Park Hill School can show it has improved within the next 6 months?* KK responded they have every chance as they have fantastic staff. KK also asked Governors to look to the School Leadership Team to lead the necessary improvement.

Action:

1. KK to find out if Parents have got to have a printout of the full Ofsted report which will be published.
2. C.L-P proposed the school write to all Parents/Carers inform them of the outcome of the Ofsted report indicating areas of strength and which require improvement that had been identified. **All Governors agreed.**

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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Action

**7.55pm Meeting Adjourned for comfort break and allow Governors to pray.
8pm Meeting Re-convened.**

1 KK

2 KK

5. Chairs resignation

In light of Ofsted’s report the Chair (C.L-P) offered his resignation as explained in his email to Governor’s prior to the meeting. The Chair asked Governors to consider his resignation carefully and not think about him but what is best for the school.

8.05pm The Chair C.L-P left the room whilst Governors discussed and consider his offer of resignation.

MM (Vice-Chair) explained to Governors the Chair previously sent by email a letter outlining his intention to offer his resignation. MM gave his views and also asked Governors for their views and opinions. Governors discussed in depth the Chair’s offer of resignation. While Governors recognised the need to respond rapidly to the areas for improvement identified by Ofsted, they also noted that recent peer and external reviews (and indeed Ofsted) had identified areas of strength. Thus they did not consider C.L-P to lack the necessary competence and commented that they could not see how C.L-P could have done more.

All Governors agreed C.L-P is a good leader, professional and commits a lot of his unpaid time to work with Park Hill. Governors feel extremely confident in his capability as Chair of the Governing Body. Thus Governors do not feel C.L-P should take the full criticism, as all Governors on the Governing Body feel they share responsibility.

Governor asked question:-

1. *How long has the Chair C.L-P been at Park Hill School?* KK responded this has been his second Ofsted Inspection. Clerk confirmed C.L-P been Parent Governor from 20/10/2010 to date and Elected as Chair of Governing Body from 23/09/2014 and re-elected to present date.

Action:

1. MM proposed the Governing Body reject C.L-P’s resignation and seconded by AQ. **All Governors in attendance unanimously accepted for C.L-P to remain as Chair of the Governing Body for Park Hill School. No objections and No**

abstentions.

2. Governors also recommend they offer 2 Deputies to assist the Chair and reduce workload.
3. Governors agreed to wait for the external Governance Review to report on how the Governing Body has performed.
4. When they receive the report, Governors agreed to look at what the Governing Body can do better and address issues raised.
5. Governors agreed to look and question what the Governing Body can do more, as need to be more accountable.
6. Governors agreed to look at Governor's roles and if unsure what doing, to seek more guidance. E.g. Attend training for their role and or refresher courses.

8.30pm The Chair C.L-P re-entered the room.

MM explained that Governors discussed in depth and considered the Chair's offer of resignation. The Governing Body's decision is to reject C.L-P's resignation. **All Governors in attendance unanimously accepted for C.L-P to remain as Chair of the Governing Body, for Park Hill School.** MM also explained Governors recommended the above actions (See 2 to 6), to support the Chair and improve the workings of the Governing Body. C.L-P thanked all Governors for their vote of support.

6. School leadership

In light of Ofsted's, report KK also informed Governors that she equally felt as Head teacher, she should take responsibility for this outcome. KK explained to Governors this has been her 8th Year as Head teacher and feels she has been part of the improvements at Park Hill school over this time. However, in light of Ofsted's findings the Head and the School Leadership Team needs to accept their responsibility--KK thus asked Governors if they honestly feel the Head teacher, the Leadership team and staff have the capacity to improve Park Hill School?

8.35pm The Head teacher and School Leadership Team (KK, RM, LB & MS) left the room whilst Governors discussed the school leadership.

Governors discussed in depth and shared experience and that staff had a lot of faith in the school leadership. Since the Ofsted report had not yet been published and Governors had not had an opportunity to read it, Governors were keen not to pre-judge in the absence of full information. Nevertheless, Governors expressed the view that changes in the SLT at this point would be likely to lead to serious retention problems. Governors were also mindful of the very positive feedback about SLT received in the recent staff wellbeing survey. It was noted by long-standing Governors that staff morale is higher than it sometimes has been in the past and that maintaining this would be crucial in enabling Park Hill to rapidly make progress on its Improvement Plan. Governors commented on how KK and Senior Leadership Team work professionally together. Given this Governors expressed their full support for the SLT as they take the necessary next steps. They deferred consideration of a formal vote of confidence until they have seen Ofsted report.

Action:

All Governors in attendance unanimously agreed to continue to give the Head teacher and School Leadership Team full backing based on the information received from KK today.

8.35pm The Head teacher and School Leadership Team (KK, RM, LB & MS) re-entered the room.

C.L-P explained the outcome of Governors' discussion. Governors to come back to the question after seen report. I.e. Carry forward on agenda for next full Governing Body meeting of 8/5/17.

Governors encouraged KK and School Leadership Team to move forward and upwards.

KK and School Leadership Team thanked Governors for their continual support.

7. Implications for STEP MAT

C.L-P explained to Governors the implications for the planned consultation on the STEP MAT in light of Ofsted findings. If Park Hill School were to move forward to join the proposed STEP MAT when it was not judged as 'good', the principle of 'earned autonomy' within the MAT would mean that the role of the Park Hill Governing Body would be exercised by the MAT Board i.e. the Park Hill Governing Body would effectively cease to exist until such time as Park Hill was once again judged to be 'good'.

Governor asked questions:-

1. *How much negotiating position does Park Hill School now have with other schools following this Ofsted report?* C.L-P responded that in his judgement Park Hill's position would be weakened.
2. *C.L-P asked Governors under current circumstances do they feel able to continue down the road of MAT or should they withdraw?* Governors discussed the Pros and Cons and implications of Ofsted report.
3. *If we continue with MAT can we get any support from BCC?* C.L-P responded yes.
4. *What is the alternative to MAT?* C.L-P explained that at present there are no other options under consideration and Park Hill would remain as it is as present and a Maintained school collaborating with others via STEP.
5. *Governors asked KK if she has met with other Head teachers?* KK responded no but that they are due to meet Wednesday 5/4/17.
- 6.

Action:

Given the tenor of the discussion C.L-P proposed the Governing Body cease continuation with informal consultation of MAT and do not pursue STEP MAT at this stage to allow Park Hill School to focus on improvements outlined in the Ofsted report. Seconded by MM. All Governors in attendance unanimously agreed. No objections and no abstentions.

8. Role of Governors

C.L-P explained that given the Ofsted findings Governors would need to consider what they individually and collectively need to do to ensure that are as effective as possible. The external Governance Review to be conducted by BEP would feed into the Improvement Plan. C.L-P informed Governors he is grateful for the time they put in, in this unpaid role.

Action:

KK suggested send out BEP's proforma outlining the external review on pupil premium and on Governance.

Governor asked question:-

1. *Who is BEP?* KK explained the Birmingham Educational Partnership.

9. AOB – See 2 Handouts Circulated

C.L-P explained to Governors that Park Hill proposed to go back to being a 2 form entry school due to the low birth rate and recruiting potential decline in applications for Reception in September 2017. KK explained the process involved year on year conversation with LA school places team i.e. Emma Leason's team (School places planning). KK circulated to Governors details of conversation with Mary Lowe (School Organisation Officer) Education and Skills Infrastructure, Education and Commissioning. Also circulated draft letter to Parent/Carer and need to allow 6 weeks for comments prior to sending outcome for adjudication.

Governor asked question:-

1. *What is the composition of the 41 pupils coming from abroad?* KK explained a large group of Romanians, other Eastern European pupils, some from Africa and various other parts of the World whereby English is not their first language.
2. *Governors asked KK for an update on Staffing and managing the move to 2 form entry potentially in the future..* KK gave Governors an update. Previously School Leaders also assisted in the classroom, due to difficulties finding quality teaching staff. This year they have had very good PTC PGCE students and thus took on 2

6.GB & KK

7.1 KK

8 KK

new staff, thus allow School Leaders to be more strategic. Some teachers are on permanent contract. A few staff are on temporary contracts (PPA staff). With regard to TAs, where we have new SEND pupils that need 1 to 1 support, as forms of entry diminishes, TA's can be moved to SEND support, also, where staff leave due to promotion or other reasons, they will not always need to be replaced..

3. *Governors asked KK if could change the content of the letter to Parent /Carer, from Government speak to Plain English, so more user friendly?* KK responded most of it has to be included as this is based on LA guidance but will see what can be changed to be easier to read.
4. Governors discussed the implications of the above proposal, including how increased mobility will affect standards.

Action:

AQ Proposed Park Hill proposed to pursue the process to go back to being a 2 form entry school due to the low birth rate and potential decline in applications for Reception in September 2017. Seconded by MM. **All Governors in attendance unanimously agreed. No objections and No abstentions.**

School Financial Value Standards (SFVS)

Chair explained to Governors he has looked in detail at the School Financial Value Standards (SFVS) and Governors agreed for Chair to sign SFVS for 2017/18. KK filed copy in GB file.

Actions:

1. KK to find out if every parent has to have a printed copy of the Ofsted report which will be published.
2. C.L-P proposed the school write to all Parents/Carers inform them of the outcome of the Ofsted report including the positives and the negatives.
3. Governors to come back to the question after seen report. I.e. Carry forward on agenda for next full Governing Body meeting of 8/5/17.
4. Governors views on the capacity of the Leadership team to improve Park Hill School.
5. Role of Governors - KK suggested send out BEP's proforma.

The chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities. Meeting closed at 9.10 pm.

Actions

1 KK

2 KK

6 GB & KK

7.1 KK

8KK

03/04/17 From Kalsom To All Governors:

DATES OF FUTURE MEETINGS & GOVERNING BODY MEETINGS:-

<u>MEETINGS</u>	<u>DATES</u>	<u>VENUE</u>	<u>COMMENTS</u>
Finance and Staffing Committee	To be confirmed	Park Hill School	
General Purposes (GP) Committee will now be separate to Finance and Staffing General Purposes Committee as agreed by Governors W.e.f. 17/01/17	28/06/17 12.30 lunch 1-1.45 Safety audit 1.45 to 3.15 meeting	Park Hill School	Purpose: 12.30 lunch 1-1.45 Safety audit 1.45 to 3.15 meeting
Achievement and Attainment (Curriculum) Committee	To be confirmed	Park Hill School	Purpose: Becki Stoiber to report on SEN
Governing Body Meetings <i>(Governors agreed to having 2 dates per term for full Governing Body meetings W.e.f. 12/10/15 alternating to Monday & Wednesday)</i>	Monday 08/05/17 at 6.30pm	Park Hill School	
Governor's Action Planning Day	Monday 03/07/17	To Be Confirmed for The Beeches Training Centre in Bourneville. Address is: Beeches Management Centre, Selly Oak Road, Bourneville, B30 1LS.	Please contact Julie to confirm you are able or unable to attend and your dietary requirements.

If you are **unable to attend any Committee Meetings, please contact the Chair of your Committee or Kalsom Khan.** If you are unable to attend Full Governing Body Meeting, please contact Julie Hill or Kalsom Khan at Park Hill School.

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