

**MINUTES FULL GOVERNING BODY MEETING**  
**Monday 2<sup>nd</sup> OCTOBER 2017 at 6.30PM**

**1. Present**

- Mr Razwan Ali (Parent Governor)
- Terance Glasspool (Co-Opted Governor till 17/06/19)
- Ms Suado Jabrel (Parent Governor)
- Kerrie Holland (Parent Governor)
- Kalsom Khan (Head teacher)
- Mike Midgley (Co-Opted Governor till 17/06/19)
- Nick Roberts (Teacher Governor)
- Sylvia Williams (Parent Governor)
- Liz Bakalou (Observer)
- Marchel Smith (Observer)
- Rich Malcolm (Observer)

**2. Apologies:**

- Chris Lawrence-Pietroni (Parent Governor) Work Commitment
- Azhar Qayum (Parent Governor)

**3. Absent/Resignations: None**

	<b><u>ACTION TO DO</u></b>
<p>Open and welcome</p> <p><b><u>Apologies &amp; Welcome</u></b></p> <p>Please see above and accepted by Governors in attendance.</p> <p><b><u>1. Election of Chair and Vice-Chair</u></b></p> <p><b>Nominations for Chair were invited.</b> C.L-P was elected, proposed by MM, seconded by SW and unanimously elected. Term of office for 1 year W.e.f. 02/10/17. Governors thanked Chris for all his hard work over the last year.</p> <p><b>Nominations for Vice-Chair were invited.</b> MM was elected, proposed by SW and seconded by RA and unanimously elected. Term of office for 1 year W.e.f. 02/10/17. Governors thanked Mike for all his hard work over the last year.</p> <p>Clerk to inform all Governors and GBSO.</p> <p><b><u>2. Declaration of Business Interest (Pecuniary Interest)</u></b></p> <p>Governors were asked to complete and declare any business interests for this academic year 2017/18. Clerk to give copy to Julie Hill for SFVS file</p> <p><b><u>3. Governors Code of Conduct</u></b></p> <p>KK reminded Governors at the last Governing Body meeting of 02/03/17, the Chair proposed, the Governing Body utilise their right to extend the term for Co-Opted Governors. I.e. To be re-elected and re-appointed for another term of 2 years due to your skills, experience and allow for succession planning.</p> <p>Governing Body all agreed to accept the amended Code of Conduct 2017.</p> <p>KK asked Vice Chair to signed amended Code of Conduct. KK filed on GB File.</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>1 Clerk to GB &amp; GBSO</b></p> <p><b>2 Clerk to JH</b></p> <p><b>3 Clerk scan copy to KK &amp; GBSO</b></p>

### 5. Keeping Children Safe in Education Safeguarding Document

KK reminded Governors they were previously emailed the document 'Keeping Children Safe in Education' and must read this as part of their duty as Governors. Everyone who works in an Education setting is responsible for keeping children safe in Education and thus must adhere to Safeguarding Policy and Procedure. All staff should be aware of the systems in place and include this at staff induction. All Governors are required to have training, which is due following BCC (Birmingham City Council) guide to ensure provide the right level of support and any concerns should be referred to the management responsible for Safeguarding. I.e.

**Designated Senior Lead (DSL):** K: Khan. Deputy DSL: E. Bakalou, Other DSLs: R. Malcolm, M. Smith, Mrs Lawton and Mrs Stoiber. This is updated every 2 years.

**'Safer Recruitment' training:** MM (Vice-Chair of Governing Body) attended Safer Recruitment Training in July 2017.

All Staff need to ensure they adhere to the Social Media Policy and KK is alerted of any concerns.

KK also explained to Governors that schools carry out a legal duty regarding protection of children in case of any allegations. Also, responsible for:-

- Children Missing In Education – school keep details of children on register until receive confirmation permanently placed in another school.
- Child Exploitation – Include; Honour based violence and Forced marriage. KK has received a lot of training also some staff I.e. DSL, who disseminate info to all staff.
- FGM – (Female Genital Mutilation) Government require this information. For instance, when Nursery staff do home visits they explain they have a professional duty to report any concerns.
- Radicalisation and Prevent – Staff had training on the first day of academic year. I.e. Sep 2017.
- KK also done a quiz with staff on all of the above as form of assessment, to check knowledge and understand. KK hopes by going over these topics it has refreshed Governor's memory.

#### **Governor asked question:-**

- a) *What is a 'Virtual School Head and does he/she get paid Pupil Premium? KK responded it is Children that are in Care and the school gets extra funding. I.e. Pupil Premium.*

#### **IMPACT on Learning and Teaching:**

**Governors had a good understanding of keeping children safe in education and safeguarding also whole school priorities and were involved in strategic action planning.**

√	Challenge	√	Compare	√	Consult		Competition
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### 6. Membership of Committees & Meeting Cycle.

KK circulated to governors the 'Full Governing Body Meeting Schedule' (Hand out 1) Governors reviewed the following membership of committees and meeting cycle:-

- **Staffing and Finance (S&F)** – Currently 2 vacancies previously Mr. M. Alavi term ended 13/01/17 and Valda Burton who sadly passed away. KK asked if any Governor wish to join this Committee? Ms Suado Jabrel expressed an interest to joined w.e.f. 02/10/17 (replaces Valda Burton). KK confirmed committee quorate.
- **General Purposes Committee (GP)** - KK confirmed GP is still a separate committee to S&F. MM explained there are 3 on this committee, would like another person and asked if any Governors wish to join? **Response:** None. MM asked Governors to consider for future and inform MM if wish to join.
- **Attainment and Achievement (A&A)** – Currently 1 vacancy. Mr Rizwan Ali expressed an interest to join w.e.f. 02/10/17 (replaces Jameela Hizam Ex-PG)
- **Scrutiny Committee** – KK explained this was put together for Governors to oversee the progress of the school against the ofsted issues and the work of Senior Leadership Team (SLT) in school. They have already had 1 meeting (04/07/17) and the next meeting is due Wed 18/10/17. This group of Governors, look at work done against issues raised by Ofsted. The following Governors are members of this Committee: - KK, C.L-P, KH, TG & SW.

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- **Staff Performance Committee** - KK explained consists Chairs of: - A&A, S&F, FGB & GP (AQ, MM, C.L-P and TG). Annual meeting to review the performance management process and decisions on increments – evaluate robustness of decisions made of increments. E.g. Look at maximizing performance management, objectives, consistency, book write-ups. Therefore get a good idea of staff have building-up evidence to demonstrate met objectives. Next meeting Wed 11/10/17 at 9am to 10am.

### **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. Agree Dates for the Year – Dates for Future Meetings:-**

#### **Full Governing Body Meetings:-**

Thursday 19 October 2017 at 6.30pm  
 Monday 29 January 2018 at 6.30om  
 Tue 13 February 2018 at 6.30pm  
 Monday 23 April 2018 at 6.30pm  
 Thursday 21 June 2018 at 6.30pm

**Finance and Staffing Committee: Monday 27 November 2017 at 5pm**

**General Purposes Committee: Wednesday 11 October 2017 - 1.30pm to 3pm**

**Attainment and Achievement – To be confirmed**

**Scrutiny Committee: Wednesday 18 October 2017 – 6pm to 8pm**

#### **Governor Action Planning Day: Monday 02/07/18**

**Venue To Be Confirmed as:** The Beeches Training Centre in Bourneville.  
 Address: Beeches Management Centre, Selly Oak Road, Bourneville, B30 1LS.  
 Please contact Julie to confirm you are able to attend and your dietary requirements.

### **8. Link (Named) Governors – Roles & Meetings for the Coming Year 2017/18**

KK reminded Governors of C.L-P email sent required to review and align Governors positions to meet RAP, to ensure roles utilised in right place and have equal balance of workload. Thus C.L-P volunteered Governors to the following positions and all Governors agreed to accept:-

**Safeguarding - Chris Lawrence-Pietroni (PG) & Kalsom Khan = Designated Senior Lead (DSL).**

**SEND & Looked After Children (LAC) – Mike Midgley (CG) w.e.f. 2/10/17 & (Beki Stoiber is SENCO Leader).**

**Maths Governor – Ms Suado Jabrel (PG) w.e.f. 2/10/17. (Previously Mr Alavi - LEA Governor ended 13/1/17) & Marchel Smith - Maths & Cross-Curricular Leader.**

**Curriculum Leader - Rich Malcolm (AG).**

**English/Reading - Mr Rizwan Ali (PG) w.e.f. 2/10/17 & Liz Bakalou is English/Reading & Cross-Curricular Leader.**

**Attendance Governor – Terance Glasspool (CG) w.e.f. 2/10/17 & Liz Bakalou is Attendance Leader.**

**Key Stage 1 – Kerrie Holland (PG) w.e.f. 2/10/17 & Marchel Smith is Key Stage 1 Leader.**

**Pupil Premium – Azhar Qayum (PG) w.e.f. 2/10/17 & Rich Malcolm is Pupil Premium Leader.**

**EYFS (Early Years Foundation Stage) – Sylvia Williams (PG) & Tracey Lawton (EYFS Leader).**

**KK also forward message from C.L-P i.e. Governors visits are linked to your roles and issues arising from the RAP (Ofsted issues).**

#### **- Meeting School Leaders**

KK adjourned for 10 minutes to allow Link Governors to meet and speak to their new Leaders. E.g. Discuss date and time to visit school to meet with Leader to observe whole class.

**- Monitoring (recording information – Governor Impact Report) Hand out 2**

KK circulated 'Governor Impact Report' form and asked Governors to complete this form following each visit to the school, as recommended by the Governance Review. E.g. Following visit to school to record evidence of observe whole class reading, look at books, file and data, then report back to Governors.

**- Reporting back to Full Governors**

KK request Link Governors report back to Governors at next Full Governing Body meeting using Hand out No.2 issued.

**Governor asked questions:-**

- Can we have Governor Impact Report on future agendas as a reminder for Link Governors to do feedback to full Governing Body?* KK responded yes.
- Can we prioritise i.e. Do Keys Stage 1(KS1) on 1<sup>st</sup> Visit, then KS2 on 2<sup>nd</sup> Visit, Maths on 3<sup>rd</sup> Visit etc.* KK responded yes.
- Do you subscribe to Fischer Family Trust (FFT) who analyse data?* RM responded yes.
- Do you think the FFT is more user friendly than RAISE Online?* RM responded yes and explained Ofsted and other 3<sup>rd</sup> organisations look at data in different ways to target and track pupil performance. TG shared his experience with RAISE Online in which he found it so complicated and not user friendly thus does not wish to do the training. KK also explained the school subscribe into FFT, therefore able to do free on-line training. KK suggest TG meet with MM and feedback to GB.
- Do you have a good speaker to talk to Governors on the role of OFSTED?* KK Yes and will contact Pat Smart

**Action:**

- Governor Impact Report* to be carried forward to next full GB meeting and future.
- KK to *prioritise visits to school i.e. 1<sup>st</sup> KS1, 2<sup>nd</sup> KS2 and 3<sup>rd</sup> Maths etc.*
- FFT On-line training – TG to meet up with MM and feedback to GB.
- KK to contact Pat Smart (Executive Head, Create Partnership Trust)

**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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**9. Policies to review and agree**

KK explained some are the school's policies and others are Local Authority (BCC) standard which the school adopt. Governors discussed and agreed for the Vice- Chair of GB MM to adopt and sign the following Policies:-

- Social Media
- [Whistle blowing & Serious Misconduct \(BCC\)](#)
- E-Safety & Internet
- [Dignity at Work. Previously Anti-harassment & Bullying \(BCC\)](#)
- [Equal Opportunities \(BCC\)](#)
- [Teachers Capability Procedure \(BCC\)](#)
- [Model Disciplinary Procedure \(BCC\)](#)
- [Model Safer Recruitment \(BCC\)](#)
- Model policy : No Platform (for Extremism)
- Health and Safety Policy (BCC)
- [Grievance Procedure\(BCC\)](#)
- [Anti-harassment \(BCC\)](#)
- Model Safeguarding & Child Protection (Birmingham Safeguarding Board)

**Action:** Vice Chair signed in absence of Chair and KK filed in GB file.

**Governor asked questions:-**

- Which of the Policies relate specifically to Staff?* KK responded as follows; (highlighted in Blue). I.e. 9.2, 9.4 to 9.8, 9.11 & 9.12.
- What is Dignity at Work?* KK responded all staff has received training to ensure whilst working for LEA no employee should undergo bullying and harassment. There is a Policy and set Procedures to follow.

**Action:** **N.B.** The relevant Committees to do own review of terms of reference and policies.

8a KK & C.L-P  
8b KK  
8d TG & MM  
8e KK

9 KK & Chair of Cttees

**IMPACT on Learning and Teaching:**

**Governors had a good understanding Policies and the importance to assist whole school priorities and were involved in strategic action planning.**

✓	Challenge	✓	Compare	✓	Consult		Competition
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**10. Correspondance & AOB –****Correspondence**

10.1 KK circulated copy of training courses available to Governors as requested by C.L-P following outcome of skills audit. Also circulated 'Personal Training Record for Governors (See handout 3).

RA & SJ expressed an interest to attend Primary Statutory Assessment Training course. **Action:** Julie Hill to arrange book Governors onto course.

KK asked Governors to inform Julie if wish to attend any courses.

10.2 Clerk & KK also reminded Governors to check emails previously sent with invites and communications.

**10.3 AOB**

KK updated Governors re: communications from Admissions Adjudicator received end of June 2017. I.e. Unable to change admissions in Reception thus to remain at 90 for Park Hill. However, if by Christmas 2017 admissions fall to 60 then the LA can make the decision to vary the Pupil numbers

**Governor asked questions:-**

- What is the current number of pupils?* KK responded 59.
- Are you running 3 classes?* KK responded no and explained LA knows they recorded provided 62 places for Park hill, this will remain as a 3 form entry school. In addition, KK explained she has consulted with Nursery School Teaching Alliance regarding school have mixture of age groups.
- Do Teachers have to teach different age groups?* KK responded yes.
- How are Teachers coping with teaching with different age groups?* RM responded: Sometimes it is different age groups in 1 class. However, they feel have enough Teachers with expertise and space to manage EYFS and Reception.
- Will this different age groups transfer up throughout the school?* KK explained yes if remain. LB confirmed the school has had 9 new pupils arrived in Yr1 and 9 new pupils arrived in Yr2.
- Which of the Policies relate specifically to Staff?* KK responded as follows; (highlighted in Blue). I.e. 9.2, 9.4 to 9.8, 9.11 & 9.12.

10.4 Discussion took place re: All Governors legal responsibility re: safeguarding in Ofsted report.

**Governor asked questions:-**

- Do you know your legal responsibility?* KK explained and reminded Governors this topic was covered on their Action Planning Day 03/07/17. Also Ofsted's response stated Governors were too readily willing to accept information from SLT and does not mean Governors broke the law, but mean Governors need to be more challenging.

10.5 KK discussed and asked Governors to revise Induction Pack for New Governors to include the following:-

- School Structure
- Staff List
- Roles and Responsibility of Staff
- Glossary Terms
- Calendar of Key Dates in School Year
- Committee Structures & bit of description. E.g. Finance covers summary of aspects of budget funding received and how allocated, such as Pupil Premium.
- Ofsted Report
- RAP
- Pupil Premium
- Sports Premium
- SEF (Self Evaluation Form)
- Key Policies

**10.1 KK&JH & GB**

**10.2 GB**

**11. Items for Future Agenda**

- a) Parent Governors due to re-election:-
  - **Mr Azhar** Qayum - Elected Parent Gov till 17/12/2017
  - **Sylvia** Williams - Elected Parent Gov till 17/12/2017
- b) Pupil Premium
- c) RAP
- d) Governor Review Action Plan

**Action:** KK asked Governors if they have any other items for agenda? Governors in attendance responded: No. KK ask Governors to email KK for C.L-P if any items arise.

**12. Dates for Future Meetings**

See Section 7 above.

**Actions:**

- 1 **Election of Chair and Vice-Chair** - Clerk to inform all Governors & GBSO.
- 2 Declaration of Business Interest (Pecuniary Interest) - Clerk to give copy to JH.
- 3 Governors Revised Code of Conduct – Clerk to scan and forward copy to KK for GB File and GBSO.
- 6 General Purposes Committee – Review as require additional Governors.
- 8 Link (Named Governors – Reporting Back to Full Governing Body:-
  - 8a) *Governor Impact Report* to be carried forward to next full GB meeting and future.
  - 8b) KK to *prioritise visits to school* i.e. 1<sup>st</sup> KS1, 2<sup>nd</sup> KS2 and 3<sup>rd</sup> Maths etc.
  - 8d) FFT On-line training – TG to meet up with MM and feedback to GB.
  - 8e) KK to contact Pat Smart (Teaching and Executive Head, Create Partnership Trust).
- 9 The relevant Committees to do own review of terms of reference and policies.
  - 10.1 Primary Statutory Assessment Training.
  - 10.2 Governors to read recent emails re: invites and communications.
- 11. Items for Future Agenda.

The chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities. Meeting closed at 7.55 pm.

11GB

**ACTIONS ~****Arising 2/10/17****1 Clerk to GB & GBSO****2 Clerk to JH****3 Clerk scan to KK & GBSO****6 GP****8a KK & C.L-P****8b KK****8d TG & MM****8e KK****9 KK & Chair of Cttees****10.1 GB JH&KK****10.2 GB****11 GB**

**Revised at 09/10/17 From Kalsom To All Governors:-**

**DATES OF FUTURE MEETINGS & GOVERNING BODY MEETINGS:-**

<b><u>MEETINGS</u></b>	<b><u>DATES</u></b>	<b><u>VENUE</u></b>	<b><u>COMMENTS</u></b>
Finance and Staffing Committee	Propose Mon 20/11/17 @ 5pm or Mon 27/11/17 @ 5pm KK to confirm with C.L-P	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	Wed 11/10/17 1.30pm to 3pm	Park Hill School	Purpose:
Achievement and Attainment (Curriculum) Committee	To be confirmed	Park Hill School	Purpose:
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 &amp; Wednesday)</i>	Mon 02/10/17 @ 6.30pm  Thur 19/10/17 @ 6.30pm  Mon 29/01/18 @ 6.30pm  Tue 13/02/18 @ 6.30pm  Mon 23/04/18 @ 6.30pm  Thur 21/06/18 @ 6.30pm	Park Hill School	
Scrutiny Committee	Wed 18/10/17 6pm to 8pm	Park Hill School	
Action Planning Day	Mon 02/07/18 <b>Time: To be confirmed</b>	<b>To Be Confirmed for:-</b> The Beeches Training Centre in Bourneville. <b>Address is:</b> Beeches Management Centre, Selly Oak Road, Bourneville, B30 1LS.	<b>Please contact Julie to confirm you are able or unable to attend and your dietary requirements.</b>

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 Vice-Chair thanked everyone for attending. The Governors thanked Vice-Chair for standing-in and chairing in absence of Chair of Governing Body.