

MINUTES FULL GOVERNING BODY MEETING
Monday 8th MAY 2017 at 6.30PM

1. Present

- Terance Glasspool (Co-Opted Governor w.e.f. 18/06/15)
- Kerrie Holland (Parent Governor)
- Kalsom Khan (Head teacher)
- Chris Lawrence-Pietroni (Parent Governor)
- Mike Midgley (Co-Opted 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)
- Rich Malcolm

2. Apologies:

- **Mr Razwan Ali** (Parent Governor) Family Commitment
- **Ms Suado Jabrel** (Parent Governor) Child Care Arrangements

3. Absent/Resignations: None

	<u>ACTION TO DO</u>
<p>Open and welcome by Chair</p> <p><u>Apologies & Welcome</u></p> <p>Please see above.</p> <p><u>1. Declaration Of Business Interests (pecuniary interests)</u></p> <p>Governors were asked to declare any changes to business interests for this academic year 2016/17. Response: No changes.</p> <p><u>2. Governors Code of Conduct</u></p> <p>Governing Body all agreed to accept Code of Conduct 2016.</p> <p><u>3. Ground Rules</u></p> <p>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. Minutes of Meeting 02/03/17</u></p> <p>The Governing Body agreed the minutes were a true accurate record and agreed for C.L-P to sign following amendments. Proposed by NR and seconded by SW. KK filed signed copy in GB file.</p> <p>Action: Amend Matters Arising Minutes of 20/01/17 as follows: - ‘NR confirmed sent out’.</p> <p><u>5. (a) Minutes of 03/04/17 - Ratify Budget</u></p> <p>The Governing Body agreed the minutes were a true accurate record and agreed for C.L-P to sign. Proposed by AQ and seconded by SW. KK filed signed copy in GB file.</p> <p><u>(b) Minutes of 03/04/17 Extra GB (Confidential) Meeting</u></p> <p>Action: Amend as follows: - Q1) ‘Plan supported by BEP delete duplication’.</p>	

The Governing Body agreed the minutes were a true accurate record and agreed for C.L-P to sign following amendments. Proposed by KH and seconded by TG. KK filed signed copy in GB file.

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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6. Matters Arising

Minutes of 02/03/17

1a) Parent Governor Vacancy to replace Jameela. KK informed Governors no response to advert. KK informed Governors all parents are equally eligible to apply. Governors discussed may increase applications if all aware of expertise skill set required and understand what is involved.

1b) LEA Governor Vacancy to replace Mr. Alavi. Clerk informed Governors progressed chased LA via GBSO, they are still looking for a replacement. Discussions took place on advertisement, recruitment & selection process. Governors suggest give GBSO list of skills required to fill gap in Governing Body.

Action: KK to advertise parent Governor post with skills set outlined. I.e. Need to have Financial and Legal background also experience of being a governor in another school.

9C) *Audit Outcomes - Is there any European Funding for schools?* KK confirmed discussed at budget setting meeting and no unfortunately the school don't receive any European funding.

Minutes of 03/04/17 - Ratify Budget

C) *The increase for school meals- Governors asked for update.*

I.e. Action: Governors approved increase. However asked JH to send email to City Serve. I.e. Governors approved increase but question the 20p rise and asked for an explanation. KK to progress chase Julie.

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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7. Head teacher's report (KK circulated copy of report to Governors and explained handouts)

7.1 KK explained Standards and Progress, Monitoring and Evaluation SDP1

I.e. Handout 2 – STEP School Improvement Park Hill Peer Review on 02/03/17 focused on reading. Context and Data (page2). A range of data from the school was considered and discussed with the Head teacher prior to the review. I.e. Summary of completed Data set 2015-16 and the first term of 2016-17. Lesson Observations (page 3) strengths were identified in the majority of lessons and development needs were noted. Pupil Voice (page 5) 12 children were interviewed as a group, 4 from each of years 6, 5 and 2. Senior Leadership (page 6) Senior leaders were interviewed during the day, with a focus on reading standards and improvement strategies to raise standards. Areas of strengths and development were noted.

Handout 3 – Park Hill School Raising Attainment Plan (RAP) April 2017 – December 2017 (Ofsted issues in Black and Other School Priorities in Blue).

Handout 4 – Pupil Premium Review (Post Ofsted Report)

Handout 5 – BCC Draft Audit Report: 0810/125 dated 22/02/17 includes; Control Objectives and Conclusion Rationale where met, mainly met, partially met and not met.

Handout 6 – Safeguarding Report to Governor dated 27/04/17.

Handout 7 – S175 Action Plan March 2017

Governor asked questions:-

a) *Handout 7 S175 Action Plan March 2017 – What does DSL mean? KK*

Matters Arising

Minutes of

02/03/17

1a KK

1b KK to advertise Parent Gov post in newsletter with skills set given

Minutes of

03/04/17 –

Ratify Budget

KK & JH Price Increase of school meals.

half days for unsafe behaviour (Bangladeshi, SEND). Is the bullying issue for the three pupils related to one incident? KK responded yes and explained, Parent happy how dealt with issue. **Action:** KK to do follow-up with Police.

- k) *How is the child who was being bullied?* KK explained the school has continued to keep an eye on the pupil and the pupil is fine.
- l) *What has happened to the previous pupil with persistent absence reported last term?* LB explained learning mentors were involved and finally enrolled with another school.
- m) *PAN (Published admission numbers) – What is the consultation process with parents?* KK explained whether to agree to Park Hill School going down from a 3 form entry to 2 form entry to allow the school to use its' budget efficiently.
- n) *Attendance* – You have nearly achieved 96% i.e. 0.78% away Including Reception, 0.90% away Excluding Reception and 0.33% away Excluding Eid. KK responded, yes but aware Eid coming up and this will have a detrimental impact on attendance although we understand families should be able to celebrate.

8. Responding to Ofsted – A Governance Review (Post Ofsted Actions)

7.30pm At the last meeting of the Governing Body it had been agreed to defer discussion of whether the GB has confidence in the Senior Leadership Team to lead the necessary improvements at Park Hill until all Governors had had a chance to consider the Ofsted report in full. The Senior Leadership Team (SLT includes Head teacher) left the room whilst Governors discussed. Governors discussed in-depth following which, C.L-P asked Governors to vote.

Decision: All Governors in attendance unanimously agreed they have confidence in the SLT to lead the necessary improvements at Park Hill. No objections and No abstentions.

7.40 pm SLT re-entered room and C.L-P informed them of Governor's decision above, based on the fact they have been proactive in responding to the Ofsted report, developing the 'RAP' and seeking external support and challenge e.g. from BEP, Greet Teaching School Alliance and the Nursery Schools Alliance. The Governing Body therefore have the confidence the SLT have the capacity to improve Park Hill based on the evidence issued today. The Governors commend the SLT for their determination and resilience.

Page 6.04 Gift Policy - C.L-P clarified External visitors can give gifts up to £30 but not in cash.

Page 8.07 Staff and Governors Pecuniary Interest - Reminder should state 'NONE' when there is no interest to declare.

Action: Julie will email forms to all Governors to state 'NONE' if no interest to declare.

Page 9.03 Budget Planning and Management – KK discussed monitoring issue.

Action: MM & JH to meet two or three times before end of July 2017.

MM to look at sample of orders to audit. MM to provide standing report with update to F&S Committee. KK informed Governors JH will follow action plan and put in next steps each time they meet.

Governor asked question:-

1. *Do you need three quotes per single item?* KK responded no, only for orders over a specific amount, to ensure suppliers are providing best value for money.
2. *Gift Policy – The Action Plan column states 2/3/16 but should read 2/3/17?* KK responded yes.

9. Safeguarding S175 Audit and Action Plan (Handout 5)

b) Annual Safeguarding Report from Safeguarding Governor (Handout 6)

DBS Checks – Priorities for improvement ensure all DBS checks complete for all Governors by June 2017. **N.B.** Recommended Guidelines; All new Governors are required to have DBS clearance within 5 weeks of appointment.

9B Action 1: DBS - C.L-P request Governors do application on line by 5/6/17 and

8A S175 Audit & Action Plan

Pg 8.07 JH
Pecuniary
Interest

Pg 9.03 MM &
JH F&S Cttee

9B Safeguarding

**9B1 DBS
GB & Julie**

9B2 KK & C.L-P

bring in documents to Julie by 9/6/17.

9B Action 2: Identifying Young Carers – This is a very difficult area so very difficult to identify this group. KK and C.L-P are pursuing advice and good practice on what the school needs to do.

Governor asked question:-

1. *Do you also need to bring in ID?* C.L-P suggest email Julie to book a date and time to bring in documents and Julie will advise which documents you need to bring with you.

10. Correspondance & AOB –

Correspondence

KK confirmed CL-P had written let to STEP MAT informing Park Hill School is no longer continuing with the MAT consultation process.

AOB

KK reminded Governors previous sent email informing them of the change in the Law Re: Removal Parent Governors.

Action: KK and C.L-P Item to be carried forward to the next full GB meeting

Actions:

1a KK update Parent Governor.

7d C.L-P to invite advisors to GB meeting.

7g RAP – KK to email dates to Governors volunteers on Scrutiny Committee.

7h *Governance review take place?* KK & C.L-P explained dates to be confirmed.

Action: To discuss dates and send to BEP. KK informed Governors Pupil Review is due on 21/06/17.

7j Exclusion - **Action:** KK to do follow-up with Police.

9a S175 Audit & Action Plan

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10 Committee Membership & Designated Named Governors to confirm updated.

Change in Law – Removal of Parent Governor (KK previously emailed)

9. Items for Future Agenda

- Committee Membership and Designated Named Governors to be updated.
- Change in Law – Removal of Parent Governor (KK previously emailed)

10. Dates for Future Meetings

Full Governing Body Meetings:- To be arranged in September 2017

Finance Committee: To be arranged in September 2017

Staffing Committee: To be arranged in September 2017

General Purposes Committee

28/06/17 has been cancelled and Re-arranged for 30/06/17

12.30pm Lunch

1.15pm Safety audit

2pm Meeting

Governor Action Planning Day: Monday 03/07/17

Venue Confirmed as: The Beeches Training Centre in Bourneville.

Matters Arising
02/03/17

1a KK

Minutes of

03/04/17 –

Ratify Budget

KK & JH Price

Increase of school meals.

7d) C.L-P invite

Advisors to GB

7g) KK RAP

mtgs email

dates to GB

7h) KK & BEP

7j) KK

Pg 8.07 JH

Pecuniary

Interest

Pg 9.03 MM &

JH F&S Cttee

9B1 DBS

GB & Julie

9B2 KK & C.L-P

**10 Cttee List &
Law of Removal
PG**

PARK HILL JI SCHOOL

Address: Beeches Management Centre, Selly Oak Road, Bourneville, B30 1LS. Please contact Julie to confirm you are able to attend and your dietary requirements. The chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities. Meeting closed at 8.55 pm.	
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08/05/17 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	Next meeting to be arranged Sep 2017	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	Cancelled 28/06/17 12.30 lunch 1-1.45 Safety audit 1.45 to 3.15 meeting Re-arranged for 30/06/17	Park Hill School	Purpose: 12.30 lunch 1-1.15pm Safety audit walk- about 2pm Meeting
Achievement and Attainment (Curriculum) Committee	Next meeting to be arranged Sep 2017	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>	Next meeting to be arranged Sep 2017	Park Hill School	
Governor's Action Planning Day	Monday 03/07/17	Venue 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