

MINUTES FULL GOVERNING BODY MEETING
Wednesday 13th DECEMBER 2017 at 6.30PM

1. Present

- Mr Razwan Ali (Parent Governor)
- Terance Glasspool (Co-Opted Governor till 17/06/19)
- 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 till 17/06/19)
- Nick Roberts (Teacher Governor)
- Liz Bakalou (Observer)
- Marchel Smith (Observer)

2. Apologies:

- Azhar Qayum (Parent Governor) Work Commitment
- Ms Suado Jabrel (Parent Governor) Caring arrangements
- Sylvia Williams (Parent Governor) Bad fall on ice earlier.

3. Absent/Resignations: None

	<u>ACTION TO DO</u>
<p>Open and welcome</p> <p><u>Apologies & Welcome</u></p> <p>Please see above and accepted by Governors in attendance.</p> <p>KK informed Governors received email from SW who unfortunately had a nasty fall on the ice earlier on way to work, it still is very icy where she lives and thus not able to attend this GB meeting today. Governors sent best wishes to SW.</p> <p><u>1. Declaration of Business Interest (Pecuniary Interest)</u></p> <p>The Clerk drew Governors' attention to Paragraph 1 of the Schedule relating to Regulation 14 of The School Governance (Procedures) (England) Regulations 2003 "restrictions on persons taking part in proceedings of the Governing Body or its committees".</p> <p>Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.</p> <p>Governors were asked to declare any changes to business interests for this academic year 2016/17. Response: There were no declarations of interest.</p> <p>Action: N.B. Clerk informed Chair sent an email 20/11/17 to AQ reminder with electronic form, to complete and return asap. However still outstanding so re-sent.</p> <p><u>2. Governors Code of Conduct</u></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><u>3. Ground Rules</u></p> <p>Reminded Governors of the Ground Rules agreed at the previous meeting:-</p> <p>1. Agenda Control. Have a Time Keeper, raise Yellow card = 2 minutes left or raise Red card = stop.</p>	<p><u>Matters Arising 13/12/17</u></p> <p>1.AQ to complete Declaration of Business Interest</p>

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.

4. Minutes of Meeting 02/10/17

Resolved: C.L-P confirmed discussed and agreed these minutes on last GB meeting of 19/10/17.

5. Minutes of Meeting 19/10/17

The Governing Body agreed the minutes were a true accurate record and agreed for C.L-P to sign. Proposed by TG and seconded by KH. 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 19/10/17

Items 0003(a) Parent Governor Post

KK also informed Governors SW notified her she will not be standing for re-election as Parent Governor when her term ends 17/12/17. Thus creates a vacancy. **Action:** Clerk to forward Governors thanks for service & contribution.

There will now be 3 vacancies, thus C.L-P stressed the importance of filling these. KK inform C.L-P of recent nomination received via attending New Parent Forum. Governors discussed the importance of having the right skill set rather than just filling the post.

Action: KK to now advertise to fill 3 PG vacancies I.e. (Jameela, Sylvia & Azhar).

Co-Opted Governors

C.L-P informed Governors currently only filled 2 out of 5 posts. To discuss fill 1 post today via AQ whose PG term ends 17/12/17, see AOB.

Action: C.L-P asked TG Chair of General Purposes Committee to look at outcomes of skill audit, identify training gap and pursue to fill vacancies by approaching local business and community.

LEA Governor

Clerk informed Governors progressed chased LA vacancy via GBSO, they are still looking for a replacement that meets requirements, confirmation email sent to KK.

Succession Planning

C.L-P informed Governors he intends to stand down as Governor at end of his term I.e. Chair on 01/10/18 and as Parent Governor on 02/11/18 and thus will need to elect a new Chair. In addition, we have number of other long standing Governors whose term is also due to end in 2018 (I.e. KH on 02/11/18 & NR 21/09/18). Thus we need more strength and depth and suggest existing Governors look to attend training courses in preparation.

Governor asked questions:-

- a) *TG asked how obtain outcome of skills audit?* **Response:** KK will give to TG
- b) *C.L-P asked Governors if happy with his suggestion re: attend training courses as preparation for succession planning?* **Response:** All

Matters Arising Minutes of 19/10/17

6. Clerk to email thanks to SW

0003(a) KK to advertise 3 x PG vacancies

TG look at skills audit & fill Co-Op Vacancies via local business & community

0003(b) KK to follow up booking of training sessions. (10.1 Mins of 02/10/17)

&

KK give skills audit to TG

Governors in attendance agreed.

0006 Newsletter

C.L-P explained a different Governor to draft an article for the Newsletter following each meeting of the Full Governing Body. KH complete the initial article for inclusion in the Governor newsletter. KH suggest do on a rotation basis but need name of volunteer today so person can take notes during today's meeting. C.L-P asked for volunteer.

Resolved: TG offered..

Action: TG to forward paragraph for newsletter to KK.

Succession Planning = All Governors

0006 TG to do Newsletter

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. Committees

7.1 Finance & Staffing Committee 27/11/17

KK informed Governors not received minutes back from the Agency Temp Clerk from agency.

KK gave verbal update to Governors. I.e. MM re-elected as Chair. KK also previously emailed items discussed at committee and presented to Governing Body today to agree. I.e. Terms of Reference and Policies. Discussed Audit Ofsted March 2017, Julie has dealt with areas Rag Rated for Finance and Statement Internal Control now correct.

Resolved: KK asked Chair of Finance and Chair of Full Governing Body to sign.

7.2 General Purposes Committee 11/10/17

TG confirmed RA has stood down and now only TG & MM on this committee.

KK informed Governors still awaiting figures following meeting with Julie and will this give update at next Full GB meeting. C.L-P Finance will have a proper look at report and present to Full GB. *C.L-P asked MM & TG meet with Julie and put together a report to present to Full GB meeting of 29/01/18.*

KK reminded Governors the Carry forward for 2017/18 is 7%.

Action: a) KK to update Full GB re: Financial Summary.

b) **Clerk to email MM & TG with list below in order to** present report to Full Governing Body 29/01/17 to include:-

- *What is the main risk Financially?*
- *What are the big uncertainties? I.e. Whether we reduce our PAN (Published admission numbers) and Staffing costs?*
- *What choices may have to make based on budget information? Thus enable the Governing Body to steer Julie.*

Governor asked questions:-

c) *Why have you not received F&S Committee minutes? KK*

Response: It takes Agency Temps longer to do.

d) *C.L-P asked when is the next F&S Meeting? KK Response:*

Committee to agree a set date.

7.2 Clerk Email MM & TG to meet Julie & do Report

8. RAP Progress (Nov 2017) EYFS Validation Report from BNSTA

KK Circulated and explained Report plus the latest Rag rated removed 'Red' areas (previously emailed to all Governors in November 2017).

Action: C.L-P asked Link Governors to read section particular to your Governor Link area, use review as part of your school visit and include in your report.

Governor asked questions:-

e) *What are the on-line resources for children? KK responded:*

Leader boards as recognition of achievement. **NR clarified** it's an

8. Link Gov Report & Rap Progress

on-line link for recognition.

- f) *What is a Classroom monitor?* **RM explained:** It is a Teacher assessment tool. Allows school to do evidence of pupil progress and achievement. The data obtained clarify pupil progress.
- g) *Governor asked to see a 'Welcome or Home Pack' given to Parents.* **Action:** KK will arrange via Tracey to get pack for Governors.
- h) *What has been taken re: Teachers who need development?* **KK responded:** Individual Teachers have received feedback on aspects of lessons need to develop. E.G. If pace quite slow, Lead Teacher goes in and assist Teacher to improve.
- i) *How ensure there is continuation?* **KK explained:** via observations. The next due Mid-Year 2018 by Senior Leadership Team or Leaders, who go into individual classes. However, reminder 20 minutes observation is only a picture and therefore, includes the Leader looking at books. Check pace via classroom observations.
- j) *Was the previous report on Early Year Review from an Accredited Body?* **KK response:** Yes but relates to 2012 Ofsted report.
- k) *Would there have seen evidence required at this report?* **KK response:** Yes.
- l) *When was the last Scrutiny Committee?* **Clerk confirmed:** Held on Wednesday 18/10/17 day before last Governing Body meeting of 19/10/17.

C.L-P congratulated EYFS for a job well done.

**8g KK & TL
Welcome Pack
to Parents**

IMPACT on Learning and Teaching:

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

√	Challenge	√	Compare	√	Consult		Competition
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9. Head teacher's report

KK circulated copy of her report to Governors and drew attention to the following items:-

9.1 Standards and Progress – Monitoring and Evaluation

- **Pupil Premium Impact 2016-17 and Pupil Premium Strategy** for this academic year is **attached. (Hand-out 9.1)**
- The recommendations from the PP review last June had been put in place. All interventions are being recorded, with a baseline taken at the start of each intervention and then progress will be tracked to look at impact.

Sports Premium Funding – See breakdown of costs in **attached** document. **(Hand-out 9.2 Sport Premium Grant Allocation 2016-17)**

- A yoga teacher runs lunch time clubs.
- Competitions in school games is through subscription to Calthorpe School Sports Partnership. This organisation also trains our Playground Leaders. Transport for pupils is also paid for from the sports premium.
- CPD for teachers to improve the quality of teaching is accessed through the School Sport Partnership.
- Sports clubs run after school including football for girls and boys with a lunchtime supervisor helping to coach.

Ofsted assessed the use and impact of funding in March 2017 and deemed it to be value for money.

9.2 Staffing

Belinda Morris, a member of the PPA Staff has left due to personal circumstances, we will be looking into finding a replacement for her.

Performance Management (Annual Report Attached) Appraisal**Outcomes:**

Support staff: All support staff were successful in meeting their objectives.

Teachers: Successful: 16 Partially successful: 4

Senior Leaders: All 4 Senior Leaders were partially successful in their performance management objectives and therefore did not receive an increment this year.

Threshold application: 2 Staff have applied and met the criteria, 1 was agreed at the meeting and the other is to be taken to next Staffing and Finance meeting.

Staff who receive an increment will have it backdated to September.

9.3 Pupil Questionnaire – is **attached**. KK circulated copy of analysis.

9.4 Pupil numbers

Year Group	Places Available
Reception	30
Yr 1	12
Yr 2	10
Yr 3	20
Yr 4	17
Yr 5	11
Yr 6	3
Whole School	103

The school sufficiency team were contacted at the end of November to look at our admission numbers in reception. The adjudicator had said that the LA could make a decision to apply a CPN of 60. We currently have 60 children registered. There have been 2 email responses from Lucy Dumbleton:

29/11/17

Hi Kalsom,

Thanks for the email and prompt. I am meeting with colleagues at the end of this week to review sufficiency/process so will feed back following this. I am fairly sure we can make the changes to PAN to reflect 60 in Reception from Jan 2018. There will be a formal process to follow to change September 2018 PAN but it may also be worth us considering September 2019 PAN so that we can influence the consultation that will start imminently.

05/12/17

Just to update you, we are currently waiting on the latest numbers on roll and Oct 2017 census in order for us to check local numbers. As soon as we have received the information and carried out the exercise on surplus places we will be able to confirm next steps.

Governor asked questions:-

- m) *Pupil Premium Strategy Statement – The Percentage are in line with National Average, would it help if knew what level of increase is required?* **KK response:** Each teacher already knows this. E.g. Maths would know their prior attainment.
- n) *Pupil Premium Strategy Statement – By Mid-Year, how would you know if you are on track?* **KK response:** Next week RM will be looking at Reading outcomes, what level pupils have achieved and look at age appropriate.
- o) *Pupil Premium Strategy Statement – (3E) Low attendance 95% can we look at increasing to achieve National average of 96%?* **KK response:** Yes **Action:** To look at trying to sustain this for 2018.
- p) *Pupil Premium Allocation 2016-17 No.1 - What is Phonics Training?*

9p KK Increase attendance

<p>RM explained: It is the teaching programme from Alex Phinn. KK also explained: The programme is very prescriptive. E.g. Alex came in met with KS2 and EYFS had weekly lessons using a bespoke package.</p> <p>q) <i>Do accents affect it?</i> RM response: Yes E.g. Northern accents the vowels are different to Southern accents.</p> <p>r) <i>Are accents a problem?</i> RM response: Yes can be.</p> <p>s) <i>C.L-P asked if AQ has looked into Pupil Premium -Phonics Training via AA Committee?</i> KK response: Not as yet but planned to do so. Action: AA Committee to look at Phonics Training.</p> <p>t) <i>Pupil Premium No. 8 Learning Mentors – What is the Governor’s role?</i> C.L-P explained: Governors role is to scrutinise spending and impact on pupil’s learning.</p> <p>u) C.L-P asked KK for a fuller account to explain spending on Pupil Premium No.8 Learning Mentors I.e. £59,997 & £36,752. Action: KK to provide a fuller account to GB.</p> <p>v) <i>Pupil Premium 2016-17 Allocation No. 16 – Easter and Summer Holiday Play Scheme, what did this entail?</i> KK explained: It is qualitative and shared Yr 6 enjoyed it. Governors discussed and shared examples in Peer Review. Action: KK to meet with RM amend report to include more detail what pupils learnt and done. I.e. Impact of Yr6 writing outcomes. Then publish amended report on school website.</p> <p>w) <i>Sports Premium Grant Allocation 2016-17 – Do you get funding every term?</i> KK response: Believe so, but will check with Julie. Action: KK to check Funding with Julie and report back to GB.</p> <p>x) <i>Sports Premium - How are you raising attainment of pupils in PE lessons?</i> KK response: Improve teachers understanding of what is required. Mentors also facilitate during training and games on school site.</p> <p>y) <i>Is each child required to do 30 minutes exercise daily?</i> KK response: Yes.</p> <p>z) <i>Are teachers trained up to Level 2?</i> KK response: NO. NR also explained £3000 is given Bishop Challoner to work in partnership with Park Hill School to increase inter-school competitions, train Playtime Leaders and Learning Mentors.</p> <p>aa) <i>How much would it cost for staff to achieve Level 2?</i> Governor response: From experience: FA Level 2 = £2000-£3000.</p> <p>bb) <i>Pupil Questionnaire Analysis July 2017 (Year 1 to 6) – Has this been published on school website and how are questions formulated?</i> KK response: Yes and explained it is based on Ofsted questionnaire but Park Hill School added own questions E.g. Q15 to 17.</p> <p>cc) <i>What are the main concerns?</i> KK response: Some pupil's exhibit challenging behaviour which pupils the perceive as poor behaviour in class. However, our teacher's good strength are managing classes with challenging behaviour.</p> <p>dd) <i>How does challenging behaviour compare with other school?</i> KK response: Found to be the same. Governor's discussed challenging behaviour and additional concerns of Social Media and Gangs. Resolved: Suggest put issue to School Council for comments, feedback and recommendations for improvements. Action: KK to take questionnaire to School Council.</p> <p>ee) <i>Pupil numbers – Would Park Hill School remain 3 Form Entry and is it a financial problem when reviewing numbers?</i> KK response: Yes</p>	<p>9t AA Ctee Phonics Trg</p> <p>9v KK full account PP Learning Mentors</p> <p>9w KK amend & publish report</p> <p>9x KK Sports Premium Funding</p> <p>9ee KK to School Council</p>
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and explained would have classes with mixed age groups. Previous trend meant an expansion in Birmingham and an increase on the number of new pupils taken at Park Hill School, who have settled in well. Now figures very low due drop in birth rate and perhaps also to 'Brexit' and this will have an impact on school entry. Thus still waiting on final number of places to be offered. **Action:** KK to update Governors at next meeting.

ff) *Can you have 3 x Classes of 20 pupils?* **KK response:** Yes but not cost effective.

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. Governance Review:

10.1 Electronic training record – C.L-P explained purpose is to demonstrate Governors done training and personally state what impact this has had on you in your role as a Governor, thus scrutinise effective school governance. KK also explained training document came out of Pam Garrington's Governance review.

E.g. Mandatory Training such as Safeguarding = All Governors to attend. Individual Training based on role (Link Governor) and Committee membership.

Governors discussed how use record not just external training but include individual/personal research into Governors documents for meetings and storage.

I.e. a) Governors have and keep their own individual record of training completed **or**

b) Keep 1 whole document showing **all** Governors training completed and stored on school site. KK suggest have 1 'Google' document.

Resolved: C.L-P suggest pilot do 1 term and review effectiveness.

NR also shared experience use Calendar format stores info. Includes when and where held meetings.

Action: KK to email Purpose with electronic copy of training record. Include extract form impact of your Governor school visit. **Governors agree look at NR suggestion.**

10.2 Link Governor Reports

KK circulated copy of Link Governor reports received to-date.

a) KH the Link Governor for KS1 gave her verbal update to Governors on recent school visit. N.B. Already emailed copy to Governors.

b) RA the Link Governor for English/Reading gave his verbal update to Governors on recent school visit. Looked at all levels to improve Reading and Writing especially Boys. Also look a transition between Yr1 and Yr2 as issue in the past. In addition, looked at 4 classes and Yr1 Phonics those not passed having to re-do test.

In summary

RA was struck by the range of abilities, how well managed and taught. Also how stretched by different teaching styles to enable pupils to achieve their potential and pupil showed enjoyed lessons. His school visit resonates positive experiences. **Action:** RA report with Liz (LB) to check before he can email to KK and Governors.

10.3 Learning From Governor Visits so far: How can we improve our scrutiny?

9ff KK to do Pupil Number update

10.1 KK to email electronic Blank Training Record to Governors

All Governor to complete & email back to KK

10.2 KK to email GB copy of their Link Governor Reports

10.2b RA to email KK copy report after LB checked.

The Chair (C.L-P) expressed the importance of using visits to review how can improve. Also for scrutiny, produce evidence where areas for development has improved.

10.4 Newsletter item from Governors

Action: KK to give Staff feedback as follows:

Governors would like to thank all Teaching and Support Staff for all their hard work. Also acknowledge staff morale and would like them to know they care for their well-being. Please notify Governors if can help/support in anyway.

10.4 KK to give staff feedback.

IMPACT on Learning and Teaching:

Governors had a good understanding of whole school priorities to assist and strengthen School Governance.

√	Challenge	√	Compare	√	Consult		Competition
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11. Correspondence and any other business

11.1 School Menus

KK shared update with Governors, not happy with new menus being imposed on them by Cityserve, as children are not eating and thus food being wasted.

Resolved: Propose return to 4 week menu.

E.g. Meat Loaf, Chicken & Leek Pie, Roast Turkey & Yorkshire Pudding etc.

Action: KK to write on behalf of Governors give feedback and their approval to return to existing 4 week menu.

11.1 KK write to Cityserve with Governors feedback & approval return 4 week menu

11.2 Cityserve Cleaning Service to Cease

KK informed Governors received letter from Cityserve ceasing cleaning service as not viable. Julie and KK attended consultation I.e. Look to school to take on cleaners. Governors also discussed look at all schools to get together and tender in the future via conversion with STEP.

11.3 Parent Governor Term Ends & Co-Opted Governor Vacancy

Clerk informed Chair and Governors AQ Parent Governor Membership since 02/12/09 term ends 17/12/17. However, KK informed Governors AQ wish to be considered for a Co-Opted Vacancy.

C.L-P informed Governors currently only filled 2 out of 5 posts.

Clerk drew Chair attention to Revised Code of Conduct (Item 2 above) as agreed at the last Governing Body meeting of 02/03/17.

11.3 Clerk to email AQ with outcome PG & CG

Discussion took place. The Chair (C.L-P) propose nominate AQ as Co-Opted Governor due to his skills, experience and to allow for succession planning, that he be elected w.e.f. 18/12/17 for 2 years. I.e. Term will end 17/12/19. Seconded by NR. Governors all in attendance voted and agreed. No objections.

Action: Clerk to email outcome to AQ

Governor asked questions:-

ii) *When will Cleaning Service cease?* **KK response:** April 2018.

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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11. Items for Future Agenda

To be confirmed

12. Dates for Future Meetings

Full Governing Body Meetings:-

Monday 29 January 2018 at 6.30om

Monday 23 April 2018 at 6.30pm

Thursday 21 June 2018 at 6.30pm

Finance and Staffing Committee: Wednesday 28 February 2018 at 5pm
General Purposes Committee: Wednesday 31 January 2018 - 1.30pm to 3pm
Attainment and Achievement – To be confirmed
Scrutiny Committee: Wednesday 07 February 2018 from 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.

Actions:

Matters Arising 13/12/17

1. AQ to complete Declaration of Business Interest

Matters Arising 19/10/17

6. Clerk to email on behalf of Governors to thank SW whose Parent Governor from 18/12/13 term ends 17/12/17.

003(a) KK to advertise x3 Parent Governor Vacancies.

General Purposes & Co – Opted Governor Vacancies
 C.L-P asked TG Chair of General Purposes Committee to look at outcomes of skill audit, identify training gap and pursue to fill vacancies by approaching local business and community.

Succession Planning

0003(b) KK to follow up booking of training sessions – See 10.1 Mins of 02/10/17

All Governors agreed to attend relevant training courses to fulfil role and Link role and Governor of Governing Body.

0006 RA to do Newsletter from GB Meeting of 13/12/17 and forward to KK.

7.2 Clerk to email MM & TG (General Purposes Committee) with list to meet Julie for information on budget for Chair of GB to steer Julie.

8. C.L-P asked Link Governors to read section particular to your Governor Link area, use review as part of your school visit and include in your report.

8g KK to get *Welcome or Home Pack* given to Parents for Governors.

9p KK to look at increasing attendance and sustain for 2018.

9t AA Committee to look into Pupil Premium – Phonics Training.

9v C.L-P asked KK for a fuller account to explain spending on Pupil Premium No.8 Learning Mentors I.e. £59,997 & £36,752.

9w Pupil Premium 2016-17 Allocation - KK to meet with RM amend report to include more detail what pupils learnt and done. I.e. Impact of Yr6 writing outcomes. Then publish amended report on school website.

9x Sports Premium Grant Allocation 2016-17. KK to check with Julie school get *funding every term?*

ACTIONS

Matters Arising 13/12/17

1. AQ to complete Declaration of Business Interest

Matters Arising Minutes of 19/10/17

6. Clerk to email SW
0003(a) KK 3 x PG vacancies

KK give skills audit to TG to look at Co-Op Vacancies

0003(b) KK to book training.
Succession Plan = All GB

0006 RA

7.2 Clerk Email MM & TG

8. Link Gov

8g KK Welcome Pack to Parents
9p KK & attendance

9t AA Ctee Phonics Trg
9v KK

PARK HILL JI SCHOOL

<p>9ee Pupil Questionnaire Analysis July 2017 (Yr1 toYr6) - KK to take questionnaire to School Council for feedback and recommendations for improvement.</p> <p>9ff Pupil Numbers – KK to update Governors at next meeting on final number of places to be offered.</p> <p>10.1 Electronic Training Record Pilot for 1 term– KK to email Governors to email Purpose with electronic copy of training record. Include extract form impact of your Governor school visit. Governors agree look at NR suggestion.</p> <p>10.2 KK to email GB copy of their Link Governor Reports.</p> <p>10.2b RA to email KK copy his Link Governor report after LB has checked it.</p> <p>10.4 KK to give Staff feedback as follows: Governors would like to thank all Teaching and Support Staff for all their hard work. Also acknowledge staff morale and would like them to know they care for their well-being. Please notify Governors if can help/support in anyway.</p> <p>11.1 KK write to Cityserve with Governors feedback & approval return to 4 week menu</p> <p>11.3 AQ <u>Parent Governor Term Ends 17/12/17 & Elected to Co-Opted Governor Vacancy w.e.f 18/12/17.</u></p> <p>The chair thanked everyone for attending. The Governors thanked Kalsom for the catering facilities. Meeting closed at 9pm.</p>	<p>9w KK amend & publish report</p> <p>9x KK Sports Premium Funding 9ee KK to School Council</p> <p>9ff KK Update Pupil Number</p> <p>10.1 KK Blank Trg Record & All Governor to complete 10.2 KK to email Link Gov Reports 10.2b RA to email KK report</p> <p>10.4 KK to give staff feedback.</p> <p>11.1 KK write to Cityserve</p> <p>11.3 Clerk to email AQ</p>