



Agreed Minutes of the meeting of the Whitchurch Primary School Full Governing Board, held on Wednesday 12.02.2020 at 6.30pm

Present:

Parent governors (4): Kula Sudhaker, Meera Shah (MS), Sarah Mehrali (SM), Paul Smith (PS)

LA Governor (1): Manji Kara (MK)

Staff Governor (1): Maria Nickson (MN)

Headteacher (1): Jo Daswani (JD)

Co-Opted Governors (3+2 Vacancies): Neil Sherman (NS), Peter Tenconi (PT),

In attendance:

Julie Raybould (Clerk to the Governors); Mr S Burt (Art & Design Teacher), School House Reps X 2, Hema Karsan (Teaching assistant), Seema Supeda (SS-Clerk to Committees)

Absent:

Mina Parmar (MP) (**Associate Member**)

Jatinkumar Patel (JP) (**Associate Member**)

Paul Randall (PR) (**Co-opted**)

Supporting documents:

Audit Action Timeline Jan 2020

FGB Agenda 12th February 2020

Draft Meeting Minutes 14th October 2020

Committees Terms of Reference 2019 - 2020

Financial Audit Action Report 2019 - 2020

Pay Policy 2019 - 2020

Educational Visits Policy

Governor Visits Policy

Restructure Policy (Change Management and Organisational Review Policy)

Scheme of Delegations

Governor Courses

Chair GB Staff Introduction Meeting

Headteachers Report February 2020



The meeting opened at 18.47

Question raised

Action agreed

	Action	Due
<p>1. Welcome, apologies and consent for absence NS welcome all to the meeting. Apologies were received and accepted from: MP, JP Apologies were not received and were not accepted from PR. The resignation of Gabriela Ahmadi-Assalemi has been received. The agenda was re-ordered to accommodate visitors. The agenda moved to item 3.</p>		
<p>2. Declaration of any conflicts of interests None Agenda moved to item 4</p>		
<p>3. Logo Consultation Outcome (Mr Burt, Ms Karsan, student house captains) Introductions were made. The student house captaints explained how stakeholders have been consulted regarding the proposal of a new school logo. Logo samples were circulated at the meeting. A brief history of the previous and current school logos, followed by an overview of the development in design of new logo ideas, was given. Student reps explained how the house captains and student parliament members approached parents to vote for logo proposals, and it was explained that option 3 received the most votes. Parents are supportive of a new logo, but inquisitive as to why the logo is changing. The design is changing largely because the flag depicted in the current logo resembles an axe. Q: Did you all agree how you would explain to parents why the logo is changing Yes, we agreed that we would advise the reason why it is changing Q: What would you like from the governors? Your views and your support for our proposal A governor noted that changing the logo comes with an expense and that children will want to have the most up to date logo on their uniform. It was noted that a badge that can be sewn or ironed on should be made available.</p>		



<p>Governors offered their support for the proposed design.</p> <p>It was noted that the font of the motto might appear too small. Uniform samples will be obtained so that the end-product can be understood.</p> <p>Governors underlined the need to communicate appropriately with parents regarding the resultant costs.</p> <p>Governors extended thanks to the visitors.</p> <p>Visitors left 19.00</p> <p>Agenda moved to item 2</p>		
<p>4. Chair’s opening remarks & Correspondence</p> <p>The chair asked for governors’ attendance to be recorded</p> <p>Action: Governors’ register to be circulated to Chair</p> <p>The chair noted that it is not always clear which uploaded papers support which agenda item</p> <p>Action: Agenda item to be attached to all supporting papers.</p> <p>The chair gave a brief report.</p> <p>There is an ongoing staffing matter that is in hand. Finance governors are supporting, and further information will be shared as appropriate.</p> <p>The Pay Policy has been reviewed. It is proposed that the NEU policy is adopted. The chair attended a meeting with staff to hear views, by invitation.</p> <p>The chair has also met with staff, by invitation, regarding recent leadership matters. Minutes of this meeting have been supplied for reference. Staff feedback on this matter has been positive.</p> <p>The chair has also attended the opening of school’s non-fiction library, along with visitors from LBH and a local book store.</p> <p>The Chair has also visited school to be interviewed by pupils.</p>	<p>SS</p> <p>SS</p>	
<p>5. Notification of any AOB</p> <p>The following items were raised and dealt with as raised:</p> <p>a) Governor vacancies</p> <p>There are currently 2 vacancies for Co-Opted governors. It was agreed that SS would write to PR regarding future attendance.</p> <p>Action: SS to contact PR</p> <p>There is the potential to recruit one further co-opted governor. The chair proposed that Associate Member MP was moved into the role of Co-opted governor. All agreed.</p> <p>Governors were asked to consider if anyone in their network may be interested in joining the GB.</p>	<p>SS</p>	



<p>7. Approval of FGB Meeting Minutes for the meeting held 14th October 2019 and matters arising</p> <p>The minutes of 14.10.19 were agreed as an accurate record of proceedings, signed, dated by the chair and filed accordingly. It was agreed that all actions were either in hand, complete or on the agenda.</p>		
<p>11. Committee Reports Action: Minutes for committees to be circulated to all for review.</p> <p>Pay committee has met and ratified the recommendations for staff pay awards.</p> <p>See Part 2</p>	SS	
<p>9. Head's Report JD gave a full overview of her report. Highlights included:</p> <p>There are currently 824 pupils on roll – this is a slight increase but there are still gaps in some year groups. The 9 spaces in year 2 was highlighted. JD advised that Brexit may also impact pupil numbers. Q: Is there a waiting list? Yes, for year groups where there are no gaps.</p> <p>JD drew governors' attention to the attendance figures. Attendance in Reception and Y1 is less than the school's target of 96%. Most unauthorised absence is for travel related to religious events. These requests are not approved, and parents are regularly reminded not to take their children out of school Q: Do you interview and issue fines? Yes, 25 penalty notices were issued last academic year. Q: Why do you think parents still take their children out? Because they believe the impact on children in lower years is minimal Q: Can you explain the persistent absence figure? This requires verifying as believed not to be correct. Governors debated the definition of persistent absence.</p> <p>Action: JD to provide breakdown of persistent absence by year group</p> <p>Q: What is the reason for the high number of Year Reception unauthorised absence? These children are being taken out of school for holidays/religious reasons</p> <p>School meals breakdown by year group was provided, as per prior request. Q: Do most parents in need apply for free school meals? Yes</p>	JD	



<p>The school monitors the contents of children’s packed lunches where there are concerns.</p> <p>Current outcomes data has been validated. There has been no change since the last head’s report.</p> <p>Q: Maths in KS1 – What was the reason for the significant dip in performance last school year? This is believed to be a weaker cohort.</p> <p>However, it was noted that this was not replicated in other areas in this KS1</p> <p>Action: JD to investigate and report</p> <p>There have been 2 child protection incidents, but these did not meet the threshold for further action. 7 children identified with child protection needs.</p> <p>JD advised of a recent where an intruder attempted access over a gate. This was explained as being an attempt, mistakenly, to access a nearby college. There was no danger to children and the matter was dealt with promptly by staff. There have been some parental concerns following this matter</p> <p>Q: Do you feel that additional security is required? Yes.</p> <p>It was agreed that costings would be sought for presentation to the finance committee</p> <p>Action: JD to obtain costings for additional fencing</p> <p>Q: Is there a lock-down policy or procedure in place? Yes</p> <p>Action: Lock Down Policy to be reviewed.</p> <p>Q: Are there any statutory requirements for school gates? No.</p> <p>The school have had no other security breaches in the last 5 years. Governors commended staff for their handling of the matter. An additional issue related to potential flooding on the school site was highlighted. An alternative access provision would be desirable.</p> <p>Action: LA to be approached in writing by the GB for potential support</p> <p>Staff car parking was highlighted as an issue and an additional 20 spaces are required for teaching assistants, who have been receiving tickets regularly in the last few weeks. A letter from the GB to the LA in this connection is required.</p> <p>Action: LA to be approached in writing by the GB</p> <p>The School Improvement Partner report following their visit in the autumn term was circulated to all prior to the meeting.</p>	<p>JD</p> <p>JD</p> <p>JD</p> <p>JD/NS</p> <p>JD/NS</p>	
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<p>An internal finance audit has also been completed and the report circulated to all. JD advised that finance delegations have been reviewed Action: JD to provide detail to finance committee</p> <p>The school has been visited by a local author Q: Was there a charge for this? Yes, £1k. Q: What was the impact of this cost? He was here for a whole day and this was a very positive experience for the children</p> <p>JD then advised of a sponsorship link between the school and a local estate agent and this agent has recently changed hands. The new owners wish to maintain the relationship. The school benefits financially if parents sell or let their homes via the agent and this agency promotes itself to parents via the placing of business cards in the school's reception area. Q: Where does this money go to? The school's private account Governors gave their support to this initiative</p> <p>Q: Is the school paying for external sports coaches? Yes, from Sports Premium.</p> <p>Agenda moved to item 12</p>	<p>JD</p>	
<p>10. Chair's Report. See item 4</p>		
<p>12. Financial Reporting JD outlined the school's plan to address staffing deficits by virements. The Chair reinforced the need to balance the staffing budget. It was suggested that this matter is addressed by the finance committee. The school's high level of reserves was also noted as requiring action. Governors highlighted the need for a reserves plan. Governors' attention was drawn to the internal audit action plan.</p>		
<p>13. Safeguarding There are no issues to report other than the intruder issue in item 9.</p>		
<p>14. Governor Training Governor training opportunities are being regularly circulated. An in-house training session for safeguarding was suggested. Exclusions training was recommended.</p>		



<p>15. Policies for Review</p> <ul style="list-style-type: none"> • Pay Policy <p>To be updated with structure of Pay Committee TLR ranges to be checked for accuracy P20 – ACAS guidance regarding protected characteristics to be checked Page break at P21/22,24,25 to be reformatted</p> <p>It was noted that this is a model policy following union guidance and the STPCD.</p> <p>The Pay Policy was approved subject to the above queries.</p>		
<p>16. AOB</p> <p>See item 5</p>		
<p>17. Date of next meeting 13.05.20 at 6.30pm</p> <p>Cover Clerk required.</p>		

The meeting closed at 20.59