



Whitchurch Primary School Governing Board

Agreed Minutes of the meeting of the Full Governing Board Held on Thursday 12.09.19 at 6.30pm

Present:		
Co-opted Governors	0 (0+5 Vacancy)	
LA	1 (1)	Manji Kara (MK)
Headteacher	1 (1)	Joanne Daswani (JD)
Parent Governors	4 (4)	Kula Sudhakar (KS – acting chair) Meera Shah (MS) Sarah Mehrali (SM) (DBS pending – elected parent governor) Paul Smith (DBS pending – elected parent governor)
Staff Governor	0 (1)	
In attendance	8	Julie Raybould (JR - clerk) <u>Prospective co-opted governors:</u> Neil Sherman (NS) Peter Tenconi (PT) Paul Randall (PR) Gabriela Ahmadi-Asselemi (GA-A) Heather Lace (HL) <u>Prospective Associate Members:</u> Jatinkumar Patel (JP) Mina Parmar (MP)
Absent – absence approved	1	Maria Nickson (MN)
Absent – absence not approved	0	

The meeting opened at 18.40

Question raised

Action agreed

	Action	Due
1. Welcome		



<p>KS welcome all to the meeting.</p>		
<p>2. Apologies for Absence</p> <p>Apologies were not received and not accepted for MN.</p> <p>PR, prospective co-opted governor, was not in attendance. PT, prospective co-opted governor, to arrive late.</p>		
<p>3. Chair’s opening remarks & Correspondence</p> <p>The chair explained gave a brief synopsis of the recent history of the GB.</p> <p>18.45: PT arrived</p>		
<p>4. Declaration of any conflicts of interests/Update of Register of Pecuniary interests/Reminder of the need for confidentiality</p> <p>No interests were declared. Resister of interest forms were circulated for completion: Action: To be completed and returned to JD All present reminded of the need for confidentiality</p>	<p>ALL</p>	
<p>5. Election of GB roles</p> <p>KS advised that the board must elect a new chair and vice chair of governors and handed the chair to the clerk.</p> <p>The clerk advised that no individual can stand for a board position until such time as they are officially appointed as a governor by the board. The clerk also advised that it is best practice that all governor appointments should be subject to satisfactory completion of relevant paperwork including an enhanced DBS check before appointed or elected governors are given access to sensitive information.</p> <p>The GB agreed to consider the appointment of co-opted governors and associate members before moving to the election into GB roles.</p> <p>Introductions were done.</p> <p>18:57: NS, HL, PT, GA-A, MP and JP left</p> <p>The clerk was asked to confirm the current constitution of the GB. Q: A governor asked for background information relating to the selection process of the proposed candidates. It was explained that the school has been working with HCC to identify suitable candidates.</p>		



The GB reflected on the experience of the proposed co-opted governors and a brief synopsis of how the candidates were identified for a potential board position was explained by KS and JD.

Recently elected governors highlighted that no previous information had been provided to them in connection with the candidates being proposed, to enable them to make informed decisions regarding appointment.

Reassurance was provided by colleagues that CVs and applications have been obtained that that interviews have taken place.

The clerk asked for nominations for the 5 vacant positions for co-opted governors.

NS was nominated by JD and seconded by KS. NS was appointed by majority vote.

HL was nominated by KS and seconded by JD. HL was appointed by majority vote.

PT was nominated by MK and seconded by MS. PT was appointed by majority note.

PR was proposed in his absence from the meeting by JD and seconded by MK. PR was appointed by majority vote.

GA-A was nominated by MS and seconded by KS. GA-A was appointed by majority vote.

The clerk asked for nominations for the appointment of Associate Members.

MP was proposed by MK and seconded by KS. MP was appointed by majority vote.

JP was proposed by MS and seconded by MK. JP was appointed by majority vote.

19:11 NS, HL, PT, GA-A, MP and JP returned.

KS advised that he did not wish to stand for re-election as chair of governors.

The clerk asked for nominations for the role of chair of governors.

KS proposed NS for the role of chair of governors.

The clerk observed that NS was currently a serving chair of governors at another school and queried whether this may preclude him from standing for election as chair of governors at Whitchurch.

Governors debated the situation at length and whilst no information could be found at the time within current statutory guidance, governors agreed to defer the election of GB roles until the next meeting to allow for the matter to be fully researched and to allow the newly appointed governors time to reflect and consider nominations.



<p>It was agreed that KS would remain in post until the next meeting. It was agreed that the role of vice chair would be held over until the next meeting. It was agreed that committee chairs would be elected at the next meeting. Action: Clerk to add election of chair of governors, vice chair of governors and committee chairs to the agenda of the next FGB.</p> <p>The meeting moved to item 7.</p>	JR	
<p>6. To review and agree the GB Terms of Reference</p> <p>Deferred to next meeting. Action: Clerk to add to agenda for next FGB.</p>	JR	
<p>7. To appoint any sub committees including head teacher's performance management committee.</p> <p>The date of the next FGB, which will be an additional FGB meeting for the term, was set as Monday 4th November 2019.</p> <p>19.30: JP left</p> <p>The role of governors and of the GB was debated at length. The role of each committee was explained. The need for committee terms of reference was highlighted. Action: JD to circulate proposed TORs for each committee</p> <p>It was suggested that the GB should reflect on the number of GB and committee meetings per term. Q: Are there any urgent financial matters that need to be expedited before 4 November?</p> <p>The HT replied that it would be helpful for a finance committee meeting to take place. PT, JP, MP, NS and KS agreed to a serve the Finance/Resources committee. Action: Date for F/R committee to be set (current proposed date is 31 October)</p> <p>The meeting moved to item 6.</p>	JD JD	
<p>8. To approve the minutes of the EGM meeting 11.07.19 and matters arising</p> <p>It was agreed that all present would remain for the remainder of the meeting. The minutes of the previous meeting were circulated to all present and governors were given time to consider. The clerk explained that</p>		



<p>questions have been anonymised. The role of the LA representative at the meeting was explained.</p> <p>Q: Is there a requirement to publicise minutes online?</p> <p>A: The clerk advised that it is for the school to decided if they wish to publish meeting minutes online, that they are a public record and are to be kept on file and made available for review on request. It was clarified that draft minutes should be circulated to governors as soon as possible after each meeting and at least 7 days in advance of the next FGB meeting.</p> <p>The minutes of the EGM held 11.0.19 were accepted as a true record of proceedings and signed and dates accordingly, subject to a minor amendment to item 7F – initials should be MK not MS.</p> <p>Action: To be filed</p> <p>It was agreed that all actions were either complete, in hand or on the current agenda.</p>	<p>JD</p>	
<p>9. Head's report</p> <p>The HT report was circulated to all at the meeting and governors given time to consider.</p> <p>The HT invited questions</p> <p>Q: How can we understand current school improvement priorities</p> <p>Action: HT to circulate a copy of the School Development Plan and current Self Evaluation to all</p> <p>Q: How accurate is the Pupil Premium %?</p> <p>A: Accurate based on current information known, work is being done to identify pupils from new intake</p> <p>Q: What is the % uptake of school meals?</p> <p>A: Unknown but HT to provide detail at next meeting.</p> <p>Action: HT to provide at next meeting</p> <p>The HT explained that new caterers are in place following a rigorous selection process.</p> <p>Q: How many children have EAL?</p> <p>A: Very few come into the school without English</p> <p>Q: What is MSA? Middy supervisor</p> <p>Attention was drawn to improvement in KS2 data.</p> <p>Q: What has driven this improvement?</p> <p>A: The school has worked hard on strengthening teaching standards across the school.</p> <p>Governors acknowledged the positive direction of the data.</p> <p>Assessment of KS1 and KS2 was briefly explained.</p>	<p>JD</p> <p>JD</p>	



<p>The HT explained how data is used to drive pupil progress and how individual year group development plan are utilised.</p> <p>Q: Do you have a breakdown of lower, middle and higher ability children?</p> <p>A: Yes, such data is made available to governors via the HT report. Governors noted that previous year's data would help with benchmarking progress</p> <p>Q: What are your areas of focus this year?</p> <p>A: Reading and the ability to skim read. 2 years ago, the school ran a 'Reading Gladiators' program for more able children which had a positive impact. The 2018 data showed greater depth in KS2 as a result. There was a dip in 2019 which the school are working to improve on this academic year. Maths results have been very positive and reflect the school's hard work in driving standards in maths.</p> <p>Q: Were progress scores this year as good as previous years?</p> <p>A: Yes, but not greater depth</p> <p>Q: When did the school change its method of assessment?</p> <p>A: When the current head took over</p> <p>Q: Are you happy with this assessment method?</p> <p>A: Yes, but this year the school has decided to asses Y6b using previous SATs papers to give a clearer analysis.</p> <p>Q: Have targets been set?</p> <p>A: Not yet but this is in progress. This will be available for next FGB.</p> <p>Action: HT to provide at next FGB</p> <p>The HT asked governors to consider what they would like to be included in HT report moving forward.</p> <p>Q: Are there any areas where more resources would help?</p> <p>A: The school would like resources for stocking the Non-fiction library.</p> <p>Q: Does the school have a librarian?</p> <p>A: Yes</p> <p>Q: Can the PTA assist with this?</p> <p>A: Yes, they have funds of approximately £20k but this has been earmarked for staging and gardens. The school requires approximately £10k to stock the library</p> <p>Q: What about grants?</p> <p>A: Due to low PP children the school does not qualify for many grants.</p> <p>Q: How is staff morale?</p> <p>A: Staff have fed back very positively during recent inset training. Governors are invited into school regularly. The school is currently fully staffed.</p> <p>Q: How many pupils on roll?</p> <p>A: 868 pupils including nursery. There are a few places unfilled due to some movement.</p> <p>Q: Does the school have a waiting list?</p> <p>A: yes</p> <p>Q: Do you have cover for the teachers on maternity leave?</p> <p>A: Yes, this is finance through insurance</p> <p>It was suggested that questions are submitted in advance of meetings so that responses can be prepared in advance</p>	<p>JD</p>	
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<p>Action: Governors to consider sending questions of HT report in advance of meetings</p> <p>Q: When is the school's budget set? A: March. It was explained that the current budget was set during the current HT's absence. There is some current overspend in staffing, but the school has a healthy carry-forward.</p> <p>Q: Have delegations for this year been agreed? A: Yes.</p> <p>Q: How do you monitor the budget? A: This is tracked through the finance committee</p> <p>Q: Do you have a safeguarding governor? A: Yes, this is KS. It is hoped that this that roles will be reviewed moving forward.</p> <p>Q: Is the governors' code of conduct updated annually? A: The school plans to adopt the NGA guidance</p> <p>Action: Clerk to circulated</p> <p>Q: Do you have a policy schedule? A: Yes. Policies will be circulated in advance of meetings for review.</p>	ALL	
<p>11. Financial reporting</p> <p>Deferred to Finance Committee.</p>		
<p>12. Safeguarding</p> <p>There are currently no children on Child Protection plans. 2 children are previously Looked After. 5 families are receiving pastoral support. There are currently no safeguarding issues to report.</p> <p>The issue of policies was raised. It was suggested that the school adopts a policy schedule to control policy reviews.</p> <p>The HT observed that governors are to be given ipads at the next meeting to support the sharing of documentation.</p> <p>Governors were thanked for their time and attendance and invited to visit and tour the school.</p>		
<p>Date of next FGB meeting: Monday 4th November 6.30pm</p>		

The meeting closed at 20.29