

WHEELERS LANE PRIMARY SCHOOL

MINUTES OF MEETING

Date:	Thursday 3 rd November 2016	
Type:	Full Governing Body Committee	
Present:	Mrs Sara Pecheur Mrs Jenny Uppal Mrs Anne Bates Mrs Tomina Sagheer Mrs Sheila Jones Mrs Celine Finn Mrs Bushra Zarif Mr Zaheer Bhatti Mrs Vina Sharma	SP – Head JU - Chair AB TS SJ CF BZ – Vice Chair ZB VS
Minuted By:	Mrs Elaine Ascough	

- 1. Welcome and Apologies**
Apologies from Miss Kathryn Barnes – accepted.
- JU suspended the agenda as she felt the GB needed to discuss the confusion regarding the new format around committees, and also that JU had not received the paperwork for the meeting. SP advised that it was unfortunate that it was sent out very late. JU is concerned that she is striving to promote the effectiveness of the GB and to hold the school to account but none of that can happen without the paperwork being sent out in time for meetings.
- SP clarified what had been said at the Finance meeting, that it was finance alone so personnel and premises matters would be discussed at the full GB meetings. SP said that all governors were welcome to attend the Finance meeting.
- Andy Staples will be attending the next meeting on 17th November so it is vital that the paperwork is sent out as soon as possible.
- SP asked the governors when they would like her headteachers report and discussion took place, brief points were:
- SP cannot produce a report each month, and asked if the GB would like the report at the end of a term
 - JU said the function of a HT report is to receive progress on the SIP and it is critical to the GB to monitor SP's performance management
 - SP advised that there a number of items that she statutorily has to include
 - JU thought that a full report was needed termly and a shorter report half termly
 - SP advised that the safeguarding report was also very important
 - CF suggested that the GB receives the report for the first meeting in the term which covers the previous whole term
 - JU would like to be able to monitor the effectiveness of the senior leadership team and that they are functioning effectively

<p>1.</p>	<ul style="list-style-type: none"> CF suggested that each meeting that has a full termly HT report and a safeguarding report, be kept as minimal as possible to allow full discussion and the focus to be on these two reports, this way there will be 3 meetings devoted to them <p>SP advised that BZ, the safeguarding governor, will need to meet with JR and spend some time looking at safeguarding and producing the report.</p> <p>Discussion took place regarding the on-line facility for the governors documents as very few governors could access it now. A central place where documents are stored is essential to assist governors so this needs to be resolved.</p> <p>JU confirmed who was on the Finance Committee (SP, AB, CF ZB and BZ) and wanted all governors to have the minutes and agenda, but is concerned that by the time the governors have read the minutes it is old news and therefore the whole process is undermined. SP clarified that all governors will get all the minutes as soon as they are typed, as before.</p> <p>JU said that she and SP would meet to set the full agenda and very much would like to see governor input to agendas. SP advised that a lot of the agenda items are standard and CF referred to the planning meeting that the governors agreed what was going to be on which months agendas. CF feels that the GB meetings were reformatted to 10 monthly meetings, to enable the GB to be more effective, and to reduce the volume of paperwork. CF asks whether the agendas can be sent out 3 at a time, giving plenty of notice of what business is coming up, and obviously have the flexibility for last minute items to be added. EA had typed the years agendas so these will be looked at at the next meeting. JU also thinks that once an agenda has been completed, the GB should decide on when to revisit it.</p> <p>Discussion took place regarding the use of the clerk's time, brief points made were:</p> <ul style="list-style-type: none"> VS is aware that being the clerk is only part of EA's role in the school office and suggested that perhaps another person should be employed to support work in the office so EA could get more time. SP replied that another member of staff has been employed in the office for this purpose but unfortunately things haven't gone to plan through no fault of anyone AB advised that the redesigned office is due to be done in the Easter holidays, a wall will be put in which will create a 'back office' where EA and herself can have a quieter space to work in. AB also advised that the office roles and responsibilities are going to be looked at, and it's not through the lack of wanting to do that it hasn't already been done SP confirmed that EA must be given time to devote to the clerking role JU would like to see EA start a time audit JU suggested this discussion is the very reason why School and Governor Support's guidance states that it is preferable the school staff are not used as clerks. AB appreciates that it must be made to work and JU said that if it doesn't the GB need to choose a different option. 	<p>BZ</p> <p>JB</p>
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1.	<p>JU would like the governors to be well prepared for when Andy Staples attends the GB meeting on the 17th November. JU would like the GB to be very clear about what it wants from him.</p> <p>SP advised the governors that Judy Prever, SIP, had been very impressed with the work of the GB. JU feels that losing experienced governors such as MSW, JH and SH has hit the GB hard but feels the lack of experience of the current governors will improve.</p>	
2.	<p>Minutes of the last Full Meeting of 5th October 2016 These were not looked at.</p>	
3.	<p>Matters Arising These were not looked at.</p>	
4.	<p>Pecuniary Interests This item was not discussed</p>	
5.	<p>Safeguarding Update This was not looked at.</p>	
6.	<p>STEP Update / Academisation This item was not discussed</p>	
7.	<p>Policy Ratification</p> <p>Medical Care This policy will carry forward to the next agenda.</p> <p>Governor Allowances The GB agree to ratify this policy.</p> <p>The following policies are BCC HR. As school buy the services of BCC HR, school have to adopt their policy to enable to receive support from them should it be required. BCC HR will not support school if the policy is changed in any way.</p> <p>Teachers Pay and Conditions The GB agree to adopt these.</p> <p>Code of Conduct for Support Staff – BCC HR The GB agree to ratify this policy.</p> <p>Disciplinary Procedures – BCC HR The GB agree to ratify this policy.</p> <p>Pay Policy – BCC HR The GB agree to ratify this policy.</p>	<p>Next agenda item</p>

8.	<p>Link Governor Update & Feedback New Feedback Form This item was not discussed.</p>	
9.	<p>Skills Audit Results: Ongoing governing body development and effectiveness Feedback from meeting SGS 201016 This item was not discussed.</p> <p>ZB said he hadn't received a completed skills audit from everyone and asked that these be forwarded to him.</p>	
10.	<p>Governor Training Feedback This item was not discussed.</p>	
11.	<p>Governing Body Vacancies SP advised that the SGOSS lady had withdrawn her application as she realised that school was too far to travel. SGOSS will keep advertising our vacancy.</p> <p>JU explained to the GB that the gentleman allocated to school as a Local Authority governor had no finance skills or governing body experience so JU refused him and said she would prefer to wait for someone with the necessary skills.</p> <p>CF advised that her friend was very interested in becoming a governor and is presently completing the application form. CF is confident that she would be an extremely useful asset.</p> <p>Discussion took place regarding approaching parents to ask if anyone they knew would like to be a governor. SP suggested that the GB could look at it's constitution and could decide to expand to create new governor positions. It was decided to put a note on the Friday newsletter which will go out tomorrow.</p> <p>ZB wondered whether there were any other websites that could advertise, he will look into this.</p>	<p>AB</p> <p>ZB</p>
12.	<p>Correspondence This item was not discussed.</p>	
13.	<p>Birmingham Core Offer This item was not discussed.</p>	
14.	<p>Any Other Business Complaints Procedure Behaviour Policy These items were not discussed.</p> <p>Staff Performance Management and Pay Progression EA apologised that she hadn't forward the reports on e-mail to the governors. The tables and moderation report was distributed and SP talked through them.</p>	

	<p>JU said she is deeply troubled by not having time to go through these and suggest that more time is needed. SP explained that they needed to be approved tonight to enable EA to put the results into the HR portal before the deadline so staff will get their increments. SP explained that the SLT has moderated the results in lengthy meetings and have been extremely thorough. JU wants it noted that she has a lot of reservations about approving them and wants assurances that next year will be done differently. CF asked whether she expected that any member of staff would be surprised at the outcome and SP replied no. VS suggest that the GB approve them in good faith. JU understands there has to be an element of trust.</p> <p style="text-align: center;">The GB approve the staff performance management.</p> <p>The GB will need to look at SP's performance management at the next meeting.</p> <p>Agenda items for the next meeting will include: HT performance management Academisation Skills Audit Training course feedback JR Pupil Premium report Andy Staples visit</p> <p>VS asked SP whether BCC had approved the changes to her contract and would like to see BCC policy on secondment. VS told the GB and SP that she was very concerned over the legality of SP's secondment to BEP and would like it clarified. SP said that BEP have seconded headteachers for the past year from Birmingham schools but said she will seek clarity from BEP at her meeting on 18th November, which does miss the next GB meeting but will have it to report back on 8th December meeting.</p>	Agenda item
21.	Date of Next meeting Thursday 17 th November 2016.	