

# WHEELERS LANE PRIMARY SCHOOL

## MINUTES OF MEETING

Date:	Wednesday 5 <sup>th</sup> October	
Type:	<b>Full Governing Body Committee</b>	
Present:	Mrs Sara Pecheur Mrs Jenny Uppal Mrs Anne Bates Mrs Tomina Sagheer Mrs Sheila Jones Miss Kathryn Barnes Mrs Celine Finn Mrs Bushra Zarif Mr Zaheer Bhatti	SP – Head JU - Chair AB TS SJ KB CF BZ – Vice Chair ZB
Minuted By:	Mrs Elaine Ascough	

<b>1.</b>	<p><b>Welcome, Apologies and Introductions</b> Apologies from Vina Sharma – accepted (maternity).</p>	
<b>2.</b>	<p><b>Election of Chair and Vice Chair</b> Although the Chair &amp; Vice were elected at the first meeting after the parent governor elections, due to the roles not automatically continuing, the GB had decided to re-elect at the first meeting of the academic year.</p> <p>JU explained to the GB that she, as previously discussed, felt due to work commitments she was not able to continue as Chair but also feels that she was in a difficult position and unable to step down until the successor had enough experience to take over. JU also feels there should be a time for transition for a new Chair to take over. JU is concerned that the GB is 3 very experienced governors down, due to resignations, not re-standing for election and due to maternity leave. JU advised that she was most concerned about the governors lack of experience and the skills gap that it has, and has arranged a meeting with Steve Edmonds from School Governor Support to discuss the issue. JU said the role of the Chair is a hugely important role and takes a lot of energy and thought. JU agreed to continue as Chair up until Christmas but would like to be shadowed in preparation for someone taking over after then. BZ agreed to continue as Vice Chair and will shadow JU in preparation to take over as Chair after Christmas. TS felt that at present she is unable to commit time to be Vice or Chair but feels that perhaps people could take it in turns to relieve the pressure.</p> <p>JU feels that if people cannot make the commitment to find the necessary time for the Governing Body, then they should stand aside to let someone who has. SP agreed that governance was a huge part of OFSTED.</p> <p>Discussion took place regarding the LA and the co-opted vacancies, and how the GB were in desperate need of the two vacancies being filled. SP advised that school had just had notification from SGOSS, who school advertised a governor vacancy with, had a person interested. Unfortunately due to the late notice this person wasn't able to make the meeting tonight but the lady has given the go ahead for EA to approach her referees.</p>	EA

2.	<p>JU feels that new governors need better induction and guidance, and need to understand that it is not a just a matter of turning up to meetings. JU feels the GB should be more proactive and vocal in what it wants from a governor. SP advised that there is a new procedure to recruiting governors; they have to come with references and be interviewed before taking up the post.</p> <p>AB proposed JU, and TS seconded. CF proposed BZ, and AB seconded.</p> <p style="text-align: center;"><b>JU is duly elected as Chair of Governors</b> <b>BZ is duly elected as Vice Chair</b></p>	
3.	<p><b>Governing Body Code of Conduct</b> Everyone in attendance signed the Code of Conduct and JU signed it as Chair of Governors. VS will be asked to sign it when she returns from her maternity leave.</p>	
4.	<p><b>Minutes of the last Full Meeting of 14<sup>th</sup> July</b> Item 11: EA had minuted the GB's decision to agree to SP's secondment to BEP for a year, for 2 days a week. JU would like the whole discussion minuted.</p> <p>The minutes were otherwise agreed as accurate, and item 11 will be expanded and distributed.</p> <p><b>Minutes of the Curriculum and Community Committee Meeting of 16<sup>th</sup> June</b> As the Governing Body has changed the format of it's meetings to monthly, and will only be keeping the Finance Committee, any Personnel , Premises ,Curriculum and Community business will be a matter for discussion within the full GB meeting. Therefore, as the Curriculum and Community Committee no longer exists, the minutes of the previous meeting need to be approved at this full GB meeting. The minutes were approved as accurate.</p> <p>EA will amend the Terms of Reference as appropriate, to be looked at and approved at the next meeting of 3<sup>rd</sup> November.</p>	<p style="text-align: center;">EA</p> <p style="text-align: center;">EA</p>
5.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• The PANTS rule has been taken off the RSE and added onto the PHSE, so all children will be taught it</li> <li>• Thank you to KB for her notes from the GB's planning meeting held on 22<sup>nd</sup> September.</li> </ul>	
6.	<p><b>Governing Body Meeting – new format</b> The GB discussed the format of the year's meetings at the planning day on 22<sup>nd</sup> September and decided to hold monthly meetings. The dates were set and have been distributed. The C&amp;C committee has been dissolved and any business will be put as an agenda item at the Full GB meeting. The Finance committee will be kept separate to fulfil statutory requirements. The Finance will meet 4 times a year directly before the Full GB meetings. The Premises will remain within this committee as the carry forward expenditure plans involve works to the building, so this will be kept together for continuity. Nikki from DRB will be in attendance at the 4 meetings as normal to go through the budget monitoring and budget setting for the new financial year.</p>	

7.	<p><b>Pecuniary Interests</b></p> <p>In accordance with the Financing of Maintained Schools Regulations 1999, the governors in attendance signed the new declaration form for the 16/17 academic year. This declaration will only be signed once a year from now on but a verbal update will be required at each meeting. There were no positive declarations other than AB who declares her husband's business.</p>	
8.	<p><b>Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• SP advised that there were no issues</li> <li>• SP advised that 2 DSL's, TB and ES, had been on their training updates and OW, new Assistant Headteacher in September, was presently on his training (today and tomorrow)</li> <li>• SP advised the GB that school were moving to an electronic system of recording, called CPOMS. SP advised that other schools already use this system. WLPS data has been sent off and school can start using the system when it is set up. SP explained that staff will no longer complete a form for a concern, they will log it directly onto the computer. Staff will receive training for this. SP explained that any historic concerns would not be put onto the computer, but a child will have some sort of 'flag' next to them which will indicate that the child has a file already which will prompt the DSL to look at the file; only new concerns will be logged. BZ asked if anyone would have access to this system, such as the police, SP replied that no-one has access apart from school but forms could be printed off if needed for external agencies. SP added that should a child transfer schools, this file from CPOMS would automatically be electronically transferred along with the CTF to the new school (as long as the new school subscribes to CPOMS), which is a much better way of doing it. CF asked how quickly a DSL would be alerted to the fact they have a CP concern if it isn't physically handed to them, SP replied that when a concern is logged the system generates an e-mail to all the DSL's; each DSL can see who has picked up the issue as it will say who is dealing with it. SP is confident that it will be picked up quickly as there are 5 DSL's, all of which would work with their e-mails open, even if people were in class and one was out of school, there should be someone there to pick it up. BZ asked how much the package was and SP thought around £800. BZ thought the system sounded good providing existing children with files were flagged as such, and that this could not be overlooked.</li> </ul>	
9.	<p><b>School Improvement Plan approval</b></p> <p>The GB met in July to look at data to enable them to put the SIP together. Staff also worked on the SIP on the last training day of July and SP collated all the information to finalise it. JU is concerned how the GB are going to monitor it as she doesn't feel it's been monitored thoroughly enough in the past. SP advised that her Headteachers report usually had SIP updates on it. SP added that the aim of the Link governor is to 'fact find' their area of responsibility so when they meet with their link in school, they record their findings on the Governor Link feedback form. The headings on the form can be used to focus on the SIP priorities; that is Leadership and Management, Teaching, Learning and Assessment, Personal Development, Behaviour and Welfare, and Outcomes for pupils.</p>	

<p>9.</p>	<p>KB asked if the Governor Link feedback forms were on the staff shared file so everyone can see them, EA said that the link person themselves see the feedback but does not think that she has uploaded any for others to look at but this would be very easy to do. EA to create a folder and start this.</p> <p>JU would like the GB to be pro-active in the monitoring of the SIP as this is a key part of the GB business. CF highlighted that the SIP is very much a working document and could change, for example, if school received a visit from OFSTED, or could change at the end of a term if an issue is found to be less of a priority than something else.</p> <p>BZ asked if there was any governor input at any monitoring meetings, SP replied that the SMT and middle managers hold termly reviews and look at the SIP in depth; the progress is recorded in the final column, this information is then put into SP's Heads report. SP said that the first SIP monitoring feedback to the GB will be on 5<sup>th</sup> January, as the SMT would have evaluated the progress at the end of the Autumn Term. JU wants the GB to be more proactive in asking questions.</p> <p style="text-align: center;"><b>The GB approved the SIP</b></p>	<p>EA</p>
<p>10.</p>	<p><b>Staff Performance Management and Pay Progression</b>  This item was put on the agenda in error. The performance management is in the process of being moderated and information will be available for the next meeting so it can be approved by the Full Governing Body on 3<sup>rd</sup> November.</p>	
<p>11.</p>	<p><b>STEP Update / Academisation</b>  As per discussion from the planning meeting on 22<sup>nd</sup> September, the awaited discussion document had been distributed for governors to read before the meeting. This document has been put together by the Heads and Chairs of the STEP group and lays out thoughts and ideas about the STEP schools becoming a MAT. SP explained that the only decision that needs to be made today and reported back, is a decision for individual schools to continue to look into becoming part of a MAT; it is not a decision to become a MAT. SP advised that in time this document may go to parents, but will be adapted for them.</p> <p>Governors discuss the way forward and brief points are:</p> <ul style="list-style-type: none"> <li>• Firstly, the discussion document should be shared with staff and their responses collected. It is decided that there will be a meeting in school for staff who will be talked through the document, and any questions answered. Staff can then research and think about it over half term. SP said that it is important for staff to realise that the decision has not been made, and nor is any particular structure of MAT in favour, and that the GB are still at the information gathering stage.</li> <li>• VS had sent an e-mail to governors with her questions as she was unable to attend the meeting in person so JU drew attention to these:</li> </ul> <p>Vina's e-mail:  It is most pleasing to note that it places clear emphasis on a desire to retain the school's ethos, values, character and mode of working. However I do have questions around some of the realistic practicalities of these aspirations given most MATs (at some stage) ultimately do move towards standardising their brand across their member academies.</p>	

11. How we protect our teachers and pupils' interests at the same time as benefitting from being a part of a collaborative model is something it would be good to pin down...
- 1) How can an individual school retain its own 'brand' in real terms? For example if ultimately an Executive Board can override a GB board, don't we run the risk of losing our value at key decision making point?
  - 2) Consistency is important but this is often confused with Uniformity. How can we avoid this pitfall and preserve our own character/values etc?
  - 3) What assurances do we have if we did join as a MAT that any Advisors across schools would not be looking to endorse a particular mode of working?
  - 4) The language of any founding documentation of a MAT must be really tightly scrutinized by us as should any articles of association.

JU feels that one of the most important issues with academisation is that WLPS maintains its ethos and individuality, JU shares VS's concerns. SP told the GB that the STEP schools had worked together for a while now and felt that the Heads worked really well together. SP is confident that the Heads shared an understanding and have supported each other through the process so far. SP is also confident that each of the Head's want to keep their schools as they are, keeping each of the schools individual.

CF said she had been quite alarmed to hear that Birmingham City Council support was coming to an end. SP said that information coming out from the BCC was slow and her experience is that a lot of schools don't even realise this has happened yet. SP said that the white paper strips the Local Authorities education responsibilities down to purely SEN and admissions; come 1<sup>st</sup> September 2017 the LA will not exist to support schools. The concern will be for isolated schools getting the support they need.

SP advised that there is a new OFSTED framework. Visits at their earliest, should happen in the 7<sup>th</sup> term after the last inspection for good schools. SP advised that several local schools in the area had been visited.

CF wondered whether any announcements would be made at the Conservative Party conference and SP replied that it would appear that the schools will be left unsupported as the LA will not exist. SP advised that the BCC LA were in the midst of changing schools support staff's contracts and their terms and conditions of working, which come into effect January 2018; if school became an academy this would not happen.

CF asked if it was a concern that jobs could be at risk and SP replied that no jobs would be at risk by turning into a MAT, the issue will still be the schools budget and whether it can sustain its staff; which is no different to how it is now. CF is concerned that once the 7 STEP schools become a MAT there will be no need for 7 lots of staff, one example being the 7 School Business Managers, as it's possible that one executive BSM would be responsible for the 7 schools; SP feels that each school still would need the staff to run it, and no-one will lose their job but over time, through natural wastage, it may be that the structure takes a different shape; but only through people leaving, no-one will be forced out.

<p>11.</p>	<p>SP asked the GB their decision about wanting to find out more information and the GB agreed that this is the best way to move forward. The GB understand that this is not the decision to become a MAT, but purely to find out more. JU shared her concerns that the Chairs views are very different to that of the Heads, and feels that the decision has already been made in the other schools, this is what she has gathered from the Chairs meetings that she has attended. JU also feels the timeframe given is ludicrous and SP agreed but said it is acknowledged that the timeframe will change.</p> <p>SP advised that the Catholic Diocese has stated that 100% of their schools will be turned into academies, and so too are the Anglican schools, each school knows their date. SP re-iterated that schools that are isolated and not working in partnerships already are the schools that are particularly worried about going through the academisation process, many Headteachers have their allegiance with Birmingham City Council and no idea what they are going to do come September 2017; at least within the STEP group WLPS is in a very good position. CF asked if other local schools may wish to join our group and SP answered that if they do it has to be a joint STEP decision to agree to take them, or not.</p> <p>CF feels that WLPS do not have much choice in the matter, the GB have a responsibility to be more informed and a good starting point is talking with staff. It was decided that staff views would be collated for the GB meeting on 17<sup>th</sup> November. JU asked whether a governor should be present at the meeting and KB said that she would be there in any case. SP said that this would be an informal information giving session, not the formal consultation; which would come later if the decision was made to go ahead. The governors asked when parents would be consulted and SP advised that the discussion document was going to be adapted for parents so it was best to wait until that was ready.</p> <p>The STEP academisation next meeting is on Monday 31<sup>st</sup> October at 7pm, it will be held at the WLTC, and is for Heads and Chairs. JU would like Bushra as Vice Chair to attend too and SP thought that although they were trying to manage the numbers, because otherwise everyone would like to go, due to our circumstances it would be important for the transition so feels it would be fine.</p> <p style="text-align: center;"><b>The GB agreed to find out more information as they feel that this is the best way to move forward.</b></p>	
<p>12.</p>	<p><b>Pupil Premium Review Report</b></p> <p>The summary report from the summer term review for the year 15/16 had been distributed in advance of the meeting.</p> <p>JU reiterated that this was an incredibly important working document for the GB and that the GB need to ensure that the recommendations are put in place. JU said that the GB need to make sure they know the effectiveness of how the pupil premium funding is being spent, where the gaps and strengths are. SP advised that Julie Richmond is responsible for the pupil premium funding and TS is the link governor for that area, so TS will meet JR as per the terms of reference for link governors, i.e twice a year, and report back to the GB via the feedback form. Also all Link governors can talk to their link person regarding pupil premium children within their area of responsibility and report back on the visit feedback form. JU would like to see a plan put into place on how the GB intend to monitor it and would like all</p>	

12.	governors to have a copy of it. JU would like it as a standard agenda item, and SP said that she would ask JR to give a monthly update.	
13.	<p><b>Governing Body Statutory Requirement Checklist</b></p> <p>EA explained that this will be a new standard agenda item and is a work in progress as it will be added to as time goes by. It is intended to give a monthly update to the GB about the statutory requirements that the school, and ultimately the GB, need to fulfil.</p>	
14.	<p><b>Questionnaire Feedback Pupil/Staff/parents</b></p> <p>At the end of the summer term SP sends out questionnaires to the whole school community. The results of these were looked at and discussed by the GB at the July meeting to formulate the SIP, and they were also shared with staff at their SIP meeting on the last training day.</p>	
15.	<p><b>Policy Ratification</b></p> <p><b>No Platform Policy – Birmingham City Council Policy</b></p> <p>SP explained that the Kings Heath Boys Secondary School had been audited and it was highlighted that they should have this policy in place. This new policy has been put in place to stop extremism and radicalization getting into schools. SP advised that the policy explains that visitors need to be researched before coming into school and they will have to complete a form on entry to school explaining what it is they are going to be teaching/talking about and what activities they will be doing. Governors asked who would complete the form and SP replied that volunteers coming into school, either parents or outsiders, people like Birmingham City Mission who come into assembly to talk to the children, external providers such as Artis, Timezone, Dare2Dream, Woodland Warriors etc but as per the policy not supply teachers. BZ agreed that this was very important as school would not want people to voice their personal views that are inappropriate. SP advised that students coming into school, whether Year 10 or PGCE, have to come with a character reference now from their school/university/college; this is from the safeguarding policy. SP advised that visitors new to the school receive a safeguarding leaflet which states schools expectations.</p> <p>Proposed by KB and seconded by CF.</p>	
16.	<p><b>Link Governor Update &amp; Feedback</b></p> <p>There has been no Link meetings as yet to feedback on.</p> <p>Link Governors are:  Tomina Sagheer – Pupil Premium  Bushra Zarif – Safeguarding  Zaheer Bhatti – Governor Training and Effectiveness  Sheila Jones – Maths  Vina Sharma – English  Celine Finn – SEND  Jenny Uppal – will give feedback from the PCF meetings.</p>	





