

# Bevendean Primary School

Heath Hill Avenue

## Full Governing Body

Minutes of the Meeting on Thursday 25<sup>th</sup> May 2017  
at 5.00pm.

**Present:** Mark Back (Chair), Teresa Goble, Sidonie Kenward, Jo Whitmore, Emily Winslade, Katie Blood, Martyn Giddens (Headteacher), Mark Dally (Associate Member), Andy Thomas (Clerk).

### 1. Opening Remarks

The Chair opened the meeting and welcomed those present.

### 2. Quoracy of meeting

The required quorum was six Governors. The meeting was therefore quorate.

### 3. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Rachal Daniels, Mo Marsh and Katharine Winks. Juliet McCaffery was not present [post-meeting note: apologies had been submitted to the school and were relayed to the Clerk following the meeting].

### 4. Consideration of apologies

Apologies were duly accepted.

### 5. Declarations of Interest

None were declared.

### 6. Minutes of previous meeting(s)

#### **a) *Minutes of meeting held on Thursday 30 March 2017***

The minutes of the meeting of the Full Governing Body meeting on Thursday 30<sup>th</sup> March 2017 had been circulated.

#### **b) *Approval of minutes***

The above minutes were agreed and duly signed by the Chair.

#### **c) *Matters arising from above***

##### *GMB collective complaint*

It was confirmed that this matter had been resolved, as previously reported.

### Code of practice for parent meetings

It was reported that this was in place and had been issued to parents. No adverse comments had been received. It would be kept under review on an ongoing basis.

### SPA report

It was confirmed that the report had been circulated to the Governing Body and that no comments had been received.

### Unity Partnership collaboration agreement

It was noted that follow-up action was required on this matter. **ACTION - MB**

### Apprenticeship Levy

It was agreed that contact should be made with GB Chairs within the Unity Partnership regarding a collaborative letter. It was noted that constituent schools had a high level of deprivation. **ACTION - AT**

## **7. Minutes of sub-committees**

### ***a) Curriculum, Standards and Welfare – 12 January 2017***

It was agreed that the reference to Fixed Penalty Notices under Item 10 on page 6 should be amended to reflect that FPN income did not come to the school.

**ACTION - AT**

### ***b) Finance, Personnel and Premises – 2 February 2017***

The minutes were noted.

## **8. Current membership of Governing Body/ vacancy filling**

### ***a) Governor recruitment***

It was reported/ confirmed that Katharine Winks (KW) had been elected as Staff Governor.

Interest by a particular individual in relation to the Parent Governor vacancy was noted. It was agreed that a formal nomination process should take place in September 2017, with this person notified accordingly. Reference would also be made in the school's July newsletter. **ACTION – MG/ AT**

A number of expressions of interest in respect of the current two Co-Opted Governor vacancies had been received, and applications invited by 8 June.

### ***b) Chair vacancy(September 2017)***

It was confirmed that MB would not be standing as Chair for 2017/18. Governors were invited to consider putting themselves forward as candidates. It was reported that a number of options were available and had been discussed at a Chairs/ Headteacher meeting (e.g. joint Chairs; MB supporting as Vice Chair).

***In response to a question*** it was confirmed that any member of the GB could nominate candidates.

Following discussion it was agreed that nominations for both Chair and Vice Chair should be submitted by 24<sup>th</sup> August. **ACTION – Govs./ AT**

Finally it was noted that the first FGB meeting of the new academic year would likely be held on 15<sup>th</sup> September, and that training was available for any new Chair and/or Vice Chair.

## 9. Headteacher's Report

Reference was made to the written report circulated in advance of the meeting. The following key issues were highlighted:

- *Safeguarding*: It had been agreed that this issue would be included as a standing item on the FGB agenda. It was noted that this was the case for the current meeting [Item 14] however the matter was covered in the written HT report.
- *Nursery*: Reference was made to the update in the written report.
- *Reception numbers*: This was down to 32 (39 had been predicted).
- *Inclusion and child protection*: It was agreed that this would be added to the agenda for the Curriculum Committee meeting scheduled for 15<sup>th</sup> June.

### **ACTION – EJW/ AT**

- *SATs*: Preparations for data comparison were being made. It was reported that the maths and reasoning papers had been challenging. Pupils had been prepared well but found it difficult. All schools were in the same position. General concern had been expressed about the adverse impact on pupils. A report would be made to the July FGB meeting. **ACTION - MG**
- *Year 2 predictions*: These had been updated in the written report.
- *Staff changes*: It was reported that two new teachers were starting in the following year; and two teachers were due to return from maternity leave. Some further detail was given on the latter.
- *Grounds maintenance*: It was reported that the new contractors were continuing to do an excellent job. Governors were invited to have a walk around to observe this.
- *Summer works*: Lots was being done over the Summer period.
- *Flooding*: There were ongoing issues and new drainpipes installed during the previous Summer had contributed to these problems. Bigger drains were now being installed and blockages cleared.

The following questions were asked:

- ***In relation to flooding, could the drain pipe be taken apart and water allowed safe egress onto the grassy bank?*** This would be investigated. **ACTION – MG**
- ***Regarding the nursery, were additional numbers being taken up following the closure of the local BeCCA facility?*** It was reported that preliminary discussions had taken place with the Local Authority. However changes/ adaptations would be required together with additional staff resources. This was therefore not cost effective for the time being.

There was further discussion regarding nursery provision. It was reported that census data indicated an increased demand in the future. At present, however, numbers across the City were down and there were around 1000 spare spaces. This resulted

in a cost to schools in respect of staff salaries, although redeployment could take place.

In discussion it was noted that there was a negative perception of the school, and others in the Bevendean area, which may derive from geographical/ social factors. However Bevendean Primary was a good school, with good results, and this would continue to be promoted.

MG was thanked for his report.

## **10. Finance Report**

### ***a) Ratification of final budget 2017/18 (including Pupil Premium expenditure) as per FPP on 11 May 2017***

It was reported that the FPP Committee had met and fully considered the budget following a detailed presentation. Its recommendation was that the budget should be endorsed and such ratification was sought from the Governing Body. This was agreed.

## **11. Fixed Penalty Notices (FPNs) (summary of requests 2015/16 and 2016/17)**

It was noted that this matter was covered in the written Headteacher's report [Item 9]. There has been a lot of press/ media coverage of the issue, including in relation to a particular national court case.

The school was pressing ahead with its strategy in this area. However it was reported that the new Local Authority two week half-term break in October had not worked in terms of reducing unauthorised absence during the Summer. There was at best no impact and the position was possibly worse.

It was reported that at present around five pupils were absent on an unauthorised basis at any one time. A number of traveller families had been invited in for discussions. This followed pupils having been taken out of school for a particular trip to the continent which had resulted in the application of FPNs and consequent school transfer requests.

There was some discussion on other unauthorised absence cases and the impact of the October half term break.

It was reported that following the issue of FPNs, families were becoming 'wiser' and seeking to circumvent the rules/ procedures. The school was seeking to react accordingly. However it was noted that there was a strong attraction to cheap Summer holidays, which offset the impact of financial penalties.

## **12. Link Governors**

### ***a) Reports***

There were no reports.

### ***b) SEN Link***

It was confirmed that MM had now become Mayor and could no longer fulfil this role. It was agreed that JM would be invited to adopt the role and that a communication should accordingly be sent. **ACTION - AT**

### 13. Training (including HT appraisal)

In relation to Headteacher appraisal training needed to be addressed. This was available via Local Authority training courses and online training.

It was confirmed that at least two Governors were required and that MB was the only one trained at present. A 'pool' of trained Governors was needed. It was confirmed that SK had volunteered.

It was agreed that follow-up action was needed on this matter. **ACTION - MB**

***In response to questions*** it was confirmed that appraisal took place in October and that investigations would be made into arranging for the LA representative to attend in the latter part of the day. **ACTION - MG**

### 14. Safeguarding

Covered under Item 9 (Headteacher's report).

### 15. Policies

#### ***a) Medicine and Supporting Pupils at School***

This had been circulated in advance of the meeting and was agreed.

#### ***b) Parent and Carer Values***

This had been circulated in advance of the meeting and was agreed.

It was also agreed that action would be undertaken to update the policies on the school website. **ACTION – MG**

### 16. Chair's correspondence

#### ***a) 'PINK' confidential minutes***

It was reported that, following a recent incident where confidential minutes had been sent on in error within the school, such minutes would now be issued under separate cover to mitigate such an eventuality.

A timescale for the issuing of draft minutes had also been agreed.

### 17. Clerk's matters

There were none.

### 18. AOB

#### ***a) Items notified in advance (5 days required)***

There were no items.

#### ***b) Emergency items (requiring advance discussion with the Chair)***

There were no items.

**19. Date of next meeting (budget) – Monday 17<sup>th</sup> July (SIP) @5.00pm**

It was confirmed that the next meeting was scheduled to take place on *Monday 17<sup>th</sup> July at 5.00pm*. Emphasis was given to the meeting being scheduled for a Monday rather than the usual Thursday. The meeting would be focussed on the School Improvement Plan (SIP).

There being no further business the meeting was closed.

**\*\*\* Please see Action Points from this meeting on the following page**

## Action points from FGB meeting held on 25<sup>th</sup> May 2017

Action	By	Person responsible
1. Follow-up on Unity Partnership collaboration agreement.	Before 17 <sup>th</sup> July FGB	MB
2. Contact UP Chairs re: Apprenticeship Levy letter.	In due course	AT
3. Amend 12 <sup>th</sup> January Curriculum minutes as outlined.	For next Curriculum meeting	AT
4. Address Parent Governor vacancy as outlined.	July/ September respectively	MG/ AT
5. Submit nominations for GB Chair and Vice Chair.	24 <sup>th</sup> August	Govs./ AT
6. Add inclusion and child protection to 15 <sup>th</sup> June Curriculum agenda.	15 <sup>th</sup> June	EJW/ AT
7. SATs report to be made to the July FGB meeting.	For 17 <sup>th</sup> July FGB	MG
8. Investigate possible egress of water from pipe into bank.	As required	MG
9. Invite JM to be SEN Link Governor.	In due course	AT
10. Address HT appraisal training.	In due course	MB
11. Look into availability of LA rep for HT appraisal.	In due course	MG
12. Update policies on website.	In due course	MG