



Agreed Minutes of the meeting of the Whitchurch Primary School Full Governing Board, held on Monday 14.10.19 at 6.30pm

Present:

Co-opted Governors	3(4+1 Vacancy)	Neil Sherman (NS), Peter Tenconi PT) Gabriela Ahmadi-Asselemi (GA-A)
LA	1 (1)	Manji Kara (MK)
Headteacher	1 (1)	Joanne Daswani (JD)
Parent Governors	4 (4)	Kula Sudhakar (KS, chair), Meera Shah (MS), Sarah Mehrali (SM), Paul Smith (PS)
Staff Governor	0 (1)	
In attendance	4	Julie Raybould (JR – HFL clerk) Maureen Rafferty (DHT – MR) Seema Supeda (Finance & Personnel Admin - SS)
Associate members	2	Josie Nathan (Finance Manager - JN) Mina Parmar (MP)*

Supporting documents:

Minutes 12th Sept 2019
Scheme Of Delegation
SIP 2019-20
Terms of Reference (Committees)
Terms Of Reference Full Governing Body
Key Full Governing Body Terms Of Reference
Quickread- Link Governors
Pupil Premium Strategy 2019-20
Pay Policy 2019-20
Appraisal Policy 2019-20
FFT Data Evaluation
CoA Main
CoA Private
Governors Code of Conduct
WPS Schedule of Policies



The meeting opened at 18.38

Question raised

Action agreed

	Action	Due
<p>1. Welcome, apologies and consent for absence KS welcome all to the meeting. Apologies were received and accepted from: Paul Randall and Jatinkumar Patel. Apologies were not received and were not accepted from Maria Nickson.</p>		
<p>2. Chair's opening remarks & Correspondence None</p>		
<p>3. Notification of any AOB</p> <ul style="list-style-type: none"> a) LA Compliance Audit b) School signage c) Governor vacancy 		
<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. Governors were reminded of the need for confidentiality</p> <p>The agenda moved to item 12.</p>		
<p>5. Election of GB roles:</p> <ul style="list-style-type: none"> a) Chair <p>The clerk received 2 nominations for NS for the role of Chair in advance of the meeting. There were no other nominations. NS read a statement explaining what he can bring to the role of chair of governors. (See appendix A) Q: What about your willingness to contemplate different ways of doing things? How will you ensure other views are heard. NS advised that governors are bound by principles of public life. NS will ensure that voices are heard but wishes to ensure that governors are professional, effective and follow the law. NS is aware that many governors are new is keen to ensure that the board are robust moving forward, demonstrating honesty and transparency. The chair may not make decisions on his own, governors to be reassured. Q: You are a chair somewhere else? NS advised that he has the time for the school, and the experience for the role. Governors have the opportunity every 12 months to review the effectiveness of the chair.</p> <p>19.21 NS left the room</p>		



<p>Governors debated and duly agreed to appoint NS as chair 19.28 NS returned. NS took the chair.</p> <p style="text-align: center;">a) Vice Chair</p> <p>2 nominations had been received in advance of the meeting by the clerk – PT and MK. PT advised that he had not been asked and was unable to undertake the role. MK was proposed by GA-A and seconded by NS. MK was duly appointed as vice chair.</p> <p style="text-align: center;">a) Committee chairs</p> <p>PT nominated himself as chair of Resources, seconded by MK. PT was duly appointed. KS nominated himself as chair of Standards. Seconded by NS. KS was duly appointed.</p> <p>NS proposed that the Cabinet of chairs committee was disbanded. This was agreed.</p>		
<p>6. Review of committee membership</p> <ul style="list-style-type: none"> a) Standards b) Finance & Resources c) HT Performance Management (and agree date) d) Pay Committee <p>NS proposed that the Pay committee and Head’s Performance Management committee would consist of the Chair of governors and each committee chair. This was agreed – NS, KS, PT.</p> <p>Membership of committees was agreed as:</p> <p>Standards: KS, MS, PS, SM, NS, JD</p> <p>Finance: PT, MP, NS, JP, GA-A, MK, JD</p> <p>It was suggested that the JD appoint someone internally to support committee clerking. JD suggested that SS take on this role. Governors were in agreement.</p>		
<p>7.Approval of FGB Meeting Minutes for the meeting held 12 September 2019 and matters arising – to include actions:</p> <ul style="list-style-type: none"> a) SDP & SEF to be circulated b) FSM uptake info to be provided c) Target setting 		



<p>It was agreed that the minutes of 12.09.19 were an accurate record of proceedings and were signed and dated by the chair. Action: To be filed accordingly</p> <p>It was agreed that all items were either complete, in hand or on the current agenda. The following matters were raised:</p> <p>4.1 All Register of Interests documents have been received except for KS Action: KS to complete documentation and forward to the school</p> <p>7.1 The date of the Finance meeting is 31 October 2019. 9.1 The school's current Self Evaluation (SEF) has been circulated, along with the draft School Improvement Plan. 9.2 % update of school meals: Actual numbers were given as: September 20 days: 3530 October (to the 10th): 1674 Q: Can we have a break down year by year? Action: JD to provide this detail at next meeting</p> <p>9.3 The NGA code of conduct has been circulated. NS proposed that the GB adopt the code of conduct. All agreed.</p>	<p>JD</p> <p>KS</p> <p>JD</p>	
<p>8. To agree link governors</p> <p>NS proposed that the school moves forward with statutory links, and then review links again once governors are more experienced.</p> <p>MK offered to undertake the role of Safeguarding link governor.</p> <p>The clerk highlighted the requirement on governors, within Keeping Children Safe In Education, to take strategic leadership responsibility for the school's wider safeguarding arrangements (including Prevent duty). On this basis the clerk advised that the safeguarding governor should undertake appropriate training to enable them to undertake this role effectively and further advised governors that it is best practice for all governors to receive training regarding their collective responsibilities towards safeguarding. This is available to all via the NGA's online training portal. Action: MK to undertake safeguarding training.</p> <p>NS reminded all governors to be aware of their responsibilities to safeguarding NS proposed that health and safety is monitored through the resources committee and this was agreed. MS offered to undertake the role of SEN link governor.</p>	<p>MK</p>	
<p>9. To review and agree the GB and committee terms of reference</p>		



<p>Proposed Terms of Reference were circulated in advance of the meeting. Governors agreed to adopt the proposed GB Terms of Reference (TORs)</p> <p>Action: GB TORs to be updated with control dates</p> <p>Action: Committee TORs deferred to next FGB</p>		
<p>10. To agree the scheme of delegation</p> <p>The chair outlined the purpose of the Scheme of Delegation. A delegation proposal had been circulated by JD in advance.</p> <p>Page 4 was highlighted: It was queried that governors' allowances be approved by FGB, not by committee.</p> <p>Q: Can the GB delegate its powers? Yes – the scheme indicates where delegations should and should not be made.</p> <p>Q: Monitoring implementation of H&S policy – the form states delegation to Local Authority? It is the responsibility of governors to monitor school policies.</p> <p>Q: What is an extension activity? Extra-curricular activity</p> <p>Q: Setting times of school sessions, dates and school holidays? Setting of School sessions should be delegated to the GB</p> <p>Q: School profile should be delegated to the HT rather than to committee? Agreed</p> <p>Subject to the above changes the Scheme of Delegation was agreed and is to be updated</p> <p>Action: To be updated and presented at next FGB.</p>	JD	
<p>11. Head's report</p> <p>JD circulated the current FFT data.</p> <p>It was suggested that a training session for governors on understanding data is arranged.</p> <p>The current school context was given.</p> <p>Sexes are unbalanced in year 5 - 73 boys and 46 girls – this is proving a challenge. The school is working hard with this year group.</p> <p>Current pupil numbers are 819. All year groups have spaces apart from year 6.</p> <p>Attendance in the upper school is 97%.</p> <p>Q: What is the level of persistent absence? This is 10% and is mainly in Early years</p> <p>Q: How many absence penalties have been issued? 25 last year. None so far this year.</p> <p>The current SEN figures were given. There are 5 additional EHCP pupils this year. JD explained the difference between receiving SEN support and a child on the SEN register. The school historically attracts high needs students.</p>		



<p>The current staffing structure was given. The school has a large SLT. JD advised that she inherited the current structure, and it had been her requirement to additionally establish year leaders in 1 & 2 for career progression.</p> <p>Q: What % of SLT time is teaching and non-teaching? SLT teach for at least 3 days including PPA. 2 days are leadership days. There are 38 Teachers – 25 FTE and 5 Part time. Teacher pupil ratio is 1:22</p> <p>Q: How will you cope with year 5 if numbers go up? We understand the importance of focussing on year 5 and are providing additional support.</p> <p>Q: Are the teachers motivated given the current pressure? Yes</p> <p>Q: How many support staff for year 5? There are 4</p> <p>Q: Why have the meal numbers changed? This is only for 9 days, so the figure is less. Children can choose which days they have meals. Pupil Premium children are not taking up all available meals – the rate is 22/23 per day for PP. It was noted that the October figure for total meals taken was not correct.</p> <p>KS2 attainment data was considered. 75% of pupils are working at above expected standard. The school’s progress figure is above national average. Achievement and progress data is showing improvement over time.</p> <p>Q: Do pupils make similar progress or do certain groups make more or less progress? Data by groups were reviewed. SEN support x 17 pupils are a target group, as are ‘Any Other Ethnic’ groups x 12 children and Low Prior Attainers x 10 children. Governors observed it would be helpful to have further ethnicity breakdown.</p> <p>Targets were reviewed. JD advised that these are aspirational. 2020 targets are: Reading: 88% Writing: 90% Maths: 92% GPS: 92% RWM: 79%</p> <p>With regards to reading, pupils from families where English is not the first language are an area of focus. The school is trying to work more closely with families but are finding it difficult to engage.</p> <p>Q: Do you identify the ethnicity of these families? Yes.</p> <p>Q: How do you identify EAL? It is identified via pupil information documentation.</p> <p>Q: Do you analyse the data by separating children new to the school? Yes</p> <p>Q: What is GPS? Grammar, punctuation and spelling</p>		
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<p>The current SEF was reviewed and is based on the new Ofsted framework. The school is judging itself to be Good/Outstanding Pupil Outcomes: Outstanding Behaviour and attitudes: Outstanding Personal Development: Outstanding Leadership & Management: Good</p> <p>New Ofsted framework places focus on the curriculum Intent, Implementation and Impact.</p> <p>The agenda moved to item 15</p>		
<p>12. Financial reporting</p> <p>Copies of the school's current accounts were circulated in advance. Governors' attention was drawn to staffing costs and in particular teaching staff, which is over budget.</p> <p>Q: Why is this? Not sure. The school budgeted for low cost teaching staff and after making appointments, costs are now over budget. JN explained that the Teaching Assistant costs are also over budget.</p> <p>Q: When was the current budget set? April – early May?</p> <p>Q: Would you not have known by this time who was leaving? It was observed that the teaching assistant overspend is more than the cost of the 3 teaching assistants that the school has employed, and governors queried why this cost is so high. JN to investigate.</p> <p>Action: JN to bring this detail back to next meeting</p> <p>Q: Does the school receive any exceptional needs funding? 20-25 hours funding per child does not covered the full cost.</p> <p>Q: What % of the budget is spent on staff? 84%</p> <p>It was explained that staff were re-hired to meet EHCP needs. It was also explained that the staff budget was 78.5% of the whole budget before JD left the school, and that during the time that she was absent staffing costs increased to 84%.</p> <p>Q: Did governors ratify the current staffing costs? Yes</p> <p>At this point there was much discussion over when this decision was made and recorded.</p> <p>Action: JD to investigate GB minutes and provide clarity at the next meeting</p> <p>Q: If you had needed to pay staff at a higher rate, would you not have employed those staff by the time the budget was set? JN was unsure.</p> <p>Q: How much was the staffing budget over spent by? Almost £50k.</p> <p>Q: What is the school's strategy to balance the budget? JN was unsure.</p> <p>Governors were advised that overspend was agreed by the previous GB. It was also advised that the budget was agreed after much negotiation by the previous Pay committee.</p>	<p>JN</p> <p>JD</p>	



<p>NS explained that the school’s money must be well spent. MR explained that she was advised by the external support that she was receiving in her role as acting headteacher at the time, that the budget should be adopted.</p> <p>Q: Where was this decision-making documented? The school do not believe that minutes for these discussions were ever produced. It was further advised that the school were in a position where they had no clerking in place, so it is the case that minutes were not produced.</p> <p>Q: Can we go back and revisit this decision and get things documented? It was observed that governors must ensure that correct procedure is followed.</p> <p>[REDACTED]</p> <p>Q: Has an internal audit been completed? The school advise that internal auditing is done. The school believe that supporting minutes are not available.</p> <p>Q: How was the budget being previously monitored by governors? JN advised that she was asked to present reports to finance committee meetings.</p> <p>Q: When was the budget ratified by the full governing body? It is believed that this did not happen. A meeting was set for May, but it is not clear what was discussed and approved or whether the meeting was quorate.</p> <p>Action: JD to oversee a further Internal audit to investigate and report back to governors at next meeting</p> <p>Action: JD to provide a strategy for balancing the budget Thanks were extended to JN for her input.</p> <p>19.07: JN left.</p> <p>Governors were asked if they were happy for visitors to stay for the election process. Governors agreed.</p> <p>The agenda moved to item 5</p>	<p>JD</p> <p>JD</p>	
<p>13. Safeguarding</p> <p>There is nothing new to report – the most recent information was presented at last FGB in the head’s report. It was suggested that safeguarding is a standing item on the HT report. All agreed.</p> <p>Action: HT to update reports moving forward.</p>	<p>JD</p>	
<p>14. Policies for review</p>		



<ul style="list-style-type: none"> • Governor code of conduct (NGA model) (action from 12.09.19) <p>Governors agreed to adopt – see matters arising</p> <p>The chair drew governors’ attention to the policy schedule. This is currently under review as there are some policies that are outdated. The school is working through these and they will come to governors as soon as they are ready for review.</p> <ul style="list-style-type: none"> • Pay Policy <p>The chair gave a brief overview of pay scales. Governors debated the performance management process. JD explained that all pay scale movements are linked to performance. JD explained lead practitioner roles.</p> <p>Q: TLRs – are you happy with the current level or are they being reviewed? These will be reviewed</p> <p>Q: How are higher level TAs assessed? There is a rigorous assessment process. JD would like to introduce graduate TAs. JD feels that children with special needs should have high quality teaching.</p> <p>Governors’ attention was drawn to the cost of living uplift. Governors debated what their approach would be.</p> <p>Q: What happens if a teacher is not working at the minimum standards? This would be addressed through capability</p> <p>JD advised that it is the local authority’s recommendation that all staff receive a cost of living uplift, regardless of pay progression outcome. A governor questioned why the uplift approach in the policy would remain undefined. The chair observed that if it is the Borough’s approach.</p> <p>The chair suggested consulting with other local heads regarding approach to cost of living uplift.</p> <p>FGB agreed to ratify the policy and also agreed that the cost of living uplift be applied to all staff regardless of pay progression outcome.</p> <ul style="list-style-type: none"> • Appraisal Procedure <p>Q: How well would the appraisal policy work in practice – how willing are line managers to have difficult conversations? Some are willing to, others are less so. Line managers have received training on how to have difficult conversations.</p> <p>Governors ratified the appraisal procedure.</p>		
<p>15. AOB</p> <p>School signage: JD proposed a new logo as the current logo is felt by children to depict an axe instead of a flag.</p>		



<p>The chair observed that it may be better to produce a badge rather than items with logos. The chair suggested consultation with parents and other stakeholders. It was agreed that this should take place Action: HT to arrange consultation and report back to next FGB</p> <p>GA-A left at 20.49</p> <p>The agenda moved to item 13</p> <p>Governor vacancy: It was noted that there is 1 co-opted governor vacancy. Governors considered whether there was potential to appoint an existing associate member into a co-opted vacancy. Action: Chair to provide update at next FGB</p> <p>LA audit compliance: The school is handling the audit process.</p> <p>It was agreed to update parents on changes within the GB. Action: JD to update parents</p>	<p>JD</p> <p>NS</p> <p>JD</p>	
<p>Date of next FGB meeting:</p> <p>31 October: Finance Next FGB: To be set.</p>		

The meeting closed at 21.35