



Bowhill Primary School

The First Extraordinary Meeting of the Full Governing Board

Minutes

Date of meeting	27 th September 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks (Head teacher)	CB	STH	Caroline Havard (Chair of T&L)	CH	PAR
Time of meeting	6:00 p.m.		Nikki Denison (Chair of Pay)	ND	COO	Reg Edwardson	RE	COO
			Karen Cronin	KC	COO	Rod Ruffle (Chair of Resources)	RR	COO
			Stephen Cousley (Deputy Chair)	SC	COO	Emma Walker-Brown (Deputy Chair of Resources)	EW	PAR
			Ruth O'Neale (Chair)	RO	PAR	Debra Ward	DWd	STF
			Lizzie Clough	LC	PAR			
Room	Year 6/2							
			Joanne Radford	JR	COO	Mark Burnard (Deputy Head teacher)	MB	COO
		Apologies				Matthew Giles (Deputy Chair of T&L)	MG	PAR
		In Attendance	Li Wang	LW	Clerk to Governors			
Minutes to	Attendees/ Apologies/ School Website							

Agenda Number	Details of Discussion	Actions
	<p>Fire Alarm</p> <p>There was no fire test today. Fire exits were outlined by RO. If the alarm were to sound then everyone should make their way quickly and safely to the playground.</p>	
1	<p>1.1 Welcome & Apologies</p> <p>RO welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned. RO noted governors were appreciative of all the effort RE has put in over the years as previous Chair of Governors and all thanked him for this.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflicts of interest which become apparent during the meeting. None declared.</p>	
2	<p>Approval of Minutes from the Full Governing Board Meeting held on Tuesday 6th September 2016</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>The draft Minutes were amended based on KC's suggestions.</p> <p>Minutes were approved as an accurate record of the meeting and signed by RO.</p>	

<p>3</p>	<p>To discuss matters arising from the minutes RO went through the last meeting's Minutes and confirmed: The following actions were taken:</p> <ul style="list-style-type: none"> ➤ Admissions Policy was reviewed by RO and was ready to be published; ➤ Clerk contacted SGOSS about recruiting three Co-Opted governors and SGOSS would like to continue their service for free; ➤ Preparation for the HT appraisal meeting on 13th October 2016 had been completed; ➤ Governors' DBS re-check was being undertaken and five Governors had received emails in relation to submitting relevant documents; ➤ Aims & Values were published on the school's website; ➤ SC had liaised with the prospective governor who agreed to stand as a Co-Opted Governor; further discussion about the work will take place next week; ➤ SC contacted George Littlejohn about becoming an Associate Governor. Dr Littlejohn might be available after Christmas for this position. <p>Actions to be taken:</p> <ul style="list-style-type: none"> ➤ CB is to advertise the positions of parent governors through Newsletters; ➤ SC will keep in touch with George Littlejohn and await his decision; RO is to liaise with another prospective Co-Opted Governor suggested by KC. <p>Approval of reviewed policies:</p> <p>1) Grievance Policy and Procedure 2016 (must be approved by the FGB) (<i>delegated to ND</i>) 2) Pay Policy 2016 (must be approved by the FGB) (<i>delegated to CH</i>) 2) Admissions Policy 2017-2018 (<i>delegated to RO</i>) 4) Freedom of Information Policy 2016 (<i>delegated to RO</i>)</p> <p><u>Governors were content with the amendments to the four policies above and agreed to adopt them.</u> <u>Action: The Clerk will send the school's Admissions Policy to Adam who will publish it on the school website under the link of 'Applying for A School Place'. The updated Freedom of Information Policy will replace the old version on the school's policy page.</u></p>	<p>SC 12/16 KC 11/16 Clerk 09/16</p>
<p>4</p>	<p>Questions to the Head teacher KC raised three questions about SEF under leadership and management and CB answered them prior to the meeting by email:</p> <p>1. If finances permit, how would you look to expand middle/senior management further to improve accelerated progress and maximise student improvement?</p> <p>CB: Expand/strengthen middle leadership over time, e.g. when the current SENCO retires, (which they have discussed as being during or at the end of this academic year) making the post a full time one. This will give additional capacity for the SENCO to support teachers (advice and training), but will also allow the new SENCO to be more directly involved in behaviour management (for isolated cases of challenging pupils), and to cover classes in case of teacher absence - currently covered by supply if MB or CB are not available.</p> <p>2. What steps are being taken further to improve the consistency of teaching across all classes this year? Have the weak spots in all year groups now been successfully addressed?</p> <p>CB: New staff have been quickly assimilated into teams and phase leaders are ensuring that PPA time is spent in joint planning and agreed teaching sequences.</p> <p>3. The IDACI index shows Bowhill in the top 27% most deprived area of the country. How can governors contribute to staff having high expectations of pupil achievement given the disadvantage level of some learners? Is there more that can be done to help parents who themselves have a low level of education?</p> <p>CB: With core values now being honed down to 4 words, CB hopes that aspiration become part of a key vocabulary. As an example of this, they had 2 day visits from Christian Howell last week - an ex Bowhill pupil who now works in the zoological field. If governors are aware of anyone who is particularly successful in a field which would interest children, (particularly ex-pupils in order that current ones can relate to</p>	

	<p>them) do let the school know as the school would like to invite in a series of people.</p> <p>Parent -wise, CB is optimistic that their new PSA will be able to provide encouragement, support and training - their last Solihull parenting course resulted in several parents going on to take additional training.</p> <p>Action: The Clerk will circulate the questions and answers to all Governors.</p>	<p>Clerk 30/09/16</p>
5	<p>Approval of SMIP and SEF</p> <p>Governors approved the updated SMIP and SEF.</p> <p>Actions: Governors are welcome to submit their enquires or questions regarding SMIP and SEF to the Chairs' Committee which will go through those two documents thoroughly with CB to finalise them before the next FGB meeting.</p> <p>Governors were content with the submission related to Excellence for All.</p>	<p>Chairs' Committee 11/16</p>
6	<p>Review Governors Visit Policy</p> <p>Governors Visit Policy was reviewed by RO and the revised version was circulated prior to the meeting.</p> <p>Governors were happy with the amendments and agreed to adopt the policy.</p>	
7	<p>Approval of Terms of Reference</p> <p>All revised Terms of Reference were circulated for Governors' consideration prior to the meeting.</p> <p>RO propose and Governors agreed to adopt the following six Terms of Reference:</p> <ol style="list-style-type: none"> 1) Terms of Reference for Chairs' Committee 2) Terms of Reference for Teaching and Learning Committee 3) Terms of Reference for Resources Committee 4) Terms of Reference for Pay Committee 5) Terms of Reference for the First/Hearings Committees 6) Terms of Reference for the Second/Appeals Committees <p>Action: RO & SC will review Terms of Reference for the FGB and bring the revision to the next FGB meeting.</p>	<p>RO & CH 11/16</p>
8	<p>Request for Leave</p> <p>This item goes to Part II Minutes.</p>	
9	<p>Monitor progress of the School Improvement Plan focusing on the three core functions and agree a programme of governor visits linked to the plan</p> <p>Governors discussed how Governors' visits could contribute to monitoring the progress of the School Improvement Plan.</p> <p>RO suggested setting Governors Open Days or governors' involvement in Pupil Premium Days.</p> <p>KC asked how the open days such as Pupil Premium Day could monitor the data of the improvements.</p> <p>CB explained that the meetings/events include the following components which provide the chance for moderation:</p> <ul style="list-style-type: none"> ➤ Governors will observe the demonstration and have conversations with parents to collect the first-hand evidence; ➤ Teachers will provide data related to Pupil Premium; ➤ Parents will be informed of the actions which were taken; ➤ Pupil Premium Governors could be monitored as well for the parents to gain an impression of how the school is run. <p>The first Pupil Premium Day will take place on Wednesday 9th November 2016.</p> <p>PPA of the key stage will be held on Wednesday afternoon 9th November 2016.</p> <p>Action: RO will circulate some draft templates for monitoring the effectiveness of school improvement plan and bring it to the next FGB meeting.</p>	<p>RO 09/16</p>

10	<p>Safeguarding</p> <p>CB confirmed that:</p> <ul style="list-style-type: none"> ➤ Safeguarding update will be available on Friday (30th September 2016). ➤ CB & JR went through Safeguarding Policy. <p><u>Action: DW will amend the Anti-Bullying Policy which had previously been revised by JR. The Clerk will circulate the newly amended version to Governors.</u></p> <p><u>Action: CB & JR will review SEN Policy 2016-2017 (Jackie Nicolle reviewed this policy annually) and bring it back to the next FGB meeting.</u></p>	<p>DW/Clerk</p> <p>09/16</p> <p>CB& JR</p> <p>11/16</p>
11	<p>Children in Care</p> <p>One child in Reception Stage is in care.</p> <p>Kate Williams (Parent Support Adviser) is leaving next week. The newly appointed adviser, who has 8 years of relevant work experience, will start working on 3rd November 2016, who will meet with Kate on Friday for handover.</p>	
12	<p>Review of the Annual Cycle (Governors Calendar) (Chairs Committee agreed not to publish the Annual Cycle on the school website)</p> <p>Governors agreed to delegate the Annual Cycle to the Clerk who is responsible to update it accordingly.</p> <p><u>Action: The Clerk will revise the Annual Cycle by replacing APMC with Chairs' Committee. The agenda items of the meeting will be kept intact.</u></p> <p>Governors agreed that the Clerk has the required access privileges to update website policies and minutes. Adam is responsible for other changes to the website.</p>	
13	<p>Conversion / Academisation Update</p> <p>CB, RE & EW briefed Governors on the updates about Academisation process:</p> <ul style="list-style-type: none"> ➤ A new 'Academy Trust' would be established with a small number of Members who have a substantial interest in and knowledge of the school and its local community. The MAT lacked of Members. There are three people set for this position. DfE is happy with three to five Members; ➤ The Head teachers are meeting on Wednesday (28th September 2016); There will a special meeting in 2-3 weeks; ➤ RE informed Governors that there might be 65% chance for the school to keep the Bowhill House which currently under discussion with DCC regarding ownership; <p>Governors would like to know more about the details of the conversion process in order to understand better and make appropriate decisions.</p> <p><u>Action: Governors were encouraged to ask any questions related to legal issues by emailing CB & RE.</u></p> <p>CH noted that at the Chairs Committee governors had agreed to ask EW to raise a query regarding liabilities at the next MAT meeting.</p> <p>CH asked if the school will still subscribe to training service from Babcock.</p> <p>CB confirmed that the school will continue buying some service from DCC, including training courses.</p> <p>EW&RO will attend the training of Effective Governance in a Multi-Academy Trust on 10th November 2016.</p>	<p>ALL 11/16</p>
14	<p>Review Code of Conduct for School Employees</p> <p>Governors agreed to adopt Conduct for School Employees.</p>	
15	<p>Review of Governor Impact</p> <p>RO will finalise the Impact Statement by illustrating some cases which can demonstrate what Governors</p>	

