

**MINUTES OF THE MEETING OF THE
DOWNSSELL PRIMARY SCHOOL GOVERNING BODY
HELD ON MONDAY 21 MARCH 2016 AT 17:00
AT THE SCHOOL**

Present: Co-opted Governors

David Pyall
Julie French (Staff)
Augustina Nyamaah

Local Authority Governor

Naheed Asghar

Parent Governors

Shayeed Butt – Chair of Governors
Kristina Barkute-Chakhnashvli
Nazakat Ali (From 5.15)

Staff Governor

Karen Britton
Leonie Daly – Acting Head of School

Clerk to the Governors: Donna Miller

Also present: Jill Augustin – Executive Headteacher
Claretta Jean – Deputy Head of School

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 SB welcomed all governors present to the meeting; apologies for absence were received and accepted from Mr De Silva.
- 1.2 There were no apologies for absence not accepted.
- 1.3 The Clerk confirmed the meeting was quorate with eight (nine from 17:15) governors present.

2. DECLARATIONS OF INTEREST

- 2.1 Governors noted the standing declaration of KB as the treasurer of PODS.
- 2.2 There were no other declarations of interest pertaining to this meeting's agenda.

3. MINUTES OF MEETINGS

- 3.1 Governors received the minutes of the governing body meetings held on 11 January 2016 and 22 February 2016 and agreed these to be an accurate record of the meeting. Mr Butt signed a copy of these minutes and they were retained by the school.
- 3.2 Matters arising from the meeting held on 11 January 2016
 - Minute 4.2: SBM to secure funding for Chairs' mentoring – this had been secured as agreed.
 - Minute 4.4: Chair Support – Support had been sourced from Handsworth Primary School.
 - Minute 4.5: Vice-Chair Election – this had been postponed pending discussion on the Strategic Review.

Minute 5.2: School Website – Requirement list had been issued by the Clerk, Mr Pyall completed a spot check with all requirements being met. The recommendation was to revisit the format of the website to enable a clearer view of information.

Minute 6.5: Headteacher recruitment – a Headteacher had now been recruited taking up their post in September 2016; reference GB minutes of 11 January 2016.

Minute 9.1: Committee Membership – the Clerk had duly updated the membership as agreed.

Minute 9.3.3: Capability Policy – Ms Daly had shared this document as agreed.

Minute 9.4: School Standards – This was scheduled for School Development Committee.

NA arrived at 17:15

4.3 **Committee meeting minutes**

4.3.1 Finance, Pay and Personnel Committee – 8 February 2016

4.3.2 Matters arising for GB consideration

The Clerk informed governors that there was a need to agree the variances recommended by Finance Committee as these exceeded the financial authority of the committee; governors held a vote and unanimously agreed to ratify the variances of £40,445 as agreed by the Finance Committee.

4.3.2 School Development Committee – 22 February 2016

The minutes were received.

5. **HEADTEACHER'S REPORT**

Governors thanked LD & JA for the report issued for this meeting. Governors duly noted the typing error in the report where an incorrect reference was made, and having noted the amendment thanked LD & JA for the informative report.

Governors reviewed free school meal information and confirmed with the leadership team that the school was continually trying to engage parental update of free school meals.

Q - RE Sports funding, what is being done to support the higher achievers in sports within the school.

A - It was agreed that this be looked into and detailed in the next report to the governing body.

Action: Headteacher's report item

Members reviewed the absence figures detailed within the report, JA highlighted that this information contained figures related to long term sickness absence. The school was continually implementing sickness absence procedures with referrals being made to occupational health as necessary; there were no adjustment requirements being highlighted in the reports issued back to school. The impact that absence had on the quality of teaching and learning was acknowledged.

Governors reviewed pupil absence and noted unauthorised absence year to date was 1.4% (unauthorised) in the school and asked what was being done to address this. KB informed members that the school was working with external partners and parents to address persistent absenteeism in the school. KB highlighted the schools procedures and detailed the content of monthly reports being issued to the leadership team confirming that these including details on what interventions were being implemented for each pupil being reported.

Governors highlighted that the school's overall attendance was a cause for concern and a key part of the school's action plan. JA noted that feedback received from the schools' advisor acknowledged that the school was doing everything possible to track and support persistent absenteeism within the school.

Q – How are those teachers on support plans progressing?

A – Support plans were in place with mentors being identified and in place providing support. The school was thematic in approach to managing expectations and progress being made; weekly checks were completed to ensure rigorous application of the support plan.

Governors discussed the extension of the support plans where progress is not being made and it was acknowledged that should progress not be sufficient that capability procures would be applied; to date this had not happened.

6. ANNUAL GOVERNANCE/FINANCE BUSINESS PLAN

6.1 MK informed governors that the plan highlighted what was statutory and good practice for review of governors. There was a need to ensure that the plans were applied and enforced within the school.

Governors noted receipt of this document and agreed to update the existing document given this was a clearer more precise document.

7. POST OFSTED ACTION PLAN

JA noted that this document had been distributed at the beginning of February 2016 and that following the review in the school a revised version would be issued to all governors in summer 2016.

JA informed governors that she had not received any comments, queries or input from governors and therefore governors agreed this document.

8. SCHOOL DEVELOPMENT PLAN

Governors reviewed Performance Management information issued within this plan and asked what plans were in place to enable a progressed picture to be issued in June. JA advised that the support plans were in place as discussed in the Headteacher's report to governors.

With no other questions, comments or input governors agreed to the school development plan.

9. SCHOOL POLICIES

9.1 Link Governor Visit Protocol and visit pro forma

Governors noted that these documents had been received and agreed to adopt these.

No link governor visits had taken place this term to date and therefore there were no reports to consider.

9.2 Induction Policies – Mentors for new governors

Governors noted receipt of these documents and agreed to adopt these as issued.

10. SCHOOL WEBSITE

10.1 SLA

MK noted that the school had a contract in place with the existing website provider, there were nine months left on the existing contract and therefore given the operability of the existing web site a meeting was pending a review of the style/ layout of the website to ensure the site was user friendly. Governors challenged the

website renewal given it was a 12 month contract and it was known not be user friendly. It was noted that the website was live with no access issues being known, but there was an agreed need to review the content/style.

- 10.2 Proposed website structure (raising the profile of governance)
Governors noted receipt of the proposed layout and agreed to await the outcome of the meeting with the contract holder.

11. SEA NOTES OF VISIT

Governors noted receipt of these and had no questions for the leadership team.

12. STATEMENT OF INTERNAL CONTROL INCLUDING ASSET REGISTER

MK detailed that the Statement of Internal control was issued to governors and three key areas had been identified for improvement:

The Scheme of Delegation, this had been reviewed and was now compliant with requirements.

Inventory Management system the school had been using a spread sheet for this purpose and therefore there was a request that the school purchase some software to support inventory management. The school had been obtaining quotes for this software and would consider this when considering the school's annual budget in the summer term.

The school's 'charge card' was highlighted in the recent school's 'themed audit' (conducted by the LA Audit team); there was a recommendation that the way the charge card was being used in school was changed.

Governors asked what the concerns regarding the charge card were. MK detailed that the charge card was being used before the order was placed and therefore this needed to be changed. MK detailed to governors that the school was anticipating a new card being issued.

Q – The document states regularly, what is deemed to be regularly?

A – Monthly, as per statement issue.

Governors held a vote and agreed unanimously agreed to adopt the Statement of Internal Control as issued for this meeting.

13. SFVS (SCHOOL FINANCIAL VALUE STANDARD)

- 13.1 MK reminded governors of the requirement to review and return these documents to the LA by 31 March 2016. Governors reviewed the 25 areas within the SFVS and the assurances detailed within the document.

- 13.2 Governors noted the document stated that all Staff were aware of Whistle Blowing Policy and that this was displayed in key areas, and asked if any member of the GB had checked that these are on display in those key areas listed and that the contact information is accurate?

Action: JF to review and inform the Head of School of outcomes immediately

- 13.3 Governors held a vote and unanimously agreed to agree the SFVS document as issued for MK to issue to the LA before the deadline.

Action: MK to issue to the LA

14. APPROVE AUDITED ACCOUNTS OF SCHOOL FUNDS

- 14.1 MK informed governors that the school funds were usually audited at the end of the financial year; there was a recommendation to defer this item to the next meeting to enable the financial year to end before the audit is commenced.

Action: Deferred Agenda item

15. STRATEGIC REVIEW REPORT

Confidential minutes were taken.

16. DATES OF FUTURE MEETINGS

Summer Term 2016		
Tuesday 10 May	Special Finance / Pay & Personnel Committee	4pm
Tuesday 10 May	Special Governing Board	5pm
Monday 6 June	School Development Committee	5pm
Monday 11 July	Finance / Pay & Personnel Committee	4pm
Monday 11 July	Governing Board	5pm

17. CONFIDENTIAL ITEMS

There was no other business.

Governors were thanked for their contribution to the meeting.

The meeting closed at 18:15

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
