

Beaver Road Primary School

Full Governing Body Meeting

Date of meeting: Monday 17th September 2018

Quorum: 5 (met at this meeting)

Chair: Lynne Allan

Clerk: Jenny Adie

Venue: Beaver Road Primary School

pages: 6

signed: _____ **date** _____

1. Present

Name	Governor type	End of Term of Office	Present (P) apols (Ap) absent (o) 17/9
Lynne Allan	Co-opted Governor	25/2/22	P
Chris Atkinson	LA Governor	25/2/22	Ap
Pauline Black	Co-opted Governor	11/9/20	Ap
Louise Garvey	Co-opted Governor (Staff)	25/2/22	P
Sian Hanison	Parent Governor	18/12/20	P
Liz Hardy	Head of First School	ex officio	P
Patricia Holmes	Co-opted Governor	25/2/22	P
Siobhan Holmes	Co-opted Governor (Staff)	29/11/20	resigned
Sarah Turner	Co-opted Governor	29/1/22	P
Wendy Whitehead	Co-opted Governor	14/5/21	o

In Attendance

Name	Role
David How	Headteacher
Tina Smith	School Finance Manager
Jenny Adie	Clerk

Apologies

Apologies received from: Chris Atkinson, Pauline Black, Paul Barker-Mathews
Apologies formally accepted.

School Council presentation

School Council members were elected this week; they could present mid-year on what they have been doing and intend to achieve this year.

2. Pecuniary Interests

2.1 2018/19 Pecuniary Interests Register

The Pecuniary Interests Register was circulated for Governors present to complete and sign.

ACTION	Clerk	To put completion of the Pecuniary Interests Register on to the next agenda.
ACTION	Clerk	To send the Register to date to Tina, for the website.

2.2 Declaration of any Pecuniary Interests in the items on this agenda

No Pecuniary Interests declared.

AGM items**3. Election of the Chair and Deputy for the 2018/19 school year**

No advance nominations received.

Lynne Allan volunteered to stand again as Chair, and left the meeting while a vote was taken.

There were no volunteers for Deputy Chair. LA has approached a Governor for interest. This will come back to the next meeting.

Lynne Allan was unanimously re-elected as Chair.

ACTION	Clerk	To put election of the Deputy Chair on to the next agenda.
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4. Local Governing Body documents for formal approval**4.1 Terms of Reference**

Sent out with papers.

Governors agreed to adopt the Terms of Reference.

4.2 Code of Conduct

NGA Code of Conduct sent out with papers.

Governors agreed to adopt the Code of Conduct.

Ordinary Business**5. Minutes of the Local Governing Body Meeting on 9th July**

Minutes agreed and signed as a correct record.

The minutes of the meetings in March and May listed Governor terms of office that had not been fully amended following reconstitution in January and February. The Clerk had corrected the terms of office and the Chair signed the corrected front pages of the two sets of minutes.

6. Matters arising from the minutes

Item 1, Governor Attendance: PBM has emailed Wendy Whitehead again about her interest in continuing as a Governor, after not attending any meetings last year, but has received no reply. WW was Safeguarding Governor and has useful skills, but these are not available to the Governing Body if a Governor does not attend, and this situation has continued for a year.

Governors agreed that Wendy Whitehead should not continue to be a Co-opted Governor.

ACTION	Clerk	To email Wendy Whitehead to thank her and to inform her that the Governors will make a new appointment.
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Item 5.5, Didsbury Civic Society reporting on the new building:**Q. Is there any update on Civic Society's actions?**

They have got back to DH, they did not apologise but said they would check content in future.

Item 5.1, 21 May minutes, Governor training on data: This was deferred. DH has asked Joan from MTSA about someone to lead data training for Governors, and will ask again at the MTSA meeting this Thursday.

Item 6, Headteacher's report, Staffing update: School is fully staffed now. Numbers of Staff are going on maternity leave or returning. They had one late resignation so the post is being covered temporarily until January and they are advertising now for the permanent post from January. DH told Governors that they need a Mathematician and hope to get one.

Q. About numbers in Reception?

There is no final figure yet. It was 132, then down to 124, then there were another 12 children on the list for September but they have not all started. Numbers are now at 130. Some children are coming from further away this year, as there are places. As at Thursday last week, there were several in-year vacancies further up the school, including 5 vacancies in Year 6, and 6 in Year 5; they have taken children from the waiting list to fill from Year 1 to Year 4.

There are presently approximately 26 children in each Reception class. The School will get funding for 150 for this year but need the children to stay on to Year 1 to get full funding.

Reception class numbers are down across South Manchester this year. probably partly due to Brexit. The Team is working very well.

The Nursery was full, some children have pulled out but they have a waiting list, the Nursery will be full. The Team and parents say that home visits have made a great difference to how the children have settled.

There was discussion of parents wanting to keep Nursery children out of School on some days, maybe Fridays. Nursery is not statutory, but if the School takes the funding for the child, the School is then accountable for the spending and attendance. If the parents are paying for it, they can choose for the child not to attend, but not if the School is taking funding. Children can have some time out during their first term, for transition, but not after that. Parent Governors said there is no information online to find out the situation. Children are using the 30 hours but the situation about taking a child out sometimes is unclear. LH has said to parents that they are happy to be flexible until January, or the child can have a part-time 2.5 day place all year. They now have a statement in writing and will make it clear to parents in future.

Q. Can wraparound care be included in the 30 hours?

Yes. This is important for parents, as they can make-up 30 hours from Nursery and wraparound care without coming to School full-time. However, the School is not a full-time childcare provider, but is a school, so is differently accountable.

Item 6, Complaint: Lynne Allan has dealt with this, she sent replies before the end of term and said there would not be contact through the holidays. One parent sent an unpleasant response, to which LA did not reply. Another parent contacted LA again on the first day of this term.

Also dealt with under Item 9, below.

(LH left, 19.20)

7. Headteacher's Report

Sent out with papers.

DH wanted to help to set a strategic vision for the coming year, and has worked with Browne Jacobson about setting-up proper governance.

DH is Head of School for Primary, Years 4, 5 and 6; LH is Head of School for the First School, Nursery, Reception and Years 1 to 3.

They took possession of the new building today. Snagging is taking place this week. The new Property Manager is going over the building, and Staff are having training on how the building works.

Q. Is there a formal opening?

No, the children will decide, when they are in. There will probably be an Opening Day; this is the first job for the School Council.

Year 6 will transfer on the Tuesday of the week beginning 8th October. The children will visit with their Teachers during the weeks before. Year 5 and Year 4 will follow Year 6. Information on the early morning transfer system for parents with children at both sites is being sent out to parents. They have done work on the safest walking journey, use of bikes and scooters, etc. School is part of

Living Streets, and is using some of their materials.

Q. About movement between sites? Will there be drop-off and pick-up at Breakfast Club, but not between? If parents picked-up their children in between the sites there would be a safeguarding issue.

There will be no pick-up in between, it will have to be at either site.

Some parents have already started arrangements for informal walking buses. Ruth Pearson will support them with information and equipment.

Nursery and Juniors finish at the same time, School will hold children if needed.

Transfer is only for parents with children at both sites, though School will consider requests on an individual basis.

Q. Will transfer be only one way, from the old building to the Juniors? Or both ways?

One way only, Years 4, 5 and 6 to the new building.

School is making arrangements with The Didsbury pub to use their car park for drop-off at the new building. The bus stop has been moved. There will be flashing lights for the start and end of School. They have done as much as possible in advance but cannot know how it will work until it is being used.

Ofsted are under pressure, they have been criticised for not inspecting Outstanding schools. Beaver Road meets several criteria for Inspection: an Outstanding school, part of a multi-academy Trust, which has had significant organisational change. DH thinks they can expect Ofsted in the spring term.

Governance

The advice from Browne Jacobson is go back to base, call a constitutional convention, go through the formalities of setting-up a Trust. The Members meet and appoint the Trust Board, the Trust Board then appoints the Local Governors.

Members are David Allan, Gunjit Bandesha, Lucy Powell, Paul Barker-Mathews as Chair of the Trust Board; 4 Members, there is room for a fifth.

Current Members need to resign.

Q. Have the new Members signed the M+AA?

Browne Jacobson are saying to hold the meeting and Members will sign the M+AA at the meeting. Tina suggested that there could be 2 meetings, one for Members then one for Trust Directors, possibly directly after the members' meeting.

The current and new Members need to meet to do handover with resignations from retiring Members and signatures from new Members.

The current Members and Trustees can decide whether to remain as a Trustee/Director, or to be on the Local Governing Body. A Governor should not be on both the Trustee Board and the LGB.

Q. Have any of the new proposed Trustees been approached?

Not yet.

Members have to appoint one Trustee - this will be Paul Barker-Mathews, the Chair of the Trust Board.

Chris Atkinson has not yet made a decision about being a Trustee or a Local Governor. May be on Trust Board, As he is Chair of the Finance Committee, he may be on the Trust Board. Patricia Holmes will go on to the Board that CA does not join.

DH will arrange the Members' meeting, for present and future Members, to organise at this level. Possible dates from the week of 8th October, on Fridays, as Lucy Powell is available on Fridays. Preferred date Friday 12th, probably 5pm, in the new building.

Then a Trustees' meeting, and recruitment of Governors for the LGB.

ACTION	David How	To email current and future Members with meeting dates; To set the Members' Meeting.
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DH handed out 'Teaching and Learning, School year 2018-2019'. He told Governors that all Staff have read it, all Governors need to know what it says.

Folders of **School Performance Data** over the last 3 years was also handed out. It is updated annually with the most recent year's data.

Governors should read the documents. DH advised starting with the QA Visit Reports then moving

on to the data.

ACTION	All Governors	To read the information handed out.
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Q. When Ofsted come in, will they speak to Members, Trustees and Governors?

They do not have much time; they will want to see representatives of the Governors, but which Governors they talk to depends on who can come in at one day's notice.

8. School Development Plan

9. Communication with Parents

Lynne Allan answered parents' comments on the decision on Teachers for Year 6 classes, saying that this was an operational decision. She received a response from one parent at the beginning of this term asking for action on lack of transparency and failure to communicate with, explain to and involve parents. The response said that communication with parents is often last-minute, not allowing for consultation, and asked Governors to prioritise communication with parents. There were also comments about too many means of communication.

LA replied to apologise if the parent thought she was not explaining properly, there was no intention to be patronising, she takes her position seriously and does question decisions. She said that communication was on the agenda for this meeting tonight.

A Parent Forum with representatives for Year Groups was suggested; School has a School Council, they could have suggestions for communication between parents and Governors.

A Parent Governor commented that parents not in education have to get their information from the School; for example the Nursery situation could have been helped by more information.

This issue of continuing with the same Teacher was not something affecting only this class, or this Year Group; it is not only happening to this group of parents. The comments about communication and 'too much communication' are probably really all about this one decision that these few parents do not like.

Is there a way to channel the social media usefully? Governors thought not; some people make a choice to use social media to say things without responsibility. The School just has to continue sending out positive information.

Reservations were expressed about a Parent Forum, it would be one parent speaking for 150 and would not be representative.

A Parent Voice survey was suggested. There was one last term, School is presently collating the results. A focussed survey on transition was suggested.

LA had researched Parent Voice in schools. There can be 'we asked you'/'you told us' information on the website.

Tina told Governors that when the current Parent Survey information has been collated, it will go on to the website.

DH attends parent coffee mornings, and discusses ideas.

The complaint is closed, the allocation of Teachers to classes was a decision for the Headteacher. The School will be monitoring the situation carefully.

Governors agreed that information about the survey, and that results will be on the website, also coffee mornings, will be sent to all parents; the parents complaining can be directed to this information.

ACTION	Lynne Allan	To to reply to complaining parents saying that information will go out, and the School will continue to use all means of communication.
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10. Governance

10.1 Setting-up the M20 Learning Trust

Dealt with above under Item 7, Headteacher's Report, Governance.

10.2 Co-opted Governor vacancy

Dealt with above under Item 7, Headteacher's Report, Governance.

10.3 Parent Governor election

Local Governor recruitment: It was suggested that the Governors/School send out a letter asking for parents with particular interests that will be wanted on the LGB - Safeguarding; accounting/finance; Premises, Health and Safety; Children's Mental Health; Legal.

ACTION	Tina Smith	To write a letter to parents asking for elected and Co-opted candidates with the skills above.
ACTION	David How Liz Hardy	To organise a Parent Governor election.

10.4 Safeguarding Governor

Dealt with above under Item 7, Headteacher's Report, Governance.

11. Any Other Business**11.1 Special Needs Policy**

This is an LA Model Policy, updated yearly, there is nothing new.

Q. Does it need updating as the School is now an Academy?

No, it was first agreed in 2016. Staff roles are used in the Policy, not names.

Governors agreed to ratify the Special Needs Policy.

11.2 Safeguarding Policy**Model Policy**

This is an LA Model Policy, there is nothing new except references to 2018 Keeping Children Safe in Education.

Governors agreed to ratify the Safeguarding Policy.

12. Dates of meetings for the year

Local Governing Body 19th November, 6pm

Finance Committee 10th December, 5.30pm

Pay Committee 15th October, 5pm Patricia Holmes to attend in place of Lynne Allan