



Full Governing Board Meeting

Wednesday 25th May 2022 at 4pm
The Federation of Boldmere Schools

Present:

Mr Greg Bloom (Co-opted **Chair**) (GB)
Mr Carl Glasgow (Executive Head Teacher) (EHT)
Miss Ema Jackson (Staff) (EJ)
Mrs Samantha Kenny (Co-opted Head of Infants) (SK) HoI
Mr Jeremy Merckel (Co-opted) (JM)
Mrs Laura Shergold (Parent) (LS)
Mr Matt Sadler (Co-opted Head of Juniors) (MS) HoJ

In Attendance:

Mrs Anne Darby (Associate) (AD)
Mrs Cordell O'Neill (Governance Professional)
Mrs Karen Welch (Associate Governor) (KW)

Apologies:

Mrs Christine Engers (Co-opted) (CE)
Ms Roxy Willis (Co-opted) (RW)
Mr Dan Mortiboys (Local Authority **Vice Chair**) (DM)
Mr Pete Donovan (Parent) (PD)
Mr Avtar Bhogal (New Associate) AB
Mrs N Arkinstall (Co-opted) (NA)

Not in attendance:

Mrs Holly Birkett (Associate) (HB)
Ms Tara Morton (New Associate) TM

This meeting took place virtually.

Item:	Agenda Items:	Action by:
1.	Welcome and Apologies The Chair welcomed governors to the meeting. Apologies were received and accepted from CE, RW, DM, PD, AB and NA. TM and HB were not in attendance.	
2.	Declarations of Interest The Chair asked governors if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared.	
3.	Urgent Additional Items The EHT welcomed a discussion on the school closing early on Friday 8 th July 2022 for the summer fair and would be added to any other business. <i>A governor raised the discussion on the Governor Newsletter to be added to any other</i>	

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	business.													
4.	<p>Membership Update</p> <p>The Membership of governors was discussed and updated on the terms of reference on GovernorHub. The Chair of FGB asked for the quorate number to be reflected in the TOR. The Clerk confirmed there were twelve members on the instrument of governance.</p> <p>A governor asked if it was possible to have a separate list of all governors with their contact details. The Clerk raised concerns over GDPR, however if governors welcomed their details to be shared with governors, the clerk would produce a list of contact details, with their link role with their committee. Governors present at this meeting provided their consent to share their contact details and do not perceive any problems for all governors to share this information. The Clerk agreed to display on GovernorHub.</p>	<p>Clerk</p> <p>Clerk</p>												
5.	<p>Minutes of the Previous Meeting and matters arising of 14th December 2021.</p> <p>Governors referred to the minutes of the previous meeting held on 14th December 2021 having been previously circulated. <i>It was,</i></p> <p>Agreed as a true and accurate record and would be signed by the Chair.</p> <p>Matters Arising</p> <p>The outcome of the matters arising were confirmed below:</p> <table border="1"> <thead> <tr> <th>Item No.</th><th>Action</th><th>By Whom</th></tr> </thead> <tbody> <tr> <td>5</td><td>All governors to complete Safer Recruitment and GDPR training</td><td>Completed, however, encouraged to complete all training on offer.</td></tr> <tr> <td>11</td><td>Sent reminder to parents regarding Operation Encompass</td><td>Completed</td></tr> <tr> <td>16</td><td>Revisit EYFS next term with a focus on area on the curriculum</td><td>HB/TM</td></tr> </tbody> </table> <p>The last sentence of item 8 should read: A governor congratulated the school for being in the top ten schools in Birmingham. The Clerk agreed to amend and update.</p> <p>A governor asked if Operation Encompass was effective. The Hol confirmed the school had to rely on staff resources to log on to the system every day to refresh, a process was in place and continued to be monitored. Governors noted the Operation Encompass was included in the safeguarding policy, further to a governor's question.</p> <p>All other items had been completed.</p>	Item No.	Action	By Whom	5	All governors to complete Safer Recruitment and GDPR training	Completed, however, encouraged to complete all training on offer.	11	Sent reminder to parents regarding Operation Encompass	Completed	16	Revisit EYFS next term with a focus on area on the curriculum	HB/TM	<p>Clerk</p>
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6.	<p>Chair Urgent Actions –</p> <p>The Chair reported briefly on a vaping incident that took place in school and governors noted the incident had been managed professionally and appropriately in school and the police were satisfied with the result.</p> <p><u>Governor attendance meetings</u></p> <p>The Clerk had shared the governor attendance for FGB and committee meetings during 2021/2022. Minimum attendance from few governors was highlighted and governors were encouraged to view the 2022/2023 diary in advance of the meetings and diary the meetings as a priority.</p>													

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	<p>The importance of a quorate meeting was explained how the minimum number of governors must be present at a full governing board or committee meeting for official decisions to be made. The clerk had shared the new dates for the governance meetings in 2022/2023. The new dates would be displayed on GovernorHub and by email.</p> <p>The EHT reported if there were governors with children that were unable to attend due to childcare issues, the school were willing to offer your child/children a free place/s at Busy Bodies, the before and after school provision to enable governors to attend the FGB meeting. The arrangement can be put in place for future meetings where governors may be experiencing childcare issues, which may be preventing attendance. <i>Governors welcomed the suggestion and were grateful.</i></p> <p>The Chair highlighted the high calibre of professional governors on the board with unique skills that they bring to the board, the board appreciated all members and appreciated this was a voluntary role, however, it was also important to have full attendance on the board. <i>Governors were asked to reflect on their role as a governor and ensure the role was right for them in terms of their diaries and to consider the next academic year and if they had the time capacity to attend the meetings, if not, they were asked to inform the Chair or EHT or the Clerk.</i></p> <p>It was stated that in practice most people will need to miss the occasional meeting, and this should be accepted. If someone is absent for six months or more however governors need to decide whether they accept the reasons for absence or not; the law for maintained schools' states that all governors and associate members who miss six months of meetings can be disqualified if they do not have the consent of the governing body to be absent. The clerk would continue to monitor the attendance rate and alert the chair of governors if this situation arises.</p> <p><i>Governors discussed the Education and Standards Committee times of meeting. Governors expressed how a meeting in the middle of the day was not suitable for their diaries and other commitments.</i> It was decided to change the time from 1pm to 8am to suit both the school and governors and then planned governor visits could commence directly after these meetings from approximately 9.15am until mid-day, which allows governors to return to their individual work commitments in the afternoon.</p> <p><i>Quorate update</i> <i>Governors asked how many governors should be in attendance to make a meeting quorate.</i> The clerk reported for a governing board meeting, there must be 50% (rounded up if odd number) of governors in post at a meeting to be quorum (i.e., there were twelve places on the governing board and twelve governors in post, therefore six must be in attendance). The Clerk and Board should also take on board the number of staff and non-staff governors present, and the balance must be in favour of non-staff governors.</p>	Clerk
7.	Receive Committee Minutes	

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Education and Standards 23.3.22

In the absence of the committee chairs, the EHT presented a summary of the meeting and highlighted the following salient points:

- National tuition funding programme which was the catch-up funding and awareness of utilisation in school. The school had sourced a known supply.
- The reports presented by Head Infants and Head of Juniors, were presented differently and the next meeting the reports would be aligned.
- Attendance was reported as infants 94.34% and Juniors was reported at 95.49%. **Governors clarified the attendance target at 95%.**

A governor asked about extended holidays taking place in school.

The EHT confirmed the school was experiencing unauthorised absences and the school were currently not taking actions with individuals, however, the statutory 2023 legal proceedings would be part of the new policy coming into effect from September by the LA.

- Attendance PP children was going to be identified following the last E & S meeting.
- SATS were complete and the school was positive. The children were amazing, and the school were confident the exams were perceived as quizzes KS1, and the breakfast club was 95% attended KS2.
- Children in KS2 were supported with their mental health and anxiety issues, there were a few children that required extra support and moved to an environment where the child felt more at ease.
- Based on the feedback from previous tests they changed the number of adults on support to two adults when administering KS2 tests.
- Boldmere had been selected for writing moderation this year, the LA had to moderate up to 25% of local schools and Boldmere was selected. They would attend on 17th June and identify a selection of year 6 children's written work and assess Boldmere judgement for fourteen children. If concerns were raised then a wider sample would be assessed, however the HoJ was confident that would not be the case.
- It was confirmed writing would have a dip in the data and was unfortunately an area of concern nationally with all schools, since the pandemic.
- KS1 Phonics screening checks commenced 8th June 2022, following with year four timetable checks from week commencing 13.6.22.

Staffing would be announced next week, following a governor's question.

Matt Sadler joined the meeting at 16.30pm.

FFPH&S 1.2.22 and 29.3.22

In the absence of the committee chairs, the EHT presented a summary of the from the FFPH&S committee:

- A budget had been set; CF surplus had not yet been confirmed.
- The CF estimate for the Junior school was reported at £165,482.
- The CF estimate for the Infants school was reported at £164,556.
- £70,000 of the deficit for juniors was purely down to energy, a sizeable

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	<p>proportion of the remaining balance was due to teachers pay, however, a 3% inflation increase had been factored into the budget. The EHT confirmed the remaining balance costs was due to an increase in service provision costs, the EHT had calculated service provider costs across two schools as approximately more than £30,000. The EHT reported on the pay freeze for support staff, which had been lifted and back dated from last April, which was included in the budget, with ongoing increments.</p> <ul style="list-style-type: none"> • The EHT was confident that the figures reported would be greater. • The meeting at the end of June would report an improvement to the figures previously reported. The utilities services were beyond the schools' control. • Rates had increased which made an impact to the budgets. • The good news reported was a bid had been placed for the playground renovation work, which would allow the playground to be updated, the work would be carried out in the summer holidays. <p><i>The Chair raised previous discussions on selecting a project group to generate further income for the school.</i></p> <p><i>A governor expressed how the GB should wait until the new finance system was in place which may change the budgets, June would be a healthier picture and the GB should wait until then before making further decisions.</i></p> <p>The EHT raised the nursery numbers were concerning and the HoI reported the following figures:</p> <ul style="list-style-type: none"> • Twenty-six out of fifty-two nursery pupils for 2022/2023. • All potential previous families/sibling/pupils had been contacted. • The picture was similar nationally and it was due to birth rates and the pandemic and families returning to full time employment. <p><i>Governors asked if the school consider having a fuller school nursery provision.</i> The school would have to plan well in advance and would need to consider this for next year. It was a strategy that was in favour at school, however, would involve planning and would have to be financially viable.</p> <p>There were no further questions.</p>	
8.	<p>Finance Update</p> <p>A finance update had been provided by EHT above and there was nothing further to include.</p> <p><u>SFVS</u></p> <p>The EHT reported on the SFVS and explained how it had been submitted at the recent Finance Committee. It was:</p> <p><i>Ratified</i> by the Full Governing board.</p>	
9.	<p>School Self Evaluations (SEFs)</p> <p>The SEFs had been previously circulated for information. The documents had been updated in line with the Leadership changes, would continue to be updated and was a live document.</p>	

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	<p>The HoJ confirmed planning for 2022/2023 had been addressed via lesson observations. The HoJ agreed and asked governors to review the Head of Schools report that was shared at Education and Standards Committee.</p> <p><i>An Associate governor asked why the papers for other committees were not visible to all governors.</i> The Clerk explained each committee was set up on GovernorHub for the members of the committee to view the papers of that committee, however if all agreed, the clerk would change the restrictions to all committees to allow no restrictions on viewing the paperwork on all committees.</p> <p><i>Governors welcomed the change and there were no further questions.</i></p> <p>The EHT highlighted how the two chairs of both committees were absent and raised an action requesting both chairs to provide a summary/ written report of the last committee meeting to share with all governors and to be presented by another member of the committee. <i>Governors welcomed the ideas and felt that would be transparent, the action would be put in place.</i></p>	<p>Clerk</p> <p>Chairs</p>
10.	<p>BIB Update</p> <p>The EHT reported on a staff member leaving from the BIB, however the school were delighted to report the leaver had returned to the BIB at Boldmere.</p> <p><i>Governors asked how many children were currently at the BIB.</i> The EHT confirmed, nineteen set to rise to 22-24 in September which was maximum capacity.</p> <p><i>Governors commented considering the challenges with finances, it would be important to have on roll the maximum of twenty-four pupils.</i></p> <p>All the children in the BIB had the opportunity to transition into the mainstream school which was beneficial to both children, families, and the school. The BIB was now inclusive, and staff referred to how accepting all the children were and the staff were coping well with the transition. There was excellent communication and acceptance from both sides.</p> <p>Staff Development within school had taken place from the mainstream, as a staff member from mainstream had expressed their interest in working at the BIB, the school had managed to maintain a teacher by transferring the teacher to the BIB in September which allowed the school to incorporate that within the recruitment for 2022/2023.</p> <p><i>A governor highlighted how the school had welcomed a child from Ukraine and asked if there was ‘one to one’ support for that child available.</i></p> <p>The HoJ reported, the plan of action was to welcome the child and introduce them to the children and the school and take it from there. <i>The child would be joining year 3, following a governor’s question.</i> The teacher of the Ukraine child had prepared flash cards for the child and the school were prepared to welcome the child in a supportive way.</p> <p><i>Governors were touched and thanked the school and staff for all the hard work they</i></p>	

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	<p><i>had presented.</i></p> <p>There were no further questions.</p>	
11.	<p>GDPR</p> <p>The EHT confirmed there had been no incidents to report and the schools were fully compliant.</p> <p>There were no further questions.</p>	
12.	<p>Safeguarding</p> <p>The EHT reported the new Keeping Children Safe in Education KSCIE had been released and would be addressed and shared with governors by September. The Chair suggested including the KCSIE updates on the next governor visits and sharing an action plan of the updates.</p> <p>The Safeguarding link governor would contact the school to schedule a visit and provided feedback at the next FGB meeting.</p>	<p>EHT</p> <p>Safeguarding Link Governor</p>
13.	<p>Governor Training and Visits</p> <p>Proposed dates for governor visits were currently under review for 2022/2023 and would be shared when complete.</p> <p>Parents celebration evening was scheduled for 12th July 2022. Governors were welcomed to attend the meeting and meet parents at the celebration.</p> <p>The HoJ informed governors of the Lion King production taking place in school and welcomed governors to attend.</p> <p>The school would compile a list of production and parent evening dates, where governors would be welcomed to attend and meet other members of staff and parents/children. The HoJ and HoJ would produce a list and the Clerk would share on GovernorHub.</p> <p>There were no further questions.</p>	<p>HoJ and HoJ</p>
14.	<p>Review policies</p> <p>The Medical Needs and First Aid Policy had been previously circulated. The Chair highlighted a paragraph to be added on coronavirus/Covid 19. The HoJ reported how that was part of the infectious diseases, however agreed to make a reference to Coronavirus/Covid in terms of the management and outbreak plan.</p> <p><i>A governor asked if the school lunchtime staff were trained to deal with choking incidents.</i></p> <p>The HoJ, reported all staff received training on these incidents and there was first aid trained staff present, part of the annual training. <i>A governor asked if there was guidance on site and was there a certain amount of advanced first aiders on site.</i></p>	<p>HoJ</p> <p>HoJ</p>

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	<p>Following further discussions and as part of the provision, the amount of advanced first aiders would be referenced in the policy.</p> <p>Resolved To ratify the medical Needs and First Aid Policy, subject to the above changes.</p>	
15.	<p>LA Items/Items for information</p> <p>Information on the following had been previously circulated for information:</p> <ul style="list-style-type: none"> Spotlight on Governance SIPS Training 	
16.	<p>Any Other Business</p> <p>Governor attendance had been discussed above.</p> <p><u>8th July 2022 – Summer Fayre</u></p> <p>The EHT highlighted how the summer fayre was taking place on Friday 8th July 2022 from 4pm. By holding the summer fayre on a Friday, the school were anticipating more involvement from parents, staff, and children. Governor approval would be required to close the school at 2.30pm to support the school with the preparations. Governors agreed it was a reasonable request. It was:</p> <p>Agreed by all governors to close the school at 2.30pm on Friday 8th July 2022.</p> <p>A governor reported how resourceful she felt the governor newsletter was and asked if she could re visit the re-production of the governor newsletter.</p> <p>The school and governors welcomed the suggestion and JM would share information he had on the previous newsletter.</p> <p>The Chair suggested an end of term governor newsletter. The clerk would share the dates of the new meetings for 2022/2023 with LS for the newsletter and the governor newsletter would be shared with all parents, governors, and the school, following a governor's question.</p> <p>The HoI reported on the parent class rep meetings, this was a forum of parents that met with both Heads to discuss any issues in school. The first meeting had taken place, which was successful, and the parents were supportive and positive of the school. They would take place every half term and it was a two-way process. An agenda item would be included, titled 'parental feedback', to provide governors with feedback from the forums. A governor asked if the parent governor, would be invited to attend the forum. That would be welcomed by the school and the next meeting was scheduled for 10th June 2022. There were ten parent representatives, and the BIB school were also involved with representatives from parents in the BIB. It was also suggested to drive the parental survey through the forum and the suggestion was welcomed. It was also suggested to share the challenges in Finances with the forum and identify future funds that may be available to support the school and the children.</p> <p>The Head of Juniors highlighted music provision and reported on the sixty-eight children learning an instrument and only ten were pupil premium children. The school</p>	<p>JM and LS</p> <p>Clerk</p> <p>Parent Governors</p> <p>HOJ and HoI</p>

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	<p>was proposing to offer a whole class to play an instrument in year 3 and part fund by Pupil premium and the other part by parents or the PTA if available. The Chair suggested 50% from pupil premium and the other half by the PTA and not ask for a contribution from the parents or the school, due to challenges with finances. The Chair suggested taking the idea to parent forum and checking their interest in voluntary contributions.</p> <p><i>A governor fed back on praise to the BIB, following a conversation with a parent from the BIB.</i> The positive feedback was welcomed by the school.</p> <p>There were no further questions.</p>	HoJ and HoI
17.	<p>Date and time of Next Meeting</p> <p>The date and time of the next meeting was confirmed as the following:</p> <ul style="list-style-type: none"> FGB 07.07.2022 4.00pm FFP&S 14.06.2022 8.00am 	

With there being no further business, the Chair closed the meeting at 5.30pm and thanked governors for their attendance.

ACTIONS:

Item No.	Action	By Whom
4	The Clerk to update the TOR and share with a statement on the quorate number.	Clerk
4	Contact list to be included for all governors including committee and special link governor role.	Clerk
5	Amend the minutes from 14 th December 2022 (County to read Birmingham)	Clerk
6	Share the new dates for Committee meetings 2022/2023	Clerk
9	Allow access to all paperwork from other committees on GovernorHub to all members of FGB	Clerk
9	Chairs to provide a brief summary report from each committee, to be read by another member of the committee if they were absent from FGB.	Chairs of the Committee
12	Include KCSIE updates on the next governors visit.	EHT
12	Safeguarding Link to make contact with the school and schedule the meeting at school and report back to FGB	Safeguarding Link Governor
13	Prepare a list of upcoming events for governors to attend and support the school.	HoI and HoJ
14	Make necessary changes to the policies as stated in the minutes and share the updated versions.	HoJ
16	Include a standard item to FGB meetings Parent Forum	Clerk
16	Produce the Governor Newsletter for the end of the summer term, JM to share with LS the appropriate information for LS to complete the newsletter.	JM and LS
16	Inform the parent governor of the parent forum meeting on 10 th June 2022	EHT/HoJ
16	Topics such as the Music provision and challenges with finances for awareness to extra funds to be included on the Parent forum.	HoJ/HoI

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