



## Full Governing Board Meeting

3<sup>rd</sup> May 2023 at 4.00pm

The Federation of Boldmere Schools

**Present:** Mr Greg Bloom (Co-opted **Chair**) (GB)  
Mrs Samantha Kenny (Co-opted Governor and Head of Infants) (HoI)  
Mr Matt Sadler (Co-opted Governor and Head of Junior school) (HoJ)  
Mrs Karen Welch (Co-opted Governor) (KW)  
Mrs Holly Birkett (Associate Governor) (HB)  
Ms N Justice-Dean (Parent Governor) (NJD)  
Mrs N Arkinstall (Co-opted) (NA)  
Mrs Laura Shergold (Parent) (LS)  
Mrs Anne Darby (Associate) (AD)

**In Attendance:** Mrs Cordell O'Neill Clerk

**Apologies:** Miss Ema Jackson (Staff) (EJ)  
Ms T Whittier (Associate Governor) (TW)  
Ms Roxy Willis (Co-opted) (RW)  
Mr Dan Mortiboys (Local Authority) (DM)  
Mr Carl Glasgow (Executive Head Teacher) (EHT)  
Mr Jeremy Merckel (Co-opted) (JM)

| Item: | Agenda Items:  | Action by:   |
|-------|--|--------------|
| 1.    | <b>Welcome and Apologies</b><br>The Chair welcomed governors to the meeting. Apologies received and accepted from TW, RW, CG, JM, DM, and EJ.  |              |
| 2.    | <b>Declarations of Interest</b><br>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.    | <b>Urgent Additional Items</b><br>There were no urgent additional items.   |              |
| 4.    | <b>Membership Update</b><br>Succession planning was discussed, and the Chair reported on his intentions moving forward, the Chair is coming towards the end of 12 years in his role as a governor and will continue to be a governor for one more academic year (2023/24). The governing board would be looking for a new Vice chair to potentially take over the role of Chair in 2024/25. This would need careful consideration so that governing board succession planning was in place, so that it could be managed throughout the year. | <b>Clerk</b> |

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***A governor asked for further information on the role of a Vice Chair.***

It was explained how the Vice Chair would act as Chair in the absence of the Chair and on the occasion, they would be required to sign documents and approve additional requests via SLT. Training would be available, the Clerk agreed to source training via SIPS or School Governor Services.

Laura Shergold expressed her interest in becoming the Vice Chair to gain further experience and nominated herself.

Ms N Justice-Dean, expressed an interest, however, also felt, she was a new member of the governing board.

Clerk

The Governing board welcomed the nominations, and it was ***agreed to appoint*** Laura Shergold as the Vice Chair of the Boldmere federation governing board.

The Governing Board had received a resignation from the Associate Governor, Tara Morton. Which resulted in a vacancy for the Associate Governor role.

Tara Morton was the H & S Link Governor, resulting in the governing board considering a replacement to this link role, the Clerk agreed to ask all members via email.

The LA Governor role – It was reported how the re appointment process commenced on 18<sup>th</sup> November 2022, Daniel Mortiboys was asked if he wished to continue the role as LA Governor, subsequently requested a reference to be completed and returned to the School Governor Services. This was reviewed by the School Governor Nomination Committee on 13 December 2022 who agreed his re-nomination had been passed by them. This was confirmed on the 19<sup>th</sup> of December 2022 to the Clerk, HT, and Chair. The next steps would be for the governing board to agree to recommend that a re-appointment can be made by the GB.

The GB formally ***agreed*** to re-appoint Daniel Mortiboys as the ***LA Governor*** of Boldmere Federation.

The Clerk reported on two governors that were coming to the end of their terms in 2023, N Arkinstall 13<sup>th</sup> July 2023 and Mr G Bloom, 13<sup>th</sup> July 2023.

Both governors were valued members of the Governing Board, Greg Bloom, was the Chair of the Governing board and had been part of the governing Board for 12 years. Greg Bloom agreed to remain on the governing Board for a further 4-year term. The Governing Board discussed Greg Bloom and expressed what a valued member of the Governing Board he was, it was,

***AGREED*** *by the board, to re-appointment Greg Bloom as a co-opted Governor for a further term of four years effective from 13.7.23 to 12.7.27.*

Ms Nicola Arkinstall expressed her interest in remaining on the Governing Board for a further four-year term. The Governing Board agreed Nicola Arkinstall was a valued member of the governing board and they recognised the support she provided to both the Education and Standards committee and to FGB, it was:

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|    | <p><b>AGREED</b> by the Board, to re-appointment Nicola Arkinstall as a co-opted Governor for a further term of four years effective from 13.7.23 to 12.7.27.</p> <p>The Governing Board received a resignation from Jeremy Merkel for the end of the academic year 22/23. resulting in a Co-opted vacancy on the governing board.</p> <p>The Governing Board discussed the vacancy and decided to promote the vacancy with the community via parents at Boldmere Federation. The letter would include how the vacancy was available to the wider community, the roles, and responsibilities of the Co-opted governor and how many potential meetings the governor would need to be available for throughout the academic year, together with the number of governor visits. The governing board were looking for governors with Health and Safety expertise, buildings, and financial background.</p> <p>The staff Governor term of office comes to an end in October 2023, and this will need to be considered at the next FGB meeting.</p> | <b>SLT</b>   |
| 5. | <p><b>Minutes of the Previous Meeting and matters arising of 13<sup>th</sup> December 2022</b><br/>Governors referred to the minutes of the previous meeting held on <b>13<sup>th</sup> December 2022</b> having been previously circulated.</p> <p><b>Agreed</b> subject to the below amendments, minutes to be signed as a true and accurate record by the Chair and would be presented to the EHT for retaining in school.</p> <p>There were two Governors names spelt incorrectly. N Justice and A Darby. Which would be amended and re circulated.</p>   | <b>Clerk</b> |

**Matters Arising:**

| Item No. | Action   | Update  |
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| 4        | Clerk to set up training with SIPS for H & S Governor role T Morton.<br>This was completed, however resigned. The Chair of the FGB confirmed he would conduct the walk-round as the interim H & S Link Governor role. To support the school and GB. The Clerk agreed to circulate the JD of the role of the H & S link governor. | Completed<br><br>Clerk/Chair  |
| 5        | Clerk to amend minutes with minor changes and circulate.   | Completed   |
| 8        | Ofsted – Governors were invited to attend the meeting for discussions with Parents relating to Ofsted awareness on Wednesday 11th January 2023   | GB and AD both attended the meeting and spoke positive of the meeting |
| 8        | Ofsted – support to be considered by a questions and answers list for parents.   | Defer   |
| 12       | Privacy Policies Notices to be reviewed and displayed in reception areas   | Agenda  |
| 19       | Governors to review the policies highlighted above and the clerk to include on the next agenda for approval have   | Completed   |

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| 21 | Governors to consider the role of Vice Chair of the FGB and Chair of Finance roles have  | Completed/Agenda |
| 6. | <p><b>Receive Committee Minutes</b> - Education and Standards 26.4.23.</p> <p>The Chair of E &amp; S Committee highlighted the salient points from the meeting held on 26<sup>th</sup> April 2023.</p> <ul style="list-style-type: none"> <li>• Results and progress were shared and a discussion around SATS week.</li> <li>• Behaviours in school and their challenges were discussed.</li> <li>• The school improvement plan was circulated and discussed in detail.</li> <li>• The monitoring cycle was circulated and described as all on track.</li> <li>• BIB external review had been conducted.</li> <li>• External reports from visitors.</li> <li>• There was no governor visit after the meeting as planned, due to small numbers of attendance.</li> </ul> <p><b><i>The Chair asked if the school was due a Staff Well Being Survey.</i></b> The school agreed a staff wellbeing survey was due. It was agreed to conduct in June. Karen Welch agreed to undertake with the support of SLT. To give feedback at the final FGB meeting in July.</p> <p><b><i>The Chair asked for further information in general, in terms of progress of the children, compared to last year.</i></b></p> <p>The HoJ confirmed how similar it was to last year, in terms of KS2 progress, progress as well as attainment was a priority for the school. The legacy from covid was still challenging for the school and the children’s progress had been impacted upon.</p> <p>FFPH&amp;S 29.03.23, in the absence of the Chair of Finance, the Chair of FGB provided the following salient points:</p> <ul style="list-style-type: none"> <li>• Received the Budget section 251 notification on 28<sup>th</sup> February 2023, which had not allowed time to work on budget plans, SEN errors stated in the 251 notifications were amended.</li> <li>• The Governing Board congratulated the Infants for all the work in increasing the nursery places and generating more income for the school.</li> <li>• The school had been floating on the bare minimum to support the setting of the budget moving forward and a huge thanks from the governing board was given for decreasing the deficit.</li> <li>• Figures presented on 29.3.23, were in a better position since previous meetings. Following the savings made, in-house savings from not replacing staff and not replacing reduced hours. A credit to the school and finances, all staff had worked hard and the GB and SLT had made tough decisions that year, which had resulted in the improved position.</li> <li>• Carry forward reported for 2022/2023 budget setting: Junior -£241, Infants, - £10,501, actual carry forward for 22/23 estimated for 23/24 budget: Junior + £76,116 Infants +£116,540.</li> </ul> <p>There were no further questions.</p> | KW/SLT           |

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| <p>7.</p> | <p><b>Ofsted – support for school leaders</b><br/> HMCI commentary: improving how we work published 21 April 2023<br/> <a href="https://www.gov.uk/government/speeches/hmci-commentary-improving-how-we-work">https://www.gov.uk/government/speeches/hmci-commentary-improving-how-we-work</a></p> <p>The above link had been circulated to all governors, to highlight the impact on schools and their staff regarding Ofsted. A headteacher had taken her own life after being informed that her school would be given the lowest possible <u>Ofsted</u> rating, the commentary was from Ruth Perry’s sister, stating, how she described the inspection in November last year as the worst day of her life. She said Ruth Perry had been “an absolute shadow of her former self” while waiting for the report’s publication. The HoJ reported on the wider pressures and how Unions were representing school leaders and teachers and called on the education watchdog to pause all inspections, following Ms Perry’s death, while her sister has called on schools to “refuse Ofsted inspectors’ entry” until a review had been conducted, also the Union of Head Teachers, had made the same call. However, there are no planned changes to inspections formats currently.</p> <p>The SLT and the governing board discussed the removal of Ofsted Publicity, such as letterhead and not publicly promoting ‘Ofsted.’ A link on the website would continue to Ofsted, however the removal of advertising their logo on letterhead would be considered.</p> <p><b><i>The Chair of FGB challenged if that was a united approach and asked what the consortium of Sutton Coldfield schools were considering the same approach. Also, secondly should the school be Ofsted next week, and the branded removed, would the school be able to defend that.</i></b> The HoJ, reported how ‘Ofsted’ were treading carefully in schools and yes, the school would defend the decision of removing the ‘Ofsted’ logo. It was reported how Serving ‘HT’ inspectors had pulled out of their inspecting duties for Ofsted.</p> <p><b><i>Parent governors were asked their views by the Chair.</i></b><br/> Parent governors felt that Boldmere should be a trail blazer and should be confident in making a strong decision and other schools could follow Boldmere or not. Parent governors confirmed there were strong opinions and vocal people in Whatsapp groups relating to the threat and impact from Ofsted.<br/> It was also suggested to wait and see what happened over the next few weeks and to see what pans out from the HT meetings.</p> <p>Governors felt the school was in a powerful position as an outstanding school in the area and now was a right time to make changes to Ofsted and supported the school with their decisions.</p> <p>Suggested Communication was decided and produce further information. The link that was shared above, was suggested to be shared widely and include the link on the twitter pages and Boldmere website. The engagement with Councillor Andrew Mitchell, would also be beneficial.</p> | <p>SLT</p> |
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| <p>8.</p>  | <p><b>Funding school budgets</b></p> <p>The HoJ confirmed this had already been discussed earlier, however, added, the following salient points: -</p> <ul style="list-style-type: none"> <li>• Charging for the clubs had not made any impact to the attendance of children, there were no complaints from parents.</li> <li>• Advanced notice of school trips was requested, and these were appreciated by parents.</li> <li>• A plan was in place for the free school meals with clubs.</li> </ul> <p><b><i>A governor raised, the budget received in class for certain resources used in the classroom was minimum and teachers often use their own money.</i></b></p> <p>It was suggested to contact PTA and engage with the year group leads to discuss an amount of money to be funded, to support supplies in the classroom, which would normally be paid for out of the teacher’s pocket. The items purchased would be justified to the PTA.</p> <p>The Chair suggested a review of all that was put in place, in terms of the schools’ budgets. Review of extra ordinary measures.</p> <p>There were no further questions.</p> | <p>SLT</p> |
| <p>9.</p>  | <p><b>Academisation</b></p> <p>It was decided to defer the agenda item, Academisation.</p>   |            |
| <p>10.</p> | <p><b>GDPR</b></p> <p>The school had received a Freedom of Information (FOI) request. The request was from a parent on the number of days children had missed days in school due to covid strike and snow days for example. The request was working on comparisons from this school and their child’s other school.</p> <p><b><i>Governors asked what length of time the FOI was to go back.</i></b> It was confirmed as two years. The HoJ confirmed, the school had 20 school working days to reply.</p> <p><b><i>A governor highlighted if this would come under a SAR request or a FOI Request.</i></b></p> <p>The SAR request was a subject access request and would be a SAR if the request were for information on their own child. The email of the FOI, related to classes in general, not an actual child. It was confirmed the request was a FOI request.</p> <p>There were no further questions.</p>   |            |
| <p>11.</p> | <p><b>Gifts and Responsibility</b></p> <p>The HoI reported on a gift from a Ukraine family that was on the waiting list for a school place.</p> <p>Homemade chocolates, a plant, and a Ukraine Book. Accepted the gifts with gratitude, the plant was placed in the gardens and the book in the office. It was noted how the gift had no bearing on the admissions into school. The gifts were logged on the register. No other gifts had been received in school.</p> <p>There were no further questions.</p>   |            |

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| <p>12</p>  | <p><b>Safeguarding</b></p> <p>The safeguarding link governor attended school and reviewed the safeguarding process, and all was reported as satisfactory.</p> <p>However, it was highlighted, how the legacy of Covid and the change in nature of the cohort and school moving forward, brought an increased number of safeguarding issues, such as, SEN and Vulnerable issues. Which had made a massive impact to the administration activity and increased workload for the school, which would only increase. The sustainability of dealing with the above, needed to be considered by the governing board.</p> <p>The Chair highlighted the following:</p> <ul style="list-style-type: none"> <li>• Ensure the school had enough DSL leads in school.</li> <li>• Appropriate policies should be in place.</li> <li>• Never should the budgets in school jeopardise the safeguarding needs.</li> </ul> <p>The Safeguarding lead commented how the school did have anyone in place to support all the above and the staff were working extremely hard and working above and beyond. The Hol highlighted scenarios of incidents that the school were dealing with regularly to support children, which can disturb the rest of the children. Trauma attachment issues, following rules, and continued behaviour issues. The breakfast club offers a smaller calmer environment for transition into school in the morning. This has been set up to support children on a day to basis- arriving at 8.30am, making breakfast and having a wellbeing chat with staff prior to the 8.50am school start.</p> <p>Teacher pupil ratio was discussed via the Chair, the emergency planning discussions the Governing Board and SLT have, would need to incorporate the above increase of safeguarding issues.</p> <p>Hol and HoJ would email the Clerk, safeguarding reports that were provided for the Safeguarding Governor. Which would be distributed to all FGB members.</p> <p>There were no further questions.</p> |  |
| <p>13.</p> | <p><b>Greener Governance</b></p> <p>The Clerk highlighted the NGA's Greener Governance campaign, which aimed to ensure all schools and trusts had a strategy for their contribution to environmental sustainability and to equip governing boards to play their role in overseeing this work. In the annual governance survey 2022 only 41% of schools and trusts had acted on environment Standard Item</p> <p><a href="https://www.nga.org.uk/News/Campaigns/Greener-Governance.aspx">https://www.nga.org.uk/News/Campaigns/Greener-Governance.aspx</a></p> <p>al sustainability. GovernorHub was used to save on paper.</p> <p>There were no further questions.</p>   |  |

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| 14. | <p><b>Governor Training Visits</b></p> <p>The next scheduled governor training visit meeting was scheduled for 26<sup>th</sup> April 2023, however there were not enough attendees to conduct the governor training visit.</p> <p>It was suggested to use WhatsApp for the governor attendance and any other communication between governors. The Clerk agreed to set up the Whatsapp group.</p> <p>Governors were asked if they could be available to attend school the following week during their SATs tests to monitor their procedures/processes.</p> <p>Anne Darby agreed to attend Tuesday and Laura Shergold agreed to attend Thursday, to support both Infants and Juniors.</p> <p><b><i>The Chair volunteered to visit the school and conduct the H &amp; S Tour as the interim H &amp; S Link Governor.</i></b></p> <p>There were no further questions.</p> | <p><b>Clerk</b></p> <p><b>AB, LS</b></p> <p><b>Chair</b></p> |
| 15. | <p><b>Parent rep meetings Feedback</b></p> <p>NJD attended the Parents meeting in representation of a Parent Rep and was thanked by the Governing Board. NJD commented how positive the meeting was, and how parents were keen to find out the next scheduled dates.</p> <p>There was nothing further to report.</p>   |  |
| 16. | <p><b>Review Policies</b></p> <ul style="list-style-type: none"> <li>• Privacy Notice for Pupils, Parents and Carers</li> <li>• Privacy Notice for Staff workforce</li> <li>• Mobile Phone policy</li> </ul> <p>It was:<br/><b>Agreed</b> by all governors to approve the above policies.</p>  |  |
| 17. | <p><b>LA Items</b></p> <p>The clerk had shared the following email from the LA, asking all governors to complete the <i>Governor Community Equality, Diversity, and Inclusion Survey</i> . The Clerk to resend out the email.</p>  | <b>Clerk/<br/>Governors</b>                                  |
| 18. | <p><b>AOB</b></p> <p>The HoI reported on the Admissions policy and reported on correspondence received from Mr A Mitchell (Head of Admissions) on 20<sup>th</sup> April 2023.</p> <p>Mr. Mitchell explained that the school’s admissions policy stated siblings in the BIB did not get priority places in the mainstream schools. He explained that this could not be stated in the policy (legality reasons) and that the statement would need to be amended, giving BIB siblings priority.</p> <p>The HoI also noted, ninety-three reception children had been offered a place for September 2023, three over the PAN, including children with EHCPs. In the future, the</p>   | <b>ALL</b>   |

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|     | <p>school would not go over PAN as School were now aware of the policy amendments required and will change the Admissions policy accordingly.</p> <p>Laura Shergold reported, she would be working on the next newsletter. LS would be requesting extra information from the Chair and governors to include in the newsletter.</p>                            |  |
| 19. | <p><b>Date and time of Next Meeting</b><br/> The date and time of the next meeting:<br/> FGB, scheduled for 13<sup>th</sup> July 2023 at 4.00pm<br/> Finance, Facilities and Premises, H &amp; S Committee, scheduled for 20<sup>th</sup> June 2023 at 8.00am.<br/> Education &amp; Standards Committee, scheduled for 5<sup>th</sup> July 2023 at 8.00am</p> |  |

*With there being no further business, the Chair closed the meeting at 6.15pm and thanked governors for their attendance.*

**ACTIONS:**

| Item No. | Action  | By Whom             |
|----------|---|---------------------|
| 4        | Clerk to source training for Chair and Vice Chair   | Clerk               |
| 4        | Clerk to email all governors asking for an interest in becoming H & S Link Governor role                        | Clerk/All Governors |
| 5        | Write a letter to all parents promoting the governor vacancy roles, to include the wider community.             | SLT                 |
| 5        | Staff wellbeing survey, to be circulated  | KW                  |
| 7        | 'Ofsted' Communicate with other schools and consortium to establish all view and act collectively, report back. | SLT                 |
| 14       | Clerk to setup the Whatsapp Group of all governors.   | Clerk               |
| 14       | The Chair to schedule a visit to the school to undertake H & S Tour as the Interim role of H & S Link Governor. | Chair               |
| 18       | Amend school admissions policy to include BIB sibling priority for mainstream places.                           | SLT                 |

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