



Full Governing Board Meeting

13th July 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 Laura Shergold (Parent) (LS)
Mrs Anne Darby (Associate) (AD)
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)

In Attendance: Mrs Cordell O'Neill Clerk

Apologies: Mrs N Arkinstall (Co-opted) (NA)

Item:	Agenda Items:	Action by:
1.	Welcome and Apologies The Chair welcomed governors to the meeting and thanked them all for their attendance. Apologies received and accepted from Nicola Arkinstall.	
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 added, the SCR Audit to the Safeguarding item, and the determination of the Junior Head of School, Individual Scale Range.	
4.	Membership Update <ul style="list-style-type: none">Succession planning had been discussed throughout the year. The Chair reported on his intentions moving forward, the Chair was coming towards the end of 12 years in his role as a governor and would 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	

Chair's signature: _____ Date: _____

	<p>would need careful consideration so that governing board succession planning was in place, so that it could be managed throughout the year.</p> <ul style="list-style-type: none"> • The Chair of FFPH&S was required for 23/24 and all governors were asked to consider the role ahead of the set-up meeting. • The Vice Chair of the FGB, was undertaken by Dan Mortiboys for many years, it was time to plan ahead for the time when the Chair leaves and also because DM had stepped down from the Vice Chair role which LS was now doing. Ideally to be the Vice Chair for one year and take over the role of Chair in 2024/2025 was suggested and all governors were asked to plan ahead and inform the GB at the set-up meeting. • H & S Governor role, a walk would be carried out by G Bloom in September and would be scheduled between the EHT and the Chair. • A Well-being Link Governor was required, and T Whittier volunteered. The Governing Board thanked T Whittier. The Clerk would send TW a Job Description for the role of well-being link governor. • It was noted, T Whittier was an Associate Governor, it was discussed prior to the meeting, TW would now become the Co-opted Governor, all the governing board accepted T Whittier as a Co-opted Governor. <p><i>T Whitter, terms of office would now be for a further four years, with an end date of: 12th July 2027.</i></p> <ul style="list-style-type: none"> • Associate governor recruitment (following the resignation of TM) Applicants had been received for the role of Associate governor – The GB would recruit two of the 4 applicants received. A ballot paper was shared for all governors to complete. The statements were shared on GovernorHub. The GB were asked to consider, skills required, such as Finance and HR, the four presented were education based. The EHT recommended appointing two and revisiting the Associate Governors role, when the new parents join after September 2023. • Governor Newsletter - L Shergold agreed to work on a newsletter, it was agreed to have one at the start of the new term September/October and a further newsletter in January 2024. • The Staff Governor was coming to the end of their term of office - 6.10.23 The position had been advertised to staff, so far only EJ and an infant member of staff Amy Bryan, had expressed their interest in the Staff Governor role and school may need to arrange a ballot if both wanted to stand for this role. <p>There were no further questions.</p>	
5.	<p>Minutes of the Previous Meeting and matters arising of 3rd May 2023</p> <p>Governors referred to the minutes of the previous meeting held on 3rd May 2023 having been previously circulated.</p> <p>The staff governor highlighted – a change to the following statement, Item 6 FFPH&S – Notice period given by the school should read ‘did help’ the parents in the school.</p> <p><i>The Chair added the school community had accepted the disruption from strikes in 2023.</i></p> <p>A governor highlighted the discussion concerning Boldmere as a trail blazer and the wording would be changed.</p>	

Chair’s signature: _____ Date: _____

	Agreed subject to the above changes, minutes to be signed as a true and accurate record by the Chair and would be presented to the EHT for retaining in school.	
Item No.	Action	Update
4	Clerk to source training for Chair and Vice Chair	Completed
4	Clerk to email all governors asking for an interest in becoming H & S Link Governor role	Completed
5	Write a letter to all parents promoting the Associate governor vacancy roles, to include the wider community.	Completed
5	Staff wellbeing survey, to be circulated	Completed and on agenda
7	'Ofsted' Communicate with other schools and consortium to establish all view and act collectively, report back.	Completed
14	Clerk to setup the Whatsapp Group of all governors. Attendance confirming needs attention eyes now. Please reply by email not whatsapp	Completed – governors noted the whatsapp group was for confirmation of meetings ONLY. The EHT confirmed it was only for meetings dates confirmations, not approval of items.
14	The Chair to schedule a visit to the school to undertake H & S Tour as the Interim role of H & S Link Governor.	Scheduled for September
18	Amend school admissions policy to include BIB sibling priority for mainstream places.	Completed
6.	<p>Receive Committee Minutes - Education and Standards committee was cancelled due to strikes. E&S committee items such as results would be discussed at this meeting.</p> <p>FFPH&S 20th June 2023, in the absence of the Chair of Finance, the Chair of FGB provided the following salient points:</p> <ul style="list-style-type: none"> • Difficulty on clarity of financial position in school, due to the challenges with the LA Financial Management System - Oracle. • The financial forecasting of the in-year deficit was an improved picture than originally reported. • The EHT reported on the recruitment of staffing, as they had a significant need of one-to-one support and calculated additional costs to the budget. The costs were mitigated and driven by the child's additional allocated funding streams. • The Chair noted significant challenging discussions were had throughout the year and a recruitment ban was put in place, however the recruitment drive for additional staff from this recruitment campaign had to be put in place, due to the requirements of the children. • Due to the whole school being tighter with budgets in 22/23, actions taken had improved the financial picture. • The Chair said currently there was still a recruitment ban and the budget saving principles were still in place as the budget is still in a precarious position. <p>Recommendation of the 6.5% teacher pay award was in the news today and was not going to be supported by the current funds in school, raised by a governor.</p>	

Chair's signature: _____

Date: _____

	<p>The Chair thanked the school and all the staff and SLT for making the recommended changes and accepting the recruitment ban, the teachers worked above and beyond and those sacrifices, had made an impact to the now more positive financial position.</p> <p>There were no further questions.</p>	
<p>7.</p>	<p><u>Education and Standards updates</u></p> <p>The HoI reported, the SEF had not been completed by both the HoI and the HoJ, the SEF would reflect on what the school had done and the impact, which then fed into the SIP. The data was required to be analysed further and presented in September 2023.</p> <p>The HoS's report would be presented at both the FGB and the E & S Committee.</p> <p><u>SIA Visit report for BIB 02/05/23</u></p> <p>Josie Leese visited the school and the BIB report was circulated, action points from the visit were listed in the report. It was a positive report, based around curriculum. Curriculum pathways had been researched by the EHT/BIB Lead and recently signed up to 'Equals curriculum', training in September would be provided at the school. The EHT gave thanks to the staff in the BIB for continuing with their work carried out.</p> <p><i>It was agreed by the EHT the report had been shared with the Chair of E & S Committee chair NA.</i></p> <p>NA carried out a SEND visit and spent some time in the classrooms on the 16th of June 2023. All feedback received from NA was positive.</p> <p>The HoI reported on the data, the following headlines were reported to governors and updated to GovernorHub.</p> <ul style="list-style-type: none"> • It was noted, (N.B. National data for this year has not yet been published so where national was referred to, this was based on the trends from previous years.) • Reception – EYFS - Children showing 'Good Level of Development' was lower than in previous years. • Children's baseline on starting Reception in September were lower than previous years. (34% working at expected on RBA based on their own professional judgement as they do not get quantifiable data from DfE from baseline). Against national trends from previous years, they expect the data would remain above national. • There were 37 children in Reception who were on the vulnerable children's list out of 90, which of course impacts upon data outcomes. • An action was highlighted - Transition to Year 1 – more opportunities for speaking and listening, continuous provision and access to outdoor provision. Transition had been prioritised on the SIP for 2023-24. 	

Chair's signature: _____ Date: _____

- Year 1 – Phonics Screening - Children passing the Year 1 Phonics Screening was lower than in previous years- 13 children were on the SEN register, a lower starting point at the beginning of the year than in previous years (85% expected in word reading at the end of Reception).
- Staff absence impacted on delivery of interventions as these became inconsistent, JB in class full time reduced the capacity for monitoring of phonics and the interventions.
- 13 children on the SEND register in Year 1 (15 children did not meet expectations in total).
- An action was highlighted - Year 2: Those children who did not meet the phonics screening requirement would need to re-take in Year 2. The Year 2 TAs to have refresher intervention training in September. JB planned to be out of class to deliver training and monitor impact of interventions. Interventions to be a focus on SIP in 2023-24.
- Year 2 – SATs – Reading, increase in children achieving expected and greater depth compared to last year and above national trends from previous years,
- 83% of children passed phonics screening in Year 1 so had a firm foundation to build reading skills.
- Writing - Increase in children achieving expected compared to last year – above national trends of previous years.
- There was a lower percentage of children achieving greater depth compared to National data last year – below national trends of previous years. 1 child in writing achieved Greater Depth. The HoJ explained the process behind Greater Depth Criteria and natural flair. Standards were high at Boldmere Federation. The EHT added, if they were inflated in anyway, the progress measures at the end of KS2 would impact on their educational journey.
- A lower starting point at the beginning of the year as children had gaps from their Reception year (COVID) so Autumn term of Y2 was consolidation of Y1.
- In Maths, there was an increase in children achieving expected and greater depth compared to last year. Moderation with other schools had taken place and this moderation would continue in 2023/2024.

The Chair praised the results presented, on behalf of the governing board, staff were thanked for all their hard work.

- A percentage of children achieving expected above national from previous years; however, percentage achieving greater depth was still below national from previous years. This had been a focus on our SIP this year and although the percentage was still below national in GD maths, there had been an increase of 9% compared to last year.
- An action was highlighted as, writing progression map was updated in response to these children’s and needs would be monitored in the academic year 2023-24.

The HoJ reported the KS2 results were only shared on Tuesday 11th, the following paper was shared to all governors, KEY STAGE 2 ATTAINMENT 2017 - 2023 –

Chair’s signature: _____ Date: _____

NATIONAL AND SCHOOL DATA. (2023 WHOLE COHORT), it was reported how challenging the test was. A scenario was reported to governors from a pupil who had completely given up on the test paper halfway through the test, as they found the test too much of a burden.

A governor asked if the average scores should be lower on the second page, The HoJ, explained the report would need further analysing as hot of the press. The best approach was to compare where they were last year.

The SPAG papers were reviewed and the Staff Governor, had spotted errors, which would be challenged, which had to be completed by 20th July 2023. The Staff Governor detailed more information on SPAG data. It was noted how there was a high increase of SEN children this year to last year.

Two governors supported the schools on SATS day, by observing the monitoring of exam papers. Anne Darby and Laura Shergold, thanks were given to both governors by the school and the GB. Both governors reflected on the day and said what a calm environment it was. The staff did a really good job. The Staff Governor thanked the Infants staff for supporting the SATS.

The Chair positively welcomed the results and thanked the governors and staff for all their support, the key headline was considering the cohort and how it was hard to compare like for like with last year's figures. Considerations were made, as many of these children had missed out on 2 years of education following covid.

The Staff Governor added how the school would continue to encourage rockstars as rockstars was a positive tool for maths improvements and worked well.

A link to the national available data would also be promoted, following a governor's question.

A governor asked how Boldmere compared with other schools. The HoJ confirmed only 6 other schools posted their results. The Timetable Rockstars could be compared, and the Staff Governor reported how Boldmere Federation was in line with Birmingham. The EHT confirmed the school had identified the gaps and the school was working to bring improvements of these identified gaps. ***The EHT informed governors to review the data, as potentially, Oftsted may ask governors a question around the data.***

There were no further questions.

Parent Survey Feedback (infants April 2023)

Governors had reviewed the survey; positive feedback was provided.

Chair's signature: _____

Date: _____

	<p>The response was positive, a paper copy of the survey was presented at parents evening, there was an increase to the surveys received back at school, compared to when they asked parents to carry out the survey online.</p> <p>The Chair highlighted, according to the survey, 95% of children were happy at Boldmere school.</p> <p><i>Governors highlighted the survey, and how parents made reference to a lack in communication, the school highlighted the ‘parent forums ‘ were supporting the lack in communication.</i></p> <p><u>Peer-to-peer review feedback report</u></p> <p>The following report was shared to all governors, <i>the School Review – Feedback Report Boldmere Infant and Boldmere Junior School Review.</i></p> <p>SLT staff from Minworth and New Oscott, visited Boldmere for the day to support the peer-to-peer review, it was the first time peer to peer review was undertaken as a whole school rather than two separate schools. The feedback report contained positive comments and areas of improvement where actions would be put in place. Outcomes and feedback on areas for improvement would be included in the SEF and SIP.</p> <p>There were no further questions.</p>	
8.	<p>Academisation update</p> <p>There was nothing new to report, however the EHT wanted to raise a discussion following a well-constructed email received from a Governor HB, relating to a question around academisation, asking if it was worth approaching Secondary schools to see if Boldmere would be considered as a feeder school.</p> <p>There were mixed responses from governors with positives and negatives, governors discussed how there were other criteria such as siblings, catchment areas and other feeder schools. It was decided to add on to future agendas and discuss in further detail.</p> <p>There were no further questions.</p>	
9.	<p>GDPR</p> <p>There were no breeches to report.</p>	
10.	<p>Staff wellbeing survey</p> <p>Karen Welch had completed the staff wellbeing survey and briefly detailed the following:</p> <ul style="list-style-type: none"> • 30 members of staff had completed the form, the results had not yet been collated. 	

Chair’s signature: _____ Date: _____

	<ul style="list-style-type: none"> • A few running themes and the plan were to share the results in September 2023. • Workload was reflected as high across the years. • Training and behaviours would be a priority and included in the SIP next year. • Within the workload it was mentioned how parents’ emails were causing an increase to the workload. The communications policy would be written for 2023/2024. • The current Complaints policy states procedures, which was approved by the GB. • It was mentioned by the EHT, how there was a national increase to parent complaints. • Parents Expectations – were highlighted and how a parent compared other school rewards to Boldmere. • It was noted how staff did feel supported by SLT. • It was highlighted how there was a recruitment crisis in education. • Issues that happen outside of school can sometimes be brought into school, which was time consuming and was now taken to parent forum, to alleviate that. <p><i>The Hol and HoJ confirmed, the responses were across infants and junior, following a governor’s question.</i></p> <p>There were no further questions.</p>	
11.	<p>Financial Matters</p> <p><u>Gifts and Hospitality</u> There was nothing to declare for Gifts and Hospitality Register, the EHT reported on a Nil Return from both Infants and Juniors.</p> <p><u>Audit</u> Notification of Financial audit taking place originally on 4th 5th September 2023. Which the EHT informed the Auditor of how busy that time was, returning to school. The Audit had now been changed to week commencing 9th October 2023.</p> <p><u>HT Delegation</u> The HT Delegation had been circulated for approval. It was:</p> <p>Agreed by all governors to adopt the shared HT Delegation.</p> <p>There were no further questions.</p>	
12	<p>Safeguarding Holly Birkett the Safeguarding Link Governor had provided visited the school and provided the following Brief: -</p>	

Chair’s signature: _____ Date: _____

	<ul style="list-style-type: none"> • An E-safety issue that had taken place outside of school, which effected inside of school. • Issues were addressed and areas where the school would be able to improve for the future, in particular use of mobile phones and engaging in different apps. • E Safety sessions were offered to parents and 89 responses were received, to say they would like to attend training. <p>The school appreciate Holly Birkett attending school to address the issues identified.</p> <p>The EHT reported on Single Central Record SCR, the school had commissioned an external advisor to review the school compliance and to review the school was all above board with their safeguarding. It was a positive review.</p> <p>Section 175 had to be completed annually and the HoI, confirmed that would be completed by 14th July 2023.</p> <p>There were KCSIE updates, in September there would be extra training for all governors with Keeping children Safe in Education.</p> <p>There were no further questions.</p>	
13.	<p>Governor trainer visits</p> <p>Two Governors attended training, Ms N Justice-Dean and Laura Shergold, attended the Phonics Training with Little Sutton English Hub, they both detailed the training received. The content of the training was very good. The clerk asked all governors to update the training on GovernorHub. Ms N Justice-Dean felt it was a two-way communication between governors and the school and felt a partnership should be portrayed by all providers. The EHT asked governors to raise any governor challenge identified within training with SLT.</p> <p>The Chair thanked the governors for attending the training.</p> <p>The EHT reported on how important it was for governors to be trained in complaints training, the clerk would enquire with SIPS on their complaints training. Due to the national increase in parental complaints</p> <p>It was also highlighted how important it would be to have a link to another external governing body for dealing with complaints. The Clerk raised how she was the Clerk at New Oscott and would be able to support in providing an external Governor to support as and when required.</p> <p>There were no further questions.</p>	
14.	Parent rep meetings/Feedback	

Chair's signature: _____ Date: _____

	<p>The parent Rep Forum was scheduled to place on 14th July 2023.</p> <p>A governor raised the continued issue around the catering. There was frustration around quality and quantity of school dinners at Boldmere, which had been raised at the parent forum. The HoJ, reported there was a new lead cook at the school, who had made improvements. It would be discussed at the parent forum and the EHT invited parents to sample a school dinner, to see the improvements for themselves.</p> <p>There were no further questions.</p>	Parent forum
15.	<p>Review Policies</p> <ul style="list-style-type: none"> • Probation Policy • Some Other Substantial Reason Policy • Disciplinary Policy • Managing Organisational Change Policy • Medical Needs – Reviewing Allergies Response in school (MS) <p>Changes had been made following a parental complaint and an issue in school with a child with allergy. Governors accepted the changes following a discussion.</p> <ul style="list-style-type: none"> • BCC - Public Sector Equalities Scheme <p>A governor raised how they had reviewed the BCC Public Sector Equalities Scheme and asked if staff equalities training could be added. It was also suggested to include what the school did with the children and staff interaction to ensure appropriate training was detailed. It was:</p> <p>Agreed by all governors to approve the above policies.</p>	
17.	<p>LA Items</p> <p>The clerk had shared the following LA items:</p> <ul style="list-style-type: none"> • LA Newsletter • BCC briefing for schools – SENAR • Letter regarding Initial Teacher Training (ITT) • Job Descriptions of Link Governor roles shared by the clerk. <p>Governors welcomed the information.</p>	
18.	<p>AOB</p> <p>The HoI reported on a fixed term exclusion in the Infants, and added it was the first exclusion in the last year made, the Chair of the Governing Body had been consulted and policies and procedures followed with the added support from the LA exclusion team.</p> <p>The EHT reported on the salary range of the HoJ and how it was proposed to be in line with the other Head of Infants salary, from 16-20, changed to 17-21.</p> <p>The determination of pay document would be completed and shared with the Chair of the Governing Body. It was noted how the discussion was a change to the role not the person in role. It was:</p>	

Chair’s signature: _____ Date: _____

	<p>Agreed by the governing board to make the necessary change to the grade of HoJ ISR from 16-20 to 17-21.</p> <p>The Governing board thanked Mr Jeremy Merckel, co-opted governor, for his 5 years of service to the governing board and for his challenges and extra support given to the school and SLT.</p>	
19.	<p>Date and time of Next Meeting</p> <p>The date and time of the next meeting: FGB Autumn - Wednesday 27th September 2023 at 4pm FFPHS committee Autumn meeting – Wednesday 15th November 2023 at 8am E & S Committee Autumn meeting – 29th November 2023 at 8am</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	<ul style="list-style-type: none"> • Clerk to share Job Description Well-Being Link Governor with T Whittier • Governors to consider the role of Vice Chair in preparation for the role of Chair in 2024/2025. • The Chair to schedule a visit to check H & S in school. • Governors to share their ballot paper for selecting associate governor. • The newsletter to be completed in September and January. 	

Chair's signature: _____

Date: _____