



Full Governing Board Meeting

Tuesday 14th December 2021 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)
Mr Jeremy Merckel (Co-opted) (JM)
Mrs Laura Shergold (Parent) (LS)
Mr Pete Donovan (Parent) (PD)
Mrs N Arkinstall (Co-opted) (NA)
Mrs Karen Welch (Co-opted Acting Head of Juniors) (KW)
Ms Becky Dewsbury (School Business Manager) (BD)

In Attendance: Mrs Holly Birkett (Associate) (HB)
Mrs Ann Darby (Associate) (AD)
Ms Tara Morton (New Associate) TM
Mr Avtar Bhogal (New Associate) AB

Mrs Laura Grice (Governance Professional)

Apologies: Mrs Christine Engers (Co-opted) (CE)
Ms Roxy Willis (Co-opted) (RW)
Mr Dan Mortiboys (Local Authority **Vice Chair**) (DM)

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 and DM. Welcomed TM and AB and introductions were given around the table. The EHT requested those who had not yet completed Governor Bio's could complete them ahead of the start of the new year.	
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.	

Chair's signature: _____ Date: _____

3.	<p>Urgent Additional Items</p> <p>The following urgent additional items were recorded: <u>Year 4 Residential</u></p> <p>The EHT advised that there were plans to attend Whitmore Lakes Residential for Year 4 in February 2022. <i>A governor asked how the trip would work in terms of transport.</i> The EHT advised that a small number of children would require transport, which would be provided and would be well ventilated. All other children would be dropped directly at the residential by their parents. The school were trying to contextualise each request for transport and meet the needs on each child's basis. Governors discussed the initial cost provided to parents was without transport. It was noted that where relevant, the costs would be covered using Pupil Premium for those children attending who receive this additional funding.</p> <p><i>Resolved</i> to approve the Year 4 residential visit to Whitmore Lakes.</p> <p>The EYFS Governor Visit would be discussed later in the meeting.</p>	
4.	<p>Membership Update</p> <p><u>Associate Governors</u></p> <p>New Associate Governors, Avtar Bhogal and Tara Morton, had been previously introduced. The Chair explained the purpose of Associate Governors. It was recorded that the Associate Governors would have voting rights on the committees but not at the Full Governing Board meetings.</p> <p>From January, 2022 Karen Welch would revert back to her Assistant Head Teacher role from Acting Junior HoS and it was therefore recommended that KW be elected as an Associate Governor.</p> <p><i>Resolved</i> To approve the election of Karen Welch, Avtar Bhogal and Tara Morton for a term of three years.</p> <p>TM and KW would join Education and Standards Committee and AB would join Finance Committee.</p> <p><u>Co-Opted Governor</u></p> <p>From January 2022, Matthew Sadler would commence his role as Head of Junior School. it was therefore suggested that he be elected as a Co-Opted Governor.</p> <p><i>Resolved</i> To approve the election of Matthew Sadler as a Co-Opted Governor from 1st January 2022 for a term of three years.</p> <p><u>Review of link governors</u></p> <p>The Governance Professional advised that it was not best practise for an Associate Governor to undertake a link governor role as Associate governors were appointed to lend their expertise to the governing board, but they were not governors themselves.</p>	

Chair's signature: _____ Date: _____

	<p>Governors discussed and agreed that although Holly Birkett was an Associate Governor, she would continue as a Link Governor as she had the suitable skills to fill the role.</p> <p>Resolved To approve Holly Birkett undertake the role of EYFS Link Governor.</p>	
5.	<p>Minutes of the Previous Meeting and matters arising of 23rd September 2021. Governors referred to the minutes of the previous meeting held on 23rd September 2021 having being previously circulated. <i>It was,</i></p> <p>Agreed as a true and accurate record and would be signed by the Chair.</p> <p><u>Matters Arising</u> The outcome of the matters arising were confirmed below:.</p> <ul style="list-style-type: none"> Item 6 - The Chair and JM would complete Safer Recruitment and GDPR training. <p>All other items had been completed.</p>	Chair/JM
6.	<p>Chair Urgent Actions – The EHT and HoS performance management had been completed by the Chair, DM and NA.</p> <p>The Ratification of staff performance management had been completed.</p> <p>A parent letter of concern had been received and was being handled as a concern and no further action was being taken.</p>	
7.	<p>Receive Committee Minutes <u>Education and Standards 10.11.2021</u> NA provided a summary of the meeting which followed a walk around. The Junior data drop would be discussed later in the meeting. Governors thanked SLT and staff for hosting the Governors. The EHT explained that all actions had been completed, except the parent virtual survey responses. <i>A governor asked if there were future walk arounds planned.</i> It would be discussed under item 12.</p> <p><u>FFPH&S 16.11.2021</u> JM provided an overview on behalf of DM and stated that the Finances were in a healthy position. The EHT explained that any additional funding had been spent on additional staffing resources; all staffing compliments were full. The EHT thanked BD for a tight rein over the accounts.</p> <p>Governors discussed staff wellbeing and praised the staff for the position of the school during a difficult climate. The EHT explained that both schools had been hit by Covid related sickness. Funding had been reintroduced but could only be claimed back from the 24th November 2021.</p>	

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	Governors discussed at length communication with parents and the use of Chairs Actions to ensure staff and children were safe.	
8.	<p>Data Update</p> <p><u>Junior data drop</u></p> <p>The Junior Data Drop November 2021 had been previously circulated. KW explained that the outcomes had been discussed with teachers.</p> <p>Year 6 data had been analysed for SATS baselining.</p> <p>KW highlighted that there were more children achieving greater depth as you moved up through the year groups.</p> <p>The number of children achieving greater depth was good. Teachers were seeing a significant impact of the pandemic on a small group who were not hitting greater depth and there were around 15 to 20 children who were not hitting expected in Year 6. The Year 6's had been split 4 ways and along with Matthew Sadler, KW would investigate how to support them further. Those working towards below expected and they had slipped a little more, so targeted interventions and appropriate support will also be put in place to address these concerns</p> <p><i>In response to a governor's question</i>, gaps had been identified however, there had also been had another flurry of Covid absences. All children who had been absent across the school were picked up upon their return. PP meetings taking place and teachers know their children very well.</p> <p>The EHT explained that the Junior data had been delayed which was why it was presented at the FGB. There would be a shift of pupils moving through the categories. Writing would be teacher assessed at the end of the year. The SATs week would be going ahead in May however, if the EHT had the backing of Unions, he would recommend to the Governing Board that SATs would be boycotted next year.</p> <p>Governors discussed the baseline testing in Reception, which had been completed.</p> <p><i>A governor raised that in Year 3 there was a significant gap and asked what was being done to assess the children.</i> KW explained that there were more children who were struggling with phonics. The strategies in place were in line with the Infant School; these included a baseline of phonics, lots of training and one to ones sessions. During the first term, there was a focus on reading and assisting the children to access as best they could. The other gap identified was to work with children to be more independent again.</p> <p>In terms of writing within Year 3 back to basics was a focus. KW was confident that there would not be a significant gap by the spring term, if the additional support continued.</p>	

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Date: _____

	<p><u>Infant Phonics outcomes</u></p> <p>SK explained that the phonics screening tests had taken place. There was a pass rate of 86% which was good due to the interrupted phonics teaching. Some children included in the internal assessments were not present at both assessments due to pupil mobility. Comparative data from June 2019 showed a pass rate of 92% and June 2018, 96%. There were only three children out of the Year 2 class that did not pass, these children were receiving interventions.</p> <p>Some of the Year 1 children who did not pass were SEND children, who were not expected to pass. The Year 2 staff had worked incredibly hard. SK was pleased with the results. <i>A governor commended SK and the team.</i></p> <p><i>A governor asked if the new phonics scheme was helping with the progress.</i> SK felt that consistency was key, there were a lot of new resources and a new reading scheme but children were doing well. The new scheme was improving the teaching and making sure the whole school approach and consistency was good.</p> <p><i>A governor congratulated the school for being in the top 10 schools in Birmingham.</i></p> <p><i>A governor asked if the BIB data and none BIB data was included and the Board understood the differences.</i></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> <p><i>A governor asked within section 5 (Leadership and management) was there any data to evidence that parents were happy with the level of communication.</i> The EHT had circulated an online parental questionnaire but take up had been low. Although parents had been given every opportunity to complete the questionnaire, it was not representative of a whole school response. The EHT was mindful to complete another questionnaire early in the spring term. Any feedback would be presented to the FGB.</p>	
10.	<p>GDPR</p> <p>The EHT confirmed there had been no incidents to report and the schools were fully compliant.</p>	
11.	<p>Safeguarding</p> <p>The DSL training had been completed. The SCR was regularly updated and checked with the Office managers. The SCR had also been audited on several occasions.</p> <p>The schools continued to use CPOMS. A meeting with the Safeguarding link governor was planned.</p>	

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	<p><i>In response to a governor's question</i>, the key staff members had undertaken Operation Encompass Training. It was confirmed that communication would be sent to parents to remind that Operation Encompass was in school.</p> <p>Operation Encompass and Prevent would be covered at the next Training day.</p>	Chair/EHT
12.	<p>Governor Training and Visits The Chair thanked the schools for hosting the last visits.</p> <p>The proposed date for next visit was the 9th February 2022 ahead of the Education and Standards committee meeting at 1pm. The focus of visit was agreed as a Children's Wellbeing and Mental Health.</p> <p>The importance of the visit was stressed to governors.</p>	
13.	<p>Busy Bodies Before and After School provision A proposal to increase the prices from April 2022 had been previously circulated. The increase was to cover national minimum wage, resources and gas and electricity costs increases. Busy Bodies was a not for profit provision.</p> <p><i>In response to a governor's question</i>, the EHT confirmed that the provision was still not for profit with the price increases.</p> <p>Following discussion, it was</p> <p>Resolved To approve the price increased for Busy Bodies fee's from April 2022 as detailed in the draft letter shared on Governorhub.</p>	
14.	<p>Review policies The Virtual attendance policy and Pay Policy 2021/22 had been previously circulated. There were no questions.</p> <p>Resolved To ratify the following policies</p> <ol style="list-style-type: none"> Virtual attendance policy Pay Policy 2021/22 	
15.	<p>LA Items/Items for information Information on the following had been previously circulated for information:</p> <ul style="list-style-type: none"> • Education Endowment Fund (EEF) Guide to Pupil Premium • Training & Skills Link Governor Role Description • Growth Funding or Falling Pupils Funding • School Capital Funding • ESFA • Increasing Diversity GB • Spotlight on Governance • Pay Policy 	

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16.	<p>Any Other Business <u>EYFS Governor Visit, Boldmere Infant and Nursery School</u> HB presented the visit report. The key points were noted as follows:</p> <ul style="list-style-type: none"> • HB met with Mrs Cornell on 6th October 2021 and informed of the background of EYFS and key changes. • Visited the nursery, reception and Year 1 to see how children were progressing through the year groups. • Helped to understand the provision and enhancements, both in and outdoors and how the seven areas of EYFS were being met. • Children were playing in focused ways. • Children were able to explain why they were doing an activity and if the children were enjoying it. • The overwhelming impression was that children were learning through play but were actually developing learning and understanding. • The provision was very resource intensive and the visit showed why it was so important to provide particular resources. • HB had a much better understanding of how EYFS provides the building blocks for later learning and development throughout the School. • HB would revisit next term with a focus on particular area on the curriculum. <p style="text-align: center;"><i>LS left the meeting at 5.44pm.</i></p> <p>TM would join HB on the next visit.</p> <p>Governors thanked HB for such a detailed report. SK thanked HB for visiting.</p> <p><u>EHT Update</u> The EHT update would be circulated before the end of the week, containing MAT and Ofsted Updates.</p> <p><u>Staffing</u> The EHT thanked staff for their support during the autumn term, especially those acting up. The EHT also thanked those who were leaving and retring at the end of the academic year.</p>	<p style="text-align: center;">HB</p> <p style="text-align: center;">TM</p> <p style="text-align: center;">EHT</p>
17.	<p>Date and time of Next Meeting The date and time of the next meeting was confirmed as taking place on Wednesday 27th April 2022, 4.00pm</p>	

With there being no further business, the Chair closed the meeting at 5.58pm and thanked governors for their attendance.

ACTIONS:

Item No.	Action	By Who
5	All governors to complete Safer Recruitment and GDPR training	Chair/JM
11	Sent reminder to parents regarding Operation Encompass	Chair/EHT

Chair's signature: _____ Date: _____

16	Revisit EYFS next term with a focus on particular area on the curriculum	HB/TM
16	Circulate the EHT update	EHT

Chair's signature: _____ Date: _____