



## Full Governing Board Meeting

Thursday 27th September 2023 at 4pm  
The Federation of Boldmere Schools

**Present:** Mr Greg Bloom (Co-opted **Chair**) (GB)  
Mrs Samantha Kenny (Co-opted and Head of Infants) (Hol)  
Mr Matt Sadler (Co-opted and Head of Juniors) (HoJ)  
Mrs Holly Birkett (Co-opted (HB)  
Ms N Justice-Dean (Parent) (NJD)  
Ms T Whittier (Co-opted) TW  
Mr Carl Glasgow (Executive Head Teacher) (EHT)

**In Attendance:** Mrs Cordell O'Neill (Clerk)  
Mrs Karen Welch (Associate)  
Ms Anne Derby (Associate)  
Ms Anja Pawson (Associate)  
Mr Charley Hafiz

**Apologies:** Mr Dan Mortiboys (Local Authority) (DM)  
Mrs Laura Shergold (Parent) (LS)  
Mrs N Arkinstall (Co-opted) (NA)  
Ms Amy Bryan (Staff) (AB)

Item:	Agenda Items:	Action by:
1.	<p><b>Appointment of Chair and Vice Chair</b> The Governance Professional asked Governors for nominations for the election of Chair. A nomination was received, and it was:</p> <p><b>Resolved</b> that Greg Bloom be elected as Chair until the first meeting of the next academic year. Greg Bloom advised the board of his final year as Chair of the board, with the intention to support the Vice chair, with succession planning in place.</p> <p>The Governance Professional asked for nominations for the election of Vice-Chair. A nomination was received, and it was:</p> <p><b>Resolved</b> that Laura Shergold be elected as Vice-Chair until the first meeting of the next academic year.</p>	
2.	<p><b>Confirmation of the Governance Professional 2023/2024</b> It was confirmed that the clerking service would be provided by SIPS Education for the 2023/2024 academic year. <b>Resolved</b> that the clerking service be provided by SIPS Education for the academic year 2023/2024</p>	

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3.	<p><b>Welcome and Apologies</b> The Chair welcomed governors to the meeting, apologies were received and accepted from NA, DM, LS, and AB.</p>	
4.	<p><b>Declarations of Interest</b> The Chair asked members if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared.</p>	
5.	<p><b>Urgent Additional Items</b> The following urgent additional items were recorded:</p> <ul style="list-style-type: none"> <li>• An email was shared regarding Birmingham Council bankruptcy and the intentions of the council/government, the email was received from, <b>Sue Harrison</b>, Strategic Director of Children &amp; Families, Children &amp; Families Directorate, Birmingham City Council. The email reported on the key steps to help the council move forward and plan for the future. The elements of their financial recovery plan and how they were taking the bankruptcy forward. The report makes several recommendations for restoring the council’s finances and would be considered by full council at their meeting on 25 September 2023, a link was shared to view the full report.</li> <li>• The EHT reported on a Financial Audit taking place at both the schools in the next couple of weeks. The dates had been circulated and within the email was a questionnaire for all governors to complete.</li> <li>• The EHT reported on the RAAC of Boldmere Federation and confirmed there was no problems.</li> <li>• Performance Management Appraisal was taking place on 28th September 2023, please see a further discussion in AOB.</li> </ul>	<b>All</b>
6.	<p><b>Finance Update</b> The EHT reported on the following positive news:</p> <ul style="list-style-type: none"> <li>• Junior - Carry Forward £170,359 budgeted for a carry forward of £76,116 so set a deficit of £49,399 and now a surplus of £44,844.</li> <li>• Infant - Carry Forward was reported at £190,787 budgeted for £116,540 carry forward, set a deficit of £109,634, therefore there was still a £35,387 in year deficit.</li> <li>• Overall, Boldmere Federation was more or less breaking even.</li> <li>• It was confirmed that additional school grants were secured.</li> <li>• There were concerns over attracting recruits for some services such as Children services and SEN. Due to the negative publicity of Birmingham Council (Bankruptcy).</li> </ul> <p><b><i>It was confirmed by the EHT that although they were classed as different schools, they would claw back any deficits identified in each of the schools.</i></b> <b><i>A governor challenged if the school was still receiving ongoing financial information from Oracle.</i></b> The EHT confirmed their own financial information system was providing the school with inhouse information, which was valuable, as Oracle was still facing challenges. <b><i>The EHT also confirmed DRB was still providing useful information, such as Pension</i></b></p>	

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	<p><b>information, following a governor's question.</b></p> <p><b>Governors asked if the restrictions on recruitment were still in place.</b> The EHT confirmed the school was still following the recruitment restrictions, apart from where EHCP requirements came into play for a child requiring one to one support, which the post would eventually be funded for, from the LA/SENAR, it was reported how the school would not be able to function without these members of staff. The EHT confirmed the school had been cautious in recruitment and provided examples.</p> <p><b>The Chair offered his thanks to the staff and the school for all their hard work. Year on year the predicted carry forward was always an improved picture at this time of reporting to the FGB.</b></p>	
<p>7.</p>	<p><b>Minutes of the Previous Meeting, FGB and matters arising of 13 July 2023</b> <b>AGREED:</b> as a true and accurate record and would be signed by the Chair.</p> <ul style="list-style-type: none"> <li>• The Clerk to share well-being Job Description with Link Governor – <i>completed.</i></li> <li>• Governors to consider the role of Vice Chair in preparation for the role of Chair in 2024/2025 - <i>completed.</i></li> <li>• The Chair to schedule a visit to check H &amp; S in school. <b>To be scheduled for autumn term 23/24.</b></li> <li>• Governors to share their ballot paper for selecting associate governors - <i>completed.</i></li> <li>• The newsletter to be completed in September and January. <b>Laura Shergold had reminded governors of items required for the newsletter.</b></li> </ul> <p><b>Resolved</b> the minutes to be taken as read, confirmed, and signed by the Chair as a true record and retained by the school for record.</p>	<p><b>ALL</b></p>
<p>8.</p>	<p><b>Review:</b> <i>Diversity Data</i> Collecting and publishing governing board diversity data was discussed. Schools were encouraged to collect and publish governing board members' diversity data. Information should be widely accessible to members of the school community and the public. Board members can opt out of sharing their information, including protected characteristics, at any given time including after publication. there was no prescriptive way to collect diversity data from volunteers; this needed to be done on a voluntary basis. Schools may prefer to adopt a similar approach to how they collate the diversity data of pupils.</p> <p>The school was aware that diversity was important, and the governing boards needed to be increasingly reflective of the communities they serve. <b>The Boldmere Federation governing board all agreed they strived to be a diverse board and decided to complete the form to reflect the evolving diversity of the board.</b></p>	<p><b>All</b></p>

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	<p><u>Business Interests</u> Governors were asked to complete their annual business interest form and return to the Governance Professional.</p> <p><u>Code of Conduct</u> Having been previously circulated, governors agreed to adopt the Code of Conduct. The Clerk highlighted the importance of confidentiality, it was.</p> <p><b>Resolved</b> that the Code of Conduct be adopted, and the Chair signed accordingly on behalf of the FGB.</p> <p><u>Website Requirements</u> The Governance Professional highlighted the DfE guidance and reminded governors of the information schools and academies were required to publish on their websites.</p> <p>The Associate governor confirmed she had reviewed the website requirements paper shared and viewed Boldmere Federation pages and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The location of the SENDCO contact was not clear.</li> <li>• The school badge on the uniform, was this compulsory. (NO)</li> </ul> <p>Overall, governors felt the website was transparent and detailed.</p> <p>The EHT was aware of some policies that required updating and the profile of each individual Governor was requiring an update.</p> <p><u>Governor attendance 2022-2023</u> The Governance Professional confirmed that the attendance data of governors for 2022-2023 had been forwarded to the HT and the Chair, to be published on the school website.</p> <p><u>Governor contact details</u> Governors were asked to complete and return the Governor Contact Details form to the Governance Professional. Governors were asked to inform the Governance Professional of any subsequent in-year changes and ensure they were uploaded to GovernorHub.</p> <p><u>NGA Skills Audit</u> Governors were asked to complete and return the NGA Skills Audit form to the Governance Professional. <b>The Clerk would produce the skills matrix.</b></p> <p>The Self-Evaluation/audit tool was discussed, and it was decided to undertake the self-evaluation at a governor visit to be led by an external advisor - Nicki Bell.</p>	<p>All</p> <p>All</p> <p>All/Clerk</p> <p>All</p>
9.	<p><b>Review Governing Board membership and Terms of Reference</b> The Clerk highlighted the following changes to the governing board membership:</p> <ul style="list-style-type: none"> <li>• A new Staff Governor Amy Bryan had replaced Ema Jackson, gratitude was</li> </ul>	

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shared by the governing board to Ema Jackson for her support on the governing board, her contributions had been invaluable and the FGB thanks Ema for all of her hard work whilst in this role.

- The Board had received a resignation from Roxy Willis in July 2023, which left a vacancy, particularly in the FFPH&S committee.
- There was now a Co-opted vacancy on the board and all governors were encouraged to promote the vacancy, with a focus on recruiting a governor who had the particular financial management skills that the board were seeking.
- Two new Associates were welcomed to the board and introduced themselves, prior to the introduction of the Board.

The following Membership was confirmed:

<b>LA (1)</b>	<b>End of Office</b>
Mr D Mortiboys	09/02/2027
<b>Parents (2)</b>	<b>End of Office</b>
Ms N Justice-Dearn	09/10/2026
Mrs L Shergold	14/06/2025
<b>Executive Headteacher (1)</b>	<b>End of Office</b>
Mr C Glasgow	Ex-Officio
<b>Staff Governor (1)</b>	<b>End of Office</b>
Ms Amy Bryan	26/9/2027
<b>Co-opted (7)</b>	<b>Ed of Office</b>
Mrs N Arkinstall	12/07/2027
Mr G Bloom	12/07/2027
Ms T Whittier	26/09/2027
Mrs S Kenny *STAFF	21/05/2025
Mr Matt Sadler *STAFF	31/12/2025
Mrs H Birkett	28/09/2026
Vacancy	
<b>Associate Members</b>	<b>End of Office</b>
Mrs A Darby	13/12/2024
Mrs K Welch	14/12/2024
Ms Anja Pawson	26/09/2027
Mr Charley Hafiz	26/09/2027

#### Instrument of Governance

The instrument of Governance had been circulated to all governors following discussions, it was:

Agreed to approve the Instrument of Governance currently in place.

The following FFPH&S Committee membership was discussed and confirmed as follows:

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1. Mr C Glasgow
2. Mr G Bloom
3. Mr D Mortiboys
4. Mrs A Darby (with voting rights) (Associate Governor)
5. Mrs S Kenny
6. Mr M Sadler
7. Ms N Justice - Dean
8. Ms Charley Hafiz (With voting rights) (Associate Governor)
9. Potential Co-opted Governor vacancy (Financial experience essential)

The Chair of FFPH&S Committee would be appointed at the first meeting.

The following Education and Standards Committee members were discussed, and the following members agreed:

1. Mrs N Arkinstall
2. Mrs H Birkett
3. Mr C Glasgow
4. Ms A Bryan
5. Mrs S Kenny
6. Mrs K Welch (with voting rights) (Associate Governor)
7. Mrs L Shergold
8. Mr M Sadler
9. Ms T Whittier
10. Ms Anja Pawson

It was resolved that Mrs N Arkinstall be elected Chair of the Education and Standards Committee until the first meeting of next academic year.

A minimum of three members required to be quorate for both committees.

#### Executive Head Teacher and Heads of School Appraisal

Terms of Reference agreed. Membership as follows:

Mr G Bloom, Ms Laura Shergold (joining remotely) and Mr D Mortiboys, it was confirmed by the EHT, the date for the EHT Appraisals was scheduled for 28th September 2023, with the appointed external advisor Mrs Nicki Bell.

#### Agreement of Executive Head Teacher virement and expenditure limit

The Finance Committee would review and approve orders over the sums of £15,000 and sums below that amount be delegated to the Executive Head Teacher. If within budget provision and subject to the receipt of three quotations, in accordance with the Local Authority Financial Regulations and Standing Orders. The HoJ reported, how that included cumulative expenditure, which when required a Best Value Statement review would be undertaken.

Items Delegated to an Individual(s)

Delegation of expenditure and virements, disposal of surplus stock, delegation of

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	<p>Suspension, approval for Expenditure and Appointment of Staff agreed as outlined in the Terms of Reference.</p> <p>The EHT Delegation statement had been circulated recently and approved and adopted.</p> <p><b>Resolved</b> that the <b>FFPH&amp;S Committee</b> approve expenditure and virements of sums of £15,000 and sums below that amount be delegated to the Executive Head Teacher</p> <p><u>Review Special Responsibility Governors</u></p> <p>The following was agreed:</p> <p>Safeguarding/Child Protection Governor, Mrs H Birkett (All governors would be Safeguarding Trained) SEND Governor and LAC Governor, Mrs N Arkinstall Health and Safety Governor, Interim Mr G Bloom Safer Recruitment Governor, Mr C Glasgow; Mrs S Kenny, Ms N Arkinstall, Mr M Sadler, Ms L Shergold and Mr D Mortiboys. Communications Governor, Mrs L Shergold EYFS Governor, Ms A Pawson Wellbeing Governor, Ms T Whittier Training/Skills Governor, Charley Hafiz Digital and Technology standards in schools and colleges – filtering and monitoring requirements Link Governor, Mrs K Welch GDPR <i>All Governors to be GDPR trained.</i> PE/School Sports Governor, Ms N Justice-Dearn</p> <p><i>The Clerk reminded governors to update their training on GovernorHub and for all governors to also complete all allocated online training circulated by B. Bishop (SBM).</i></p> <p>It was:</p> <p><b>Resolved</b> to adopt the Governing Board Membership and Terms of Reference.</p>	<b>All</b>
10.	<p><b>Agreement of draft FGB Virtual Attendance Policy</b> Having been previously circulated ahead of the meeting. There were no changes to the policy from the previous year. It was:</p> <p><b>Resolved</b> to adopt the Virtual Attendance Policy.</p>	
11.	<p><b>Review schools’ vision and ethos</b> School Improvement plans - Infant School Improvement Plan 2023-24, which was circulated to all governors. The Hol reported on the circulated document, the Boldmere Infant and Nursery School Improvement Plan 2023-24, which was based on self-evaluation priorities. ‘Our vision: <i>To empower all children to embrace learning, achieve their best and build their emotional, social and physical well-being</i>’.</p>	

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Based on an evaluation of last year's school improvement plan, some areas were embedded last year and ongoing and some were new. Action plans were detailed with the responsible member for each action.

**A governor challenged why the SIP had not included the foundation curriculum.** The HoJ reported the Foundation Curriculum continued in the background. The HoJ confirmed it was included in the previous year's SIP.

**A governor asked if the SLT were satisfied with the curriculum leads.** The HoJ reported on the interviews between the external advisor and curriculum leads which took place twice a year to discuss the progress and improvements.

**A governor reported on the increase of pupils joining the school requiring personal care needs, and asked if the SIP should highlight the interventions due to the increase in personal need and possible training requirements.**

The HoJ reported how SLT had taken advice, and training was not required in this area, however, agreed to include in the SIP, the awareness and reference to providing intimate care to children.

The HoJ reported on the SIP for Juniors and highlighted the following salient points taken from the 'Boldmere Junior School', School Improvement Plan: -

- The SIP was a working document used to set priorities and monitor progress throughout the year.
- Boldmere was an ambitious school and had high expectations for all the children and staff. The school aim to maintain the highest of standards in all aspects of work.
- The new targets for 23-24 were highlighted in bold. The others were an enhancement of targets from 22/23, which were rag rated of where the school felt they were relating to in each target area.
- The plan was underpinned by action plans for each area and further subject area action plans which gave detailed explanations of the priorities identified.
- Quality of Education – foundation of the curriculum was highlighted to governors and evolution, and identifying precision, together with Behaviours and Attitudes section, 2023-24: to further develop the climate of mutual respect, kindness, and aspiration for all, across the entire school community and including all stakeholders. Which included parents more broadly, parental conduct. The content from the Parent forum and parent rep discussions were highlighted and the expectation of some of the content, which was vital.

**A governor advised the school to adopt a Zero-Tolerance policy. Governors also advised the school to highlight the consideration of adopting a Zero Tolerance Policy at the parent forums. It was: -**

**Agreed** by governors to adopt the Infants and Juniors SIP, which would appear on the school website when also approved by the school improvement advisor.

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12.	<p><b>Governing Board Self-Evaluation</b> The Clerk confirmed the Self Evaluation had been discussed in the above items.</p>	
13.	<p><b>Chair Urgent Actions</b> There were no Chair Urgent actions to report.</p>	
14.	<p><b>School Admission Agreements including agreement of PAN.</b></p> <p>The EHT advised the schools current pupil admission number (PAN) was currently 90 per year group, however, across year groups, there were reported class sizes of 31.</p> <p><b>Governors asked if the school always had to accept additional pupils,</b> the HoJ reported how the LA would direct under the fair access protocol, which was explained in further detail to governors.</p> <p><b>Governors asked what numbers over pan was the infant school.</b> The HoJ confirmed there were 93 in reception, three over pan.</p> <p>There were no further questions.</p>	
15.	<p><b>KS2 Data Update</b> The HoJ reported on the following salient points:</p> <ul style="list-style-type: none"> <li>• The data shared at previous meetings had only been received that day, the SLT had now had time to undertake further analysis on the data.</li> <li>• The headline data was presented with tables and comparisons to national data.</li> <li>• A further breakdown was presented with colour codes analysing school performance against the national data against demographics, such as Girls/Boys, LAC and SEND.</li> <li>• Overall, the data was positive and where the school wanted to be against national data.</li> <li>• There were key areas targets, writing outcomes for girls was significantly outweighing the boys. The data would be discussed further at Education and Standards Committee in line with school improvement priorities.</li> <li>• The data was unvalidated currently and the HoJ provided the following example: two children had joined the school after September 2021 with English as additional language, so those pupils could be disapplied. Another child had left in year 6 before the published data.</li> </ul> <p><b>The HoJ confirmed the league tables would appear eventually, following a governor's question.</b></p> <p>There were no further questions.</p>	
16.	<p><b>Review Policies</b> The following policies had been circulated ahead of the meeting for consideration: <u>Safeguarding Policy</u></p> <p>The EHT highlighted the changes to the governor checks around DBS enhanced check 128, which should be reviewed regularly. Checks would be carried out when appointed and continued to be checked until the governor post expires. It was essential for all governors to familiarise themselves to the Safeguarding Policy.</p>	

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	<p><u>Virtual Attendance Policy</u> This policy had been agreed earlier in the meeting.</p> <p><u>Gifts and Hospitality Policy</u> This policy was circulated in July 2023, there had been no changes, and the school reported a nil return on Gifts and Hospitality.</p> <p><u>ICT and Internet Acceptable Use Policy</u> There was a safety concern the previous term, which resulted in the re-writing of the policy. <b><i>A further discussion took place on the changes and governors suggested circulating the policy and giving parents the option to opt in or out, which provided an audit trail for the school.</i></b> The digital filtering changes had also been added to the policy.</p> <p><u>Intimate Care policy.</u> This policy included areas of personal care; this policy had strengthened the processes also being followed in the BIB.</p> <p><u>Whistleblowing Policy</u> The HoJ reported the policy was a model BCC Policy and there were no updates.</p> <p><u>No Platform policy</u> -BCC model policy and no updates, the HoJ explained how the policy was to support visitors to the school and their presentations. It was:</p> <p><b>Agreed to approve and adopt</b> the above list of policies.</p>	
17.	<p><b>GDPR</b> The EHT reported on one incident recorded and was dealt with internally. All school staff were given training in GDPR. <b><i>Governors were advised to undertake the GDPR training, Becky Bishop would soon be sharing a link for governors to receive the GDPR training and complete by a given deadline.</i></b></p>	<b>All</b>
18.	<p><b>Safeguarding</b> The Clerk had circulated the Keeping Children Safe in Education document for all governors to read and advised governors to sign the link on GovernorHub to confirm they had read and understood the latest KCSIE document. Becky Bishop would be sharing a link for all governors to follow to complete the safeguarding training also by a given deadline.</p> <p><b>Birmingham SEND Report/Bham Safeguarding Report</b> Bham SEND and Safeguarding report had been circulated via GovernorHub- Governors were informed to read and understand the SEND and Safeguarding outcomes detailed in the reports. Which was an expectation from Ofsted.</p> <p>A governor raised incidents in the area of muggings of older pupils, in relation to year 6 children, governors felt it was important to discuss, the incidents and the circulation of the issues were shared by a local secondary school with SLT. No further actions were required.</p>	<b>All</b>  <b>All</b>
19.	<p><b>Governor Training and Visits</b> S &amp; G S Training and SIPS Training</p> <p>The Clerk encouraged Governors to use the training sources available, SIPS training had been paid for by the school for all Governors to access and Birmingham S&amp;GS.</p>	<b>All Governors</b>

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	The Clerk asked Governors to record all their training on GovernorHub. <i>Governors were welcomed to come into school for the link governor visits.</i>	
20.	<p><b>LA Items/Items for information</b></p> <p>The following LA items were circulated to all governors: -</p> <ul style="list-style-type: none"> <li>• SIPS Training</li> <li>• KCSIE</li> <li>• Spotlight on governance newsletter</li> </ul> <p>Governor training visit would follow after the Education and Standards Committee, following the meeting, the meeting date was changed to 10<sup>th</sup> November 2023 at 8am. To accommodate Nicki Bell the external advisors training session, which would take place directly after the E&amp;S meeting on the same date.</p> <p>Governors welcomed the sharing of all information being presented.</p>	
21.	<p><b>Any Other Business</b></p> <p><i>The HoJ and Hol were asked to leave the meeting for the following discussion.</i></p> <p>The EHT reported, in advance of the Performance Management meetings scheduled for 28<sup>th</sup> September 2023, there was no remuneration to be determined for the EHT and Hol role, as both were at the top of their scale, although governors were reminded, both roles were still performance managed in the same way and continued to be monitored to approve their targets.</p> <p>However, there had been a review of the HoJ individual salary range currently at 16-20, which was proposed to be in line with the Hol role at 17-21. Following a discussion, all governors agreed with the proposed change to the HoJ role of the salary banding change to 17-21.</p> <p>It was agreed on 28<sup>th</sup> September 2023, the HoJ would be awarded one incremental point if successful during his appraisal.</p>	
22.	<p><b>Date and time of Next Meeting</b></p> <p>FGB - Wednesday 13<sup>th</sup> December 2023 4pm FFPHS - Wednesday 15<sup>th</sup> November 2023 at 8am E &amp; S - Wednesday 10<sup>th</sup> November 2023 at 8am</p>	

**ACTIONS:**

Item No.	Action	By Whom
5	All governors to complete the Audit questionnaire	All
8	All Governors to complete the NGA diversity data form. Which the clerk had circulated.	All
8	Skills Audit, Declaration of Interest to be completed and a matrix formed by the Clerk	All/Clerk
9	All members to promote the Co-opted Governor vacancy.	All
18	KCSIE – all governors to read and understand and sign on GovernorHub. Safeguarding Training to be undertaken by all governors. GDPR Training to be undertaken by all governors.	All All All
19	Governors to read the SEND and Safeguarding report circulated	All
20	Governors to review the training on offer via SIPS training and S & G S and attend training to support their role.	All

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With There being no further business, the Chair closed the meeting at 5.55pm and thanked governors for their attendance.

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