

PARK HIGH SCHOOL ACADEMY GOVERNORS

MEETING OF THE FULL GOVERNING BODY

TUESDAY OCTOBER 19<sup>TH</sup> 2021

Sangita Patel Member Appointed Governor (Chair)

Naresh Patel Member Appointed Governor (Vice-Chair)

Colette O'Dwyer Staff Governor (Headteacher)

Bhupendra Hirani Parent Governor

Hayley Perren Staff Governor (Teaching)

Marilyn Ashton Local Authority Appointed Governor

Ramesh Shah Member Appointed Governor

Bhupash Patel Staff Governor (Teaching)

Toral Patel Parent Governor

Dharmesh Shah Parent Governor

Kryisia Dalziel Member Appointed Governor

Alex Turner Member Appointed Governor

Staff Advisors: Neil Darby and Karen Wilkinson – Deputy Headteachers. Colin Meredith – Interim School Business Manager

Acting Clerk: Gaye Kassir

Item	Lead	Notes	Actions
1. Election of Chair and Vice Chair	GK	Sangita Patel was elected as Chair Naresh Patel was elected as Vice Chair	
2. Welcome and apologies	SP	Apologies from: <ul style="list-style-type: none"> <li>• Hayley Perren</li> <li>• Alex Turner</li> <li>• Marilyn Ashton</li> </ul> Welcome to the first live meeting for over a year	
3. Declarations of Interest	SP	Toral Patel – Finance Officer at Stanburn School. Colette O’Dwyer’s husband Director of Education at Harrow Council	
4. Order of Agenda	SP	No changes	
5. Minutes of the meeting hold on 6 <sup>th</sup> July 2021	SP	Change Patrick O’Dwyer’s post to Director for Education, otherwise they are good to sign off.	<ul style="list-style-type: none"> <li>• Sangita to sign off a copy, small amendment to be made</li> </ul>
6. Matters arising	SP	None	
7. Report from the Chair <ul style="list-style-type: none"> <li>a. Governor Code of Conduct</li> <li>b. Resignations from the GB</li> </ul>	SP	Two resignations, Jo Muir and Sam Methuen, many thanks for all their years of service to the school. Jane Turgel has also resigned as our Clerk as her workload has increased. We have sourced a company to do our clerking for a year to see how that works. They should be in place after half term. They will be fully trained and able to advise governors on governance matters. It should be the same person that attends all meetings.  There is also a governor code of conduct accessible to all and which all governors present to sign. Any governors not present will be asked to sign when they come into school. Thanks to all for persevering on Zoom over the last 18 months. Most committees will continue on Zoom and FGB will stay live unless it is difficult to attend (bad weather/lockdown)	<ul style="list-style-type: none"> <li>• Governors not present to sign at first available opportunity.</li> </ul>
8. Report from the Clerk	GK	<ul style="list-style-type: none"> <li>• None</li> </ul>	

<p>9. Finance Training</p>	<p>CM</p>	<p>Overview of finance for governors. Three core functions (as per information circulated to GB)          Overseeing and ensuring effective financial performance:</p> <ul style="list-style-type: none"> <li>• General Annual Grant</li> <li>• Covid Recovery</li> <li>• Pupil Premium</li> <li>• SEND</li> </ul> <p>Pupil numbers are very important when looking at finance as we need to adjust the budget depending on the numbers of pupils. Colin then went on to list the general spend required on a yearly basis and how we have to budget and plan for this. It is clear that there is a need for forward planning in this area so that the spend is affordable and relevant to the needs of the school community.</p> <p>Thanks to Colin for the clear notes that he circulated.</p> <ul style="list-style-type: none"> <li>• Are we doing anything about lettings?             <ul style="list-style-type: none"> <li>○ In development, viable in the main building but will need staffing, some interest that will need sorting out</li> </ul> </li> </ul> <p>Finance committee will develop a further set of questions for Colin. Colette went into more detail about staffing and spend and how although we may be placed with comparable schools there will be significant differences in our offer (e.g. we have an above average number of students with EHCPs), so it is important to be aware of all the details of why we spend what we spend.</p>	<ul style="list-style-type: none"> <li>• Governors need to be well informed so that they can respond to questions from Ofsted about how the budget is managed and whether it is fit for purpose. To be clear about how the budget works and be able to answer any query that might come up, including being able to speak to comparative data from our family of schools.</li> <li>• Governors to send questions to Colin via email and then discuss them at the next GB meetings</li> </ul>
<p>10. Reports from committees</p>	<p>All</p>	<ul style="list-style-type: none"> <li>• Finance, all members elected. New system is up and running and we are aware that there need to be some adjustments. The new system enables governors to see more deeply and clearly how the finances are running. Colin has a new layout to report to governors which the committee approved. This linked the budget software with the finance software. The</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copies of minutes need to be made available for signing by governors</li> <li>• Colette and Colin will update governors on the situations with the main</li> </ul>

		<p>committee has prioritised what it will be looking at this year. The committee also scrutinised the academies handbook. Two policies were approved in this committee. Waivers come into action at £10,000.</p> <ul style="list-style-type: none"> <li>• Large expenditure was discussed including the security fencing. Colette went into detail on the progress of this.</li> <li>• Audit committee will be joining Finance and Premises</li> <li>• C&amp;A, all committee members confirmed. Y7 data was discussed but will be revisited in the next committee. Careers and Employability is up and running and Unifrog is now rolled out to the whole school.</li> <li>• Careers Fair took place today to start the process for Y11 and Y13. Pathways were discussed along with 6<sup>th</sup> Form retention, which is improving. We are reapplying for the Gatsby award this year. End of year outcomes were discussed along with the numbers appealing (not many) and their progress. There will be more of a push on apprenticeship in Y13 rather than Y11. There are some subjects in KS5 that might not be continuing because of uptake. Various monitoring visits have been planned for this term. Krysia will be working with Louise Cramp to look at the G&amp;T strand of the school. Thanks to Donna and Bhupendra for all their hard work on this.</li> <li>• WSC all committee members confirmed. Attendance overview was presented as well as how students were tracked during lockdown. Transition of Y7s to Park was also reported. Governors are keen to have training on relevant areas of WSC.</li> <li>• G&amp;D all committee members confirmed. Please everyone look at their terms of reference in each committee. BCP was scrutinised by this panel, GK's home and Sangita's office are gathering points in case of an emergency. Risk management policy reviewed and remains unchanged.</li> </ul>	<p>gates and their probable replacement as well as the other entrances and exits</p> <ul style="list-style-type: none"> <li>• Governors and staff to consider ways to capture the positive feedback from parents and publish it</li> <li>• Governors' morning on November 3<sup>rd</sup></li> <li>• Please review your terms of reference for your committee by the end of this term</li> </ul>
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<p>11. Report from the Headteacher</p>	<p>CO</p>	<ul style="list-style-type: none"> <li>• School mobility is increasing, with numbers constantly going up and down in each year group. There is an impact here from the pandemic and from Brexit.</li> <li>• There is a waiting list, but this belies the real logistics of processing new admissions and the complexities therein (students from different boroughs/neighbouring schools/educated abroad...this list is not exhaustive).</li> <li>• New Exams officer appointed this week</li> <li>• Changes in staffing with teachers leaving or taking long term leave for various reasons</li> <li>• Calendar is getting busy again, including trips abroad and the regular Geography field trip in Y10.</li> <li>• Testing of the school at the beginning of the year went very well as it enabled the whole school to start at the same time giving us a sense of a smooth start.</li> <li>• Staff absences are not demanding of too many supply teachers</li> <li>• The open evening went well, especially the student presentations</li> <li>• Student vaccinations went well despite the visits on the school from anti-vaxers with an uptake of around 40%.</li> <li>• Return to school with no bubbles or masks but retaining the hand sanitisers. The team is closely monitoring the positive cases in school. We have a contingency plan.</li> </ul>	

		<ul style="list-style-type: none"> <li>The atmosphere in school has been happy and calm, everyone is glad to be back.</li> </ul>	
12. AOB	SP	<ul style="list-style-type: none"> <li>Neil and Karen will be added on as signatories to the bank account along with the future permanent Business Manager</li> <li>Letter has been sent out to all Y11 and Y13 parents keeping them informed about DfES plans so far for the suite of exams that should be happening next summer. Parental meetings over the year will be another opportunity for the school to keep everyone informed as to what to expect from the exams and the results and how they are calculated. One governor has received the latest letter and said it was very good.</li> </ul>	<ul style="list-style-type: none"> <li>This is approved by the FGB</li> </ul>
13. Future Meeting		<ul style="list-style-type: none"> <li>7<sup>th</sup> December</li> </ul>	
14. Review of the meeting		<ul style="list-style-type: none"> <li>Good to see everyone, finance training was really good and good to see the Headteacher report indicating the school is returning to normality.</li> <li>Meeting finished at 20.20.</li> </ul>	