

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON THURSDAY 19 JULY 2018  
AT 5.00PM  
AT THE SCHOOL**

Present: Mr Simon Jarvis (Vice Chair) - Co-opted Governor

**Local Authority Governor**

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**Parent Governors**

Ms Jennifer Smith

**Co-opted Governors**

Ms Katherine Bromley

Ms Mary Wilson

Ms Elizabeth Winder

**Head Teacher**

Ms Jill Augustin – Head Teacher

**Staff Governor**

Mr Robert Tromans

Clerk to the Governors: Ebrahim Vawda

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
8.	<b>GOVERNOR SERVICES SLA FOR 2018/2019.</b> The Governing Body agreed to the Silver Service SLA. Governor Services to note.  <b>Action: Governor Service</b>	<b>Action: Governor Services</b>	ASAP
12.	Ms Wilson to publish 2018-19 training programme on website	<b>Ms Wilson</b>	Sept 2018
17.	Ms Wilson will upload the Working Party minutes.	<b>Ms Wilson</b>	Autumn term 2018
21.	Ms Wilson to carry out GDPR training for all staff	<b>Ms Wilson</b>	10 <sup>th</sup> October 2018

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Mr Jarvis, as Acting Chair, welcomed all to the meeting. Apologies received and accepted from Alina Harris, Gabriel Gottlieb, Michael Fear and Donna Carby.

- 1.2 Apologies not accepted: None.
- 1.3 The meeting was quorate.
- 1.4 Notice of Any Other Business: Four items noted.

## **2. DECLARATIONS OF INTEREST**

- 2.1 Pecuniary interest forms have been completed.
- 2.2 There were no declarations of interest in any of the agenda items.

## **3. GOVERNING BODY**

- 3.1 To appoint one co-opted governor:  
Governors discussed the vacancy and agreed that a governor with legal experience would complement the existing skill set. This was evidenced in the completed skills audit. Ms Wilson noted that she had spoken again with Governor Services who confirmed that there are no candidates on their records with legal or communications experience currently available.
- 3.2 Clerk to confirm Governing Body membership:  
The Clerk confirmed that there were no terms of office ending before the autumn term 2018.
- 3.3 There was no consideration of disqualification for non-attendance.
- 3.4 All DBS checks have been completed.

## **4. MINUTES**

- 4.1 Governors received the minutes of the Governing Body meeting held on 10<sup>th</sup> May 2018 and the Extraordinary Governing Body meeting held on 12<sup>th</sup> July 2018 and agreed these to be a true and accurate record of the meetings.

**The minutes were signed and dated by the Chair and retained at the school**

## **4.2 MATTERS ARISING**

No matters arising, all actions completed.

## **5. SAFEGUARDING To receive a report on the school's safeguarding arrangements**

Ms Augustin reported that Ofsted looked at all Safeguarding arrangements and found them to be fully compliant. Due diligence by Reach2 also reviewed Safeguarding arrangements and found them to be fully compliant.

## **6. HEAD TEACHER'S REPORT to include a report on the school's Pupil Premium Strategy for the current year (standing item)**

Ms Augustin presented the Head Teacher's Report for the Summer Term, a copy of which had previously been emailed to governors. The governors noted the report.

Ms Wilson added that updates in relation to the School Development Plan and School Improvement Priorities are also covered in the report, highlighting:

### **Boys' Writing**

There remain some gaps in Writing attainment between boys and girls, in Years 2 and 5. The Key Stage 2 SATs evidenced that girls at Handsworth attained at a higher level than boys in their writing. Girls' average scaled score is 115.4. Boys' average scaled score is 104.1. However, boys made very good progress in their Writing, exceeding progress measures nationally and broadly in line with the girls at Handsworth. Boys' progress in Writing is 2.4. Girls' progress in Writing is 2.8. National average progress measure is 0.

Ms Winder: Why the difference in attainment and what has caused the improvement in Boys' progress?

Mr Tromans: We have been able to inspire and motivate the children to write creatively and passionately by bringing learning alive inside and outside the classroom. By giving writing a purpose it has motivated individuals to do their best and achieve targets. Fossils were 'found' and the children wrote a letter to the National History Museum, a national competition was entered after writing a mystery story and our own Year 6 Slam Poem competition was introduced and judged by a professional slam poet via video message. Children were also supported through group work where they were able to write for reasons that interest them. Furthermore, teachers are consistently thinking of ways of linking other areas of the curriculum with writing for a purpose. E.g music, art, P.E and P4C.

Ms Augustin: Both girls and boys are above national average in attainment and progress. The difference in the school has been highlighted and actions have been prioritised.

#### Pupil Premium

Outcomes for Pupil Premium children in Key Stage 2 SATs evidence that in Writing (100%), Maths (90%) and GAPS (80%), PP children have achieved higher attainment than all pupils nationally. In Reading 70% of PP achieved the expected standard (75% national). One child equates to 10% as there are 10 PP children in the year 6 cohort. In R, W and M, Pupil Premium children made more progress than their Non-Pupil Premium peers at Handsworth and more progress than 'all pupils' nationally.

#### Attendance & Punctuality

Target (97%)	Attendance	Authorised Absence	Unauthorised absence
1/9/2017-17/7/2018	96.1%	3.3%	0.5%

Previous Year (16/17)	96.4%	3.1%	0.4%
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Ms Augustin added that rigorous procedures are in place and procedures are followed and working with families where necessary, to improve attendance. The school's policy is not to authorise any out of term holidays.

Mr Jarvis thanked the Head Teacher for a detailed and positive report.

7. **CHAIR'S ACTION the Chair to report on any action(s) taken since the last meeting**  
There was no Chair's action to report.
8. **GOVERNOR SERVICES SLA FOR 2018/2019 Governors to confirm the agreement of the Governor Services' SLA for the financial year 2018/19. This also includes the appointment of the Clerk to the Governing Body.**  
The Governing Body agreed to continue with the Silver Service SLA. Governor Services to note.  
**Action: Governor Services**
9. **SCIENCE QUALITY MARK AT GOLD LEVEL**  
The Chair, on behalf of the Governing Body, congratulated Marianna Jordaan and the staff for this fantastic achievement. Five governors attended school during Science Week and spent a day talking with children about their learning in science and also judged the science game competition at Key Stage 1 and Key Stage 2.

10. DATA

## Handsworth Primary **Provisional** Early Years 2017-18

EYFS Attainment	School (2018)	School (2017)	Waltham Forest (2018)	National (2018)
<b>Good Level of Development</b> (Expected and Exceeding)	<b>73%</b>	80%	%	%

EYFS Attainment	School (2018)		School (2017)	
	Expected	Exceeding	Expected	Exceeding
<b>Reading ELG</b> (Expected and Exceeding)	<b>85%</b>	<b>24%</b>	85%	23%
<b>Writing ELG</b> (Expected and exceeding)	<b>80%</b>	<b>17%</b>	85%	20%
<b>Number ELG</b> (Expected and Exceeding)	<b>80%</b>	<b>24%</b>	87%	22%

## Handsworth Primary Year 1 Phonics Screening 2017-18

Year 1 Phonics	School (2018)	School (2017)	Waltham Forest (2018)	National (2018)
<b>Achieved expected standard</b>	<b>93%</b>	88%	%	%

## Handsworth Primary Provisional Key Stage 1 2017-18

Expected Standard	School (2018)	School (2017)	Waltham Forest (2018)	National (2018)
Reading	80%	87%	%	%
Writing	77%	85%	%	%
Maths	80%	83%	%	%

Greater Depth	School (2018)	School (2017)	Waltham Forest (2018)	National (2018)
Reading	27%	27%	%	%
Writing	20%	27%	%	%
Maths	23%	32%	%	%

## Handsworth Primary Provisional Key Stage 2 Attainment 2017-18

Expected Standard <small>100+ Scaled Score (Level 4B+ in previous years)</small>	School (2018)	School (2017)	Waltham Forest (2018)	National (2018)
Reading	89%	90%	%	75%
Writing	91%	85%	%	78%
Maths	84%	82%	%	76%
Grammar, Punctuation & Spelling	89%	93%	%	78%

Higher Standard	School (2018)	School (2017)	Waltham Forest (2018)	National (2018)
Reading	25%	42%	%	%
Writing	39%	20%	%	%
Maths	23%	27%	%	%
Grammar, Punctuation & Spelling	33%	38%	%	%

Accountability Measures	Progress		Average Scaled Score				Combined Expected Standard			
	School (2018)	School (2017)	School (2018)	School (2017)	Waltham Forest (2018)	National (2018)	School (2018)	School (2017)	Waltham Forest (2018)	National (2018)
Reading	1.17	3.7	107	108		105	74% (11% at Higher Standard)	77% (10% at Higher Standard)	% (% at Higher Standard)	64% (% at Higher Standard)
Writing	2.57	1.1	106							
Maths	0.19	0.9	105	105		104				
Grammar, Punctuation & Spelling			107	108		106				

The Governing Body received the Data results and noted that pupils at Handsworth continue to attain at a standard above the national average. Pupils demonstrated progress above national averages in Reading, Writing and Maths. Maths will continue to be a school priority in 2018/19 as progress in this subject was not as significant as in Reading and Writing. Governors discussed the relative merits of setting in Maths, as historically this has been the case in Handsworth. Governors noted the inevitable learning time lost in transition between classrooms. There is also research which raises doubts about the benefits of setting. Governors agreed to trialling Maths in class

groups with appropriate differentiation. This trial will commence in the autumn term, parents will be notified and outcomes will be monitored closely.

Provisional KS2 SATs outcomes Pupil Premium Comparison						
<b>Pupil Premium</b>						
10 pupils	Reading	Writing	Maths	GPS		
Expected Standard	7	10	9	8	Expected Combined	6
	70% (75%)	100% (78%)	90% (76%)	80% (78%)		60% (64%)
Greater Depth	2	5	2	4	Greater Depth Combined	1
	20%	50%	20%	40%		10%
(national 'all pupils' data in brackets)						
Progress	1.2	4.5	2.0			
<b>Not Pupil Premium</b>						
47 pupils	Reading	Writing	Maths	GPS		
Expected Standard	44	42	39	43	Expected Combined	36
	94%	89%	83%	91%		77%
Greater Depth	12	17	11	15	Greater Depth Combined	5
	26%	36%	23%	32%		11%
Progress	0.9	2.2	-0.2			
Pupil Premium children at Handsworth had higher attainment than 'all pupils' nationally in Writing, Maths and GPS and were only just below national in Reading.						
Pupil Premium children at Handsworth made more progress than 'all pupils' nationally.						
Pupil Premium children at Handsworth made more progress than their non Pupil Premium peers at school in all subjects.						

Mr Jarvis acknowledged excellent results across all year groups and noted the concern with Maths, which although above national average, are not as good as Reading and Writing and noted the steps being taken to remedy that in the autumn term.

**11. UPDATE ON CHILD REVIEW MEETINGS**

Very positive feedback was received following the parent/child consultation sessions. Parents also liked the new style end of year reports that were sent out electronically. Several parents have requested reports to be sent out in advance of the consultations next year.

Parents can complete transition forms to give additional information to their child's new class teacher. These forms will further inform the teachers contextual handover as the children move year groups.

**12. GOVERNORS' TRAINING 12.1 Training Link Governor to report on courses attended by Governors for the term 12.2 Governors to identify any additional training requirements 12.3 Training Governor to feedback to Governor Services**

Ms Wilson thanked all governors who have undertaken various training

**2018**

- Rob Tromans is attending **NPQSL** (Senior Leadership training/qualification) 2018/19

- Gabriel Gottlieb attended **Finance for Schools** training July 2018
- Mary Wilson attended **GDPR Practitioner** training during the Spring/Summer terms (exam and written submission completed)
- Rob Tromans attended **Subject Leader training** for Real PE and Real Gym
- Simon Jarvis, Jenny Smith and Mary Wilson attended the **Governors' Briefing** on 6th June 2018
- Katherine Bromley attended the **Health & Safety** training on 15th May 2018
- Ebrahim Vawda (clerk) attended the **Clerks' Briefing** on 2nd May 2018
- Alina Harris attended training on **Primary Pupil Performance** 24th January 2018
- Rob Tromans attended **KS2 Moderator Training** Spring 2018
- Mary Wilson attended the **Governors' Briefing on the (GDPR)** General Data Protection Regulation on 23rd January 2018
- Mary Wilson attended **Online Safety Training** at London Connected Learning Centre 17th January 2018
- Katherine Bromley and Mary Wilson attended **Online Safety & Data Protection Training** on 16th January 2018
- Rob Tromans attended **Active Schools** training hosted by Waltham Forest

### **2017**

- Alina Harris and Mary Wilson attending the **Governors' Briefing** on 1st December 2017
- Alina Harris, Katherine Bromley and Mary Wilson attend **Ofsted** training on 7th November 2017
- Katherine Bromley attended **Finance – update on National Funding Formula** 5th October 2017 Mary Wilson and Jill Augustin attended **FFT Primary Roadshow**, 29<sup>th</sup> September 2017
- Rob Tromans attended **training for Mentoring Graduate Trainee Teachers**

### **13. ACADEMY UPDATE - REACH2**

Parents have been advised that the academisation process has been halted for now. Governors agree that lessons have been learnt regarding communication and engaging earlier with the wider community. Governors note that they will continue to support the school in managing the budget in increasingly difficult times and will continue to scrutinize the national picture in relation to academisation.

Q. What was Reach2's response?

A. They acknowledge the reasons and have left the door open for future involvement.

### **14. POOLED FUNDING FOR THE TRADE UNION FACILITY**

Unions have requested contribution from the school, in addition to that which they receive from members. Governors raised concerns around the perceived benefits of this in light of an increasingly tight budget. The Senior Leadership Team and governors actively encourage all staff to join a Union and staff members receive support and representation when it is required.

### **15. SCHEDULE OF MEETING DATES FOR THE ACADEMIC YEAR 2018/19**

Governing Body meetings <b>Tuesdays at 6.45pm</b>	Resources Committee <b>Tuesdays at 8.00am</b>	Teaching and Learning <b>Wednesdays at 8am</b>
11 September 2018	9 October 2018	10 October 2018
11 December 2018	20 November 2018	21 November 2018
26 March 2019	15 January 2019	16 January 2019

7 May 2019 Budget setting/ratification	5 March 2019	6 March 2019
16 July 2019	30 April 2019	1 May 2019
	2 July 2019	3 July 2019

- 16. SCHOOL TERM DATES 2019/2020 and 2020/2021 Governing Bodies to determine the school holiday patterns for the academic years 2019/2020 and 2020/2021**  
 Dates agreed in line with LA dates. 2019/2020 INSET DAYS:  
 2 and 3 September 2019, 20 December 2019, 14 February 2020 and 12 July 2020 (Pupil Conference Day)
- 17. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION**  
**To carry out an audit of the school's website and ensure that the statutory documents and statutory information have been uploaded**  
 Audit undertaken, and the website is up to date.  
 Ms Wilson will upload the Working Party minutes in the autumn term.
- Action: Ms Wilson**
- 18. UPDATE ON SELF-EVALUATION FORM (SEF) To receive the latest SEF**  
 Updated SEF reported in Head Teacher's Report.
- 19. POLICIES**  
 All policies are up to date and compliant. Ms Wilson will circulate to governors a schedule of reviews in September.
- 20. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**
- 20.1 Date of next meeting 11 September 2018
- 20.2 Agenda items:
- Committee Terms of Reference
  - Appoint Chair/Vice Chair
  - Appoint/Confirm Link Governors
  - Co-opt governor
  - SEF/SDP
  - Policies
- 21. ANY OTHER BUSINESS/CONFIDENTIAL ITEM**
- 21.1 Ofsted Report on Leadership and Governance is minuted:  
 "The leadership team has maintained the good quality of education in the school since the last inspection. Leaders and governors have a very clear understanding of the school's performance and use this to plan carefully for the next stage of its development. You work well together towards a shared vision for the school and continually strive to improve. The governing body is highly effective. Governors carefully balance the challenge that they present to leaders with support for the school's improvement. Parents and carers are very happy with the school and all that it provides for their children."
- 21.2 GDPR  
 Ms Augustin noted that a staff member had lost a USB memory stick. Due process was followed and it was deemed a low risk and did not warrant a report to the Information Commissioner's Office. All staff have been advised that USB memory sticks are not allowed in school. Ms Wilson to carry out GDPR staff training in October.

**Action: Ms Wilson**

21.3 Purchase Order

Resources Committee had discussed and agreed a purchase order and was duly signed by the Chair and the Chair of Resource Committee.

21.4 SEND Budget Review

Ms Winder informed the Governing Body that the Resources Committee had reviewed the SEND budget for the year ended 31<sup>st</sup> March 2018. Income received was £181, 710 and SEND expenditure was £198,182 leaving a deficit of £16,472. Governors need to be aware that the deficit is eroding the reserves. LA need to be informed that the SEND funding is inadequate.

21.5 Friends of Handsworth

The School had received £9,000 from Fundraising by Friends of Handsworth.

The Chair on behalf of the Governing Body thanked Friends of Handsworth for their efforts.

Mr Jarvis thanked governors for attending and the meeting concluded at 6.30pm.

**Signed**.....

**Dated**.....