

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON THURSDAY 14 SEPTEMBER 2017  
AT 6.45PM  
AT THE SCHOOL**

Present: Mr Simon Jarvis (Acting Chair) - Parent Governor

**Local Authority Governor**

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**Parent Governors**

Mrs Elizabeth Winder

**Co-opted Governors**

Ms Katherine Bromley

Ms Christine Rose

Ms Mary Wilson

**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
4.1	Mrs Elizabeth Winder to move from Parent Governor designation to a Co-opted Governor, with effect from 15 September 2017 (a new four year term).  Ms Wilson will proceed with the process of a parental governor election.	<b>Governor Services</b>  Ms Wilson	ASAP
5.2	Item 12.1 of the minutes refers: The self-evaluation document is still work in progress. The document will be circulated by Ms Wilson.	<b>Ms Wilson</b>	ASAP
10.	Skills analysis has been complete and the board is aware of skill sets needed and will be used for the forthcoming parental governor election.	<b>Ms Wilson</b>	

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Ms Wilson welcomed all to the meeting. Apologies received and accepted from Alina Harris and Mrs Denise Whyman. No apology received from Gabriel Gottlieb but absence was accepted.
- 1.2 Apologies not accepted: None.

- 1.3 The meeting was quorate.  
1.4 Notice of Any Other Business: none.

## **2. DECLARATIONS OF INTEREST**

### **2.1 Register of Business Interest**

All governors present completed the register of business Interest and the completed forms were returned to the clerk.

- 2.2 Governors did not declare any interests in any of the following agenda items.

## **3. APPOINTMENT OF OFFICERS**

### **3.1 Election of Chair for the academic year 2017/2018**

Ms Wilson stood down as Chair and is not putting herself forward for the position of Chair. The Clerk invited nominations. Ms Wilson informed governors that Ms Alina Harris, although not present, is happy to take on the role of Chair. Ms Wilson proposed Ms Harris for Chair and was seconded by Mr Jarvis.

Ms Harris was unanimously elected as Chair for the academic year 2017/2018.

### **3.2 Election of Vice-Chair for the academic year 2017/2018**

Ms Wilson nominated Mr Jarvis and was seconded by Ms Winder.

Mr Jarvis was unanimously elected as Vice-Chair for the academic year 2017/2018.

## **4. GOVERNING BODY:**

### **4.1 The following changes were agreed:**

Mr Simon Jarvis to move from Parent Governor designation to a Local Authority Governor, with effect from 15 September 2017 (a new for year term) pending agreement from the Local Authority.

Mrs Elizabeth Winder to move from Parent Governor designation to a Co-opted Governor, with effect from 15 September 2017 (a new four year term).

Ms Wilson will remain a Co-opted governor but will be a staff governor, working part-time. Governors unanimously agreed this. Governors noted that staff governors do not exceed more than one third of the constituted governing body.

Ms Rose and Mrs Whyman stood down as governors. Ms Wilson expressed thanks, on behalf of the governing body and the school, for their respective many years' service and commitment to the school.

#### **Action: Governor Services**

Ms Wilson will proceed with the process of a parental governor election.

#### **Action: Ms Wilson**

- 4.2 There was no consideration of disqualification for non-attendance.  
4.3 All DBS checks have been completed.

## **5. MINUTES**

### **5.1 Governors received the minutes of the Governing Body meeting held on 11 July 2017 and agreed these to be a true and accurate record of the meeting, noting two minor amendments:**

- Mrs Natalie McDermott was not in attendance and is no longer a staff governor.
- Mr Robert Tromans – spelling was corrected.

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

5.2 Matters arising:  
Item 9 of the minutes refers:  
Ms Wilson has researched the Early Stage Foundation Policy, and noted that these are comprehensively covered in various other policies.

Item 12.1 of the minutes refers:  
The self-evaluation document is still work in progress. The document will be circulated by Ms Wilson.

**Action: Ms Wilson**

## 6. **GOVERNING BODY MEETING SCHEULE 2017-2018**

Meeting schedule agreed by governors:

Resources, Tuesdays 8am:	Teaching & Learning, Wednesdays 8am
10 October 2017	11 October 2017
21 November 2017	22 November 2017
9 January 2018	10 January 2018
6 March 2018	7 March 2018
8 May 2018	9 May 2018
3 July 2018	4 July 2018

Full Governing Body Meetings:  
Tuesdays 6.45pm  
14 September 2017 (Thursday)  
5 December 2017  
13 March 2018  
10 May 2018 (Budget setting and ratification (Thursday))  
10 July 2018

Ms Wilson to update the school website with meeting dates.

**Action: Ms Wilson**

## 7. **GOVERNING BODY CODE OF CONDUCT**

Code of Conduct duly completed by all governors present and returned to the Clerk to forward to Governors Services.

## 8. **CHAIR'S ACTION**

There was no Chair's action to report.

## 9. **ALTERNATIVE MEETING ATTENDANCE OPTIONS**

Governors agreed all meeting options except proxy voting.

## 10. **SKILLS ANALYSIS**

Skills analysis has been completed and the board is aware of skill sets needed and will be used for the forthcoming parental governor election.

**Action: Ms Wilson**

## 11. **GOVERNING BODY ANNUAL CYCLE**

This is already in place. Ms Wilson will review the Governor Services Cycle of Business.

**Action: Ms Wilson**

## 12. **GOVERNOR TRAINING**

Governors were encouraged to review the training schedule and book training as necessary. The training is included in the Governor Services Service level Agreement.

**13. GOVERNING BODY COMMITTEES**

- 13.1 Governor Discipline, Staff Discipline, Grievance, dismissal and Appeals:  
All governors are on the Committees by default and a panel of 3 governors would be convened as and when necessary.
- 13.2 Teaching & Learning Committee  
Simon Jarvis, Gabriel Gottlieb, Robert Tromans, Alina Harris and Jill Augustin
- 13.3 Resources Committee  
Jill Augustin, Mary Wilson, Elizabeth Winder, and Katherine Bromley
- 13.4 Pay Committee  
Elizabeth Winder, Alina Harris and Gabriel Gottlieb
- 13.5 Committee Terms of Reference are reviewed annually and are duly adopted.
- 13.6 Link Governors:  
Mary Wilson: Pupil Premium / Maths  
Alina Harris: Safeguarding  
Simon Jarvis: Communications / Writing  
Katherine Bromley: Reading / Health & Safety  
Liz Winder: P4C / Early Years  
Gabriel Gottlieb: Creative Curriculum / Music

**14. SCHOOL POLICIES**

All policies have been reviewed and updated on the website or the school shared drive as appropriate.

**15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 15.1 The next Governing Body meeting will be held on Tuesday 5 December 2017 at 6.45pm.
- 15.2 Agenda Items: Head teacher's Report and Data

**16. ANY OTHER BUSINESS**

- 16.1 Ms Bromley reported that she is no longer Chair of Friends of Handsworth. Friends of Handsworth are looking to register as a charity and will be using the school as the registered address. There is around £10,000 in the bank account and ideas are needed to utilize those funds .It was agree that the Resources Committee will look at possible projects for which the funds could be utilized.
- 16.2 Ms Augustin gave a presentation on the School Priorities for 2017/2018  
  
Ms Wilson thanked governors for attending and the meeting concluded at 8.00pm.

Signed.....

Dated.....