

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 6 DECEMBER 2016
AT 6.45PM
AT THE SCHOOL**

Present: Ms Mary Wilson (Chair) - Co-opted Governor

Local Authority Governor

Mr Malcolm Shykles

Parent Governors

Mrs Elizabeth Winder

Mr Simon Jarvis

Co-opted Governors

Ms Christine Rose

Mr Gabriel Gottlieb

Ms Alina Harris

Ms Katherine Bromley

Headteacher Governor

Ms Jill Augustin – Headteacher

Staff Governor

-

Also in Attendance: -

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
3.2	Matters arising: Governors Report to Parents, which will be updated by Ms Wilson and Mr Jarvis	Ms Wilson and Mr Jarvis	
4.	Headteacher's Report Inclusion Governors received and noted the Inclusion report. Q. The report indicates lots of requests are going to the LA but does not indicate any follow up actions. More details will be provided at the next meeting.	Action: Ms Augustin	
8.	Pay Committee Terms of Reference are yet to be reviewed. Action: Mrs Winder	Action: Mrs Winder	ASAP

10.2	10.2 Governing Body Publication Information: Ms Wilson has requested that Governors Services send the record of Pecuniary Interest declarations held by Governors Services.	Action: Governor Services	ASAP
13.	Link Governor report Health and Safety- a verbal report was given by Mr Shykles on his visit on 6 December. A written report will be provided at the next meeting.	Action: Mr Shykles	Next meeting
14.	FINANCIAL DOCUMENTATION 14.1 Statement of Internal Control 14.2 School Financial Regulations 14.3 Best Value Statement Governors agreed that all of the above should be reviewed by the Resources Committee first before coming to the Governing Board for approval.	Action: resources Committee	Next meeting
18.	ANY OTHER BUSINESS: 18.1 Ms Harris booked and attended the Data Protection training, only to be informed, on arrival, that the training was cancelled. Governors services are requested to inform attendees when any booked training is cancelled. Governor services to note. 18.3 Ms Wilson and Mr Jarvis met and have put together a draft Governors' report to parents. This will be circulated to governors for comments and feedback.	Action: Governor Service Action: Ms Wilson/Mr Jarvis	- ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the meeting, especially new co-opted governor, Ms Katherine Bromely. Apologies for absence received and accepted from Mr Robert Tromans and Ms Denise Whyman.
- 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 have completed the forms. Clerk received the form from Ms Harris, to send on to Governor Services.
- 2.2 Governors did not declare any interests in any of the following agenda items.

3. MINUTES

3.1 It was noted that the minutes sent with the agenda were the unedited version of the meeting of 13 September 2016. Ms Wilson signed the correct version of the minutes it was retained at the school.

3.2 Matters arising:

All actions were completed, except the Governors Report to Parents, which will be updated by Ms Wilson and Mr Jarvis

Action: Ms Wilson/Mr Jarvis

4. HEADTEACHER'S REPORT

Ms Augustin presented the Headteacher's Report for the Autumn Term, a copy of which was emailed to all governors. The governors duly noted the report. Ms Augustin highlighted:

School Roll:

Governors questioned the vacancies in the Nursery and its possible impact on funding in Reception classes.

Ms Augustin said that steps are being taken to promote the Nursery and to fill places. More widely there are lots of vacancies in Reception throughout the LA. Projections by the LA were wrong. Deferred admission is also having an impact on data.

Free School Meals (FSM)

Governors queried the 35% figure at KS1. Ms Augustin confirmed that the 35% refers to whole school and not just KS1.

Attendance & Punctuality

No penalty notices have been issued this term (compared to 17 in the summer term); however, there is one pending action. One parent has been taken to court for persistent absence. The case was adjourned due to non-attendance. First day calls and close monitoring continue to be in place for pupils. The attendance target set by Governors for 16/17 is 97%. We also monitor the attendance of our vulnerable groups, including PP pupils.

Target	Attendance	Authorised Absence	Unauthorised absence
Autumn 15 (Sept-Nov)	96.9%	2.7%	0.5%
Autumn Term 16	97%	2.7%	0.3%
Previous Year (15/16)	96.5%	2.9%	0.6%

Governors were pleased to note that attendance was on target and good at 97%.

Quality of Teaching

The Performance Management of all teaching staff has been completed in October, with Learning Support Assistants having their performance management completed in November. All staff, including the headteacher have targets closely linked to the school priorities. Of the 17 lessons observed, 7 were graded Outstanding using the

Ofsted framework (41%) and 10 (59%) were graded as good. There were no lessons judged as Requiring Improvement. The lesson observations were conducted by the HT and the SLT. Teachers were given clear feedback of the strengths and areas for development. CPD was discussed to support individual training needs. During the first week in December, teachers have the opportunity to participate in Peer Observations, to share ideas and good practice. These lessons are for CPD and are not graded.

Website

The website has been redesigned.

Ms Wilson thanked Ms Augustin for her report.

PE

Governors received the PE report from Mr Tromans and were pleased to note the increased number of activities and the greater participation of girls in PE events. The school’s girls’ football team did particularly well in the Borough Games. The PE newsletter is also on the newly redesigned website.

Ms Wilson thanked Mr Tromans for his report.

Inclusion

Governors received and noted the Inclusion report.

Q. The report indicates lots of requests are going to the LA but does not indicate any follow up actions.

Ms Wilson thanked Ms Struthers for her Inclusion Report.

More details will be provided at the next meeting.

Action: Ms Augustin

5. CHAIRS ACTION

There was no Chair’s action to report.

6. STANDARDS AND TARGET SETTING

6.1 Autumn Term Data 2016:

Governors received the data and Ms Augustin highlighted:
Writing:

	Pupils	Below		ARE		Good		Total ARE or Good
TOTAL	360	69	19%	206	57%	85	24%	81%

Reading:

	Pupils	Below		ARE		Good		Total ARE or Good
TOTAL	360	68	19%	198	55%	94	26%	81%

Maths:

	Pupils	Below		ARE		Good		Total ARE or Good
TOTAL	360	56	16%	188	52%	116	32%	84%

- Good progress is being made
- Pupil Premium and vulnerable groups are being closely monitored.
- Intervention and action plans are in place
- Pupils are tracked against targets and checked against the average points score.

Q. How many or what percentage of pupils are EAL?

A. Whole school EAL is 19% (Year 1 25% and Year 2 27%)

Ms Wilson thanked the Headteacher for a detailed report on Data.

6.2 The Year 6 Targets are now in the SDP.

7. GOVERNOR SKILLS ANALYSIS:

This was completed May 2016. It was agreed that any governor wishing to update their skills analysis feedback could do so if, for example, they have attended training in the interim.

8. COMMITTEE TERMS OF REFERENCE:

Teaching and Learning Committee: Terms of Reference reviewed and agreed by the Governing Board.

Resources Terms of Reference agreed at the last meeting.

Pay Committee Terms of Reference are yet to be reviewed.

Action: Mrs Winder

9. PERFORMANCE MANAGEMENT REVIEWS:

All Performance Management has been completed.

The Headteacher's Performance Management was carried out by Liz Winder and Simon Jarvis, together with a School Improvement Consultant (Eithne Lemming). Outcomes from HT PM were fed into the Pay Committee Meeting on 22nd November 2016 and appropriate pay awards were agreed. Objectives were met and targets agreed for 2017.

10. PUBLICATION OF GOVERNOR INFORMATION:

10.1 School Website Review:

This has been reviewed and updated. All required data is now on the website.

It was noted that the Pupil Premium data need to be uploaded to show impact of Pupil Premium spending.

Action: Ms Augustin

10.2 Governing Body Publication Information:

Ms Wilson has requested that Governors Services send the record of Pecuniary Interest declarations held by Governors Services.

Action: Governor Services

11. AGREE SDP

Input into the SDP (School Development Plan) was agreed at the Governors' and SLT Away Day and a copy has been circulated to all governors. Governors agreed the SDP and scheduled a mid year review for March 2017.

12. REPORT ON THE PROVISIONS FOR LOOKED AFTER CHILDREN:

Ms Augustin reported that there are no Looked After Children in the school. There are 7 post-adopted LAC.

13. LINK GOVERNOR REPORTS:

Governors received and noted the following Link Governor reports:

- PE and Sport
- Pupil Premium
- Inclusion
- Health and Safety - a verbal report was given by Mr Shykles on his visit on 6 December. A written report will be provided at the next meeting.

Action: Mr Shykles

14. FINANCIAL DOCUMENTATION

- 14.1 Statement of Internal Control
- 14.2 School Financial Regulations
- 14.3 Best Value Statement

Governors agreed that all of the above should be reviewed by the Resources Committee first before coming to the Governing Board for approval.

Action: Resources Committee

- 14.4 Governors were asked to approve the procurement of ICT resources (laptops and C Touch screens). Governors felt that due regard should be given to look at the request and in future greater notice should be given to allow for due consideration.

The Governing Board noted that in principle that they agree to the ICT Resourcing being proposed, subject to a full written quotation is obtained and emailed to governors.

The Governing Board also agreed to delegate the ICT Resources funding decision to the Resources Committee.

15. HEALTH AND SAFETY AT SCHOOL

- 15.1 Verbal Link Governor report provided by Mr Shykles. A written report to be presented at the next GB meeting.
- 15.2 Educational Visits
Governors agreed the visit to Kingswood, Gravesend in Kent for Y6 pupils, subject to the usual risk assessments.

16. WOODFORD GREEN PRIMARY SLA

Ms Augustin informed the Board that the SLA was agreed at the meeting of the Woodford Green Primary School, to work collaboratively with them. Their staff have visited the school and are benefiting from the collaboration.

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 17.1 The next Governing Body meeting will be held on Tuesday 14th March 2017 at 6.45pm.

Future dates:

Budget setting / ratification May 2017 date tbc
11 th July 2017

- 17.2 Agenda item for the Governing Body meeting:
- 17.3 Governors' Briefing will be held on:
Wednesday 1st March 2017, Venue to be confirmed.

18. ANY OTHER BUSINESS

- 18.1 Ms Harris booked and attended the Data Protection training, only to be informed on arrival that the training was cancelled. Governors services are requested to inform attendees when any booked training is cancelled.
Governor services to note.

Action: Governor Services

- 18.2 Ms Wilson thanked Mr. Gottlieb for stepping in to cover a musician who was unable to attend the music concert at the school.
- 18.3 Ms Wilson and Mr Jarvis met and have put together a draft Governors' report to parents. This will be circulated to governors for comments and feedback.

Action: Ms Wilson/Mr Jarvis

- 18.4 Governor Mark:

Ms Wilson informed the Board that the school has been awarded the Governor Mark and thanked governors for their input to the written evidence and for being interviewed by the assessor. Ms Wilson noted that Handsworth Primary School remains the only school in the borough to have achieved Governor Mark.

- 18.5 Academisation:

Ms Harris inquired on the developments on the academisation of schools. Ms Wilson pointed out that the issue may not be as pressing as it seemed before, with the shift in government policy. It was agreed that we should continue to explore the pros and cons and with that in mind a Working Party was set up to look into this further.

Academisation Working Party:

Mr Simon Jarvis
Ms Katherine Bromley
Mr Gabriel Gottlieb

Ms Wilson thanked governors for attending and the meeting concluded at 8.30pm.

Signed.....

Dated.....