

**MINUTES OF THE MEETING OF THE
HANDSWORTH SCHOOL GOVERNING BODY
HELD ON 13 SEPTEMBER 2016
AT 6:45pm
AT THE SCHOOL**

Present: Mary Wilson (Chair) Co-Opted Governor

Co-opted Governors

Ms Alina Harris
Mr Gabriel Gottlieb
Ms Christine Rose
Mrs Denise Whyman

Headteacher (Voting)

Ms Jill Augustin

Parent Governors

Mr Simon Jarvis
Ms Elizabeth Winder

Staff Governor

Mr Robert Tromans

Clerk to the Governors: Angela Ferdinand-Sergeant

Also present: Shane Thompson for the first part of the meeting to deliver PREVENT training.

Summary of agreements and actions at the Full Governors Board on the 13th September 2016:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
12 July 2016 - Page 1 item 1.5	Co-Opted Governor with legal background.	Ms Augustin Ms Wilson	Next GB meeting
12 July 2016 - Page 6 item 14.1	Accessibility Policy – This policy it to be reviewed by Ms Augustin. Ms Augustin to check if premises should be included	Ms Augustin	Next GB meeting
12 July 2016 - Page 6 item 14.3	Collective Worship. Mrs Wilson had reviewed the policy however there were a few comments that required	Mrs Wilson	Next GB meeting

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
	further clarification. The policy was not statutory. Governors discussed if the policy reflected the current cohort for collective worship.		
2.2	Declarations of Interest forms to be sent to Mr Malcolm Shykles as he was absent from this meeting.	Governor Services/ Governors	1 week
3.1	Election of Ms Mary Wilson as Chair and Simon Jarvis as Vice Chair of Governors	Governor Services	1 week
3.3	Governing body Committee establishment. Committee Chair/Vice Chair and terms of reference to be agreed at first committee meeting	All / GS	1 week
4.4	Katherine Bromley was appointed as Co-opted Governor and Link Governor for Reading	Katherine Bromley	Next GB meeting
4.4	Katherine Bromley to complete new governor paperwork and attend the next round of New Governor Induction Trainings sessions: Wednesday 21 September 2016 7 – 9pm council chamber Wednesday 28 September 2016 7 – 9pm council chamber	Katherine Bromley	Next GB meeting
11.5	Governors discussed the commission of the School Improvement Advisor and wished to remain with Eithne Lemming for support with Head Teacher Performance Management	Ms Augustin	
13.1.2	Governor Mark – Mrs Wilson to provide a crib sheet to assist governors with their interviews with the assessors	Mrs Wilson	
	Date of next meeting agreed schedule attached.	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1. The Clerk welcomed all those present to the meeting.
- 1.2. Apologies for absence were received and accepted from Malcolm Shykles.
- 1.3. The Clerk confirmed that the meeting was quorate with nine governors present.
- 1.4. Notice of Any Other Business/Confidential items
 - Data update
 - Governor mark
 - Senior leadership team and governor away day

2. DECLARATIONS OF INTEREST

- 2.1. The clerk issued all present governors with copies of the personal and pecuniary interest forms. All those governors present completed these forms and duly returned them to the clerk for processing.
- 2.2. Malcolm Shykles was not present and therefore is required to complete and return the pecuniary interest form to Governor Services.
Action: Governor Services and Governors
- 2.3. There were no declarations made pertaining to any of the agenda items for this meeting.

3. APPOINTMENT OF OFFICERS

- 3.1. Election of Chair for the academic year 2016/2017
The Clerk welcomed nominations for the position of Chair of Governors. Mrs Denise Whyman proposed that Mary Wilson be re-elected as Chair of Governors for the 2016/2017 academic year, this was seconded by Mr Simon Jarvis. With no other nominations and no objections Mary Wilson was duly elected as Chair and chaired the meeting from this point forward.
- 3.2. Election of Vice-Chair for the academic year 2015/2016
- 3.3. Elizabeth Winder proposed that Simon Jarvis be re-elected as Vice Chair of Governors for the 2016/2017 academic year, this was seconded by Mary Wilson. With no other nominations and no objections Simon Jarvis was duly elected as Vice Chair of Governors.

4. GOVERNING BODY

- 4.1. The clerk confirmed that there were currently 2 co-opted vacancies. Mrs Wilson advised Governors that she had spoken with a Middy assistant whom it was felt would be a good fit to the governing body.
- 4.2. During the meeting Katherine Bromley confirmed she accepted the position as co-opted governor, via text to Mrs Wilson.
- 4.3. Katherine Bromley was appointed as a Co-Opted Governor.
- 4.4. Denise Whyman nominated Katherine Bromley as the new Link Governor for Reading. The nomination was seconded by Mary Wilson.

Action: Katherine Bromley to complete new governor paperwork and submit to Governor Services.

Action: Katherine Bromley to attend upcoming Governors' induction course.

- 4.5. To consider disqualification due to non-attendance
The clerk advised that no governors were eligible for disqualification due to non-attendance.

5. PREVENT TRAINING

- 5.1. Shane Thompson delivered WRAP workshop for Governors. Mr Thompson posed the question "What is PREVENT?". PREVENT is a crucial aspect of safeguarding. Governors were informed that there has been a rise in the number of cases reported to the CHANNEL programme in relation to radicalisation.
- 5.2. Mr Thompson questioned governors on their level of knowledge of PREVENT, both good and bad. Governors were informed that the Workshop was aimed at raising awareness of PREVENT. Mr Thompson questioned what expectations are being placed on staff and what outcome is hoped to be achieved for the school in relation to PREVENT.
- 5.3. Mr Thompson provided governors with his background and experience within education and in the borough which led him to his current position.
- 5.4. The main objectives of the PREVENT workshop is to leave governors with the following:
- Understanding of Prevent
 - Thinking about actions
 - Recognise
 - Be clear
- 5.5. Mr Thompson advised that "vulnerability" is also a key term used throughout the PREVENT programme.
- 5.6. Governors were advised that there are 4 key strands – known as the 4 Ps
- 1st Pursue – disrupting terrorist plot
 - 2nd Protect – Strengthen defences
 - 3rd Prepare – responding to attacks to lessen impacts
 - 4th Prevent – governors play a large part in this element. Educate people/children to discourage radicalisation.
- 5.7. Mr Thompson informed governors that PREVENT is the only one of the 4 Ps that is pre criminal.
- Q** – Ms Winder - Is this something that we already do?
A – Ms Augustin – Yes, training had been given to all staff and the Brit project had carried out workshops with Years 5 and 6 pupils.
- 5.8. Mr Thompson informed governors that before 1 July 2015 PREVENT was an advisory document. Post 1 July 2015, it has become a legal duty for all educational establishments from early years to universities and it sits within Section 26 of the Counter Terrorism and Security Act 2015. Schools need to evidence this in their policies and pupil engagement.

5.9. The Government has launched a separate strategy; Counter extremism strategy (Oct 2015). However this is not part of PREVENT. Waltham Forest has a member of staff dedicated to this area, Cohesion Co-ordinator (CoCo) working with communities to encourage community cohesion.

5.10. Governors were shown a video clip on how to identify and prevent radicalisation at early stages, which could also lead to safeguarding issues. The video also explained how to help potential vulnerable children and adults.

At the end of the video, Mr Thompson asked governors "What are the risks we are facing as a community? Governors gave a range of answer including; Neglect, abuse, drugs, gangs domestic violence, FGM and Knives.

5.11. Governors undertook a word association task and what the word meant to them. Mr Thompson informed Governors that PREVENT is interested in addressing the issues beneath the surface, "why we give these type of answers is due to media exposure. Historically there had always been a morale panic scenario such as hoodies.

5.12. Mr Thompson advised that it was important that governors and the school highlighted far right extremism. The need to raise awareness and understanding with pupils and staff.

Q - What constitutes far right?

A – Anything that motivates someone to act in an extreme way.

5.13. Governors watched another video based on a vulnerable young adult whom was at tipping point and a prime target for radicalisation. A discussion was held amongst governors as to what they felt about the clip and the issues that they were able to identify.

5.14. Mr Thompson questioned governors, "Can radicalisation ever be a good thing? Governors felt that it could start off as a good thing, then radicalisation can start to creep in so no, radicalisation cannot ever a good thing. However, there can be confusion around what we are being radicalised in.

5.15. If the question is changed to radical thinking can this be a good thing? Radicalisation is about identifying someone that is vulnerable and being pushed in a direction that can be detrimental.

5.16. Mrs Wilson stated that she felt that there were stark parallels with safeguarding.

5.17. Governors were advised that they should give Staff 3 categories that they should be looking out for:

- Emotional
- Verbal
- Physical

5.18. Staff need to use their professional judgement to ensure that any issues are addressed and the starting point should be the safeguarding lead.

- 5.19. The school should ask itself if the school can manage the situation. Consent will need to be obtained from the parent/carer before referrals can be made. If it was felt that if the issue was rooted at home, the school will be unable to obtain the correct consent. The referral to other agencies should still be made with the school concern and the agencies will obtain the relevant consent.
- 5.20. Mr Thompson advised of 5 key areas where the school will need to evidence that they are complying with legislation.
- Policy updates
 - Staff training
 - Ongoing pupil provision
 - Working in partnership
 - Supporting the community
- 5.21. Ms Winder questioned who the school's safeguarding governor was now, given the resignation of the last safeguarding governor last term. Ms Augustin advised that Ms Harris was the current Safeguarding Governor. Ms Augustin also informed governors that she sits on the Safeguarding in Education Board.
- 5.22. Due diligence. - Governors were given a scenario on a letting and what to look for if they were approached by a group to use the building. Governors were advised to request further information, use the Local Authority, check the organisation background further if the school is not certain and never take cash bookings.
- 5.23. Mr Thompson outlined the process of using Prevent.
- The school would have exhausted all internal avenues before making a referral to Multi Agency Safeguarding Hub (MASH), which has a number of agencies working together.
 - There was a three day turnaround from receipt of referral to response.
 - The school should obtain consent from the family dependant on circumstance.
 - The individual needs to agree consent before it goes to case management or channel
 - If MASH felt it needed a more formal approach, then they pass the referral to PREVENT for either case management or Channel.
- 5.24. The case is heard by a panel which meet on a monthly basis, which is made up of the following agencies.
- LA
 - Social Services
 - Health care
 - Probation services
 - Community outreach
 - Origin of referral
 - Police
- 5.25. The origin of referral will only be present at their case.
- 5.26. Mr Thompson advised governors that PREVENT always checked back with the origin of referral after three months.
- 5.27. Miss Harris questioned, "in terms of healthcare would that include CAMHs and YOT?" Mr Thompson advised that it would.

Q – MASH, is it specific to Waltham Forest?

A – No all London Boroughs operate this type of multi-agency system; however it differed for outer London. It would be the responsibility of PREVENT to co-ordinate with other boroughs.

Q – Not clear where PREVENT comes in?

A – Refer to MASH first as it is all about the evidence first then will move to PREVENT if required.

Q – How many referrals do PREVENT get a month?

A – Repeat cases five or six and new six, however they were not all radicalisation some were safeguarding.

- 5.28. Governors thanked Mr Thompson for the workshop. Governors felt better informed. Mr Thompson will send governors a copy of the presentation.

Training finished at 8.00

6. MINUTES

- 6.1. Governors received the minutes of the governing body meeting held on Tuesday 12 July 2016 and agreed these to be an accurate record of the meeting with the following amendments to be made.

Page 1 Minute item 1. Welcome and apologies for absence: Mr Jarvis tendered his apologies but they were not recorded as received.

Page 6 item 14.2 This should read “Complaints policy was reviewed and agreed”.
The Admissions Policy was not recorded and was also reviewed and agreed by governors.
The Teachers Pay Policy was not recorded and was also reviewed and agreed by governors.
Attendance target should remain at 97%.

Page 7 item 17.1 This should read “Library Relocation”.

- 6.2. Mrs Wilson signed a copy of the minutes and these were retained by the school.

6.3. **Matters arising:**

Page 1 Minute item 1.5 Co-Opted Governor with legal background. This item **still requires action for Ms Augustin and Ms Wilson**

Page 2 item 1.6 Action completed. Mrs Katherine Bromley new governor

Page 2 items 1.7 Action complete

Page 2 item 3.2 Governors report to parents: It was agreed that this would go out to parents around Christmas and will include Governors’ Mark (hopefully!), SAT comparisons and the

schools strategic away-day. **Action outstanding – Mr Jarvis and Mrs Wilson**

- Page 5 item 8 Academy Status. This was to be addressed as part of today’s agenda. However given the full agenda it was agreed to defer to the next full governors’ meeting. Mrs Wilson tabled a pros and cons document in relation to a single academy for governors to review and discuss. **Action outstanding- Mrs Wilson and Ms Augustin**
- Page 6 item 14.1 Accessibility Policy. **Action outstanding - Mrs Wilson/ Ms Augustin.**
- Page 6 item 14.3 Collective Worship. Mrs Wilson had reviewed the policy however there were a few comments that required further clarification. The policy was not statutory. Governors discussed if the policy reflected the current cohort for collective worship. **Action outstanding – Mrs Wilson**

7. GOVERNING BODY CODE OF CONDUCT

7.1. Governors present signed and returned signed documents to the Clerk. A copy of the Code of Conduct was also on the school’s website.

8. Meeting dates

8.1. Mrs Wilson tabled the annual calendar of meetings. Governors agreed the dates and the amended time for governing board meetings at 6.45 to 8.45pm.

9. GOVERNING BODY ANNUAL CYCLE

The Annual cycle was amended to suit the needs of the school and was on the website.

10. ACADEMY STATUS - PROS AND CONS

10.1. This item was addressed minute 3.2.

11. GOVERNING BODY COMMITTEES

11.1. Governors considered the establishment of committees and unanimously agreed to the following committee structures and memberships:

Resources Committee Membership	Teaching & Learning Committee Membership
Mary Wilson	Alina Harris
Denise Whyman	Chris Rose
Malcolm Shykles	Simon Jarvis
Liz Winder	Gabriel Gottlieb
Katherine Bromley	Rob Tromans

11.2. Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.

- 11.3. Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.
- 11.4. Headteachers' Performance Management – Ms Winder and Mr Jarvis will continue to carry out the Headteachers' Performance Management for 2016. It was agreed that a formal mid-year review would be carried out as part of the process. Ms Augustin requested that this be completed by November 2016 if possible as it would bring all staffing appraisals in line.
- 11.5. Governors discussed the School Improvement Advisor and wished to remain with Eithne Lemming. Ms Augustin was also actioned to request a school advisor from the LA for the HT performance management.

Action Ms Augustin

11.6. Link Governors

- 14.1. Governors agreed to the following link governor appointments for the academic year:

Link Governors	
Gabriel Gottlieb	Creative Curriculum (including music)
Katherine Bromley	Reading
Rob Tromans	Sport
Christine Rose	Inclusion & SEND
Alina Harris	Safeguarding
Denise Whyman	Maths
Malcolm Shykles	Health and Safety Science
Mary Wilson	EAL (English as an additional language) Pupil Premium
Liz Winder	Philosophy for Children Early Years
Simon Jarvis	Communications Writing
Vacancy	

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1. Date of next meeting

The next meeting will be held on 6 December 2016 at 6.45pm at the school. The next Resources Committee will be held on 11 October 2016 at 8.00 am. The committee will also include pay reviews at the same time.

12.2. .Agenda items:

- 12.3. Governors were informed by the Clerk that both Governors' Briefings sessions will be held at Waltham Forest Town Hall (Council Chambers) Forest Road, 17 4JF

Wednesday 19th October 2016 and Wednesday, 1st March 2017 from 6.30 to 8.00 (refreshments will be served from 6.00).

- 12.4. The Clerk requested that Governors avoid setting meetings on these dates to enable a representative from the governing board and the clerk to attend.

13. ANY OTHER BUSINESS

13.1. Governor Mark

- 13.1.1. The Assessor will be contacting governors to talk about governors' processes and procedures. They will be looking at the competence of the governing body.

Q - Was there anything we should have done last time?

A – Yes there were 2 recommendations, one was looking to support other schools and the other was about tying governance in strategically with the school's development plan.

- 13.1.2. Mrs Wilson to send governors information submitted last time and share again the final submission for 2016, along with the outcomes of the strategic away day with the senior leadership team. **Action Mrs Wilson**

- 13.1.3. Governors were informed that they need to have evidence e.g. link governor reports and data.

13.2. Data Update

- 13.2.1. Guidelines had been received in relation to 'greater depth' to enable schools to understand the methodology used for SATs under the old National curriculum levels. If a child was a level 3, they had to get a level 6 to show satisfactory progress.. The Government has said that less than 6% of schools will be below floor target.

- 13.2.2. A scaled score of 100 represents the expected standard for each core subject. If a pupil got a score of 100+ it meant they were working at or above the expected standard. The highest score was 120, and the lowest 80.

- 13.2.3. The school results compared with the national averages were:

Reading, Writing and Maths combined

70% expected standard, 8% achieved 110+

Reading

80% achieved expected standard, 27% achieved 110+ progress measures 0.9

Writing

90% achieved expected standard, 34% achieved 110+ progress measures 1.7

Maths

83% achieved expected standard, 10% achieved 100+ progress measures -1.0

Grammar, Spelling, Punctuation

88% achieved expected standard, 22% achieved 110+

- 13.2.4. It was noted that 53% of schools met the national average in attainment and Handsworth achieved 70%. This was the first year of the new tests, therefore, the results will look different from those of previous years and cannot not be compared with them directly.
- 13.3. Miss Harris questioned if there was a decision in relation the Court Case of absenteeism. The Government are attempting to challenge the judgement and are encouraging Educational establishments to keep putting cases forward for fining. Handsworth has a zero tolerance policy and do not approve absence.
- 13.4. Mrs Wilson advised Governors that an informal Parental Complaint had been received. The parent was concerned that their child had been split from friends as a result of the year 6 class re organisation. Mrs Wilson met with the parent with Mr Jarvis and they explained the process of split class during lesson times only into smaller teaching groups, the children then meet up again at breaks etc. The informal complaint has been dealt with effectively by Mr Jarvis and Mrs Wilson and no further action required.

The meeting closed at 8.50pm.

Chair: (print)

..... (sign)

Date: