

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 15th MARCH 2016
AT 7.00PM
AT THE SCHOOL**

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

Local Authority Governor

Mr Malcolm Shykles

Parent Governors

Ms Liz Winder

Co-opted Governors

Ms Christine Rose

Mrs Natalie McDermott (staff)

Mr Gabriel Gottlieb

Ms Alina Harris

Mrs Denise Whyman

Headteacher Governor

Ms Jill Augustin – Headteacher

Staff Governor

Mr Robert Tromans (from 8pm)

Clerk to the Governors: Ebrahim Vawda

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the meeting and informed that Mr Robert Tromans has been elected as Staff Governor and will be joining the meeting a little later after Parents' Evening.
- 1.2 Apologies for absence received and accepted from Mrs Christine Dean and Mr Simon Jarvis.
- 1.3 Apologies not accepted: None.
- 1.4 The meeting was quorate.
- 1.5 Notice of Any Other Business: none.

2. DECLARATIONS OF INTEREST

- 2.1 Register of Business Interest
Completed forms received from Ms Elizabeth Winder, Mrs Mary Wilson and Mrs Denise Whyman. The Clerk will forward these to Governor Services.
- 2.2 Governors did not declare any interests in any of the following agenda items.

3. GOVERNING BODY

- 3.1 The Clerk confirmed that there is now full complement of governors and two co-opted governor terms will be ending on 16th July 2016: Mrs Natalie McDermott and Mrs Denise Whyman.

- 3.2 There were no disqualifications for non attendance.
- 3.3 The Clerk confirmed that self declarations have been completed and held at Governor Services.

4. MINUTES

- 4.1 Governors received the minutes of the Governing Body meeting held on 8th December 2015 and agreed these to be a true and accurate record of the meeting.
The minutes were signed and dated by the Chair and retained by the school.

- 4.2 Matters arising:
Item 5.2 of the minutes refers: FFT Dashboard log-in details still outstanding. This has action has now been completed.

Item 5.2 of the minutes: Governors report to parents still outstanding.

Action: Mr Jarvis

Item 5.2 minutes refers: The uniform details in the prospectus are incorrect. The correct link is on the school website and in the prospectus. This action has been completed.

- 4.3 Minutes/Reports from Committees
Resources Committee Meeting 20th January 2016 and 8th March 2016:
Committee examined the school finance in detail and are expecting an end of year surplus in the region of £245,000. Projects are being looked at to use the surplus wisely.
The Schools Financial Value Standards was reviewed and is an agenda item for it to be approved.

The School Fund and the Uniform Shop accounts were agreed and approved by the Governing Body.

Teaching and Learning Committee 14th October 2015 and 25th November 2015.

A verbal report to the Governors on the two Committee meetings was provided. Committee minutes had already been shared to all governors by email.

- SDP reviewed
- Discussed the "Assessment without levels"
- Nursery admission
- Four Governors attended the Science Week

Mrs Wilson thanked the Committee Chairs for their reports.

5. HEADTEACHER'S REPORT:

The detailed Headteacher's Reports was emailed to Governors, together with the School Development Plan before the meeting.

Ms Augustin invited questions:

Q. What is a "Deferred Reception Place"?

A. It is not yet statutory, but last year a parent requested deferral of place until 2016. The school's recommendation is to only allow deferral in exceptional circumstances. We are not promoting this as it is difficult to manage and could lead to admissions outside the pupil's age range.

Governors questioned the fixed term exclusion and if it was medically related?

Ms Augustin replied that it was not medically related and support plan is in place. 1 to 1 support is being provided.

Governors were pleased to note a marked improvement in staff absences.

Mrs Wilson questioned the number of LAC children (8) on roll and if there were any issues there?

Ms Augustin replied that there are no issues and the pupils are doing well. The number of LAC is high for primary school.

Governors noted that a formal complaint was received regarding SEND provisions. This was investigated by the Chair and the SEND Link Governor. The parent was satisfied by the investigation and was reassured that the school provided support.

Ms Augustin thanked Mrs Wilson and Ms Rose for investigating the complaint.

The school advisor Gillian Brinded visited the school today, 15th March. The visit was very positive and notes of visit will be circulated to governors.

Action: Mrs Wilson

Governors noted the PE Update report and inquired of the take up of activities by Pupil Premium student?

Mr Tromans and Ms Augustin will check this and report back.

Action: Mr Tromans

Mrs Wilson thanked Ms Augustin for her report.

6. LINK GOVERNOR REPORTS

Mrs Wilson gave a summary of her link visit on Assessment. The detailed report has been shared with Governors, The new AWoL (Assessment Without Levels) is different:

- There are no levels
- No benchmarking
- Teacher Assessments using age related criteria

Ms Augustin said that assessments are looked at with pupil progress and expectations, identifying gaps and providing support. There are lots of issues and schools are still awaiting formal guidance from the DfE. In the meantime the school is looking to have the right tools to monitor the assessment levels. SIMS is currently being used. The school is part of the Wroxham Teaching Alliance and, in conjunction with them, are looking to find a suitable assessment monitoring tool.

Action: Ms Augustin

7. CHAIRS ACTION:

None.

8. GOVERNORS' TRAINING

Ms Harris reported she attended the following training:

- Safeguarding
- Understanding Curriculum
- Effective Link Governance
- Understanding Finance
- Raiseonline

Mrs Wilson and Ms Winder also attended Effective Link Governance and the Spring Governors' Briefing.

9. SPRING DATA

Ms Augustin shared some raw data which have yet to be refined: showing that all

- Attainment and progress for the end of year are on track.
- pupils are achieving well
- Meetings with teachers are on going
- Pupil progress meetings ongoing support.

The data is very raw and as soon it has been refined it will be shared with Governors.

8. RAISEONLINE VALIDATED DATA

Mrs Wilson provided Governors with a summary report of the validated Raiseonline 2015 data. The summary report was sent to Governors.

Closing the Gaps at KS1 APS by disadvantaged pupils 6.1.1 (p.55)

Disadvantaged (FSM, LAC, Adopted from care)

Significant gaps at KS1 between disadvantaged and in school and Other National

2015	Disadvantaged School (10 pupils)	Other School	Other National
Reading	14.0	18.2	17.1
Writing	13.8	16.9	15.8
Maths	14.4	17.8	16.9
Combined	14.1	17.6	16.6

Closing the Gaps at KS2 (p.62)

2015	Disadvantaged School (6 pupils)	Other School	Other National
Reading	27	31.4	29.6
Writing	28	31.4	28.9
Maths	29	31.9	29.8
Combined	28.3	31.7	29.5
EGPS	30	32.1	29.9

Significant in school gaps at KS2

Smaller gaps between school disadvantaged and National Other (with the exception of EGPS)

Only 6 pupils (10% of cohort)

Q. Closing the gap data is not good?

A. The 10 pupils reflected are significantly disadvantaged.

Q. Are they getting the right interventions?

A. Yes, we need to raise and build their confidence. They are well supported.

Mrs Wilson pointed out the many positives in the report around attainment and progress. Pupils achieving levels 4, 5 and 6 are significantly higher than the national average.

Attainment and progress is also above the national average. Pupil Progress is also higher than national averages.

Mrs Wilson will arrange for Year 3 and Pupil Premium report.

Action: Mrs Wilson/Ms Augustin

11. SDP MID YEAR

Mrs Wilson reported that the Resources Committee have reviewed the School Development Plan in detail. The minutes and the outcome of the review will be emailed to Governors.

Action: Mrs Wilson

12. SCHOOLS FINANCIAL VALUE STANDARDS (SFVS)

This was reviewed in detail by the Resources Committee who has recommended that the Governing Body approve and ratify it.

The Governing Body ratified the School Financial Value Standards document, which was signed by the Chair and will be submitted to the Local Authority.

13. UNIFORM SHOP AND SCHOOL FUND

Ms Winder reported that the School Fund account has been independently audited by a School Business Manager of another school, and accounts have been prepared. The Resources Committee are recommending to the Governing Body to accept the audited School Fund account.

Governing Body approved the School Fund account audit.

14. STATEMENT OF INTERNAL CONTROL

This item has been deferred to the next meeting of the Governing Body.

15. FEASIBILITY STUDY OUTCOME

Ms Augustin reported that the Local Authority has carried out a study and the school does not have the space to expand. Other schools have been identified.

16. HR POLICIES

- Capability Policy and Procedure
- Shared Parental Leave Procedure
- Probation Procedure
- Leave of Absence Policy and Procedure
- Maternity Procedure
- Supporting Children with Medical Needs Policy

Governors had queries in relation to the maternity policy regarding the mention of Milton Keynes authority and the number of weeks' entitled leave. Governors queried whether there is an adoption policy as there is reference to this. To follow up with Local Authority HR.

Action: Mrs Wilson

Governors agreed and ratified above six policies (with any small amendments recommended by the LA).

17. GOVERNOR MARK

Mrs Wilson reported that the Governor Mark expires in Spring 2016. Governor Mark is an NGA approved quality standard for governing bodies. The quality mark is a non-prescriptive framework, which recognises that there are many approaches to achieving sustainable governance. Evidence needs to be submitted under various different criteria. Mrs Wilson will draft and send the document to governors for their input before submitting for the Governor Mark accreditation.

Action: Mrs Wilson

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

18.1 The Resources Committee meeting will be held on Monday 9th May 2016 at 8am. The next Governing Body meeting will be held on Tuesday 10th May 2016 at 6.30pm.

18.2 Agenda items for the Governing Body meeting:

- Budget (outturn etc)
- Spring Term Data
- Policy update review
- Skills Audit
- Academy Status

18.3 Governors Briefing will be held on:

- Thursday 16th June 2016-Venue to be confirmed.

19. ANY OTHER BUSINESS

19.1 DBS Mrs Wilson reminded Governors that DBS will be mandatory from September 2016, for all governors. Mrs Wilson to check that DBS for governors have been completed.

Action: Mrs Wilson

19.2 School Calendar 2016/2017 and INSET Days

Governors agreed the Term Dates for 2016/2016. The following INSET Days were agreed:

- Thursday 1 September 2016
- Friday 2 September 2016
- Monday 31 October 2016
- Tuesday 3 January 2017
- Friday 26 May 2017

19.3 Academy Status

Governors agreed to discuss this as an agenda item at the next meeting. Governor Services to liaise with Mrs Wilson/Ms Augustin with the possibility of arranging an in-house training for Governors.

Action: Mrs Wilson/Ms Augustin/Governor Services

Mrs Wilson thanked governors for attending and the meeting concluded at 9.15pm.

Signed.....

Dated.....