

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 8th DECEMBER 2015
AT 7.00PM
AT THE SCHOOL**

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

Local Authority Governor

Mr Malcolm Shykles

Parent Governors

Mr Simon Jarvis

Co-opted Governors

Mrs Christine Dean

Ms Christine Rose

Mrs Natalie McDermott (staff)

Mr Gabriel Gottlieb

Ms Alina Harris

Staff Governors

Ms Jill Augustin - Headteacher

Clerk to the Governors: Ebrahim Vawda

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all to the meeting. The Governing Body Co-opted Mr Gabriel Gottlieb and Ms Alina Harris to the Governing Body. Governors introduced themselves. The clerk will provide the new Co-opted Governor details to Governor Services to update their records.

Action: Governor Services

1.2 Apologies for absence received and accepted from Mrs Denise Whyman and Ms Elizabeth Winder.

1.3 Apologies not accepted: None.

1.4 The meeting was quorate.

1.5 Notice of Any Other Business:

2. DECLARATIONS OF INTEREST

2.1 Register of Business Interest

Governors completed these forms and returned to the clerk, to send on to Governor Services. Governor services to post the forms to Mrs Whyman and Ms Winder.

Action: Governor Services

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

3. APPOINTMENT OF OFFICERS

3.1 Election of Chair or the academic year 2015/2016:

Mr Jarvis nominated Mrs Wilson for the position of Chair of Governors and was seconded by Ms Rose. There were no other nominations and Mrs Wilson was unanimously elected as Chair for the academic year 2015/2016.

3.2 Election of Vice-Chair for the academic year 2015/2016:

Ms Dean nominated Mr Jarvis for the position of Vice-Chair of Governors and was seconded by Mrs Wilson. There were no other nominations and Mr Jarvis was unanimously elected as Vice-Chair for the academic year 2015/2016.

4. GOVERNING BODY

4.1 The Clerk confirmed that there is one staff governor vacancy and there are no terms of office ending in the Spring Term.

Ms Augustin will be advertising the vacancy amongst the staff

Action: Ms Augustin

4.2 There were no disqualifications for non attendance.

4.3 The Clerk confirmed that self declarations have been completed and held at Governor Services.

5. MINUTES

5.1 Governors received the minutes of the Governing Body meeting held on 7 July 2015 and agreed these to be a true and accurate record of the meeting. The date was amended to correctly read 7th July 2015 (and not 7th June 2015)

The minutes were signed and dated by the Chair and retained by the school.

5.2 Matters arising:

Item 4.2.2 of the minutes refers: FFT Dashboard log-in details still outstanding.

Action: Mrs Wilson

Item 4.2.3 of the minutes: Governors report to parents still outstanding.

Action: Mr Jarvis

Item 5 of minutes refers: The uniform details in the prospectus are incorrect. The correct link is on the school website. These to be corrected by the Headteacher.

Action: Ms Augustin

5.3 Minutes/Reports from Committees

Resources Committee Meeting 13th October 2015 and 24th November 2015:

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

The 2nd Quarter outturn statement was agreed by the Resources Committee.

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

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

- SDP reviewed
- Discussed the "Assessment without levels"
- Nursery admission
- A Year 3 school trip to the British Museum was cancelled because of concerns by parents withdrawing consent, following the events in Paris.

Ms Wilson thanked the Committee Chairs for their reports.

5.4 Matters Arising from Committees

There were no matters arising from the Committee meetings.

6. HEADTEACHER'S REPORT:

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

Governors questioned the safety relating to emergency electrical work. Ms Augustin informed Governors that the works have been carried out, is safe and fit for purpose. The annual Health and Safety report has been completed and submitted to the Local Authority.

Ms Augustin provided Governors with the Pupil Premium Profile and EAL Data. The data confirms the gap is reducing between pupil premium and non pupil premium students.

Governors had a detailed discussion around the data and felt that the % measurement is not necessary when the actual numbers are small in each cohort.

Governors felt that comparison with cohorts and data showing the closing of the gap would be useful for governors.

Ms Augustin said that the existing data is still being analysed and will provide a report at the next meeting.

Action: Ms Augustin

Ms Augustin reported that the EAL profiling and tracking is being undertaken in the same manner as Pupil Premium data, comparing cohorts and progress.

Mrs Wilson thanked Ms Augustin for her Headteacher's report and reported that it was pleasing to see continued progress being made.

7. GOVERNING BODY CODE OF CONDUCT

Governors signed Code of Conduct and returned these to the Clerk to forward on to Governors Services. Mrs Wilson also confirmed that a copy of the document was emailed to Governors.

8. CHAIRS ACTION:

None.

9. GOVERNING BODY ANNUAL CYCLE

Mrs Wilson confirmed that the Governing Body Annual Cycle has been reviewed at the resources committee and is on the website.

10. GOVERNORS' TRAINING

Mrs Wilson reminded Governors the Governing Body has a Silver Service agreement with Governor Services and encouraged Governors to take up the training available from Governors Services, details of which have been provided to Governors. Details of training undertaken should be emailed to the Chair.

Ms Augustin informed Governors that there will be "Prevent" training in school on 26th January 2016 at 3.45pm and Governors are welcome to attend this. An email will be sent to Governors.

Action: Ms Augustin

11. GOVERNING BODY COMMITTEES

11.1 Governors reviewed and agreed the Committee membership as follows:

Resources Committee Membership	Teaching & Learning Committee Membership
Mary Wilson	Christine Dean
Denise Whyman	Natalie McDermott
Malcolm Shykles	Chris Rose
Liz Winder	Simon Jarvis
Alina Harris	Gabriel Gottlieb

Governor Discipline: Governors agreed that all governors be in this pool from which a 3 Governor Committee will be formed to consider pupil exclusions.

Staff Discipline: Governors agreed that all governors be in this pool from which a 3 Governor Committee will be formed to consider Staff Discipline, Grievance and Dismissal Appeals.

11.2 Governors to review Committees’ Terms of Reference:

Resources Committee

Terms of Reference were emailed to Governors. Governors agreed the Terms of Reference.

Teaching & Learning Committee

Terms of Reference were emailed to Governors. Governors agreed the Terms of Reference.

11.3 Link Governors

Governors agreed the following Link Governors:

Link Governors	
Gabriel Gottlieb	Creative Curriculum
Christine Dean	Child Protection & Safeguarding
Staff Vacancy tbc	
Christine Rose	Inclusion & Equality Pupil Premium
Alina Harris	English as an additional language (EAL)
Denise Whyman	Maths
Malcolm Shykles	Health and Safety Science
Natalie McDermott	Reading
Mary Wilson	Attendance Assessment
Liz Winder	Philosophy for Children Early Years
Simon Jarvis	Communications Writing

12. LINK GOVERNOR REPORTS

12.1 Child Protection and Safeguarding

Mrs Dean reported to the Governors on her link governor visit. All policies and procedures have been updated in line with current legislation.

The issues around FGM and Prevent are of significance in Waltham Forest. Policies are in place and staff have received appropriate training.

Link Governor report has been sent to Governors to read and note.

Mrs Wilson thanked Mrs Dean for her report.

12.2 Inclusion & Equality and Pupil Premium

Ms Rose reported back to Governors around her link governor visit. SEND report has been provided to Governors, Teaching Assistants are used more effectively and appropriate training is provided to staff.

Link Governor report has been sent to Governors to read and note.

Mrs Wilson thanked Mrs Rose for her report

12.3 Health & Safety

Mr Shykles reported that he had visited the school. All paperwork and policies relating to Health and Safety was checked and found to be in order. Mr Shykles reported that there were external issues relating to traffic and pollution over which the school has no control. Link Governor report has been sent to Governors to read and note.

Mrs Wilson thanked Mr Shykles for his report

13. SCHOOL POLICIES

13.1 Policy Review Cycle has been reviewed and is up to date.

13.2 School Complaints Policy has been reviewed in detail by the Resources Committee and the policy was emailed to Governors to look at before ratifying.

Governors ratified the School Complaints Policy

13.3 Model Recruitment and Selection Policy and Procedures were sent to Governors by Mrs Wilson to review.

Governors ratified the Model Recruitment and Selection Policy and Procedures.

13.4 Organisation Change and Redundancy Model Policy was sent to Governors by Mrs Wilson to review.

Governors ratified the Organisation Change and Redundancy Model Policy.

14. 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 excellence in school governance within the leadership and management structure of the school. Mrs Wilson said that if Governors agreed to have the Governor Mark accreditation then an audit will be undertaken by NGA (National Governors' Association).

Governors agreed to continue with the Governor Mark accreditation. Mrs Wilson will contact the NGA to proceed.

Action: Mrs Wilson

15. FINANCIAL DOCUMENTATION:

15.1 Health & Safety Annual Report was reviewed and agreed by the Resources Committee.

Report ratified by Governing Body.

15.2 Statement of Internal Control was completed and signed by the Chair and the Headteacher.

In signing the Statement of Internal Controls documents, Governors confirmed and ratified the following documents:

- **Governors' Statement**
- **Statement of Internal Control**
- **Register of Pecuniary Interest**

- **Stocktaking Certificate**
- **Best Value Statement**
- **Financial Control Checklist**
- **Inventory/Asst Register**
- **Charging Policy**
- **Lettings Policy**
- **Hospitality Register**
- **Write off of equipment**
- **Virements**

15.3 School Financial Regulations

These were reviewed by Liz Winder and Michelle Boyce (Resources) whose recommendation it to agree and adopt. Mrs Wilson said that this is a standard Local Authority document for Governors to review and adopt.

Governors agreed and ratified the School Financial regulation document.

15.4 Uniform Shop and School Fund

Governors agreed to defer this to the next meeting. **To be an agenda item.**

Action: Governor Services

16. PUBLICATION OF GOVERNOR INFORMATION.

16.1 School web site review: this has been completed.

16.2 Governing Body publication of information

Mr Jarvis will be undertaking this action.

Action: Mr Jarvis

17. PERFORMANCE MANAGEMENT REVIEWS

Ms Augustin reported that all Performance Management reviews for teaching staff have taken place within timescales.

18. SDP

Mrs Wilson thanked all Governors for their input in the School Development Plan. The final copy was sent to Governors via email.

Governors formally approved the School Development Plan.

Mrs Wilson also highlighted that the school's Self Evaluation Form is not a mandatory document, but it is considered good practice to have one. Governors agreed that this should be considered by the Teaching and Learning Committee.

Action: Ms Augustin

19. FEASIBILITY STUDY

Ms Augustin reported to the Governors that the Local Authority have undertaken a feasibility study to consider one additional form of entry, feasibility of increasing from 2 form entry to 3 form entry. Seven schools are being looked at, depending on cost and feasibility of the project. There has been no further contact at this stage from the Local Authority. Governors will need to have a full discussion if the Local Authority requests that Handsworth should be increased to a 3 form entry.

20. SLA

Mrs Wilson reported that the SLA with Longshaw Primary School comes to an end on 31 December 2015 and she and Mr Jarvis have stepped down from the Governing Body at Longshaw.

Ms Augustin reported that the SLA provided a challenge and also benefited Handsworth from sharing good practices within both schools.

The Local Authority has identified another school, Downsell Primary, which is in need of support. The SLA will be for two terms to enable the recruitment of a new Headteacher at Dowsell. Jill's support as Executive Head will initially be for two days a week and the cost will be covered by Downsell.

Ms Augustin is confident that this can be a challenge for her, but Handsworth will also benefit from the sharing of best practices.

Governing Body agreed to the SLA to support Dowsell Primary School for two terms from 1st January 2016.

21. DATE ITEMS FOR THE NEXT MEETING AND AGENDA

21.1 Date of next meeting 15th March 2016

21.2 Agenda items to be confirmed.

21.3 Governors' Briefing will be held on:

Thursday, 25 February 2016 at Waltham Forest Town Hall (Council Chambers), Forest Road E17 4JF. 6.30pm -8.30pm (refreshments from 6.00pm).

22. ANY OTHER BUSINESS

22.1 Mrs Wilson informed Governors about the Christmas Cycle Ride, details of which are on the website.

22.2 Mrs Wilson reported that by September 2016 all Governors will need to have DBS checks. Mrs Wilson handed all Governors present DBS form for completion and return to the school office.

22.3 Mrs Wilson reported that the Resources Committee had received and seen three quotes for the Nursery Playground redesign and recommended the lowest quote, which was £19637. (the other quotes were £22590 and £22625)

Governors agreed and ratified the quote of £19,637.

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

Signed.....

Dated.....