

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 12th JULY 2016
AT 7.00PM
AT THE SCHOOL**

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

Local Authority Governor

Mr Malcolm Shykles

Parent Governors

Ms Elizabeth Winder

Co-opted Governors

Ms Christine Rose

Mrs Natalie McDermott (staff)

Mr Gabriel Gottlieb

Ms Alina Harris

Headteacher Governor

Ms Jill Augustin – Headteacher

Staff Governor

Mr Robert Tromans

Also in Attendance: -

Clerk to the Governors: Ebrahim Vawda

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all to the meeting and apologised that the agenda stated a 6.30pm start. Governors agreed that future meetings should commence at 6.45pm. Apologies for absence received and accepted from Mrs Christine Dean and Ms Denise Whyman. Apologies were also accepted from Simon Jarvis (minutes amended 13/09/16)

1.2 Apologies not accepted: None.

1.3 The meeting was quorate.

1.4 Governing Body:

1.5 Mrs Wilson informed the Governors that Ms Christine Dean - Co-opted Governor had resigned. Governors agreed that ideally replacement co-opted governor should be sought from the legal profession to enhance the Governing Body's skill set.

Action: Mrs Wilson/Ms Augustin

1.6 Ms Natalie McDermott's term as co-opted governor ends on 16 July 2016. She will not be putting herself forward for another term. Ms Augustin will seek a co-opted staff governor via a staff election.

Ms Augustin

Mrs Wilson, on behalf of the Governing Body, thanked Ms McDermott and Ms Dean for their hard work and dedication to the school and the Governing Body over the past four years.

- 1.7 The clerk also confirmed that Mrs Denise Whyman's term as co-opted governor ends on 16th July 2016. Mrs Wilson had spoken with Ms Whyman who has said that she would like to continue as a co-opted governor for a new term. Mrs Wilson proposed that Ms Denise Whyman be co-opted to the Governing Body and was seconded by Mr Shykles and was unanimously agreed by the Governing Body.

Governor Services to note that Mrs Denise Whyman has been co-opted to the Governing Body, new term commencing from 17th July 2016.

Action: Governor Services

- 1.8 Notice of Any Other Business: none.

2. DECLARATIONS OF INTEREST

2.1 Register of Business Interest

All governors have completed the forms.

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

3. MINUTES

- 3.1 Governors received the minutes of the Governing Body meeting held on 10 May
The minutes were signed and dated by the Chair and retained by the school.

- 3.2 Matters arising:

Item 4.2: of the minutes refers: Governors report to parents still outstanding. Mr Jarvis will liaise with the Chair to complete this.

Action: Mr Jarvis

Item 6: of the minutes refers: Mrs Wilson, Liz Winder and the headteacher have looked into the academisation and discussed the pro and cons. This has not yet been put in a document for governors. This will be discussed further at the next meeting in September.

Action: Mrs Wilson/Ms Augustin/Ms Winder

3.3 Minutes/Reports from Committees

3.3.1 Resources Committee Meeting 5th July 2016:

Ms Winder gave details of this meeting, the Committee looked at and discussed:

- Quarterly budget to 30th June 2016. All budget areas are on track. The In Year out turn is forecast at £126,141 deficit, but with the carry forward of £134,728 from 2015/2016, this will leave a small surplus
- The Committee also looked at the Pupil Premium and SEND in some detail.

3.3.2 Teaching and Learning Committee Meeting 6th July 2016

Mr Gottlieb gave a verbal report. The Committee looked at and discussed:

- SATS data- which were all very positive
- 77% showing Good Level of Development- which is above the national average in Early Years
- Committee noted the requirements for achieving age related and greater depth were greater and required higher levels of evidence to secure judgements.
- Committee looked at sample of pupil papers.

Mrs Wilson thanked Ms Winder and Mr Gottlieb for their reports.

4. CHAIRS ACTION

Mrs Wilson attended the National Leaders conference, where the major topic of discussion was the academisation of schools. There will be further training and conferences in the autumn 2016 term.

5. HEADTEACHER'S REPORT

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

Ethnicity profile

45.6% of pupils are from white British backgrounds. 54.4% of pupils are from other ethnic groups (Source January Spring Term Census 2016). The new Reception intake has a high proportion of pupils with English as an additional language (EAL), We are required by the DfE to collect information about Proficiency in English, pupils country of birth and nationality as well as how many languages are spoken at home. Many schools have requested this information this term and there was some parental concern from other schools about sharing this information because of the results of the EU referendum. We have decided therefore that our data collection sheet will not be sent out until the start of the new academic year.

Q. Why is DfE requesting the profiling data?

A. We do not know why, we have just been asked to do it.

Attendance & Punctuality

The school now participates in the LA School Attendance Panel, where the LA educational Welfare Officer meets with parents to formally raise concerns regarding a pupil's absence and/or punctuality. To date one family has attended, with close monitoring and one family has been scheduled to attend a SAP panel. If attendance/punctuality does not improve, the LA could issue fines of £2,500.

9 penalty notices have been issued, 2 of these were for 12 'U' Late marks in a term. The additional 7 notices were for holidays being taken during term time.

Parliament is due to meet this week to discuss if they still intend for schools to be required to fine parents for taking children out of school during term time.

Target	Attendance	Authorised Absence	Unauthorised absence
Autumn 15	96.9%	2.6%	0.5%
Spring 16	96.9%	2.9%	0.5%
Summer 16	96.5%	2.9%	0.6%

Previous Year (14/15)	97%		
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Q. Has the use of the EWO and the threat of fines had an effect?

A. Whilst parents are recognising that there is a legal process and overall attendance is good at 96.5, parents are still removing children during term time for holidays.

How effective is the provision?

The Curriculum teams are working very effectively, building up skills and curriculum provision. The Creative Curriculum has been completely reviewed. In line with National curriculum guidance topics in History are now being taught chronologically.

As a school we have joined the Historical Society who provide support and high quality planning materials for teachers.
Teachers are developing specialism and sharing best practice.

Q. What does it mean that Handsworth has become a Forest School?

A. We have received Level 3 accreditation from Suntrap. Teachers have attended training programmes to take pupils out into the forest for fieldwork. The programmes will be good for development of the curriculum.

Mrs Wilson thanked the Head teacher for her report.

6. SCHOOL DATA

The data sheets were emailed to governors.

Ms Wilson highlighted:

Early Years

- Early Years- 77% showed GLD (Good Level of Development)- this compares with last year' national average of 66.3%. This years national figures are not yet available.

IMPLICATIONS:

- Exceeding in Reading 22% (30% 2015), Writing 25% (32% 2015) and Number 28% (20% 2015)
- Early Years focus: To improve outcomes for the more able in reading and writing.
- Focus on the more able in moving into Year 1.
- Ensure that in moving into Year 2 children who were exceeding in Year 1 have basic skills in place to maintain 'greater depth'
- Large amount of children in Year 1 working above in reading. (47%) Need to ensure that comprehension skills are embedded so that these children maintain standards to achieve 'greater depth.'
- Sharp focus on writing in line with the new KS1 standards to secure ARE and GDS.
- KS2 implications to be reviewed in line with Test Results.

Key Priorities for 2016/17

- Ensure that children confidently meet ARE or above in reading, through increased focus on comprehension skills.
- Improve the presentation of written work, through systematic joined handwriting, evidenced across all curriculum areas to ensure greater depth.
- Continue to ensure new systems, procedures and processes are in place so that SEND pupils, make good progress and have the best provision.

Pupil Premium

Governors received and noted the Pupil Premium data, which showed that the gap between pupil premium and non-pupil premium pupils is narrowing. Governors were pleased to note that the mapping and individual tracking of pupil premium spending show how and where the interventions are successful.

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

7. LINK GOVERNOR REPORTS

- 7.1 Summer Term PE Report:
Mr Tromans gave a detailed report on sports activities and clubs that pupils are engaged in:
- Active maths introduced to staff by PE subject leader and is used by class teachers and after school clubs
 - Activity Day at Handsworth - very good feedback from pupils
 - KS1 sports day held at Highams Park
 - KS1 value games attended by Ambassadors and Year 6 Sports councillors
 - Upgrade in sports equipment thought the school
 - Excellent parental support at events
 - Basketball introduced by Y6 pupils attending a Waltham Forest Basketball competition.

Q. Why are the girls' numbers lower than boys, in take up in football?

A. In KS2 there is a girls' football club and team.

Governors suggested mentoring and getting girls more involved in the sports clubs.

- 7.2 Inclusion: Governors received and noted the report from Ms Rose. Mrs Wilson said she would follow up on some of the issues raised in the report.

Action: Mrs Wilson

- 7.3 Maths: Governors received and noted the report from Ms Whyman.

- 7.4 EYFS: Governors received and noted the report from Ms Winder.

- 7.5 Philosophy for Children (P4C): Governors received and noted the report from Ms Winder

- 7.6 EAL: Governors received and noted the report from Ms Harris.

- 7.7 Governors received a detailed end of year report from Ms Marianna Jordaan, Lead for Science. The Governors expressed their thanks for a very detailed and comprehensive report.

Mrs Wilson thanked all governors for their link governor visits and reports to the Governing Body.

8. ACADEMY STATUS

Mrs Wilson reported that she has met with the Headteacher and discussed the pros and cons of academisation, although this has yet to be put into a written format. There is a great deal of uncertainty surrounding the government's views, which has been further compounded by the imminent change in Prime Minister, which will lead to a new cabinet.

LA is also looking at various options in helping schools. Some LAs are looking at themselves becoming MATs.

Ms Augustin is part of the 'Steering Group' looking a learning trust in LBWF. Lots of schools are talking with each other are in the process or have already converted to academy, but no formal approaches to academisation have been taken. We already have links with Highams Park and do share some resources eg School Business Manager. We have also spoken with Woodford Green Primary.

It was agreed that there should be further discussions at the next meeting, with pros and cons including the possibility of linking with a secondary school.

Agenda item at the next meeting.

Action: Ms Augustin/Mrs Wilson

9. ALTERNATIVE MEETING ATTENDANCE OPTIONS

Clerk advised that this is on the agenda for governors to consider and formally approve, if they so wish to have 'virtual' meetings. Governors agreed that should a need arise and if it is necessary they will use Skype as an option to participate in Governors' meetings.

10. GOVERNOR SERVICES SLS FOR 2016/2017

Governors agreed to continue with the Silver Service, as in previous years. Mrs Wilson also requested that Ebrahim Vawda be their nominated Clerk.

Action: Governor Services

11. ANNUAL PUPIL PREMIUM REPORT

Ms Augustin reported that the Pupil Premium report is on the website.

12. SCHOOL DEVELOPMENT PLAN CLOSE DOWN (SDP)

All governors acknowledged receipt of the SDP and noted that it was looking very positive and focuses on actions and achievement. The link governor visits and subsequent reports tie in with the SDP.

Governors noted the need, although not statutory, for Governors to have PREVENT training as a Governing Body.

Governor Services to liaise with the Chair and Headteacher to facilitate this, possibly as part of their GB meeting.

Action: Governor Services

An Away Day for Governors has been booked for 19 September 2016, at the Prince Regent Hotel. The day will include

- Review of Ofsted judgments
- Review of SDP
- KS2 data – progress and attainment
- School priorities

A detail agenda will be sent to governors.

Action: Ms Augustin

13. STAFFING

Ms Augustin provided an update on staffing changes. This was also included in the Headteacher's report to governors:

- One member of staff Mrs Wilson has resigned to take up a teaching position at a local school to her.
- Mrs Soar will join Downsell Primary on a twelve-month secondment, to be reviewed.

- Ms Naomi Morgan (NQT) and Ms Sarah Gibson have been appointed, so there are currently no teaching vacancies.
- Mrs Giacuzzo and Mrs Glanvill have been appointed as KS1 and KS2 Computing Leads respectively.
- Mr Tromans has been appointed as KS2 Phase Leader.
- We have had 3 PGCE students in the school this term. Year 2, Nursery and Reception. All students have completed a successful Summer Term placement. The year 2 student were successfully appointed as an NQT at Downsell. Mr Stephen Champion has also successfully completed his Schools Direct placement in Year 6.
- Mrs Fiona Buckley and Ms Rosie Moore have been appointed as Schools Direct trainee teachers with effect from 1/9/2016.

14. SCHOOL POLICIES

14.1 Accessibility Plan: This has been reviewed for accessibility to resources, but unclear if premises should also be looked at within this. Mrs Wilson will investigate this further.

Action: Mrs Wilson

14.2 Complaints Policy and the Health and Safety Policy are waiting to be reviewed.

Action: Mr Shykles

14.3 Mrs Wilson will review collective Worship Policy and Medication Policy.

Action: Mrs Wilson

14.4 Policies Agreed by the Governing Body:

- Home School Agreement
- Appraisal Policy
- Attendance Policy
- Inclusion Policy
- Complaints Policy (agreed and minutes amended 13/09/16)
- Teachers' Pay Policy (agreed and minutes amended 13/09/16)
- Admissions Policy (agreed and minutes amended 13/09/16)

15. GOVERNOR MARK

Mrs Wilson thanked all governors for their help and support in collating all the information needed. The information pack will be sent over for accreditation. We should hear back after the summer break. Governors will be interviewed, as happened last time, before the accreditation takes place.

16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

16.1 The next Governing Body meeting will be held on Tuesday 13th September 2016 at 6.45pm.

16.2 Agenda item for the Governing Body meeting:

- Academy Status-pros and cons
- Schedule of meetings for 2016/2017
- Annual Cycle of Business

17. ANY OTHER BUSINESS

- 17.1 Library Closures: Governors discussed the LA's decision to close the Highams Park and Hale End library and what the impact it will have on the school, given that several after school clubs are based at those libraries.
- 17.2 Disposal/Write Off: Mrs Wilson notified governors that she has signed off the disposal/write off notification of old IT equipment, having shared with Resources. All equipment will be securely wiped and cleared of any data before being recycled.
- 17.3 Mini-Holland: Mrs Wilson informed governors that the school had a visit from the LA's project manager regarding the mini-Holland proposal for the Handsworth Road scheme. The proposals are being consulted with the residents.

Mrs Wilson thanked governors for attending and the meeting concluded at 9.30pm.

Signed.....

Dated.....