

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON TUESDAY 14 MARCH 2017  
AT 6.45PM  
AT THE SCHOOL**

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

**Local Authority Governor**

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**Parent Governors**

Mrs Elizabeth Winder  
Mr Simon Jarvis

**Co-opted Governors**

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

**Headteacher**

Ms Jill Augustin – Headteacher

**Staff Governor**

Mr Robert Tromans (from 8pm)

In Attendance: Adrian Shardlow, Browne Jacobson LLP for agenda item 4.

Clerk to the Governors: Ebrahim Vawda

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
5.	5.2 Matters arising: Governors Report to Parents, which will be updated by Ms Wilson and Mr Jarvis	<b>Mrs Wilson and Mr Jarvis</b>	To be reviewed following academisation
12.	<b>SELF –SELF EVALUATION FORM:</b> An updated SEF will be circulated to governors.	<b>Action: Ms Augustin</b>	asap

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all to the meeting. There were no apologies.
- 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. Ms Wilson has submitted a new declaration form to Governor Services.

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

## **3. GOVERNING BODY:**

3.1 Clerk confirmed that there is an LA governor vacancy and one co-opted vacancy. Clerk having checked the records confirmed that Mr Shykles term ended on 31 December 2016.

3.2 There was no consideration of disqualification for non-attendance.

3.3 All DBS checks have been completed.

3.4 National Database for Governors: The Clerk confirmed that the school's Data Manager will have access and has updated the Edubase database.

## **4. ACADEMY UPDATE**

Mr Adrian Shardlow of Browne Jacobson LLP gave a presentation on academies, highlighting:

- Setting up process for academies, including transfer of lease from the Local Authority to the academy trust.
- Timescales
- Academies organisational structure.
- Multi Academy structure and Local Governing Bodies/Committees
- Funding received directly from the DfE
- Multi Academies and their central services e.g. HR , payroll, administration and support functions
- The PowerPoint presentation will be circulated to governors.

Ms Wilson thanked Mr Shardlow for attending and giving the presentation, which all governors found very useful in giving the Governing Body the relevant information on academisation process.

## **5. MINUTES**

5.1 Governors received the minutes of the Governing Body meeting held on 6 December 2016 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**

5.2 Matters arising:

All actions were completed, except the Governors Report to Parents, which will be updated by Ms Wilson and Mr Jarvis. This item will be reviewed later this year, following outcomes of academy discussions.

5.3 Minutes/Reports from Committees

5.3.1 Resources Committee Meeting 10<sup>th</sup> January and 7<sup>th</sup> March 2017:

Details of the meeting are covered under agenda item 15.

5.3.2 Teaching and Learning Committee Meeting 11<sup>th</sup> January and 8<sup>th</sup> March 2017

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

- Performance Management carried out
- Discussed staff training
- Pupil referrals
- Academy Working party has met twice, with the next meeting scheduled for 17 March 2017.

Ms Wilson thanked Ms Winder and Mr Jarvis for their reports.

## 6. **HEADTEACHER'S REPORT**

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

### **School Roll:**

The school had received requests for 3 pupils to defer if they are allocated places and accept.

### **Pupil Exclusion Data**

We have one pupil from Key Stage One who received two fixed term exclusions. One for a period of 2 days and the second for a further period of 5 days, both were issued in December 2016.

This pupil has now been accepted onto the nurture group at Hawkswood Pupil Referral Unit.

We have one pupil in Key Stage 2 who received three fixed term exclusions. The first was for a period of 2 days in January 2016. The second for a period of two days in March 2016. The third exclusion was for a period of 5 days in January 2017. This pupil has commenced placement at the PRU w/c 20<sup>th</sup> February 2017

Governors questioned the nature of the fixed term exclusion.

Ms Augustin advised that it was in the best interest of the student and the provision provides therapeutic support.

### **Free School Meals (FSM)**

The FSM uptake for the Spring term is 7.4% (31 pupils). 98 pupils in KS2 have school meals. 160 pupils in KS1 (88.89%) have Universal Infant Free School Meals. (UIFSM).

258 pupils are registered for school dinners.

### **Pupil Premium Data**

Please see separate data report for the Spring term.

### **Looked After Children**

There are 7 pupils on the Looked After Children's register at Handsworth. This group of learners are closely monitored for well-being, attendance/punctuality, progress and attainment. These pupils are post LAC and have been adopted. 5 of these pupils receive small group intervention support. Two receive weekly play therapy and 2 of these pupils are benefitting from 1:1 support. One of these pupils has just received a diagnosis from CAMHS.

### **Ethnicity Profile**

Approximately 40% of pupils are from white British backgrounds (compared to 47.4% 2016) 60.1% of pupils are from other ethnic groups, compared to 52.6% last year. (Source January Spring term census 2017).

### **English as an Additional Language (EAL)**

We have set up a number of S&L and EAL intervention groups to support pupils, particularly in the Early Years. Jo Garrett, Phase Lead for Early Years, is also arranging for our Early Years Setting to take part in the 'Time to Talk' initiative. A meeting regarding this has been set up for March 2017.

### **PE and Sports Funding**

Sport goes from strength to strength. Our Year 5/6 hockey team and Year 5/6 Rugby team won borough competitions and will represent Waltham Forest at the London Youth Games. Our girls' team came 3<sup>rd</sup> at the borough Cross Country, with the boys' team winning a team medal.

We also took part in the borough Netball competition.

### **Outcomes:**

#### **Spring Term Data**

Pupil Progress Meetings commenced on Monday 6<sup>th</sup> March. The mid-year Early Years, and year group Spring term headline data will be sent to governors before the FGB meeting. This will include information regarding PP, EAL and SEND. Spring term data for Year 6 was based on the 2016 SATs papers, to give a clear picture of how our pupils would perform if they sat the SATs now. We are able to clearly track interventions and progress of these individual learners and each pupil has been set a challenging target to demonstrate progress, based on their KS1 assessments. We have been looking at combined results as well as how pupils have achieved in each core curriculum area.

#### **Behaviour and Safety**

The Safeguarding Policies, including the Early Years have been further reviewed. The Code of Conduct for Staff has been updated to include sections specifically about the use of social media, the storage of photos taken on non-school devices and the requirement for staff to have read certain key policies and documents (namely, Keeping Children Safe in Education – sections 1 and 4 and the Guidance for Safer Working Practices.) We would recommend that governors also take the time to familiarise themselves with these documents.

#### **Governors are invited to attend the Child Protection Training on Monday 4<sup>th</sup> September.**

The London Connected Learning Centre delivered workshops about Online Safety for parents and staff on Safer Internet Day. They also delivered assemblies for KS1 and KS2 about staying safe online.

We are reviewing the Behaviour for Learning Policy with staff and children. This will be circulated for input from governors in the Summer term.

#### **SEND/ Inclusion**

We are delighted to have appointed Hannah Johnson as our Student Social Worker for the Spring and Summer terms. She will be working with Mrs Struthers to support pupils and families.

Mrs Struthers has been working closely with the Local Authority to ensure that pupils who have been diagnosed are supported with Educational Health Care Plans and where needed, additional funding.

This term we have had four children diagnosed with ADHD via CAMHS with a further three children awaiting assessment. We have 2 children who have a diagnosis of Autism/Asperger's with a further five awaiting assessment. This year staff have attended whole school Inset about Autistic Spectrum Disorders and Dyslexia. Our May Inset will be focused on supporting children with ADHD.

### Attendance & Punctuality

3 penalty notices are due to be issued this term. 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
1/9/2015-28/2/2016	96.6%	2.8%	0.6%
1/9/2016-28/2/2017	96.8%	2.9%	0.3%

Previous Year (15/16)	96.5%	2.9%	0.6%
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### Curriculum reviews

- All Subject Leaders have updated and reviewed their Subject Action Plans, to focus on the school's key priorities and developing their subjects.
- CTouch screens have been installed in all Key Stage 1 classrooms.
- A number of School trips and visitors to school have been organised to enhance the curriculum. These have included a Pop up Fossil Museum, and joint writing workshop with pupils from Woodford Green, visits to the London Canal Museum (Year 5) and walks around the local area (Reception).
- We are doing writing moderation with Woodford Green Primary on 8<sup>th</sup> March in a joint staff Inset.
- A number of staff have attended training this term, including: -

### Quality of Teaching

The Performance Management of all teaching staff is well underway with teachers timetabled to have their lessons observed by the end of the Spring Term. Teachers are being given clear feedback of the strengths and areas for development. CPD is being discussed to support individual training needs. A number of teachers have also been working closely with staff from Woodford Green. WG have observed a number of lessons, including those in Year Reception, Year 1, Year 4 and Year 5. An anonymised summary of teaching standards will be available at the beginning of Summer term.

### Premises

The 6<sup>th</sup> form at Highams Park is complete. However, there is a drain issue which has resulted in the drains becoming blocked that lead under our grassed area at the front of Nursery into the road. Until this work gets investigated, we cannot progress improving the outdoor area outside the Nursery setting.

### Staff Absences

We continue to closely monitor staff absence, following the school's absence policy.  
Staff absence Autumn term 2016 - 14 days sickness absence  
Staff absence Autumn term 2015 - 71 days sickness absence

### How effective is Leadership & Management / School capacity for sustained improvement?

The school has received a positive Finance themed audit, which was discussed at the Resources committee meeting 7/3/2017

We received confirmation at the end of the Autumn Term that HP will remain as Green BRAG rated by the Local Authority.

A working party has been set up to explore if HP should seek approval from stakeholders to academise.

The School has received a very positive Early Years Business Audit Health Check and Early Years Provision health check, with no priorities to be addressed.

We are in the process of writing a SEF. This will be circulated to governors/SLT for input.

An online booking system for Parents' Evening has been introduced. This has been well received by parents and staff. To date almost 400 slots have booked through the website.

### **Budget**

The school budget is on track. Mrs Carol presented the budget at the Resource Committee on 07/03/17. The capital closedown budget has been sent to the Local Authority.

### **Community Cohesion**

Friends of Handsworth have organised a Quiz Night and a Pamper Evening to raise funds for the school. We would also like to thank them for all the hard work that went into organising the School Discos. FOH have agreed to purchase pupil's badges to promote Science 10<sup>th</sup> -17<sup>th</sup> March.

Year 5 pupils have enjoyed PE provision led by the Sports Leaders at Highams Park this term.

Our Year 4s are also involved in a collaborative reading project with a group of pupils from Highams Park. The sessions organised by Mrs Green and the HP head of English are aimed at further developing enthusiasm for reading across both schools. (Particularly aimed at reluctant boys).

### **Proposals for changes of school priorities**

The School Priorities are detailed in the School Development Plan.

The SDP mid-year review has been completed and was shared with governors for their input.

### **Parents' Feedback**

Positive verbal feedback has been received from parents regarding the Online Safety Workshops. the Year 1 Phonics meetings for parents were also well received.

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

The Year 6 Targets are now in the SDP.

## **7. CHAIR'S ACTION:**

There were no Chair's action to report.

## **8. LINK GOVERNOR REPORTS:**

Governors received and noted the following Link Governor reports:

Ms Harris visited the school and undertook a safeguarding audit and overview review of policies and noting good practices around safeguarding in the school. A comprehensive report was shared with governors via email.

Ms Wilson acknowledges that Ms Harris has done a great deal of work around safeguarding, and thanked her on behalf of the Governing Body.

**9. GOVERNOR TRAINING:**

Ms Bromley attended the Governor Induction and Finance training.

Ms Harris has attended the safer recruitment training.

All governors are invited to Child Protection training with staff on 4<sup>th</sup> September 2017 at 9.30am.

**10. SPRING DATA:**

Spring Term Data 2017:

Governors received the data and Ms Augustin highlighted:

Writing:

	Pupils	Below		ARE		Good		Total ARE or Good
<b>TOTAL</b>	361	55	15%	200	55%	106	29%	85%

Reading:

	Pupils	Below		ARE		Good		Total ARE or Good
<b>TOTAL</b>	361	57	16%	200	55%	104	29%	84%

Maths:

	Pupils	Below		ARE		Good		Total ARE or Good
<b>TOTAL</b>	361	63	17%	169	47%	129	36%	83%

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

Governors also received EAL data, which showed:

- Y1 are on target
- Y2 there are gaps and appropriate interventions are in place
- An Y4 intervention in place in key area and progress is positive.

Governors received the Pupil Premium data showing that interventions are in place and pupil's progress to Year 6 is positive.

The school only has eight pupils on Pupil Premium in year 6, and their attainment as a group is above the national average.

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

**11. SCHOOL DEVELOPMENT PLAN MID YEAR REVIEW**

The SDP (School Development Plan) which was agreed at the Governors Away Day and a copy has been circulated to all governors, was discussed as part of the formal mid year review. Governors agreed:

- The school should monitor the effectiveness of the SEND provisions vision parental feedback
- Monitor and analyze website data to ensure that correct communication method is used to communicate with parents
- The SDP will be updated with mid year review feedback to include pupil outcomes at spring term.

Ms Wilson asked governors to email her anything additional that they feel should be reviewed in the SDP in relation to their link governor area or otherwise and thanked governors for their input to date.

**12. SEF –SELF EVALUATION FORM:**

Ms Augustin reminded governors that SEF is no longer a requirement, but it is good practice to have one indicating the effectiveness of the school. An updated SEF will be circulated to governors for their input.

**Action: Ms Augustin**

**13. FINANCIAL ITEMS:**

**13.1 Schools' Financial Regulations**

This was reviewed by the Resources Committee and agreed.  
Noted by Governing Body.

**13.2 Pecuniary Interest (Staff) Reviewed by the Resources Committee,**

**Noted by Governing Body.**

**13.3 School's Financial Value Standard (SFVS)**

The SFVS document was fully reviewed by the Resources Committee.

**The SFVS was agreed by the Governing Body and was duly signed by the Chair and will be sent the Local Authority,**

**13.4 Early Years Business Support Health Check**

The Local Authority carried out an audit in January and there were no issues raised.

**13.5 Themed Financial Audit**

An audit of Budget Management has been completed and there were no issues.

**13.6 Write Off Register**

This was reviewed and register was duly signed by the Chair and agreed by the Governing Body.

**13.7 The Budget is on track and in line with the projected small surplus.**

**14. SCHOOL POLICIES**

A number of policies need to be reviewed in line with the two year review cycle. Ms Wilson will email governors to review the policies allocated to them.

**15. STAFFING:**

There were no updates to report.

**16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

**16.1 The next Governing Body meeting will be held on Monday 15<sup>th</sup> May 2017 at 7pm.**

Future dates:

Budget setting / ratification Monday 15 <sup>th</sup> May 2017 at 7pm
11 <sup>th</sup> July 2017

16.2 Agenda item for the Governing Body meeting: Budget ratification.

16.3 Governors' Briefing will be held on:  
To be confirmed.

**17. ANY OTHER BUSINESS**

17.1 Governors agreed the Term Dates for 2017/2018.

17.2 Governors agreed the following 5 INSET Days:

**Friday 1<sup>st</sup> September 2017, Monday 4<sup>th</sup> September 2017, Wednesday 20<sup>th</sup> December 2017, Friday 25<sup>th</sup> May 2018 and Friday 20<sup>th</sup> July 2017.**

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

**Signed**.....

**Dated**.....