

**MINUTES OF A MEETING OF THE HANDSWORTH PRIMARY SCHOOL GOVERNING
BODY HELD ON TUESDAY 2ND DECEMBER 2014 AT 7 PM AT THE SCHOOL**

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

Local Authority Governor

Mr Malcolm Shykles

Parent Governor

Mr Simon Jarvis

Co-opted Governors

Cllr Tony Bell

Mrs Christine Dean

Ms Christine Rose

Mrs Denise Whyman

Staff Governors

Ms Jill Augustin(HT)

Ms Marianna Jordaan

Clerk to the Governors: Mrs Caroline Russell

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome: All were welcomed to the meeting.

1.2 Apologies for Absence: Apologies for absence were received and accepted from Mr Andrew Dodd, Ms Natalie McDermott and Ms Elizabeth Winder.

1.3 Quorum: The Clerk confirmed that the meeting was quorate with nine governors present.

2. DECLARATIONS OF INTEREST

2.1. Register of Business Interests: Completed proformas were received by the clerk for processing by Governor Services.

ACTION: Governor Services.

2.2. Declarations of Interest: There were no declarations of interest in any of the following agenda items.

3. MINUTES

3.1. Minutes of the Last Meeting Held on 9th September 2014: These were received and accepted. A copy was signed by the chair for retention by the school.

3.2. Matters Arising:

3.2.1. Circulation of LBWF Governor Training Booklet to Governors: This has been done.

3.2.2. Contextual Data Report: The chair has emailed this to governors.

- 3.2.3. Governor Visit to School re Creative Curriculum/Events/Student Council: Cllr Bell will do this in January 2015.
- 3.2.4. Disclosure and Barring Service: This is an agenda item.
- 3.2.5. LBWF Health and Safety Annual Report: This has been completed and signed for despatch to the LA.
- 3.3. Minutes/Reports from Committees: It was noted that, following a recent audit, a summary of committee proceedings will be provided to FGB.
 - 3.3.1. Resources Committee Meetings 14/10/14 and 18/11/14: Draft minutes will/have been circulated and **AGREED**. The 2nd quarter budget was **AGREED** with income and expenditure within budget in total.
 - 3.3.2. Teaching and Learning Committee 15/10/14: This met and **AGREED** draft minutes of previous meetings, reviewed the School Development Plan and revised OFSTED report. The meeting discussed Early Years' Foundation Stage and kitchen projects, staffing update and school priorities to maintain high standards.

4. GOVERNING BODY CODE OF CONDUCT

- 4.1. Code of Conduct; MW reported that there is a document on the school website relating to governor visits to school.
ACTION: Governor Services asked to forward any documentation that they have regarding this to MW for review.

5. HEADTEACHER'S REPORT

- 5.0. This was received and accepted.
- 5.1. **Q.** What is the take up of free school meals?
A. Currently reported at 91%.
- 5.2. **Q.** What about numbers of pupils in receipt of pupil premium funding and its use by the school?
A. Data has now been reviewed re eligibility for and use of pupil premium funding, together with analysis of RAISE online data for progress made by years 2 and 6 by pupils in receipt and not in receipt of pupil premium income.
- 5.3. **Q.** Last year, there was a negligible difference at the end of key stage 1 but a bigger differential at the end of key stage 2?
A. The average child should score 27 points but there was a big gap where some children were achieving level 6, whilst others were considered to have special educational needs or were late joiners. There was a differential which was explicable but the objective is to reduce the differential in all cohorts.
- 5.4. **Q.** Is the Dashboard data generated by OFSTED or the LA?
A. OFSTED data for 2013.
- 5.5. **Q.** Regarding leadership and management.. 40% of the teaching was considered to be 'outstanding'. Was the other 60% considered 'good'?
A. Yes. None was considered to 'require improvement' but there is a wide range in 'good' to work on.

- 5.6. **Q.** How do you differentiate in 'good'?
- A.** Consider planning, pupil work, assessments and data. There are joint peer observations to support teachers.
- 5.7. **Q.** What's your view of moving away from grading?
- A.** Assessment of teaching and learning is not now based on one lesson observation. There is one observation per term based on assessments, data, books and planning reflecting OFSTED observation practice. We also offer continuous professional development to support teachers and develop aspects of good teaching and learning as part of professional development. There has to be some accountability as part of Teaching Standards.

6. CHAIR'S ACTION

- 6.1. Self Evaluation Summary: This was **AGREED** unanimously, any further comments to the Headteacher by 16th December 2014. The format has been updated to be consistent with the School Development Plan.
- 6.2. School Development Plan: Two versions have been circulated including a mid and end of year review to show where targets have been met or exceeded together with areas for improvement. The creative curriculum is not a priority: current priorities relate to standardisation and attainment in writing.
- 6.2.1. **Q.** Re raising attainment in maths at level 4 2013-14...are there any objectives relating to this?
- A.** Four children who had been expected to achieve level 4 did not and, although the school was at national average, the priority is to increase the number of secure level 4s. 53% achieved level 5 and 17% achieved level 6. We need to be more explicit in teaching maths and timescales for raising attainment to national standard or better in all year groups. There has been training re planning from Abacus, also CPD in the use of Numicon.
- ACTION:** MJ to review action plan and report to next Teaching and Learning Committee and MW/JA to update the SDP.
- 6.2.2. **Q.** What about work with Oakhill re GovernorMark?
- A.** Input was given by MW which was followed by an OFSTED inspection which judged the school to be 'outstanding'. There may be shared training and resources in future with Oakhill and Selwyn Primaries.
- 6.2.3. **Q.** How is the play therapist used?
- A.** Works one day per week with identified children and the inclusion manager after liaison with parents. There is a 6 week programme which is then reviewed. It is a good provision with staff INSET planned re behaviour and self esteem. It is very supportive of challenging children who may otherwise be at risk of exclusion. It was unanimously **AGREED** to accept the School Development Plan.

7. GOVERNING BODY CYCLE OF BUSINESS

- 7.1. This was reviewed by the resources committee including finance and governance. A plan has been devised for the whole year with two full Governing Body meetings and committee meetings each term.
- ACTION:** Chair to circulate for comment.

8. GOVERNOR TRAINING

- 8.1. Annual Training Programme: This has been circulated to governors.

- 8.2. Training Needs and Booking Process: It was noted that Mr Andrew Dodd has attended training re health and safety and that Ms Liz Winder has booked training re financial management for governors. Mrs Christine Dean reported re advising schools on legal issues including disclosure and risk. Governors are asked to review the training programme and let MW/JA know if any bookings are wanted.

9. **LBWF FINANCIAL AUDIT**

- 9.1. LBWF Financial Audit: This has been considered by resources committee with responses given to the points raised.
Declarations of and Register of Business Interests: These were noted as standing items for FGB and committees.
Election of Chair of Teaching and Learning Committee: This has been done and minutes will be formally signed off.
Governing Body Composition: It was noted that there are 12 governors following Reconstitution. It is understood that the draft Instrument of Government is being Processed at the Town Hall.
Financial Control and Procurement: This was reviewed by the resources committee with appropriate actions taken.
Budgets and Financial Control: Reviewed and appropriate actions taken.
Disclosure and Barring Service Checks: OFSTED and LA guidance was noted it being **AGREED** to renew these on a 3 year cycle. Mrs Dean advised here re review of policy including use of volunteers.
Headteacher's Performance Review: This took place, targets were met. AD and CD reported to Pay Committee.
ACTIONS:
-Governor Services asked to provide finalised Instrument of Government.
-Mrs Dean to review policy.

10. **PERFORMANCE MANAGEMENT REVIEW**

- 10.1. Teacher Performance Management: The Headteacher reported that all teachers were performance managed by 24/10 following lesson observations with targets reviewed and new ones set. Pay progression, where applicable, was confirmed following agreement of anonymised data by the pay committee.
- 10.2. Headteacher Performance Management: This took place on 26/11/2014 conducted by Mrs Christine Dean, Mr Andrew Dodd and an external consultant, Mary Jones.
- 10.3. Support Staff Appraisal: Midday assistants will be appraised before Christmas, teaching assistants in the spring term.

11. **PAY COMMITTEE**

- 11.1. Meeting of Pay Committee: Minutes were shared and anonymised data reviewed relating to recommendations for incremental progression(**AGREED**). The model pay policy was also considered and **AGREED**.

12. **SAFEGUARDING**

- 12.1. Visit by Safeguarding Link Governor: Mrs Dean will meet with the Headteacher in January 2015.

13. **LINK GOVERNOR REPORTS**

- 13.1. Philosophy for Children and Writing: Reports will be made to the next meeting.

13.2. Maths: A report was received and discussed from Mrs Whyman noting raised expectations in the revised National Curriculum re calculation and assessment, progression of pupils in receipt of pupil premium funding and clubs and projects. It was suggested that more parental volunteers be sought to play games and puzzles with the children with a numerical element. Support from an ex secondary specialist teacher was noted re the level 6 curriculum. There is a comprehensive programme of booster groups and recovery programmes for reading, writing and maths.

13.3. Assessment: Mrs Wilson reviewed this with an associate advisor regarding proposed changes. Consultation is ongoing re abolition of levels and replacement with level descriptors each of which is likely to be allocated a number.

13.3. RAISE Online Data: This has been circulated and generally shows a very positive picture. Valued added from the end of key stage 1 to the end of key stage 2 has been reviewed based on numerical extrapolations of data for all children. Last year the school ranked highly in top national percentile rankings. The implications of assessment at level 3 at the end of key stage 1 for attainment at the end of key stage 2 were noted.

ACTION: Review year 6 cohort key stage 1 data (where available).

14. **SCHOOL POLICIES**

14.1. School Complaints Policy: This was last reviewed in July 2013 for next review in July 2015.

14.2. Disclosure and Barring Service Policy: This was adopted.

14.3. Model Pay Policy: Version 4 has been reviewed by the resources committee and was unanimously **AGREED** for adoption.

14.4. Admissions Policy: This will be reviewed reflecting LA changes.

14.5. Health and Safety Policy: This was reviewed and **AGREED**.

14.6. Home School Agreement: This was reviewed and is on the school website. Next review date July 2015 to incorporate pupil comments.

14.7. School Information Published on Website: The chair will send a list of statutory information to Mr Simon Jarvis to review for inclusion and accessibility on the school website.

14.8. Equalities Information and Objectives: Ms Christine Rose will review these.

15. **HEALTH AND SAFETY AT SCHOOL**

15.1. Health and Safety Annual Report: This has been completed and authorised for return to the LA.

15.2. Residential Visits: Following receipt of information from the Headteacher it was noted that venues and providers closer to the school are being considered.
ACTION: HT to report back to next meeting with proposals.

16. **OFSTED**

16.1. Meeting with Mr Phillips, Senior Regional London Inspector: The chair reported regarding this meeting with draft version 2 report amended to reflect the judgement of 'good' made. Support and help from the LA advisor was noted with thanks. The concerns expressed were recognised with the possibility of an early repeat inspection noted. The report has now been released to parents with a supporting letter with very positive comments received.

17. DATE AND AGENDA ITEMS FOR NEXT MEETING

17.1. Date and Time of Next Meeting: This will be held on 24th March 2015 at 7pm at the School.

17.2. Draft Agenda Items: LA standard items+ asset register.

18. ANY OTHER BUSINESS

18.1. Register of Pecuniary Interest for All Staff and Governors: This was signed by the chair.

The meeting ended at 8.30 p.m.

Print:

Signed:

Date:

DISTRIBUTION: Not confidential.