

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 26 MARCH 2019
AT 6.45PM
AT THE SCHOOL**

Present: Ms Alina Harris (Chair) - Co-opted Governor

Local Authority Governor

Ms Stacey Dobbs

Parent Governors

Ms Anna Devereux Murray

Ms Jennifer Smith

Co-opted Governors

Ms Katherine Bromley

Mr Simon Jarvis

Mr Richard Trainor

Ms Mary Wilson

Ms Elizabeth Winder

Mr Gabriel Gottlieb

Head teacher

Ms Jill Augustin – Head teacher

Staff Governor

Clerk to the Governors: Ebrahim Vawda

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.	GOVERNING BODY 3.1 To appoint one Co-opted Governor and one LA Governor Governors unanimously appointed Richard Trainor as Co-opted Governor and Stacey Dobbs as LA Governor. Governor Services to note.	Action: Governor Services	
4.	4.2 Matters Arising: 4.2.1 Ms Wilson will include communication in the Home School Agreement and amend it accordingly. 4.2.2	Ms Wilson	Next meeting

	Ms Winder and Ms Wilson will align the budget on the SDP.	Ms Winder/Ms Wilson	Next meeting
5.	FEEDBACK FROM COMMITTEE/WORKING PARTIES 5.3 Headteacher Recruitment Panel Governors requested that we seek references for Academics before proceeding with appointing them. Ms Winder will arrange for this. Ms Smith will liaise with Ms Wilson to organise the process on the day of the interviews.	Action; Ms Winder Action: Ms Smith/Ms Wilson	ASAP ASAP
7.	SPRING DATA Governors had a more detailed discussion on Pupil Premium, interventions and progress and agreed that Teaching and Learning Committee would look at Pupil Premium intervention and impact in more detail and report back to governors.	Action: Teaching and learning Committee	July meeting

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Ms Harris welcomed all to the meeting. Introduced two new governors- Ms Stacy Dobbs, LA Governor and Mr Richard Trainor, Co-opted governor. Apologies received and accepted from Robert Tromans.
- 1.2 Apologies not accepted: None.
- 1.3 Quorum:
The meeting was quorate with eleven governors present.
- 1.4 Notice of Any Other Business:

2. DECLARATIONS OF INTEREST

- 2.1 All Pecuniary interest forms have been completed and returned to Governor Services
- 2.2 There were no declarations of interest in any of the agenda items.

3. GOVERNING BODY

- 3.1 To appoint one Co-opted Governor and one LA Governor
Governors unanimously appointed Richard Trainor as Co-opted Governor and Stacy Dobbs as LA Governor. Governor Services to note and send out appropriate communication.
Action: Governor Services
- 3.2 Clerk to confirm Governing Body membership – noting current vacancies and identify members whose term of office will end before the spring term 2019:

The Clerk confirmed that there were no terms ending in the Spring/Summer Terms.
- 3.3 To consider disqualification due to non-attendance (the governing body may decide to allow absence for purposes of non-disqualification): Not applicable.
- 3.4 Clerk to confirm that DBS checks have been completed by all governors and details are

held on file by Governor Services:

All DBS checks are up to date and with Governor Services, any requiring update are in hand.

4. MINUTES

- 4.1 Governors received the minutes of the Governing Body meeting held on 11 December 2018 and these were agreed and signed by Ms Harris and were retained by the school.

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

- 4.2 Matters arising

It was noted that all actions from the previous meeting had either been completed or have been carried forward for action. Following actions carried forward:

- 4.2.1 Ms Wilson will include communication with the school in the Home School Agreement.

Action: Ms Wilson

5. FEEDBACK FROM COMMITTEES / WORKING PARTIES

- 5.1 Resources 05/03/19:

Ms Winder had circulated the minutes to governors and gave an update summary from the meeting held:

- The Committee discussed Headteacher Recruitment
- Budget reviewed to 02/19, and a balanced budget is projected at the end of the financial year.
- Budgets continue to be extremely tight, especially for future years and ideas for income generation are sought.

Q. Have we met with Friends of Handsworth?

A. The Working Group will meet with them after Easter and invite them to the Resources Committee to look at income generation option.

- 5.2 Teaching & Learning 06/03/19:

Mr Jarvis had circulated the minutes and summarised:

- Reviewed Three Year Plan and School Priorities 2018/2019
- Reviewed the attainment gap between boys and girls; the gap is closing, although some cohorts still have gaps and work is in progress to close these
- Focus on Writing review - raising standard for boys
- Reviewed curricular staffing and recruitment
- Committee received and reviewed reports from the English and Science Leads

- 5.3 Headteacher Recruitment Panel

Ms Smith reported that a paper had been circulated to governors from the Working Group.

- The recruitment advert closed on 15 March 2019 and only one application was received.
- The Working Group agreed to readvertise and to employ an agency to broaden the field of applicants.
- The Working Group looked at three agencies for the recruitment process; TES, Veredus and Academicis, each providing varying levels of service and cost.
- The Working Group felt that the service provision by Academicis at £10,000 for the full package with no additional costs provided best value, including readvertising at

no extra cost, should recruitment not be successful first time around. TES and Veredus provided a limited service for the same amount with additional cost if the process went to advertise again.

- It was noted that the timescales are tight with shortlisting required by 25th April 2019 and interviews by 30th April 2019

Governors discussed the three different options and agreed to proceed with services of Academicis for the Headteacher Recruitment, as recommended by the Working Group.

Governors requested that we seek a reference for Academicis before proceeding. Ms Winder will arrange for this.

Action; Ms Winder

Ms Smith will liaise with Ms Wilson to organise the process on the day of the interviews.

Action: Ms Smith/Ms Wilson

- 5.4 Governors' Panel
Noted as a confidential item.

6. HEAD TEACHER'S REPORT TO GOVERNORS

Ms Augustin had circulated the report to governors and summarised:

- Nursery intake for 2019 has been filled with 25 30-hour placements.
- Progress in maths continues to be a priority; KC and JG have attended the Maths Mastery CPD (5 days each). They have shared this training with staff. The staff are trialing approaches to Maths Mastery and feedback has been extremely positive. We have applied for additional funding so that both teachers can attend a further course, which will enable them to become Maths Mastery Specialists. We plan to invest in Maths Mastery resources and additional staff INSET so that Maths Mastery can be consistently rolled out across the school.
- At the end of the spring term, 73% of pupils across the school are meeting age related expectations in Reading. PiRA has also provided age-related scores.
- As part of performance management, teachers received drop-ins by members of the SLT. The Quality of Teaching and Learning is consistently good.
- Budgets remain challenging and a working party has been set up to look at additional revenue streams.
- Premises improvements: We placed a number of bids with the Local Authority for match funding (Key Stage 2 playground markings, Relocation of site manager's office, Music Pod, Redecoration of the School Hall and Nursery redecoration). If successful, the Local Authority will contribute 75% of the cost.
- Friends of Handsworth/PTA have looked at various initiatives for fundraising.

Ms Augustin invited questions on her report.

Q. The attendance figure of 97%, is this year to date?

A. Yes.

Q. Year 6 assessment data shows a big jump in Maths from 58% in the autumn term to 75%, what is the reason for this?

A. In the autumn term, children trailed the PUMA assessment materials and a number of pupils were unable to access the year 6 assessment materials, which, therefore, gave an overall suppressed score (we requested for this exercise that teacher assessment was not used). The spring term data was based on previous SAT papers and, therefore, gives a more accurate reflection.

Q. Are we logging parental engagement/feedback and communicating back.

A. Yes, the majority of parental feedback is captured via the school website. We are, however, looking to further improve parental engagement and communication. The working party is looking to meet on 25th April.

7. **SPRING DATA**

Ms Wilson presented the data report. The reports were emailed to governors in advance of the meeting.

- The spring term data is the output of trialing PUMA and PiRA. Therefore, it should be noted that not all year groups accessed the online tests. Year 2 carried out mock SATs and Year 1 raised concerns about the feasibility of the pupils being able to access the online tests.
- PUMA and PiRA reports were shared with teachers. Strand performance shown against national averages supports planning.
- Reporting allows PP comparisons to identify gaps and also strand analysis in maths and comprehension
- The summer term data report will include progress data (reading and maths ages are used along with the Hodder score.
- Whole School - Spring data (national expectation) R73%, W75%, M74%

PUPIL PREMIUM

Ms Wilson noted that Miss Addai had provided PP training with all staff at the staff meeting on 23rd January 2019 and shared the PP strategy. Ms Wilson followed up with staff to ask for feedback on the PP strategy and will incorporate feedback through updating the strategy. Ms Wilson is currently reviewing the strategies of schools who won awards in the 2017 and 2018 national pupil premium awards and will be attending the Pupil Premium Conference on 10th July 2019. Pupil Premium Link Governor's report to follow.

Action: Ms Wilson

Q. Are there attendance issues with Pupil Premium children?

A. The attendance of individual PP pupils is monitored on a monthly basis. Attendance is good, with the second lowest persistent absenteeism in the borough. Considerable intervention is in place to address attendance and punctuality via the Student Social Worker. There is a small gap between PP attendance and non-PP attendance, which is rigorously monitored on a monthly basis.

Q. Are we doing anything to target specific children/parents to attend school?

A. We have supported a number of PP children to attend Breakfast Club and After School Club. We also collect pupils in the mornings and bring them to school. All 13 PP pupils in year 6 were able to attend the residential trip.

Ms Wilson added that it is essential that the Pupil Premium spend is having the desired impact on progress of PP children.

Q. What has the most impact?

1. Quality First Teaching. This can be described as:

- *highly focused lesson design with sharp objectives*
- *high demands of pupil involvement and engagement with their learning*
- *high levels of interaction for all pupils*
- *appropriate use of teacher questioning, modelling and explaining*

- *an emphasis on learning through dialogue, with regular opportunities for pupils to talk both individually and in groups*
 - *an expectation that pupils will accept responsibility for their own learning and work independently*
 - *regular use of encouragement and authentic praise to engage and motivate pupils.*
 - *the effective inclusion of all pupils in high-quality everyday personalised teaching. Such teaching will, for example, be based on clear objectives that are shared with the children and returned to at the end of the lesson; carefully explain new vocabulary; use lively, interactive teaching styles and make maximum use of visual and kinaesthetic as well as auditory/verbal learning. Approaches like these are the best way to reduce, from the start, the number of children who need extra help with their learning or behaviour.*
2. Quality feedback for next steps in learning
 3. Short sharp 1:1 intervention sessions
 4. Early Years intervention (e.g. S&L)
 5. Targeted small group interventions (with a teacher or skilled/trained TA)
 6. Tracking and monitoring impact and progress
 7. Providing support in the community and reaching out to parents for their involvement
 8. Teachers knowing who the Pupil Premium children are and focusing on driving improvement

Governors had a more detailed discussion on Pupil Premium, interventions and progress and agreed that the Teaching and Learning Committee would look at Pupil Premium intervention and impact in more detail and report back to governors.

Action: Teaching and learning Committee

8. CHAIR'S ACTION

There were no Chair's actions to report.

9. LINK GOVERNOR REPORTS

PE, Boys' Reading and Writing, Safeguarding and SEND link governor reports were circulated to governors before the meeting.

PE:

Governors noted success in Cross Country, Netball, Football and Hockey. The sitting volleyball team represented Waltham Forest at the London Youth Games. Governors acknowledged and thanked Mr Tromans for his efforts.

Boys' Reading and Writing:

Ms Wilson highlighted her contact with Greenleaf Primary as they have had outstanding progress in Reading and Writing; details of their success were included in the report circulated to governors. Actions include daily directed reading, small groups, EAL Interventions, independent daily reading at the start of the day.

Safeguarding:

Ms Harris presented a summary of her link visit:

- Overview of safeguarding in school
- Annual safeguarding Report
- SCR signed off
- School website checked to ensure requirements met in view of safeguarding.

- In the Spring Term, all staff have completed safeguarding and prevent online training as the school has invested in the eLearning training from The Key for school Leaders.

SEND:

Q: Ms Winder queried why nine children were awaiting assessment and inquired if there was a delay?

A: Ms Augustin noted that eight children had been diagnosed and a further nine pupils are awaiting assessment from CAMHS/SEND team. There are still notable delays.

Q. Do we need to escalate those awaiting assessment?

A. 3 had gone privately and were diagnosed. We need parental consent for assessment and not all parents will acknowledge there is a need or give consent for an assessment to be made.

Governors had a detailed discussion on the needs of SEND students and the lack of resources available in LA to keep pace with the needs.

10. GOVERNOR TRAINING

Ms Smith and Ms Bromley are undertaking the Accredited Governor course, which includes:

- 3 two-hour training sessions
- Homework
- Exam
- Accreditation

Ms Bromley encouraged other governors to get the accreditation stating it was informative and worthwhile.

11. SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

This was fully reviewed and completed at the Resources Committee meeting.

Governors ratified the document, which was signed by the Chair and will be submitted to the Local Authority.

12. HOSIPTALITY REGISTER

This was reviewed by the Resources Committee.

There was nothing to report.

13. SEF

Ms Wilson said that the SEF had been circulated to all governors. Governors had reviewed the SEF.

Agreed by Governors

14. STAFFING PLAN

Ms Augustin gave an update on staffing. There will be a clearer view after the 31 May 2019 resignation date, on next year's requirements.

15. AGREE INSET DAYS 2019/2020

Governors agreed the following INSET days:

2 September 2019
3 September 2019
6 January 2020
6 July 2020
20 July 2020 (in lieu of twilight)

16. POLICIES

16.1 Equality Policy
16.2 Accessibility Plan

Both policies were circulated to governors and were agreed and ratified.

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 Date of next meetings:

29 April 2019 (Extraordinary meeting- Single Item Agenda- Headteacher Appointment)
6.30pm.

7 May 2019 at 6.45pm Budget Meeting

16 July 2019 6.45pm

17.2 Agenda items for 29 April and 7 May 2019
School to liaise with Governor Services.

17.3 Governors' Briefings will be held at 6.30pm (refreshments from 6pm) at Waltham Forest Town Hall (Council Chamber), Forest Road E17 4JF on:
Wednesday 8 May 2019

Governing Bodies are asked to avoid setting meetings on these dates to enable a representative from the governing body and the Clerk to attend.

18. ANY OTHER BUSINESS

Mr Gottlieb inquired about SRE and if the school had a policy?

Ms Wilson confirmed that there is a policy in place and that there will be updated guidance from the Local Authority.

Teaching and Learning Committee meeting 30 April 2019 8am

Resources Committee meeting 1 May 2019 8am

The meeting concluded at 9pm

Signed.....

Dated.....