

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON TUESDAY 13<sup>TH</sup> DECEMBER 2022  
AT 6.30PM, VIRTUALLY**

Present:

**Co-opted Governors**

Kathryn Ball KBL  
Lauren Banks LB

**Headteacher**

Claire Nairne CN

**Local Authority Governors**

Stacey Dobbs SD

**Parent Governors**

Lesley Kulesh LK  
Katherine Buckee KBK took the chair

**Staff Governor**

Fiona Buckley FB

Clerk to the Governors/Trustees: Neil Taylor

In attendance: Afua Addai-Diawuo AAD (Deputy Headteacher) from 7.03pm

**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>
3.4	Check that the current Governing Body membership is published on the DfE GIAS database	CN	10/1/2023
4.2.1	Update list of governors on the agenda page	WFGS	10/1/2023
4.2.2	Confirm that all governors have completed safeguarding training	WFGS	10/1/2023
5.15.2	Re-visit solar power.	CN	28/3/2023
5.16	Liaise with RT over communicating thanks to the staff	SD	a.s.a.p
7.3	Complete written report of any visits undertaken to school.	All Governors	10/1/2023
9.1	Present Risk Register at next LGB meeting.	CN, WFGS	28/3/2023

10.1	Contact WFGS regarding her collation of Skills Audit data	KBL	10/1/2023
11.3	Read the Whistleblowing Policy	All Governors	10/1/2023
11.4	Read the Review of Estates Management Strategy Plans document	All Governors	10/1/2023
13.1	Public documentation to be updated to reflect the election of Lesley Kulesh	CN	10/1/2023
13.2	Write Biography for website	All Governors	10/1/2023
13.3	Ensure that Safeguarding Training has been completed.	All Governors	31/12/2022
16.1	Date of next meeting: 28/3/2022 at 6.30pm	ALL / WFGS	-

## 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Richard Trainor, Mary Cheng, Louisa Augustine-Fraser and Anna Devereux-Murray
- 1.3 The meeting was quorate, with 7 governors present.

## 2 DECLARATIONS OF INTEREST

- 2.1 Governors were reminded to ensure that their declarations of interest were up to date on GovernorHub.
- 2.2 There were no declarations of interest in respect of any of the agenda items.

## 3 GOVERNING BODY

- 3.1 It was noted that Katherine Bromley had resigned as a governor. It was also noted that Anna Devereux-Murray had previously been appointed as an Associate Governor.
- 3.2 The Clerk confirmed that the only vacancy on the Governing Body was for a Co-opted Governor.
- 3.3 The Clerk reported that the terms of office of Richard Trainor and Stacey Dobbs were due to end in March 2023.
- 3.4 CN said that the school would check that the current Governing Body membership was published on the DfE GIAS database. **Action: CN.**

## 4 MINUTES

- 4.1 Governors received the minutes of the meeting held on 20<sup>th</sup> September 2022 and agreed these to be an accurate record of the meeting.
- 4.2 There were no matters arising from the meeting held on 20<sup>th</sup> September 2022, except as follows:
  - 4.2.1 The list of governors on the agenda page needed to be updated. **Action: WFGS.**
  - 4.2.2 It needed to be confirmed that all governors had completed safeguarding training. **Action: WFGS**

## 5 HEADTEACHER'S REPORT

5.1 The Headteacher's report was received. Within it, there were links to the School Development Plan and SEF. The School Development Plan and SEF were discussed and these documents were ratified by governors.

### 5.2 *Pupil Numbers*

CN said that the school was full, apart from 2 vacancies in Year 4.

### 5.3 *Attendance*

CN said that attendance looked secure at that time. Change to DfE guidance meant that it was vital that the school worked closely with parents and could evidence this.

### 5.4 *Headteacher's Performance Management*

CN said that this had been completed. Some of the evidence was included in the impact document.

### 5.5 *Data*

5.5.1 CN reported that the autumn term data had been captured. More use could be made of it once there was spring data as a comparator.

5.5.2 CN said that attainment in writing across the school was lower than reading, hence writing would be a key focus.

5.5.3 CN reported that Maths was strong in the school. The approaches of White Rose and Maths Mastery were really showing an impact. Maths Mastery was helping develop deep thinking skills.

5.5.4 CN said that the attainment of SEND pupils was being particularly closely monitored in respect of Reading, Writing and Maths.

### 5.6 *Behaviour*

5.6.1 CN said that behaviour was the next priority to work on in school. Some teachers felt that the behaviour policy was not working as effectively as it could. This would be explored in the spring term.

5.6.2 CN reported that some pupils' emotional needs were being addressed as many children were struggling with the transition from the playground to the classroom.

### 5.7 *SEND*

5.7.1 CN said that there had been a huge increase in those with EHCPs and on the Inclusion register

### 5.8 *Personal Development*

5.8.1 CN said the School Council was running effectively. There was an Eco Council and a Sports Council too. Wellbeing Ambassadors were in place. Also, HandsFest was continuing.

### 5.9 *Leadership & Management*

5.8.1 CN reported that monitoring and follow-up were underway, with the aim of robust professional dialogue with staff. The asking of 'deep dive' style questions was being encouraged in order to prepare for Ofsted.

5.10 There was a question from a governor about need in Early Years. CN said that there were 3 children with EHCPs. A number of others would need referrals too. Speech and language needs were a big issue for the school. Even with budget pressures, it was important to retain Speech Therapist support.

5.11 There was a question from a governor about Year 2 attainment seeming quite low. CN said that Year 2 had seen their Reception disrupted by lockdown. It was a challenging year group. A retired teacher was providing additional intervention with Year 2 once per week.

5.12 There was a question from a governor about the effect on workload of the behavioural challenges. CN said that it was important to have open dialogue with the staff, and establish what needed to be done to alleviate those situations. It was about recognising underlying needs.

5.13 There was a question from a governor about home visits. CN said that the EY team speak highly of them. Not all parents found it easy to talk about the challenges they face when they come into school. It helped that Handsworth staff go to them. Also, staff learnt a lot from the way the children play and interacted. Staff wanted them to continue.

#### 5.14 *Wellbeing Survey*

5.14.1 CN reported than an area where there was a lower rating (7/10) was around leaders taking staff workload into account. There were also a small number (around 3) who raised issues with the behaviour policy.

5.14.2 There was a question from a governor about next steps. CN said that there would be a phase meeting where staff could talk about what challenges were. It seems that some staff think there are no consequences for the children.

5.14.3 There was a question from a governor about how things differed from the previous survey. CN said that she liked to think people would tell her when things were not going right. However, this time the survey was anonymous. The previous one wasn't anonymous, so they were not comparable. In the end there had been 44 responses. In terms of workload, the school had given everyone an extra hour out of class, but not everyone took leaders up on it. Furthermore, staff don't have to write plans, just Powerpoints. The school also closes for ½ day when there are parent consultation evenings. Time out of class was offered as well, when the school had learning passports.

#### 5.15 *Budget*

5.15.1 CN said that there would be an in-year deficit budget. High needs top up funding was received this month, including some back dated funds.

5.15.2 There was a question from a governor about solar power. CN said that it may be worth looking at this again. **Action: CN**

5.16 KB thanked CN for the report. CN said that the term had been really difficult. SD agreed to liaise with RT over communicating thanks to the staff. **Action: SD**

5.17 There was a question from a governor about benchmarking data over staff costs and agency staff. CN said that the school had found in some cases engaging agency staff, still provided quality whilst avoiding the long-term commitment of employing staff. KB reminded governors of the ongoing budget discussions from the previous meeting. Schools are experiencing unprecedented pressure on budgets with increases in energy bills and teacher/support staff pay awards.

## 6 **CHAIR'S ACTION**

6.1 None was reported.

## 7 LINK GOVERNOR REPORTS

### 7.1 SEN

7.1.1 KBL had been in to school around 3 times. Initially this had been to conduct parent interviews, then subsequently in supporting the SENCO with systems.

7.1.2 It was noted that discontinuity of LBWF caseworkers was presenting a problem.

7.1.3 It was reported that parents were happy, but would like a different form of communication.

### 7.2 Safeguarding

7.2.1 LB had visited school but not written a report. She had sat in on Year 2, helping with Maths and had spoken with TAs and teachers about reporting safeguarding concerns. Children felt confident about reporting any issues. TAs and teachers also felt confident doing so. LB had also met with CN to ask about the procedures for dealing with concerns.

7.2.2 LB had some concerns about the grounds. There was no CCTV. Furthermore, the fence near to the Reception and Year 1 classrooms was not overly high. Staff would not readily be aware if an intruder were in that area. LB said that she would list more fully the concerns about the grounds in her written report. LB also said that the stairs near to the back playground needed cones as a barrier.

7.2.3 CN said that MDAs wear hi-viz, and are briefed to make sure that they can see all parts of the grounds when on duty.

7.3 CN said that Louise Augustine-Fraser, Anna Devereux-Murray and Richard Trainor had all visited. Written reports would be needed for all who had visited.

## 8 TERM DATES / INSET DAYS 2023-24

8.1 The Waltham Forest term date document was **received** and **noted**.

8.2 The proposed list of dates of school INSET days was **received** and **approved**.

## 9 RISK REGISTER

9.1 CN said that she had met Richard Trainor to review the risk register. A key area of risk surrounded the budget, given the increased staffing costs. It was a work in progress. It was hoped to present it at the next meeting. **Action: CN.**

## 10 SKILLS AUDIT

10.1 KBL agreed to collate the analysis of Governor skills. KBL said she would contact WFGS. **Action: KBL**

## 11 FINANCIAL DOCUMENTATION

11.1 The School Financial Regulations document was **received** and **approved**.

11.2 The Scheme of Delegation was **received** and **approved**.

11.3 The Whistleblowing Policy was **received** and **noted**. Governors were asked to read the policy as soon as practicable. **Action: All Governors**

11.4 The Review of Estates Management Strategy Plans document was **noted**. Governors were asked to read this as soon as practicable. **Action: All Governors**

11.5 Committee Terms of reference - Resources, Teaching & Learning and Pay - were reviewed and ratified. These are published on the school website.

12 **THEMED AUDIT REPORTS**

- 12.1 It was agreed that there would be a Finance audit in 2023.

13 **PUBLICATION OF GOVERNOR INFORMATION**

- 13.1 It was noted that public documentation needed to be updated to reflect the election of Lesley Kulesh. **Action: CN**
- 13.2 All governors were asked to draft a short biography of themselves for publication on the website. **Action: All Governors.**
- 13.3 Governors were asked to ensure that they had completed safeguarding training by 31<sup>st</sup> December 2022, if they had not done so already. **Action: All Governors.**

14 **PERFORMANCE MANAGEMENT REVIEWS**

- 14.1 CN said that she had met with the Pay Committee. Progressions along the scales had been agreed. There were 4 staff who had received a pay adjustment.

15 **DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 15.1 The date of the next meeting would be **Tuesday 28<sup>th</sup> March 2023 at 6.30pm** at the school. It was noted, though, that an additional meeting may be required before then, in February.
- 15.2 The dates of future committee meetings published on the agenda were **noted**.
- 15.3 It was **noted** that LK had yet to be assigned to a committee.
- 15.4 The dates of the LBWF Governor Briefings were **noted**.

16 **ANY OTHER BUSINESS**

- 16.1 There was none.

The meeting closed at 8.04pm.

Chair signed \_\_\_\_\_

Date \_\_\_\_\_