

**MINUTES OF THE MEETING
OF HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON
17TH JULY, 2012
AT THE SCHOOL**

PRESENT: Mrs. Mary Wilson (Chair - Parent Governor)

Community Governors:

Mr. Andrew Dodd

Authority Governors:

Ms. Nadine Bailey

Mr. Malcolm Shykles

Parent Governors:

Mr. Tony Bell

Mrs. Christine Dean

Ms. Avril Lincoln

Ms. Christine Rose

Staff Governors:

Ms. Marianna Jordaan

Headteacher:

Ms. Jill Augustin

Clerk to Governors: Mrs. Pauline Dorney

The Chair welcomed everyone to the Meeting this evening. New Authority Governor, Nadina Bailey was welcomed and all Governors introduced themselves accordingly.

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 There were no Apologies for Absence received.

1.2 There were no Apologies not accepted.

1.3 The Meeting was quorate.

2. DECLARATION OF INTEREST

2.1 It was noted that Christine Rose would complete a Declaration of Interest form declaring that she is a speech and language therapist.

3. GOVERNING BODY

3.1 The Clerk confirmed membership and there was one term of office due to expire in the Autumn Term 2012:-

Mr. Malcolm Shykles 31st December, 2012

The Chair informed Governors that Mr. George Webster had resigned from the Governing Body as Community Governor. Thanks were conveyed accordingly and a card was passed around to Governors for completion.

ACTION: Governor Services to note.

Governors agreed to Mrs. Denise Whyman being elected as a Community Governor.

ACTION: Governor Services to note.

It was noted that Natalie McDermott – Non Teaching Staff Governor had been elected to the Governing Body.

ACTION: Governor Services to note.

It was noted that there is one Community Governor vacancy.

3.2 There were no disqualifications for non attendance noted.

4. MINUTES

4.1 The Minutes of the Meeting held on the 18th April, 2012 were agreed and signed as a true record of that meeting.

4.2 Matters arising:-

4.2.1 Item 5.1.3

Completed. CD submitted link governor report.

4.2.2 Item 5.1.4

The Chair informed Governors that data would be perused during the meeting and progress will be reported at the next meeting.

ACTION: Chair to peruse detailed information on Key Stage 2 SAT's results.

4.2.3 Item 6.1

Completed. CD reviewed Safeguarding Policies.

4.2.4 Item 10.1.8

Completed. Head and Chair responded to Act 2 by letter and follow up meeting.

4.2.5 Item 10.3.2

Reviewed by the Chair and completed.

4.2.6 Item 10.3.6

The Chair seeked advice from Governor Services relating to 'Travellers'. This item was not relevant to London Borough of Waltham Forest and has been omitted from the Attendance Policy.

4.2.7 Item 10.3.8

The Chair has spoken to Governor Services twice requesting information relating to the Freedom of Information Policy. No information has been received.

ACTION: Awaiting advice from Governor Services.

4.2.8 Item 10.3.13

Completed. CD reviewed the following: Allegations of Abuse Against Staff Policy; Central Record of Recruitment Checks; Whistle Blowing Policy.

4.2.9 Item 10.3.20

The Headteacher confirmed that the Home/School Agreement has been updated and will be sent out in September, 2012.

4.2.10 Item 13.3.4

This will be discussed under Agenda Item 9 this evening (Governor Mark).

4.3 The Minutes of the Meeting held on the 15th May, 2012 were agreed and signed as a true record of that meeting.

4.4 Matters arising:

4.4.1 Nothing to report.

4.5 Minutes/Reports from Committees

4.5.1 The Minutes of the Teaching and Learning Meeting held on the 3rd May, 2012, were agreed and signed as a true record of that meeting by the Committee on the 27th June, 2012.

4.5.2 The Minutes of the Teaching and Learning Meeting held on the 27th June, 2012, will be perused by the Committee during the first meeting of the Autumn Term 2012.

4.5.3 The Minutes of the Resources Meeting held on the 1st May, 2012, were agreed and signed by the Committee on the 26th June, 2012.

4.5.4 The Minutes of the Resources Meeting held on the 26th June, 2012, will be perused by the Committee during the first meeting of the Autumn Term 2012.

5. GOVERNORS' TRAINING

5.1 It was noted that Nadina Bailey had attended her Induction Parts 1, 2 and 3. It was felt that more examples should have been given plus the fact that reading from notes given to trainee governors was not considered appropriate training.

5.2 The Chair informed Governors that she had also spent time with Nadina Bailey in support of her new role as LA Governor and that Nadina had visited the school and met with the Head.

6. LINK GOVERNOR REPORTS

6.1 Gifted and Talented

Mr. Tony Bell reported that he had visited the School and met Kathrine Chetty on the 13th July, 2012. The following points were highlighted:-

- ❖ Identification of Gifted and Talented via progress review meetings.
- ❖ Subject Leaders involved eg. new Maths resources, new laptop trolleys, help with Research Topics and "Challenges on-line" activities.
- ❖ Lesson Planning Proforma now includes Gifted and Talented reference.
- ❖ Higher level test papers to be used with pupils in Year 6.
- ❖ Challenging Board Games have been purchased for Numeracy.
- ❖ "Maths Challenge" running this term for Years 3 and 4.
- ❖ "Maths Challenge" for Years 5 and 6 will be taking place, after school, in the Autumn Term 2012.
- ❖ Chess Club and Science Club planned.
- ❖ Four Year 6 pupils have been chosen for National Young Mathematics Award.
- ❖ Lesson observations include Gifted and Talented provision.
- ❖ Monitoring of pupils' exercise books. Gifted and Talented provision identified via this process.

The following follow-up action was noted:-

- ❖ The Gifted and Talented Register will be reviewed in September, 2012

- ❖ Website Links will be placed on the School Website relating to various subjects. This is awaiting feedback.
- ❖ The Gifted and Talented Policy to be reviewed and updated. This will be placed on the School Website.

Discussion took place regarding strategies to raise achievement further. It was noted that pupils have the opportunity to show their talent during Friday morning Assemblies. There will also be a Book in the School Reception for pupils to enter their Achievements. This item needs to be monitored accordingly.

Thanks were conveyed to Mr. Tony Bell for his Report.

6.2 Safeguarding

- 6.2.1 Christine Dean reported that there was no formal report this term but, in her capacity as Link Governor for Safeguarding, she had been working with the school to produce pro-formas and procedures to improve the recording of pupil incidents and follow-up meetings with parents/carers. Further details will be shared with governors at the next meeting.

ACTION: Pro-formas/procedures to be shared with governors

- 6.2.2 Mr. Malcolm Shykles agreed to visit the Science subject leader within the School next term.

6.2.3 Health and Safety

- 6.2.3.1 Andrew Dodd informed Governors that the Health and Safety Policy had been updated recently.
- 6.2.3.2 It was noted that 75% of the actions arising from the Health and Safety Management System Audit have been completed. The remaining 25% will be completed within six weeks. Thanks were conveyed to Marianna and the Site Services Officer for their input.
- 6.2.3 The Chair reported that excellent attendance has been achieved (96.8% for the last academic year).

The Chair thanked Link Governors for their Reports to the Governing Body.

7. **HEADTEACHER'S REPORT**

- 7.1 The Headteacher referred Governors to her Report which had been previously circulated. The following points were highlighted:-

- ❖ Impact on any changes to pupil numbers:
A formal complaint has been lodged with Admissions. The School lost an Appeal on the 4th July, 2012 through non attendance and not being able to state the case for going over numbers within Year Group 3 for 2011/12 academic year. The School should have been informed by Admissions and was not. Therefore, the Appeal was lost. Although the Borough had a duty to inform the school and failed to do so, the school cannot appeal against an appeal as a judicial review would cost the school £15,000 which is unfeasible.
- ❖ Key Stage 1 and 2 Teacher Assessment Analysis:
Key Stage 1 Teacher Assessments showed that 93% pupils achieved Level 2b

In Reading and Maths with 90% achieving in writing which are good standard scores. These results are better than last year. Level 3's need to be improved and then the challenges get the Level 3 to Level 5 and above in Year 6. The data will be perused during the forthcoming Teaching and Learning Meeting.

❖ **Key Stage 2 Data:**

The top line figures show that 85% of pupils achieved Level 4+ in Maths, 90% Level 4+ in Reading. The School is above the National average. However, there are still actions to be taken in terms of the Level 5 in Maths and Writing which will be part of the School Development Plan priorities.

The Chair thanked the Headteacher for her detailed Report to Governors.

8. CHAIR'S ACTION

- 8.1 Three confidential items will be discussed – see separate sheet attached.
- 8.2 The Chair wished to welcome new staff members, Lorraine Bossman and Isabella Lucas to the School. Also, a welcome back to Caroline Murray who has returned from maternity leave. Thanks were also minuted to members of staff who will be leaving the school, Kirsten Welby, Jane Aksut and Ian Kilpatrick.

9. GOVERNOR MARK

- 9.1 Governors expressed their wish to get involved in the Creative Curriculum aspect which was considered a very good idea. The Chair has obtained a telephone number to obtain more information regarding Data Collection and the Presentation involved in obtaining the Governor Mark. Governors expressed their ideas and this was generally discussed. Link Governors were happy to become involved within their Link Governor fields.

Agenda item

ACTION: Chair and Vice Chair to delegate responsibilities amongst the governors for presentation/discussion at next meeting.

10. DATE AND AGENDA ITEMS FOR NEXT MEETING

- 10.1 Full Governing Body Meeting 25th September, 2012 7pm

11. ANY OTHER BUSINESS/CONFIDENTIAL MATTERS

- 11.1 The Headteacher advised Governors that the Office Manager is on sick leave and Michelle Boyce is doing an excellent job in keeping the office up to date.
- 11.2 The Chair congratulated the School on the End of Year Reports and they were very pleasing to read. Positive feedback from parents has been excellent.
- 11.3 The following Inset Days were unanimously agreed by the Full Governing Body:-

4th and 5th September, 2012
5th November, 2012
15th February, 2013
3rd June, 2013

The Chair thanked everyone for attending the meeting this evening.

The Meeting closed at 9pm.