

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY HELD ON 18-07-2023
AT 18.30 PM AT THE SCHOOL**

Present: Katherine Buckee (In the Chair) Parent Governor

Co-opted Governors

Mary Cheng (By video link)
Louise Augustine-Fraser
Kathryn Ball
Candice Thorpe
Molly Hall

Staff Governor

Fiona Buckley

Headteacher

Claire Nairne

Parent Governor

Leslie Kulesh

Clerk to the Governors: Kay Watmough

Also present: Afua Addai-Diawou-Deputy Head

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.3	Advertise Staff GB vacancy.	School	08/09/23
6.1	Ofsted report to be circulated when finalised.	School	ASAP
6.10	Staff and Governors to agree on EHCP and Learning Passport changes.	Staff/GB	08/09/23
9.2	Updated Link Governor roles and Committee document to be circulated.	Vice Chair	October half term
9.3	LA Governor role to be recruited to.	Head/Governor or Services	End of Autumn term
10.2	Professional Growth Policy to be circulated.	School	Completed
13.1	Governors to comment on Financial Risk Register.	GB	21-07-2023
14.2	GB dates to be confirmed and circulated.	Headteacher	ASAP
	Date of next meeting: TBC	TBC	

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence had been received and accepted from Richard Trainor and Lauren Banks.
- 1.2 There were no apologies for absence not accepted.
- 1.3 The clerk confirmed the meeting was quorate with 9 governors present.
- 1.4 Newly Co-opted Governors, Molly Hall and Candice Thorpe were welcomed and introduced themselves.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 There was none.

3. DECLARATIONS OF INTEREST

- 3.1 Register of Business Interests –there were no new interests reported.
- 3.2 No governors declared any interests in any of the agenda items.

4. GOVERNING BODY

- 4.1 The Clerk confirmed DBS checks had been completed by all governors and details were held on file by Governor Services.
- 4.2 Mary Cheng informed the GB that she would be stepping down and this would be her last meeting.
- 4.3 Fiona Buckley would be leaving the school to take up a new position.
ACTION: School to advertise Staff Governor vacancy.
- 4.4 The school would have 3 vacancies on the GB, (Local Authority, Staff and 1 Co-opted.)

5. MINUTES

- 5.1 The minutes of the governing body meeting held on 11-05-2023 were considered. These were agreed as an accurate record and signed by the Chair.
- 5.2 Matters arising: There were none. Actions were completed or on the agenda.

6. HEADTEACHER'S REPORT

- 6.1 The report had been circulated in advance and included the draft Ofsted Report. It was noted that the Lead Inspector had been asked to include some of the positive comments made in the report. When the report was finalised it would be made available.
ACTION: Final Ofsted report to be circulated.
- 6.2 The Headteacher outlined the processes involved in the Section 5 Inspection and the subject areas which the inspection team had done a deep dive into. The school had expected a Section 8 inspection but it appeared had been chosen at random for a Section 8. A number of groups of pupils had been spoken to as part of the Inspection. Staff were particularly pleased to see pupil feedback which focused on the "importance of relationships". Staff were seen to know pupils well and support learning effectively. The school were seen as recognising the changes required for teaching and learning, and embed identified changes.
- 6.3 It was noted throughout the Ofsted report that staff were ambitious and pro-active in supporting pupils with SEN. The school had 26.17% SEND pupils which was significantly higher than the national average.
- 6.4 Four members of the GB had met with the Inspection team and discussed; challenges, SEND, Early Years and Link Governor visits amongst other areas. The

Chair stated that the experience had made the Governors even more aware of the importance of governance arrangements and the high expectations of the GB and their role to support and challenge the SLT.

- 6.5 The Headteacher noted that the school had requested a School Improvement Partner but they did not currently have one.

Q-What do the school need to do to receive an "Outstanding" grade?

A-It would be useful to make some visits to Outstanding schools to look at this but it was clear that Handsworth had made some changes to the curriculum and these would take some time to embed. If the visit had taken a few months later the result may have been different. The school had been informed that they were at the high end of "Good."

- 6.6 The Headteacher report had data headlines and pupil numbers-questions were invited. Persistent absence figures were discussed and the schools approaches. The Headteacher outlined the work the school did to support families. This included collecting pupils and enabling pupils to attend the school earlier than usual. There had been a move away from certificating 100% attendance. Families where attendance improved were sent letters acknowledging the improvements. It was noted that attendance figures were above national average at 95.2%
- 6.7 KS1 results were available and discussed. It was noted that the school compared results of specific year groups to Early Years data. Comparisons of year groups were ineffective as each year group could be a very different cohort. The Deputy Head noted that some of the writing gaps in Reception could be filled.
- 6.8 KS2 results had been released. 3 papers would be re-marked. The school was happy with the results which showed lots of progress from Year 2 results and pupils working above national average at all levels. The progress scores would be available in November 2023. It was noted that the new Maths Curriculum had been running since 2019 and Maths results had improved.
- 6.9 It was noted that the schools Inclusion Manager was working with parents on Provision Maps and the school were using a more time-tabled approach in terms of their Intervention Programme. Parents and carers were communicated with in line with the Provision Map. The Headteacher reported on discussions with an Occupational Therapist regarding EHCP expectations. Discussions were also held regarding how the EHCP fed into the Learning Passport and how both documents could be used.
- 6.9.1 The GB discussed a range of EHCP issues including:
- Need for visibility for parents of how EHCP being implemented
 - Possible repeats of previous school meetings to invite parents to provide feedback on what was/not working well
 - Raising awareness through coffee mornings for SEN carers
 - Use of LBWF SEN officer to support Annual Reviews
 - Value of EHCP in terms of Secondary School transition and adulthood (to age 25)
 - Higher level LSA at school who could run interventions
 - Acknowledging the balance within the school
 - Staff management of EHCP's and Learning Passports
 - Need to link parent/child/staff and Provision Map
 - Ensuring that the school support the rising number of EHCPs

- Training staff in order to fully understand the EHCP and implement the required support
- Consideration of the creation of a bespoke unit within the school

6.10 It was agreed that the school would benefit from looking at some of the issues and future strategies.

ACTION: Staff to look at EHCP and Learning Passport issues and strategies.

6.11 Questions were invited.

Q-What time period was the CPD information for?

A-Since the previous GB meeting.

Q-How is the Catch Up Funding being used?

A-In the Autumn term it was used for interventions with Year 1, 2 and 5 to support rapid progress. There were also interventions for Year 6. It was unclear how long the Catch Up Funding would continue.

Q-Did the school get funded by LBWF for the Holiday Club?

A-Yes-this would run for the first 2 weeks of the summer holiday and teachers and support staff would run the scheme.

7. CHAIR'S ACTION

7.1 The Chair thanked the SLT for leading the school through the recent Ofsted Inspection.

8. SAFEGUARDING LINK GOVERNOR

8.1 The Headteacher reported that the Link Governor had attended the school to check the Single Central Record and had been in contact regarding other issues.

8.2 The Ofsted Inspection had included questions regarding Child Protection and the school had been required to provide documentary proof of their processes and follow ups. These had been robust.

9. LINK GOVERNOR REPORTS AND EXPECTATIONS

9.1 The Chair reminded the GB that DOI's needed to be completed in September and also Safe-Guarding training (KCSIE).

9.2 Documents were circulated and Link Areas and Committee membership allocated for 2023/24. GB expectations and responsibility documents were shared and discussed. Training opportunities were outlined.

ACTION: Chair to update and circulate.

9.3 The Headteacher would discuss the Local Authority Governor vacancy with Governor Services.

ACTION: Headteacher-LA Governor vacancy

9.4 The New Governor induction processes were discussed and communication systems explained. Buddies were allocated for the 2 new GB members; (LA-F to CT and KB to MH.)

10. PAY POLICY

10.1 The Policy was on Governor Hub and was the LBWF model.

10.2 The Headteacher outlined the system the school used for Professional Growth and it was noted that there was a Professional Growth Policy. Staff were invited to reflect

on their own practices and complete applications to move through the pay-scales, (M1 to M6) and then to the Upper Pay Scales, (UPS) if they were interested in doing so. The applications were considered by the SLT and the Competencies Framework from the Teachers Standards was used.

ACTION: Professional Growth policy to be circulated.

- 10.3 The process impacted on pay but also higher standards and impacts for the school. Some staff were not interested in moving to more senior roles.

- 10.4 The Pay Policy was approved.

11. REVIEW STAFF PAY

- 11.1 It was agreed that this would be on the next agenda.

12. ANNUAL GOVERNANCE STATEMENT (DRAFT)

- 12.1 It was agreed that the Headteacher and Chair would draft and circulate.

ACTION: Headteacher and Chair to discuss if Annual Governance Statement is still required

13. FINANCIAL RISK REGISTER

- 13.1 It was noted that this had been reviewed and discussed at the Resources Committee but the entire GB should review. It was available on Governors Hub.

ACTION: Governors to provide comments by 21-July-2023 to SBM.

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 14.1 Dates of future meetings were discussed. GB meetings were being considered to move to Wednesday evenings at 18.30 p.m. Resources Committee - 08.00 a.m. on Fridays, and Teaching and Learning Committee at 08.00 a.m. on Wednesdays.

- 14.2 Dates for 2023/24 TBC and circulated.

ACTION: Dates for 2023/24 TBC and circulated.

- 14.3 Agenda items:
Review staff pay

- 14.4 Governors' Briefings would be held on:
Wednesday 04 October 2023
Wednesday 28 February 2024
Wednesday 22 May 2024

15. ANY OTHER BUSINESS

- 15.1 The Headteacher invited Governors to school events:
- 20th July 18.00 p.m. Year 6 Graduation evening.
 - 21st July 15.30 p.m. Staffroom drinks and goodbyes for end of term celebration.

The meeting finished at 20.15 p.m.