

**MINUTES OF A MEETING OF THE HANDSWORTH PRIMARY SCHOOL GOVERNING
BOARD HELD ON WEDNESDAY 20 MARCH 2024 AT 6.30 P.M. AT THE SCHOOL**

Present: Katherine Buckee (Chair)-Co-opted Governor

Co-opted Governors

Louise Augustine-Fraser
Kathryn Ball
Lauren Banks
Molly Hall
Candice Thorpe

Head Teacher

Claire Nairne

Parent Governors

Beth Billington
James Baxter

Staff Governor

Marianna Jordaan

Also in Attendance: Afua Addai, Deputy Head Teacher

Clerk to the Board: Caroline Russell

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4+8	Membership: (i)COG/HT to consider noting that finance/resources skills are needed. (ii)DBS Checks: Action per minute. (iii)Log in to Governor Hub: School to initiate for James Baxter.	COG/HT HT HT	Ongoing As soon as possible.
10.	Financial Risk Register: All to read and propose additions to resources committee.	All	Ongoing
11	Schools' Financial Value Standard Return: All to read/comment.	All	31-03-2024
12.	Committee Membership: James Baxter to chose.	JB	Ongoing
15.	Dates and Times of Future Meetings: -10/05/2024-8am-Resources Committee. -15/05/2024-6.30 p.m.-FGB (include election of vice chair). -12/06/2024-8am-Teaching and Learning. -12/07/2024-8am-Resources Committee. -17/07/2024-6.30p.m.-FGB.	All to note. School/GS to action.	Ongoing

1. **WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting including newly elected parent governor James Baxter. Apologies for absence were received and accepted from Richard Trainor and Amir Suleman.
2. **NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEM:** There were none.
3. **DECLARATIONS OF INTEREST:** There were none.
4. **GOVERNING BODY:**
 - 4.1. Membership: The election of James Baxter as a parent governor by ballot was noted. It was noted, with regret, that Richard Trainor will be standing down for family reasons (vacancy for co-opted governor).
ACTION: COG/HT to consider vacancy noting that finance/resources skills are needed.
 - 4.2. Disqualification due to Non-Attendance: Noted without action.
 - 4.3. Disclosure and Barring Service Checks: These have been completed for all governors except Amir Suleman (check pending).
ACTION: School to send DBS numbers to Governor Services (VK) for Marianna Jordan (re Governor Hub link) and Amir Suleman.
 - 4.4. Log in to Governor Hub: This is needed for James.
ACTION: School to initiate school governor email address.
5. **MINUTES**
 - 5.1. Minutes of the Last Meeting Held on 6 December 2023 and 11 January 2024: These were received and accepted as an accurate record of the meeting, considered signed.
 - 5.2. Matters Arising:

Minute	Action	Status update
	DBS for Beth Billington: This is on Governor Hub.	Completed
	Keeping Children Safe in Education: Governors to read and acknowledge on GovernorHub.	Ongoing
	Governing Body Diversity: All to complete on GovernorHub.	Ongoing
	Cycle of Business: This is to be reviewed.(KB/SBM)	Ongoing
	Policies: Afua has reviewed and actioned the changes sent.	Completed

6. **HEAD TEACHER'S REPORT-PRIOR E-CIRCULATED AND RECEIVED.**
 - 6.1. Number on Roll: There are 20 children on the waiting list and 1 year group is over numbers. Prospective parents are very welcome to visit the School and are shown round by Year 6s.
 - 6.2. Children on Inclusion Register: Current numbers were noted.
 - 6.3. Unauthorised Absence: The School monitors this rigorously re absence and lateness.

Persistent absentees are a challenge so the School tries to support the whole family with, for example, mental health problems. **Q.** How does the School data compare nationally/locally? **A.** Not a major issue.

- 6.4. Subject Lead Reports: These were noted. The deputy head meets with subject leads termly to provide challenge and support which was a useful preparation for the recent OFSTED inspection with subject leads able to answer questions re impact, progress and areas to develop. It was noted that children with special educational needs and disability make at least average progress re overall priorities and actions.
Q. Subject leads work together across year groups and subjects? **A.** There was significant work for OFSTED preparation which was reflected in subject plans. Subject leaders work closely with class teachers and lead staff meetings. Links have been made with local schools e.g. Whitehall and Ainslie Wood Primaries.
Q. Regarding workload and pressure do they have regular dedicated PPA (planning, preparation and assessment) time? **A.** Yes, exceeds statutory and can be blocked or weekly. Subject leaders talk with each others. There are regular termly observations and book looks.
- 6.5. Spring Term Data:
Q. You assess children in the autumn and spring terms but in some subjects there has been no change in the number of children achieving age related expectations? **A.** A proportion have moved from working at to above e.g. in Year 2. In the summer term more are working at greater depth. Reading scores are strong including for the current Year 6. Writing is a focus at present. Some challenges remain in Key Stage 1 where children missed early years socialisation due to COVID.
Q. Year 4 reading? **A.** A high number have special needs but are generally achieving well re teaching and learning.
Q. Pupil premium numbers: **A.** Progress is being made in Year 1 by children with pupil premium funding and English as an Additional Language.
Q. Re maths, the number of children meeting the expected standard is being monitored re pupil premium and English as an Additional Language? **A.** Learning walks have identified the need to challenge the higher attainers. Cohorts vary but for Year 2 there is not sufficient evidence to support assessment as working at the expected standard. It was noted that a structured approach to maths is needed.
Q. What schemes are used? **A.** White Rose, NCP, Inspire, Power of 2 and Numicon booklets. **Q.** What more could be done re maths to support attainment and extend high achievers e.g. parental workshops? **A.** Could share Powerpoints and challenge thinking.
- 6.6. Parent Survey: Governors encouraged to read the comments made.
Q. Bullying is high at 20%? **A.** Depends what is meant by that. If possible, both sets of parents are met with and the impact of the behaviour discussed. It is hoped that any concerns are reported with an invited to contact/visit the Head/Deputy Head Teachers. There are a high percentage of children with additional educational needs and some dis-regulated children. There can be friendship issues but they need to learn to co-exist and develop positive relationships.
Q. Any follow-up actions from the survey? **A.** Frustration re the curriculum responses so are trying to promote information on the website and via newsletter. Re SEND there is an increasing percentage who are satisfied that the children's needs are being met.
- 6.7. Staff Survey: The annual survey has been positive in recent years. There is a need to challenge staff through CPD (continuing professional development). There are regular meetings with support staff to increase engagement and involvement. The majority enjoy working at the School. **Q.** Why the spread of responses? **A.** Teachers

and subject leaders are positive, some learning support and midday assistants less so. All staff are included in briefings.

- 6.8. School Development Plan/School Effectiveness Form/Special Educational Needs: Information was noted.

7. **CHAIR'S ACTION:** There was none reported.

8. **GOVERNOR TRAINING:**

- 8.1. Skills Audit: All to complete on GovernorHub and complete training modules e.g. re effective governor and Knowing Your School.

ACTION: COG to review re co-opted governor vacancy.

9. **LINK GOVERNOR REPORTS:** All are encouraged to visit.

- 9.1. HT: Noted that there have been challenges re pupil use of phones outside school. Parental contact details have been shared with the police. Met Police reorganisation was noted with the Safer Schools police offer involved and the Junior Citizenship programme working. Newsletters are used to share factsheets and information. There is concern re parental ignorance of children's activities.

- 9.2. Molly Hall-Curriculum Across the School: Year 6 were enthusiastic about maths, there is staff scrutiny and autonomy re planning, staff are welcoming and happy. In Year 1 there is play and exploratory learning and a focus on reading for pleasure in Key Stage 2.

- 9.3. Katherine Buckee: Visited Reception class which well-regulated. There is a potential strain on staff re the number of children with additional educational needs.

- 9.4. Beth Billington: Visited science week planned activities with children engaged and excited. Re attendance at a recent governor briefing this noted local area inspection of SEND provision, conduct of deep dives e.g. shadowing individual children, review of parent responses, pupil voice and destinations. There has been a SEND sufficiency review, analysis of ordinarily available provision and of complex need children. Objectives were noted including use of improved capacity at mainstream schools, increase in the number of Education and Health Care plans. There is a strategy but concern expressed. The basics are needed including trauma induced practice and emotional coaching. There is concern about not meeting targets. There is a need to increase capacity using empty classrooms for resourced provision. There is an issue re children sent out-borough. HT noted that schools need to try to maintain a positive relationship with parents noting that the majority of SEN panels uphold for parents. There is a deficit in places for under 2s and funding changes to the free early educational entitlement (FEEE). The School held a meeting with local nurseries and discussed provision.

- 9.5. Candice Thorpe: Feedback is requested re the earlier visit.

- 9.6. Marianna Jordan: A safeguarding audit was conducted.

10. **FINANCIAL RISK REGISTER:**

ACTION: All governors to read and propose additions to the resources committee.

11. **SCHOOLS FINANCIAL VALUE STANDARD (SFVS) RETURN:** This is for return to the LA by 31-03-2024.

ACTION: All governors to read.

- 12. COMMITTEE TERMS OF REFERENCE:**
Teaching and Learning Committee: Draft terms of reference have been reviewed.
ACTION: James Baxter to chose a committee.
- 13. FINANCE:** A draft 2024/5 budget plan is being reviewed for presentation to the next FGB meeting with a 3 year financial forecast.
- 14. PUBLIC SECTOR EQUALITY DUTY:** Equalities objectives have been shared with staff (include accessibility, inclusion, SEND, gender stereotyping, racist incidents and satisfaction with school processes. All are welcome to join the Equality, Diversity and Inclusion working party.
-By 2027, when surveyed, 90% of staff, parents and children will note increased accessibility of the School site.
-By 2027, parents, staff and children will have a clear understanding of the Schools' approach to inclusion and can articulate when asked . When surveyed, 90% of parents of children with SEND report feeling valued within the school community.
-By 2027, 90% of our staff will feel confident in identifying and responding effectively to incidences of gender stereotyping. When surveyed, year on year, children will report an increased sense of being treated fairly in relation to gender.
-By 2027, all staff clearly understand the school's approach to dealing with racist incidents and can articulate when asked. When surveyed, year on year, parents, children and staff from minoritised groups report satisfaction and confidence with the school's processes.
- 15. ANY OTHER BUSINESS:**
- 15.1. Governors' Away Day in June: This will set priorities for the next academic year.
- 15.2. Election of Vice Chair: This will be needed at the next meeting.
ACTION: Agenda item.
- 16. DATES AND TIMES OF FUTURE MEETINGS:**
-Friday 10 May 2024-8am-Resources Committee.
-Wednesday 15 May 2024-6.30 p.m.-FGB.
-Wednesday 12 June 2024-8.00 a.m.-Teaching and Learning Committee.
-Friday 12 July 2024-8.00 a.m.-Resources Committee.
-Wednesday 17 July 2024-6.30 p.m.-FGB.

The meeting closed at 8.00 p.m.