

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 20 SEPTEMBER 2022 AT 6.30PM
AT THE SCHOOL**

Present: Mr. Richard Trainor Chair – Co-opted Governor

Co-opted Governors:

Ms. Katherine Bromley
Ms. Mary Cheng (Virtual)
Ms. Louisa Augustine-Fraser (Virtual)
Ms. Kathryn Ball
Ms. Rebecca Silins

Local Authority Governor:

Ms. Stacey Dobbs

Parent Governor:

Ms. Katherine Buckee
Ms. Anna Devereux-Murray

Staff Governor:

Ms. Fiona Buckley

Headteacher:

Ms. Claire Nairne

Clerk to the Governors: Mrs. Pauline Dorney

Also Present: Ms. Afua Addai-Diawuo – Deputy Headteacher
Ms. Mary Wilson - Observer

Minute Ref.	Formal Agreements and/or actions identified	Named person(s) for action(s) identified	Completion Date
5.1	Mrs. Anna Devereux-Murray appointed as Associate Governor	Governor Services	ASAP
5.2	New Governor Rebecca Silins – Co-opted Governor appointed.	Governor Services	ASAP
8	Safeguarding Training Information from the Key to be sent to all Governors	Headteacher	ASAP
9	Governors to read KCSIE 2022 and acknowledge that they have done so.	All Governors	ASAP
10.1	SDP to be emailed to all Governors for perusal before the next Meeting.	Headteacher	ASAP
11.1	Governing Board Code of Conduct to be read on Governor Hub	All Governors	ASAP
12.1	Governing Board Annual Cycle Document To be distributed to all Governors	Chair	ASAP
13.1	Governor Training to be arranged	Headteacher	ASAP

17.1	Governors reminded to read through all Policies before ratification.	All Governors	ASAP
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- 1.1 The Chair welcomed all those present to the meeting especially Ms. Rebecca Silins, New Governor who had observed the meeting previously.
- 1.2 There were no Apologies for absence received and accepted.
- 1.3 There were no Apologies for Absence not received and accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with eleven Governors present.
- 1.5 There were no Confidential items to be discussed.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 There was nothing to report.

3. DECLARATIONS OF INTEREST

- 3.1 Nothing to report.

4. APPOINTMENT OF OFFICERS

- 4.1 Election of Chair for the academic year 2022/2023
- 4.1.1 Ms. Katherine Buckee nominated Mr. Richard Trainor as Chair and this was seconded by Ms. Katherine Bromley.

The Full Governing Body appointed Mr. Richard Trainor as Chair of the Governing Body for the academic year 2022-2023.

- 4.2 Election of Vice Chair for the academic year 2022/2023
- 4.2.1 The Chair nominated Ms. Stacey Dobbs as Vice Chair and this was seconded by Ms. Katherine Bromley.

The Full Governing Body appointed Ms. Stacey Dobbs as Vice Chair of the Governing Body for the academic year 2022-2023.

5. GOVERNING BODY/BOARD

- 5.1 The Clerk confirmed membership of the Governing Body and it was noted that the term of office for Ms. Anna Devereux-Murray was due to expire on the 15 October 2022.

The Full Governing Body agreed to appoint Mrs. Anna Devereux-Murray as Associate Governor until a Co-opted Governor vacancy became available.

ACTION: Governor Services

- 5.2 The Full Governing Body agreed to the appointment of Ms. Rebecca Silins as Co-opted Governor.

ACTION: Governor Services to note

- 5.3 There were no disqualifications due to non-attendance.
- 5.4 There were two DBS Applications outstanding – Louisa Augustine-Fraser and Lauren Banks.

ACTION: To be completed.

- 5.5 It was confirmed that details had been provided to the Secretary of State via GIAS.

6. MINUTES

- 6.1 The Minutes of the Meeting held on the 19 July 2022 were agreed subject to some amendments which were handed to the clerk. The Clerk agreed to amend the Minutes for the Chair to sign them for retention at the School.

- 6.2 Matters arising:
There were no items outstanding.

7. CHAIR'S ACTION

- 7.1 It was noted that the Chair had met with Ms. Katherine Buckee, the Headteacher and Mary Wilson regarding the budget challenges
- 7.2 The approved Budget for 2022/2023 showed the School would break even effectively within the year and would show the reserves of approximately c.£85,000 intact. However, new cost pressures have come through so this year the budget would show a significant reduction in reserves. The large movements were due to Energy, Agency Teaching Supply and other costs. Although some additional income would be received, the net impact is a reduction in expected Reserves from c.£85,000 to c.£9,000 (due to c.£115,000 Negative movements and c.£40,000 Positive).

Next year there would be higher Energy Costs which would create a deficit budget. Governors expressed their concern that they need to do something to prevent this situation next year.

It was noted that the School were currently spending 95% of the Budget on staffing which should be in the region of 80-85% It was noted that the salary increases had been allocated in this year's Budget. Mary Wilson clarified this item to Governors in detail.

There were so many uncertainties relating to Energy Costs and all Schools were in the same situation.

Governors asked the Headteacher to carefully consider all options to reduce costs, including addressing our staffing structure, and to keep Governors updated.

The Governors are committed to supporting the school, particularly during the present time. Link Governor allocations will be aligned to the school priorities, and all Link Governors were encouraged to visit the School and submit their Reports to the Governing Body accordingly.

General discussion took place amongst Governors.

Question:

What do they recommend for reserves?

Answer:

We aim to carry forward approximately £100,000.

General discussion took place amongst Governors.

It was noted that the School had spent a great deal of time trying to increase their Lettings and the School had been very pro-active in applying for EHC Plans from pupil commencement.

General discussion took place amongst Governors relating to the SEND Procedures.

It was noted that the School currently had four vacancies and these should be filled before Census Day.

8. HEADTEACHER - SAFEGUARDING TRAINING

The Headteacher advised Governors that the School buy into the KEY for Governors which was considered a very good resource for Governors. The School also used the KEY Safeguarding Package which is used for all Insets and Safeguarding Training. Governors were reminded that KCSIE 2022 states that all governors should undertake Safeguarding Training. The Headteacher agreed to send Governors the Link for the KEY Safeguarding Training for Governors.

ACTION: Headteacher to send to all Governors.

9. KEEPING CHILDREN SAFE IN EDUCATION

9.1 Governors were reminded to state that they had read KCSIE 2022 on Governor Hub.

ACTION: All Governors to undertake the Online Training by the next Meeting.

10. HEADTEACHER SHARE SCHOOL PRIORITIES

10.1 The Headteacher addressed Governors as follows: -

10.2 Over the last two years the School had focused on Maths. The main reason for this was because in 2019 the Progress was -1.7. Average Progress from KS1 to KS2 should be 0.
This was clarified in detail by the Headteacher to Governors.

Along with this, the last Ofsted Inspection in 2018 – one step from this was that the Pupils needed to develop a secure understanding of Reasoning Skills and be able to talk about their Maths in more detail.

This was the School's first priority in 2019. Staff were being developed and bringing in a new Scheme – White Rose. This Scheme brings the whole class along at the same time. This Scheme was considered a very positive way of teaching Maths.

The School had seen a very good impact – the progress this year was 0.7 which had increased. The attainment was higher as well.

10.3 Another Priority in the past was the Leadership and Management CPD – with walk-throughs and staff working in triads to develop each other. Previously, Staff did not feel too comfortable when being observed; this culture had now changed and the creation of triads, where the teachers observe each other to develop their own teaching practice had been introduced. The School offers the training to support them.

10.4 Another priority in the past had been Behaviour and changing the whole Behaviour approach ensuring positive relationships were in place and ensuring teachers adhere to the foundations of practice. The Headteacher clarified this item in detail to Governors.

10.5 The School had recognised that this year Writing needs to be a priority – the main reason being that Nationally Writing suffered during Lockdown. The reason for this is that Reading and Maths were relatively easy to teach online but could not engage children with the Writing.

The current Year 2 and 3's writing attainment is lower than it should be.

10.6 The School had Moderation at the end of Year 6 last year. The whole experience showed the School that Writing moderation should be robust and a well thought out system in School that gives teachers the confidence and the knowledge to know exactly how and where to move the children on in their writing.

10.7 Quality of Education

- Raise the progress and attainment in Writing to exceed National expectations at the end of KS1 and KS2 and ARE in all other year groups.
- SEND – Priority - SEND pupils to make at least expected progress. The School realised the need to be careful in measuring this item and realistic progress targets would be set.

This was clarified in detail by the Deputy Headteacher to Governors.

General discussion took place amongst Governors.

- Inclusion Coffee Mornings had been booked for the Community.

10.8 Curriculum

The Headteacher stated that the Curriculum was huge in the new Ofsted

Framework. This would have to be reviewed in Literacy and other Foundation Areas to ensure it provides children with access to a full range of writing skills and genres plus sufficient opportunities to practice and apply skills across the curriculum. Therefore, ensuring progress and success at the next year or phase of education.

- Making sure that the Writing is of a high standard across the board. The School realised that History Books should show history skills and knowledge and subject areas were clear throughout the whole Curriculum. There should be opportunities for children to write in those other subjects also. The Headteacher clarified this in detail to Governors.

10.9 Quality of Education

- This had been commenced last year and the School's EDI Working Party had already been discussing this in depth; ensuring the Curriculum provides the quality and opportunity for all.

1:4 cannot take place unless an accurate assessment base is used.

Quality of Education would always be the largest area of an Ofsted
The Headteacher clarified the procedure to Governors.

Inspection.

10.10 Early Years

This area had been broken down into Intent, Implementation and Impact.

Intent:

The School requires an Early Years where the pupils are really motivated by what they are doing; thereby learning, creating and engaging in their learning activities.

Implementation:

The School requires staff to know exactly where to take the pupils on to next, to ensure rich learning is taking place.

Impact:

Ensuring outcomes are in line or exceeding National Expectations. The current Year 1 pupils were exceptionally high attainers.

It was noted that the School had appointed a new Early Years Leader and it would be necessary for the School to prioritise her development and her ability to lead with those high expectations and the ambitious vision of Early Years within the School.

Thanks were conveyed to the Headteacher for her School Priorities Report.

The Headteacher stated that the following documents would be available at the next meeting: -

- The SEF would be presented to Governors which would inform the School exactly where they are. Underneath each section it would have a priority link.
- SDP would have the objectives, actions and success criteria and would state the person to monitor these areas.

The Headteacher clarified the SDP to Governors in detail.

ACTION: Headteacher to email the SDP to all Governors for ratification at the next meeting.

11. GOVERNING BOARD CODE OF CONDUCT

11.1 It was agreed that Governors would view this document on Governor Hub.

ACTION: Governors

12. GOVERNING BOARD ANNUAL CYCLE

12.1 This document had been drafted and would be sent to Governors for their information.

ACTION: Distribute to Governors

13. GOVERNING BOARD COMMITTEES

13.1 It was agreed that a Panel would be formed from a pool of Governors as and when required for the Governor Discipline, Staff Discipline and Grievance and Dismissal Appeals.

Teaching & Learning Committee

Louisa Augustine-Fraser
Kathryn Ball
Fiona Buckley
Katherine Bromley
Stacey Dobbs

Resources Committee

Rebecca Silins
Mary Cheng
Richard Trainor
Katherine Buckee

Pay Committee:

Rebecca Silins
Lauren Banks
Katherine Buckee
Richard Trainor

General discussion took place amongst Governors.

Headteacher Performance Management Panel:

Kathryn Ball
Mary Cheng
Stacey Dobbs
External Advisor

Governor Training was also recommended which had been found excellent in the past.
ACTION: Headteacher to arrange a suitable date for committee meetings to take place.

13.2 Governors ratified the Terms of Reference for all Committees.

14. LINK GOVERNORS

14.1 The Chair clarified the Link Governor Role to Governors. It was recommended for them to visit the School at least once per term and twice per year would be welcomed subject to Governor availability.

The following Link Governors were appointed, ensuring that link governors are aligned to the school priorities: -

Louisa Augustine-Fraser	-	Maths
Rebecca Silins	-	English (especially writing)
Kathryn Ball	-	SEND
Mary Cheung	-	Personal Development
Lauren Banks	-	Safeguarding
Anna Devereux-Murray	-	Health and Wellbeing
Fiona Buckley	-	Teacher PD
Katherine Bromley	-	Behaviour & Attitudes
Katherine Buckee	-	Early Years
Stacey Dobbs	-	Curriculum
Richard Trainor	-	Leadership & Management

The Headteacher clarified the role of a Link Governor and the procedures to follow.

15. GOVERNORS TRAINING

15.1 It was agreed that Links to Training would be sent to Governors and they were encouraged to attend.

16. SAFEGUARDING AUDITS

16.1 This would be carried out next term.

17. SCHOOL POLICIES

17.1 The Chair stated that these should be reviewed every twelve months. It was agreed for each Governor to review two Policies which could be ratified at the following meeting. It was agreed to put the Policies on Google Drive for Governors to edit. However, a system would have to be created to be followed by Governors. Governors were reminded to read through the Policies in the meantime.

ACTION: All Governors

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

18.1 The following Meetings were agreed: -

Resources Meeting	13 October 2022	8am (ZOOM)
Teaching & Learning Meeting	9 November 2022	8am (ZOOM)
Full Governing Body Meeting	13 December 2022	6.30pm (School)

Resources Meeting	26 January 2023	8am (ZOOM)
Teaching & Learning Meeting	1 March 2023	8am (ZOOM)
Resources Meeting	23 March 2023	8am (ZOOM)
Full Governing Body Meeting	28 March 2023	6.30pm (School)
Resources Meeting	4 May 2023	8am (ZOOM)

Full Governing Body Meeting (Budget Meeting)	11 May 2023	6.30pm (School)
Teaching & Learning Meeting	14 June 2023	8am (ZOOM)
Resources Meeting	13 July 2023	8am (ZOOM)

18.2 Governors noted the Governors' Briefing dates as follows: -

Wednesday 5 October 2022
Thursday 9 February 2023
Wednesday 24 May 2023

All Briefings would be held at 6pm via Zoom

19. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

19.1 Nothing to report.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 8.30pm

Chair: (print)

..... (sign)

Date: