

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 25th SEPTEMBER 2012 AT 7.00PM
AT THE SCHOOL**

Present: **Authority Governor**
 Ms Nadina Bailey
 Mr Malcolm Shykles

Community Governor
 Mr Andrew Dodd
 Mrs Denise Whyman

Parent Governors
 Mr Tony Bell
 Mrs Christine Dean
 Ms Avril Lincoln
 Ms Christine Rose
 Mrs Mary Wilson (Chair)

Staff Governors
 Ms Jill Augustin (Head Teacher)
 Ms Marianna Jordaan (Staff Teaching)
 Mrs Natalie McDermott (Staff Non-Teaching)

Also Attending: Mr John Bishop, Deputy Head Teacher
Clerk to the Governors: Mr Michael Andrews

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Welcome
 The Chair welcomed everyone to the meeting.
- 1.2 Apologies Accepted
 There were no apologies for absence received.
- 1.3 Apologies not accepted
 None
- 1.4 Quorum
 The meeting was quorate.

2. DECLARATION OF INTEREST

- 2.1 Pecuniary interest forms were circulated by the School Office in advance of the meeting and hard copies were circulated by the Clerk at the meeting. Governors completed their forms and returned them to the Head Teacher for the School File.
To Note

2.2 There were no declarations of interest.

3. APPOINTMENT OF OFFICERS

3.1 Election of Chair for the academic year 2012/2013

The Head Teacher nominated Mrs Wilson for the position of Chair and Ms Lincoln seconded this. Mrs Wilson was happy to accept and Governors were in agreement.

To Note

3.2 Election of Vice Chair for the academic year 2012/2013

The Chair nominated Mrs Dean for the position of Vice Chair and the Head Teacher seconded this. Mrs Dean was happy to accept and Governors were in agreement.

To Note

4. GOVERNING BODY

4.1 The Clerk confirmed the current membership, noting that there was one Community Governor vacancy. It was also noted that Mr Shykles' term of office would end on 31st December 2012. Mr Shykles informed Governors that he had been contacted by the Local Authority and would be continuing for another term of office. Governors recorded their thanks.

To Note

4.2 There was no one to consider for disqualification due to non attendance.

4.3 ISA Barred List

It was noted that it was not clear if Ms Bailey's ISA Barred List check had been completed by Governor Services yet. It was asked that Governor Services confirm. Mrs Whyman requested that she be sent an ISA Barred List Form by Governor Services to complete.

Action: Governor Services to send an ISA Barred List form to Mrs Whyman and ensure that Ms Bailey's had been processed

5 MINUTES

5.1 The minutes of the meeting held on the 17th July 2012 were received and agreed by the Governors as an accurate record of the meeting, with the following amendment;

Mrs Whyman was not in attendance.

The Chair signed the minutes and they were retained by the Head Teacher for the School File.

5.2 Matters Arising

5.2.1 Further to the action on item 4.2.7 for advice from Governor Services on the Freedom of Information Policy, the Chair updated Governors that a model policy had been received but it had not been received from Governors services. It was noted that a copy of the model policy had been sent to Governors for their perusal; it was agreed that this would be reviewed and agreed at the next meeting.

Agenda Item

5.2.2 Further to the action on item 6.2.1 for safeguarding procedures to be shared with Governors, the Head Teacher informed Governors that best practice was followed; a chronology of events was kept, with a pupil incident being completed. If parent interviews take place, they are recorded. If a witness statement is required, a form is

completed. The Head Teacher or a member from the Senior Leadership Team will confirm that it is an accurate and true record of the incident, which will then be signed and kept in the School File. Ms Lincoln asked if all staff were aware of the procedure and the Head Teacher noted that they are and were informed of it at a recent Inset Day.

To Note

5.3 Minutes/Reports from Committees

5.3.1 The Resources Committee met on 26th June 2012. It was noted that these minutes would be received and reviewed at the next committee meeting.

To Note

5.3.2 The Teaching and Learning Committee met on 27th June 2012. It was noted that these minutes would be received and reviewed at the next committee meeting.

To Note

5.4 Matters Arising

There were no matters arising.

6 CHAIR'S ACTION

6.1 The Chair informed Governors that with the Head Teacher she met with Sandra Mohammed from the Local Authority. The School had a number of appeals that would have had an impact and the standard notice of 10 days was not received. The School had been in conversation with Admissions, but were still not informed. Due to this the School were unable to appeal the Appeals. Therefore, a complaint was registered with Ms Mohammed and the Appeals department are now notifying the School correctly. The Chair noted it was a constructive meeting with Ms Mohammed.

6.1.1 The Chair and Head also met with Cllr Coghill on the same subject and the current evaluation that is taking place on Governor Services. The Chair asked about the continued pressure schools in the Borough were under to expand. Ms Mohammed has recognised that the School does not have space to accept additional classes or expand and the Head Teacher noted that this was encouraging.

6.1.2 It was noted that one appeal has taken the numbers over in one year group. Three further appeals have been made unsuccessfully. Mr Bell asked why this was and the Head Teacher responded that the Local Authority recognise that the School does not have the physical capacity.

7 GOVERNING BODY COMMITTEES

7.1 The following Governing Body Committees were agreed:

Resources Committee (will meet on a Tuesday at 08h00) half termly

Mr Dodd

Ms Rose

Mr Shykles

Mrs Whyman

Mrs Wilson

Teaching and Learning Committee (will meet on a Thursday at 17h00) half termly

Ms Bailey

Mr Bell

Mrs Dean
Ms Jordaan
Ms Lincoln
Mrs McDermott

Pay Committee

It was agreed that the Pay Committee would be formed from a pool of Governors made up of the Resources Committee.

For Governor Discipline Committees, Staff Discipline Committees and any other Grievance Committees, it was agreed that the Governing Body would act as a pool from which three Governors would be picked should the need arise.

To Note

7.2 Link Governors

7.2.1 The Head Teacher noted that the School's key priorities had been updated in the School Development Plan, with Writing being one of the key priorities. It was highlighted that the national levels for those achieving L5 in writing was 21%; 16% achieve Level 5 at the School. For Maths and English, it was noted that the School want to ensure that higher levels of progress are made. It is hoped that standards will be raised through the Creative Curriculum. The Head Teacher notified Governors that soft copies of the School Development Plan will be circulated and the standards will be gone through in detail at the next Teaching and Learning Committee.

7.2.1.1 It was asked if the standards were reset every year and the Head Teacher responded that they were. The Chair added that it was also important for Governors to be aware of all data, which was available for Key Stages 1 and 2 and will be reviewed at the next Teaching and Learning Committee.

7.2.2 The following Link Governors were agreed:

Creative Curriculum	Mr Bell
Attendance	Mrs Wilson
Safeguarding	Mrs Dean
Reading	Mrs McDermott
Writing	Ms Bailey
Maths	Mrs Whyman
Science	Mr Shykles
Inclusion/SEN	Ms Rose
Early Years	Ms Lincoln
Health & Safety	Mr Dodd

Governors were reminded that Governor Visit Forms and the policy for visiting school could be found on the School website under the Governor section.

8 SCHOOL ITEMS

8.1 Governor Mark

8.1.1 The Chair noted that she had circulated the evidence grid for Governor Mark prior to the meeting, highlighting that each section had been allocated to a Governor for action. It was agreed at the last meeting that Governors would undertake Governor Mark to become an accredited Governing Body externally.

8.1.2 The Chair noted that the process will look at the School Development Plan, last OFSTED report and RaiseOnline data. Following that, it will look at how Governors make an impact on those areas. As an example, the Chair highlighted that evidence can be pulled together on how the Governing Body had an impact on the development of the outside provision for Early Years. It was agreed that Ms Lincoln and the Chair would do this.

Action: Ms Lincoln and the Chair to collate evidence on the outside space

8.1.3 The last OFSTED report found that leadership should improve communication with parents. This has since improved with the work that is done for the School Website. It was agreed that Ms Whyman and the Chair would collate evidence for this.

Action: Ms Whyman and the Chair to collate evidence on communication

8.1.4 It was noted that in the last year the School Website has had over 10,000 unique visitors and on a normal term time day, 170 unique visitors; Governors recognised that this was evidence of successful communication and a well used website. Ms Lincoln asked if Staff faced challenges updating the website and the Head Teacher responded that overcoming time constraints was their biggest challenge, but PPA and training is available to them. Ms Lincoln volunteered her help to assist in uploading and updating information on the website.

To Note

8.1.5 Mr Bishop noted that parental comments on the website proved to be popular, but suggested that they could be encouraged to use this function more.

8.1.6 It was agreed that Ms Dean and Ms Rose would put together evidence for the Pupil Wellbeing and Safety section.

Action: Ms Dean and Ms Rose to collate evidence on Pupil Wellbeing and Safety

8.1.7 The Chair asked Governors to focus on their allocated areas before the next meeting, with a view to review at the next full Governors meeting.

Action: All Governors

8.1.8 Mr Bell noted that there were examples and guidelines that could be useful to Governors that had been previously circulated. It was agreed that the Chair would re-circulate this to Governors via email.

Action: Chair to re-circulate examples and guidelines to Governors

9 PERFORMANCE MANAGEMENT REVIEWS

9.1 It was noted that the Head Teacher's performance management review had been booked to take place on 22nd November with the School Improvement Consultant. It was agreed that Ms Dean and Mr Dodd would be the two required Governors to take part in the review.

To Note

10 SCHOOL POLICIES

10.1 The Chair noted that all policies were currently up to date and listed on the School website with the exception of the Freedom of Information Policy which will be circulated to Governors for agreement at the next meeting.

To Note

11 HEALTH AND SAFETY AT SCHOOL

11.1 The Head Teacher reported that work for the zebra crossing outside the School was progressing, with the School receiving a visit from an engineer over the Summer.

11.1.1 It was noted that the School is compliant with the number of toilets but were looking to refurbish the toilets in Key Stage 1. Quotes were currently being received.

11.2 It was noted that the Annual Report was to be signed off by the Chair and the Head Teacher. The Head Teacher reported that this had been completed and it was agreed that Mr Dodd would review the Report before it was signed off.

Action: Mr Dodd to review the Annual Report

11.3 Educational Visits

Governors were reminded of their requirement to approve the arrangements for all residential visits.

11.3.1 The Head Teacher noted that a residential visit had been proposed for 11th - 14th February 2013 at Little Canada on the Isle of Wight. Governors were informed that risk assessments were carried out by both the School and the hosting company. It was noted that full details would be circulated to all Governors and it was agreed that the Resources Committee would review the trip proposal in full. Governors also agreed to delegate approval to the Resources Committee once they had fully reviewed to the trip.

To Note

11.3.2 Governors were informed that Risk Assessments were also kept on Evolve. It was agreed that Ms Jordaan would provide the Chair with further information.

Action: Ms Jordaan to provide the Chair with further information on Evolve

12 DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 It was noted that the date of the next meeting would take place on 11th December 2012 at 7.00pm at the School.

12.2 Agenda Items

Standards and Target Setting
Freedom of Information Policy
Governor Training
Head Teacher's Report
Head Teacher's Report on Progress of Staff Reviews
Safeguarding Report
Health and Safety Annual Report

12.3 Governors were informed that the Governors' Briefing planned for 8th October 2012 had been cancelled.

13 ANY OTHER BUSINESS

13.1 It was noted that the School was now in partnership with Havering School Improvement, with Primary Subject Leader meetings taking place in November. The School will also be commencing and offering an Outstanding Teacher Programme to teachers in the School and throughout the Local Authority. The Head Teacher confirmed that the School meets the criteria from National College in order that the

programme can be delivered.

- 13.1.1 'Pop-Ins' are currently underway with Teachers observing good practice in the School and have been going well; the children have also been responding well. Ms Lincoln reported that she had heard positive things from the Children.
- 13.1.2 Mr Bell asked if Teachers from around the Borough would be charged for taking part in the CPD programme. The Head Teacher responded that Havering School Improvement were a not for profit organisation. The School hope to promote and provide high quality CPD for teachers not only throughout the Borough, but in the School. There will be potential to make a profit.
- 13.1.3 Mr Bell asked what the Local Authority's view was and the Head Teacher responded that the programme has been advertised to all Schools and on the Roger Ascham website. The Head Teacher reminded Governors that in order for a School to achieve an outstanding judgement from OFSTED, school to school support must be demonstrated.
- 13.2 It was noted that an Inset Day would take place on 5th November; this will include a half day briefing from Havering School Improvement and a briefing on the new OFSTED framework and what makes an outstanding lesson. Governors were welcome to attend.
- 13.3 A Pre-OFSTED review will take place on 30th November. Two consultants will be visiting the School and the Head Teacher noted that they may want to interview Governors. The review is taking place as part of the staff's professional development and to get an understanding of what the School is required to do to improve if necessary. The Head Teacher reported that the Staff had been very receptive.
- 13.3.1 It was asked if parents could be involved in the pre-OFSTED review to make them aware of all the good work being done in the School. It was suggested that this could be done through class representatives, who could have regular meetings to discuss school improvements and perceptions. It was also suggested that this could be done as a coffee morning and parents could be selected to be representatives by drawing names out of a hat. It was agreed that the Head Teacher would write an invite letter to parents.
Action: Head Teacher to write an invite letter to parents for involvement in the pre-OFSTED review
- 13.4 The Head Teacher asked Governors to note that two Unions had called for action short of striking.
To Note

The meeting ended at 20h30.