

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 29 MARCH 2022 AT 6PM
AT THE SCHOOL**

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

Co-opted Governors:

Ms. Katherine Bromley
Ms. Jennifer Smith
Ms. Mary Cheng
Ms. Lauren Banks
Ms. Kathryn Ball

Parent Governor:

Ms. Katherine Buckee

Staff Governor:

Ms. Fiona Buckley (Virtually)

Headteacher:

Ms. Claire Nairne

Minutes taken by: Ms. Katherine Bromley

Minutes typed up by: Mrs. Pauline Dorney

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

| Minute Ref. | Formal Agreements and/or actions identified | Named person(s) for action(s) identified | Completion Date |
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1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Ms. Louisa, Ms. Anna Devereux-Krause, Ms. Stacey Dobbs, and Ms. Claire Nairne
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with 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. GOVERNNG BODY

- 4.1 It was noted that Anna Devereux-Krause's office has expired. The Chair agreed to gather her thoughts on whether she wishes to continue.

ACTION: Chair

Ms. Jenny Smith announced that the next governors meeting on 10 May 2022 would be her last meeting. Those present thanked Ms. Smith for her commitment and tremendous contribution to the school.

- 4.2 There were no disqualifications noted.

- 4.3 DBS checks:
There were no enhanced checks outstanding.

5. MINUTES

- 5.1 The Minutes of the Meeting held on the were agreed as a true record of that Meeting subject to the following amendments:-

Item 6.3 Pupil not ruple

Item 6.4 C00ovid update: Please note that the school had been keeping up with cleaning procedures.

Item 6.6 Embedding of existing priorities statement to be amended

Item 6.8 Deputy Head is "doing" an excellent job.

- 5.2 Matters arising:

Item 3.1 – To be completed

Item 4.2 complete

Item 4.1 complete

Item 10.1 complete - Safeguarding link governor visit had been arranged. A report on the Visit was expected.

- 5.3 The Resources Committee had met recently and the following was agreed:-

- Statement of internal control would be reviewed at the next Resources Committee Meeting.

Agenda item – Resources Meeting

- The Scheme of Delegation would be reviewed at the next Resources Committee Meeting.

Agenda item – Resources Meeting

The Financial regulations had been reviewed

6. HEADTEACHER'S REPORT

- 6.1 Thanks were conveyed to the Headteacher for her very comprehensive report. The following points were highlighted:-

- 6.2 Concern was expressed about the number of pupil spaces unfilled in Years 1, 2 and 4 and the impact this would have on future funding. It was noted that although the school is heavily oversubscribed for entry at reception, there were no pupils currently on the waiting list for the year groups outlined above.

Discussion centred around how the school could make the wider community aware of the facts that these vacancies exist and what the school has to offer. An additional open day may be held to attract prospective parents.

It was noted that prospective parents may request a tour of the school led by Year 6 children at any time.

It was further noted that student numbers in Waltham Forest are down and many other schools are in a similar position. A confounding factor in this may be that the LA refreshes its waiting list annually so parents may think they are still on a waiting list when in fact they have been removed.

Historically, the school has been very good at chasing up potential parents and notifying families of siblings when spaces arise.

6.3 Maths:

The Governors commented that the Maths Report was an excellent and very thorough and detailed report.

Although there was an unexpectedly low turnout at the recent Year 5/6 maths workshop for parents, other avenues to provide this information would be explored. suggestions were made to make short video recordings of methods used in the school for all four operations and to record the presentation from the recent Year 5/6 workshop.

It was realised that there was a wealth of information related to maths on the school website and it would be useful to direct parents towards this.

Tremendous effort had been put in to addressing gaps in the current Year 6 cohort through quality first teaching and a wide range of intervention groups. Results of mock SATs look very positive considering the challenges from COVID that these children and staff had faced.

6.4 Looked After Children(LAC):

It was noted that Ms. Afua Addai would check the exact number of Looked After Children currently attending the school.

6.5 Puberty Meeting:

Many parents attended the recent meeting. Year 4 children will, going forward, have a light touch on puberty. This will be led by the Year 4 teachers and supported by Ms. Bossman who leads PSHE and P4C. Year 5 children currently receive this provision in line with the PSHE curriculum. It is believed that every child in the school should receive this provision with the proviso that it is adapted to meet their level.

6.6 Teaching and Learning:

Good progress noted in roll out of WalkThroughs and in observations of many of the WalkThroughs' techniques being used in lessons during a recent Learning Walk. Roll out of Core 10 WalkThroughs are to continue. Staff have a Teaching and Learning focus point as one of their three professional growth targets which should serve to maintain focus going forward.

6.9 Student enrichment program: Magnificent 7:

The program is still in focus. Sixty Year 3 children will be going on a school trip to see Frozen, the Musical, in April.

Some Year 6 children have proposed a festival style music event that would be held at Handsworth Primary School.

6.10 Staff absence:

This was noted to be quite high. This can be explained by a number of long term absences and some managed returns.

A new software system ("S.A.M.") has been purchased with a view to track, monitor and address absence issues. This should help to identify early patterns in staff absence which would allow for earlier intervention and the provision of support where needed.

7. CHAIR'S ACTION

7.1 There was nothing to report.

8. LINK GOVERNOR REPORTS

8.1 An invitation to become the Training Link Governor was made.

The role would involve auditing the current skills of the board and to point members in the right direction towards training with a view to rounding out the skills held across the whole governing body.

8.2 SEND update from SEND Link Governors:

A recent complaint raised concerns which were reviewed by the Headteacher, Deputy Headteacher and the SENCO.

The SEND Governors, Katie Bell and Jenny Smith, invited parents of SEND children to come in to meet them to discuss their child's experience of the SEND provision at Handsworth. Many parents were very positive in general and complimented the school on its warm and inclusive environment.

Three areas were identified for focus:

1. Systems

These were looked at especially with respect to information flow.

There seems to be some confusion with the documents used to relay information between parents and staff.

The SEND Governors would like to see more consistency in audit trails.

2. Communication

Specifically how information is communicated within the school and between the school and parents.

Parents found it wasn't always easy to get the information they required or asked for easily. There seemed to be mixed practice within the approaches by the teaching staff.

The adaptations to planning for SEND children need to be embedded into plans as a matter of practice.

3. Culture around SEND

Do parents understand what inclusivity at our school looks like?

Do parents understand what it means to have a child on the SEND register?

The SEND Governors intend to carry out some learning walks and chat to teachers to gain further insight to what SEND provision looks like on a day-to-day basis at Handsworth.

Katie Ball suggested that /there very specific needs within a class or year group, teachers may require additional, specialised, training to acquire the expertise needed to meet the needs of those children in their care.

A Report with recommendations would be drawn up.

The SEND Governors would like to thank those parents who took the time to participate in the meetings.

Ms. Afua Addai to follow up on two specific parents identified by Jenny Smith.

Further actions:

To raise the profile of SEND in the weekly newsletter. Katie and Jenny will add a section to the next newsletter with the governing body's email address to invite further comments from other parents who were unable to attend the meetings.

Handsworth has been identified as a good school to send children with SEND needs to. Budget adjustments may be necessary to support staff, training and children in the classroom.

8.3 Governing Body Health and Safety Report:

Thanks to Katherine Bromley were conveyed for providing a written report to the Chair.

A Health and Safety Course on risk assessment training had been completed with a view to the school focussing on assessing reasonable risks as opposed to being entirely risk adverse.

8.4 Early Years Report from EYFS Link Governor :

Katherine Buckee reported that she had visited the Early Years setting, with great pleasure.

The children were very happy and playing and she saw a great phonics lesson in RHH where all children were engaged and learning.

There was good evidence of strong systems and relentless routines.

A report from a consultant company, Early Excellence was guiding the setting's next steps.

Ms. Buckee wondered if it was possible to refresh the nursery area of the school. It is a high traffic area that endures a lot and would benefit from some cosmetic refurbishment.

8.5 In light of our recently appointed governor positions, it was noted that the new governors may wish to take on a link responsibility. It was suggested that a review may be carried out of existing link responsibilities should any existing governor wish to move to a new link area.

It was felt that the Teaching and Learning committee would benefit from having input relating to SEND matters from Katie Ball.

Link governor areas for Lauren and Louisa would be decided upon in due course.

Maths report from Link Governor:

Mary Cheng reported that she had made a visit to the school in September. During this visit she was impressed by the lessons she saw across the school.

She was pleased to report that the focus for Maths in the school had been raised and the subject remains a school priority. She felt that parents were coming on board and aligning their experiences in how they had been taught maths with the experiences of how their children are currently taught mathematics at Handsworth. She felt the subject was on an upwards trajectory.

Teaching and Learning report from Link Governor:

Fiona Buckley reported that the profile of teaching and learning had been raised significantly across the school this year.

Although the roll out of the Core 10 WalkThroughs was still in progress, significant impact could be seen in certain areas of class teaching, lesson design and student engagement.

All staff have a professional growth target linked to the WalkThroughs for this academic year. Many staff have completed at least one round of Triad observations where teachers work in groups of three to support each other in achieving their teaching and learning goals by visiting and observing each other then feeding back and working together to generate next steps.

Mrs Buckley reported that the process has, in general, been a positive one. Staff conversations related to teaching and learning are more widespread and knowledgeable and feedback received on the half termly Teaching and Learning Newsletter has been positive.

Roll out of the Core 10 is to continue and further feedback from staff and students will be gathered by Fiona.

Other reports:

It was noted that the following reports were completed and submitted on time:

Health and Safety Report
School Financial Value Standards
Financial Risk Regulation

9. FINANCE

- 9.1 It was noted that the Revenue is expected to exceed by £91,000
Expenditure expected to exceed budget by £101,000
It will be necessary to use some of the reserve.

The main concern is the cost of supply staff. It has been an exceptional year given the COVID pandemic and it is hoped that next year the budget on staffing will be tighter and more in line with expected expenditure and revenue.

The Finance Report would be submitted on time for 31st March.

10. GOVERNMENT 'WHITE PAPER'

The Governing Body were concerned by some of the details in the recent white paper, (launched on 28.3.22), relating to the academisation of all schools by 2030. The board would watch developments and begin to consider the long term

implications for the school over the next year or so. It was noted that the whole school community would need to be consulted on this issue going forward.

11. SCHOOL WEBSITE

11.1 Governing Body Profiles on school website was requested:

A proposal was made to add a personal bio feature for each governor of the school website with a view to enhancing the school community's understanding of who the governors are, what their background is and their role on the governing body is. It was suggested that parents may wish to make suggestions or contributions for the link governors via these pages.

Communication and Engagement:

The weekly newsletters look great. It was suggested that the newsletter be used to raise the profile of each of the governors e.g. "Meet the governors" to allow the community to get to know who the school's governors are and what they do.

12. GREENER GOVERNANCE

12.1 The school holds an ambition to be more carbon neutral as soon as possible and would like to develop an Action Plan to achieve this aim by the start of the next academic year.

It was noted that the heating system had been changed which works towards that more carbon neutral goal.

There is some upcoming Greener Governance training to be held soon at Suntrap and it may be useful for some governors to attend this if possible.

13. DATE OF NEXT MEETING

13.1 Full Governing Body Meeting 10 May 2022 Time to be confirmed.

14. ANY OTHER BUSINESS

14.1 There was nothing to report.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 8.15pm

Chair: RICHARD TRAINER (print)

[Signature] (sign)

Date: 19 JUL 22

