

**DRAFT MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON THURSDAY 10 MAY 2018  
AT 6.45PM  
AT THE SCHOOL**

Present: Mr Simon Jarvis (Vice Chair) - Co-opted Governor

**Local Authority Governor**

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**Parent Governors**

Ms Jennifer Smith

**Co-opted Governors**

Ms Katherine Bromley

Ms Mary Wilson

Ms Elizabeth Winder

**Head teacher**

Ms Jill Augustin – Head teacher

**Staff Governor**

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Clerk to the Governors: Ebrahim Vawda

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.	3.1 To appoint one co-opted governor: Item deferred to the next meeting. <b>Agenda item.</b>	<b>Governor Services</b>	
10.	10.2 Agenda items: Data, Policy, Update on Child Review Meetings, Academisation, Governor Services SLA.	<b>Action: Governor Services</b>	

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Mr Jarvis, as Acting Chair, welcomed all to the meeting. Apologies received and accepted from Alina Harris, Gabriel Gottlieb, Michael Fear and Robert Tromans. No apology received from Donna Carby, absence was accepted.
- 1.2 Apologies not accepted: None.
- 1.3 The meeting was quorate.
- 1.4 Notice of Any Other Business: 2 items noted.

## **2. DECLARATIONS OF INTEREST**

- 2.1 Pecuniary interest form has been completed.
- 2.2 Ms Wilson declared an interest in agenda item 7.1.

## **3. GOVERNING BODY**

- 3.1 To appoint one co-opted governor:  
Item deferred to the next meeting. Agenda item.

**Action: Governor Services**

- 3.2 Clerk confirmed Governing Body membership – noting one co-opted governor vacancy.  
Members whose term of office will end before the autumn term 2018 - None.
- 3.3 There was no consideration of disqualification for non-attendance.
- 3.4 All DBS checks have been completed.

## **4. MINUTES**

- 4.1 Governors received the minutes of the Governing Body meeting held on 20 March 2018 and agreed these to be a true and accurate record of the meeting. Governors noted one amendment to state that Pupil Premium analysis applies to all year groups, not just to years 2 and 5 where there is the greatest need.

**The minutes were signed and dated by the Chair and retained at the school**

## **4.2 MATTERS ARISING**

The following actions from the minutes were completed: 4.2, 7, 9.1 and 10.  
Item 3.1- appointing a co-opted governor has been deferred to the next meeting.  
Item 15- search facility on the website: action outstanding as cost benefit analysis will be explored and advice sought from IT.

## **5. CHAIR'S ACTION**

There was no Chair's action to report.

## **6. SCHOOL BUDGET 2018/2019**

Ms Winder presented the financial statements, discussed in detail at the Resources Committee.

- 6.1 Outturn 2017/2018 (incl. Devolved Capital Outturn) and earmarked funding:  
Governors agreed the 2017/2018 Outturn statement and the Total carry forward figure of £131,996.

**Governors unanimously agreed and ratified the Outturn Statement 2017/2018**

- 6.2 School Budget Share (Income) 2018/2019- £2,225,224

**Governors unanimously agreed and ratified the Budget Share (Income) 2018/2019**

- 6.3 School Budget Share Expenditure 2018/2019-£2,272,197.

**Governors unanimously agreed and ratified the Expenditure for 2018/2019**

- 6.4 Predicted carry forward of £70,093

## **Governors unanimously agreed and ratified the predicted carry forward for 2018/2019**

### **The Budget Summary was duly signed by the Chair and the Head teacher.**

Ms Augustin added that finances continue to be tight. A 2% staff salary increase has been built into 2018/2019 calculation. There is no proportionate increase in income from DfE, and having a surplus to carry forward is needed to manage expenditure. There is a 3-year projection in place and costs are scrutinised

The Chair thanked Ms Augustin and Mrs Carroll for sound financial management under increasing budget cuts in real terms.

## **7. GOVERNOR SERVICES SLA FOR 2017/2018**

Governors to confirm the agreement of the Governor Services' SLA for the financial year 2018/19. This also includes the appointment of the Clerk to the Governing Body.

The Resources Committee will review this and to be considered at the next Governing Body meeting.

**Action: Governor Services**

## **8. GENERAL DATA PROTECTION REGULATIONS (GDPR)**

### **8.1 Appointment of Data Protection Officer (DPO)**

Governors to consider the school's approach to the appointment of the DPO:

Ms Wilson left the meeting for this agenda item.

Ms Augustin confirmed that Ms Wilson has done a great deal of work around GDPR and has completed her exam with a Distinction.

Governors unanimously appointed Ms Wilson as the DPO (Data Protection Officer).

Ms Wilson rejoined the meeting.

Mr Jarvis congratulated Ms Wilson on achieving Distinction in the recent GDPR exam and confirmed her appointment as DPO.

### **8.2 Policies**

The Data Protection Policy, which is GDPR compliant, is on the school website.

### **8.3 Privacy Notice**

The Privacy Notices for Parents/Carers are on the website and the Privacy Notice for Staff has been shared with Staff. A link to the Privacy Notice for Parents/Carers will be sent to all parents/carers together with the Home School Agreement. The Home School Agreement will require consent for the use of photographs. Parents/carers will sign to give consent and a record will be retained at school.

### **8.4 Guidance on the use of internet services**

The school has a robust Acceptable use Policy in place, which has been reviewed in light of GDPR.

## **9. ACADEMY UPDATE**

Ms Augustin gave an update on academisation:

- Since the Academy Working Party meetings in February 2017 and the Full Governing Body Meeting on 14/03/2017, in which Adrian Shardlow from Browne Jacobson LLP gave a

presentation on the academisation process, governors have continued to discuss the pros and cons of academisation.

- Governors noted that they had previously agreed at their meeting on 11/07/2017 to continue to consider the academy agenda in light of the change in government.
- Governors met with Sir Steve Lancashire of REAch2 in March 2018.
- The DfE have confirmed that governors can go to consultation after an application has been made and that a decision to convert is only final when the funding arrangement has been issued.
- Governors noted the DfE would make a decision at a Head Teachers' Board following an application. Concerns were raised about going out to consultation prior to a decision being made, as the DfE could still turn the application down, as governors are aware this has happened in the past.
- Following Handsworth's Expression of Interest, Project Managers for the DfE and REAch2 have been appointed to help manage the due diligence process and support with consultation.
- Awaiting confirmation from DfE before going to public consultation (21<sup>st</sup> June 2018)
- Reach2 will be undertaking 6 areas of due diligence (HR, Finance, Premises, Safeguarding, Governance and Teaching & Learning) and dates have been booked for audits to ensure robust systems are in place.
- Discussions with staff will continue, prior to the formal consultation.
- Governors felt that there were risks attached to remaining a maintained school and noted the increasing pressure on the school budget year on year over the past five years.
- Governors noted that, although they may not be especially 'pro-academy', they recognised that the Local Authority were increasingly under pressure to provide quality support and that the children and staff at Handsworth would benefit from being part of larger established MAT with a proven track record of support and school improvement.
- The Governing Body noted the previous discussions around options to federate or join a smaller Trust and the fact that the DfE were stipulating MATs to have a minimum of 5500 pupils.
- The Governing Body agreed the perceived benefits of joining REAch2 to be:
  - Better quality support, as the LA is increasingly under pressure to provide services
  - CPD opportunities for staff and sharing of best practice
  - Career opportunities for staff
  - Monitoring visits
  - Ofsted support
  - Networking meetings
  - School visits
  - Curriculum input
  - Economies of scale and more financial security in a time of increasing pressure on the school budget
  - Matching Values and Ethos with Handsworth

Q. When will that happen?

A. Next week, a further overview will be provided to the staff at the Staff Meeting on 16<sup>th</sup> May 2018, following which a timeline will be established on communication to parents.

The Academy Working Party is looking at a timeline and methods of communication to parents and meetings with staff. The aim is to academise on 1 October 2018, with a smooth transition.

The Governing Body agreed that The Working Party would:

- Meet again on 22/05/2018

- Speak with governors at Woodside and Chapel End to get a better overview of the experience of being an academy as part of the REAch2 family
- Prepare consultation documentation including FAQs
- Carry out due diligence on REAch2 from the published data available
- Continue exploration to ensure Handsworth retains independence

Members of the Academy Working Party:

- Jill Augustin
- Katherine Bromley
- Gabriel Gottlieb
- Simon Jarvis
- Jenny Smith
- Mary Wilson

Q. Who prepares the time line, the school or DfE?

A. We prepare the timeline with consideration to a month's consultation.

Q. What due diligence are we doing on REAch2?

A. JA/AA had visited a number of schools within the REAch2 family

Dependent on the outcomes of the due diligence and consultation process, governors unanimously agreed in principle to proceed with academisation with Reach2.

## 10. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

10.1 Date of next meeting:

Governing Body 10 July 2018 6.45pm:

10.2 Agenda items: Data, Policy, Update on Child Review Meetings, Academisation, Governor Services SLA.

**Action: Governor Services**

10.3 **The Governors' Briefing** will be held on:

Thursday, 21 June 2018 at 6.30-8.00pm (refreshments from 6.00pm) at Waltham Forest Town Hall (Council Chamber), Forest Road E17 4JF.

## 11. ANY OTHER BUSINESS

Minuted as confidential

Mr Jarvis thanked governors for attending and the meeting concluded at 7.45pm.

Signed.....

Dated.....