

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 14 DECEMBER 2021 AT 6PM  
AT THE SCHOOL**

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

**Co-opted Governors:**

Ms. Katherine Bromley  
Ms. Mary Wilson  
Ms. Jennifer Smith

**Parent Governor:**

Ms. Katherine Buckee

**Local Authority Governor:**

Mrs. Stacey Dobbs

**Staff Governor:**

Ms. Fiona Buckley (Virtually)

**Headteacher:**

Ms. Claire Nairne

Clerk to the Governors: Mrs. Pauline Dorney

Also Present: Ms. Afua Addai-Diawuo (Deputy Headteacher)

Also Present: Ms. Lauren Banks (Potential Governor)

Ms. Louisa Augustine (Potential Governor)

Ms. Katie Ball (Potential Governor)

**Summary of agreements/actions:**

Minute Ref.	Formal Agreements and/or actions identified	Named person(s) for action(s) identified	Completion Date
3.1	Pecuniary Interests to be logged on Governor Hub	All outstanding Governors	ASAP
4.2	To note three co-options to the Governing Body.	Governor Services	ASAP
4.1	To note the resignation of Ms. Mary Wilson	Governor Services	ASAP
10.1	Safeguarding Link Governor Visit to be arranged.	Safeguarding Link Governor/School	ASA{
14.1	Statement of Internal Control to be reviewed.	Resources Committee	Next Meeting
14.1	School's Financial Regulations to be reviewed.	Resources Committee	Next Meeting
14.1	Scheme of Delegation to be reviewed	Resources Committee	Next Meeting
14.1	The above documents, once reviewed to be recommended for ratification.	Full Governing Body	Next Meeting

**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. Anna Devereux-Murray and Ms. Mary Cheng.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with eight Governors present.
- 1.5 There was one Confidential item to be discussed.

**2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

- 2.1 School Development Plan ratification
- 2.2 Policies
- 2.3 Equipment Write-Off and Hospitality Register
- 2.4 Risk Assessment – Changes in guidance relating to COVID.

**3. DECLARATIONS OF INTEREST**

- 3.1 Governors were reminded to confirm their personal and pecuniary interests on Governor Hub.

**ACTION:** Governors

- 3.2 There were no declarations made pertaining to any of the agenda items for this meeting.

**4. GOVERNING BOARD**

- 4.1 The Clerk confirmed member of the Governing Body and it was noted that there were three Co-opted Governor vacancies due to the fact that there were previously two Co-opted vacancies and Ms. Mary Wilson had resigned from the Governing Body making three vacancies in total.

**ACTION: Governor Services to note**

- 4.2 The Full Governing Body agreed to co-opted the following candidates:-

Ms. Katie Ball                  Ms. Lauren Banks                  Ms. Louisa Augustine

**ACTION: Governor Services to note**

- 4.3 There were no disqualifications for non attendance noted.

**5. MINUTES**

- 5.1 The Minutes of the Meeting held on the 21 September 2021 were agreed as an excellent record of the meeting and signed by the Chair for retention by the school.
- 5.2 Matters arising:
  - 5.2.1 It was noted that all actions had been completed.

**Summary of agreements and actions:**

Minute Ref.	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Review Pecuniary Interests on Governor Hub	All Governors	Work in Progress
5.3	DBS Number to be sent to Governor Services	Office Manager	Completed
7.10	Draft letter to parents relating to co-opted Governor vacancy to be sent to Governors.	Mary Wilson	Completed
8.1	Keeping Children Safe in Education Part 1 to be perused and confirmed on the Governor Hub	All Governors	Completed
10.1	Governing Body Code of Conduct document to be confirmed on the Governor Hub	All Governors	Completed

Chair's Initials:
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11.1	Governing Body Annual Cycle to be sent to all Governors	Mary Wilson	Completed
13.1	Link Governor Visit Report to be sent to the School	Katherine Bromley	Completed
13.1	Framework Information relating to the Link Governor Role to be sent to all Governors.	Fiona Buckley	Confirmed

5.3 There were no Minutes/Reports from Committees.

## 6. HEADTEACHER'S VERBAL REPORT

6.1 The Headteacher had previously shared her Report with Governors and the following points were highlighted:-

6.2 Pupil roll is currently 417 Pupils

6.3 Pupil Attendance is currently 94.6%

### Attendance & Punctuality

The School continues to monitor the attendance and punctuality of all pupils very closely; and have monthly attendance meetings with the Inclusion Manager and attendance officer to track attendance as well as sharing a list of children who are absent daily. This allows members of the office staff to recognise issues on a daily basis as well as those that may be ongoing. We are in close contact with families that currently require more support. Where appropriate, letters are sent in relation to attendance and punctuality and in other instances calls and meetings with parents have taken place. The School continues to use the newsletter to promote the importance of attendance and punctuality. Our aim is to always work with families and support them in order to improve attendance

### 6.4 COVID Update

During the Autumn term there has been a high level of pupil absence due to COVID, Flu and other illnesses. The School continues to monitor attendance closely and are separately reviewing and reporting 'X' coding (COVID related absence) which includes isolation whilst waiting for PCR tests or returning from travelling abroad. The 'X' code does not impact the pupil's attendance percentage, however it is time the child has been absent from school and is therefore important to track and monitor.

The School has been liaising regularly with Waltham Forest Public Health who have twice this term sent Stay Safe Champions to distribute lateral flow tests outside the school gates to parents and carers. The office team work closely with families encouraging and supporting them to follow government guidelines with regards to testing and isolation periods. Increased cleaning and reduced mixing of year groups remain in place and activities take place outside where possible.

6.5 There had been no exclusions this term.

6.6 The School's Priorities are similar to last year as the School did not get a chance to embed the priorities. The School continues with Maths Mastery and has SEND provision as a priority, it is essential to keep up to date with the most recent research and adapt the School's provision accordingly.

6.7 It is essential to ensure that the School's curriculum is diverse, inclusive and that subject leaders are feeling confident to talk about the provision of their subject. They must know how the knowledge and skills interlink and what their subject looks like across the School. Ofsted deep dive questions are used in subject leader meetings to help leaders to learn and explore each subject.

6.8 The Deputy Headteacher does an excellent job with the School's Website and it is intended to extend the School's Website to provide an accurate and concise account of what is happening for each of the school subjects. The Implementation, Intent and Impact will be included along with curriculum overviews and expectations.

6.9 The School is improving the Leadership for opportunities for the children and the Well Being Ambassadors have commenced this term.

6.10 Updates from the Sports Council and School Council was also included within the report.

6.11 A Parent/Carer Feedback Questionnaire had been undertaken recently and the comments received were really positive and gave some interesting areas for improvement such as informing parents on what is going to be covered in each subject, offering After School Clubs to the younger children and the introduction of Art Clubs.

6.12 The School has removed traditional 'Performance Management' and replaced it with 'Professional Growth'; a different perspective and a new direction designed to challenge thinking, promote deep reflection, collaboration and change for the better. Effective, and genuinely continuous, professional growth:

- has a focus on improving student outcomes
- builds and enhances knowledge and expertise to bring about changes in practice
- has a narrow yet significant focus
- acknowledges that knowledge and expertise is domain specific
- recognises that novice and experts learn differently
- focuses on what works, challenges existing assumptions and is, therefore, evidence-informed
- involves collaboration with colleagues and peer support

The education of our students is the School's first concern, and is accountable for achieving the highest possible standards in work and conduct. The Teachers' Standards define the minimum level of practice expected of teachers from the point of being awarded qualified teacher status (QTS). The Teachers' Standards also set out a number of expectations about professional growth.

Teachers should:

- keep their knowledge and skills as teachers up-to-date and be self-critical and reflective;
- take responsibility for improving their teaching through appropriate professional development, responding to advice and feedback from colleagues;
- demonstrate knowledge and understanding of how students learn and how this has an impact on their teaching;
- have a secure knowledge of the relevant subject(s) and curriculum areas;
- reflect systematically on the effectiveness of their teaching;
- know and understand how to assess the relevant subject and curriculum areas.

Each member of the SLT has a group of staff who they lead through the professional growth process. Together with the member of staff, they seek to craft challenging goals focused on improving pupil outcomes and evaluating the impact of each initiative.

#### 6.12 Premises

The provision in the Playground has improved; linking with contractors to install the new Play Equipment. A detailed summary had been included within the Report.

6.13 Staff absence has been a huge challenge and the School remains committed to ensure that classes are covered with high quality Teaching Staff. This would have a knock-on effect on the Budget.

#### 6.14 EYFS

6.14.1 The Early Years Link Governor visited the School recently. It was noted that an Advisor from Early Excellence had planned a visit in the Spring Term 2022 to identify areas for development. The Nursery and Reception are now working more consistently with the same approach. The School has the focus tasks but provision is very much child-led.

#### 6.15 SEND

6.15.1 Pupil progress meetings and learning passport reviews which took place this term have led to referrals being made to outside agencies; CAMHS. Early Help, Child Development Team, SaLT, SENDSUCCESS, EP and the school nurse. Observations, mentoring and school support have also been as a result of pupil progress meetings.

Learning Passport reviews have been taking place and we have an aim to upload for the first year all learning passports for every term. Uploading documents onto children's files digitally has been a focus last year and we are now at a stage whereby all paperwork, referrals, reports are uploaded onto the child's digital file. Meetings are also written up onto My Concern and there is a detailed record digitally of SEND interventions.

#### CAMHS

Some parents are choosing to have private assessments as the wait for CAMHS is about two years. Parents keep the School updated and communication is good. However, the CAMHS referrals do take a long time to complete.

#### Dyslexia Screening

The School recently purchased LUCID RAPID, an online resource to screen for dyslexia which is much more accessible than previous dyslexia screening resources as it can be used on any computer. 19 children have been screened for dyslexia. Reports are created from the screening which have been shared with parents and teachers. The resources will provide strategies to use if children have low scores on any of the tests. Support staff will be trained to complete these screenings.

#### SENDSUCCESS

SENDSUCCESS are supporting children with hearing impairments, Autism, ADHD and general global delay. This term outreach workers have been in School observing, giving advice, attending annual reviews and providing training.

Staff are regularly provided with links to zoom training courses and many are enjoying learning about specific interests they have. Most of this training is out of school hours and many of our support staff are accessing these in their own time.

The School has asked SENDSUCCESS to provide some whole school training about working with hearing impaired children, and their response is awaited.

Early years staff attended Makaton training provided by SENDSUCCESS which has enabled us to get a discounted WIDGET resource. All staff now have access to WIDGET. It helps support EAL children as well as those with social communication difficulties.

#### Safeguarding

The School uses the MY CONCERN Programme whereby concerns are recorded. It refers to their behaviours, safeguarding, welfare and wellbeing incidents. This provides evidence should it be required.

#### Behaviour and Attitudes

Behaviour remains a priority across the school. The impact of COVID continues to be felt, with the children in the lower years being considerably more unsettled than those further up the school. As stated in the previous report the Year 2 cohort has some particularly challenging additional needs and support has been put in place accordingly.

#### Question:

With regard to the Parent Feedback are you going to think about going back to summarise for parents?

#### Answer:

Yes we are totally committed to do this. We aim to summarise the main comments that were made and what can be done. This would take place in the Spring Term 2022.

#### Question:

There were a lot of 'Don't Knows under the SEND category.

#### Answer:

I think this was the way the question was phrased. If some children did not have any SEND the parent just put "Don't know" as they could not answer that question.

#### Question:

The MY CONCERN is web based and who has control of the data?

#### Answer:

Children on the SEND Register have a Learning Passport which has their targets and evidence of what they are doing and how they are working towards their targets. These get uploaded to SIMS and collated for CAMHS. The DSLs have the overall view of everything, not the Teaching Staff.

This was clarified in detail.

#### Question:

With regard to the Reception/Year 1 pupils and the interventions, especially with Writing – how is this going?

#### Answer:

The older children could access the online learning more effectively this is probably why there is the need for interventions. We have put in some extra interventions in place for the Year 1 children. The impact has been impressive. The Year 1 Autumn term writing data does not reflect where it normally is. In Reception, more evidence was required to be able to assess more children as expected in writing. We need to ensure that the Writing Skills are consistently applied.

General discussion took place amongst Governors.

It was noted that Parental Workshops would be held in the future on Maths Mastery.

The Chair thanked the Headteacher for her very informative Report and answering questions from Governors.

**7. CHAIR'S ACTION**

7.1 It was noted that no action had been taken since the last meeting.

**8. GOVERNORS' TRAINING**

8.1 Governors were reminded to undertake Governors' Training if they wished to do so.

**9. PAY POLICY**

9.1 It was noted that this Policy had been discussed by the Pay Committee based on the Local Authority's Model Policy and was recommended for ratification by the Full Governing Body.

**The Full Governing Body ratified the Pay Policy.**

**10. LINK GOVERNOR REPORTS**

10.1 It was noted that the Safeguarding Link Governor Visit would be arranged in the Spring Term 2022.

**ACTION: Safeguarding Link Governor**

**11. PERFORMANCE MANAGEMENT REVIEWS**

11.1 All staff went through their Performance Management Reviews and any member of staff that was due to proceed on to their next point did so. The procedure was clarified to Governors and the Headteacher answered questions as they arose.

This was reported at the Pay Review Committee Meeting.

11.2 Full details would be reported under Confidential Items – reported separately..

**12. HEALTH AND SAFETY AT SCHOOL**

12.1 Asset Management Plan

12.1.1 This document was shared with Governors and detailed the work required within the School; ranging from replacing the playground equipment down to the ground around the large Oak Tree. The Playground Equipment would be replaced during the Christmas Holidays. The soft flooring had been made safe but still quite uneven. The School would be asking the Friends of Handsworth to redo the flooring.

12.1.2 The boiler had been replaced but there is some snagging work to be undertaken. This work is almost completed.

12.1.3 It was noted that the lump in the corridor floor is a major concern. It would be necessary to ascertain what the cause of this defect is before fixing it.

12.1.4 A Maintenance Plan was shared with Governors which showed how the School manage things on a monthly and yearly basis so that the School meets their statutory obligations. This document was clarified in detail to Governors.

12.2 A TSHC Audit would take place on the 19 January 2022 and a specific list of documents had been requested for perusal by the Local Authority.

It was noted that the School had not bought into a Health and Safety Service. This would have to be reviewed but the School had dealt with Health and Safety successfully in previous years. A cost for this service should the School wish to take up would be provided at a later date. It was agreed that this would be discussed at the Resources Committee.

**Agenda item – Resources Committee**

12.3 The Lockdown Procedures were clarified to Governors. The tannoy had been tested and it was difficult to hear. It was agreed that three sharp rings would be conveyed during a Lockdown. The Fire Alarm would remain a continuous ring.

12.4 Fire Drills had taken place recently and the School was evacuated successfully and quickly.

### **13. STANDARDS AND TARGET SETTING**

13.1 This was noted in the Headteacher's Report.

13.2 It was noted that when targets were set for Year 6 the KS 1 outcomes were used and when the KS1 targets were set the children's end of Early Years outcomes were used. The School are also mindful of what previous cohorts have been to ensure there are no huge differences but ultimately it is about being realistic but also setting challenging targets. This is thoroughly discussed in Progress Meetings. The School is also very conscious of the fact that a child may be greater depth in Reading and Maths but not in Writing so the School would put interventions in to ensure that that child got Writing as well.

#### **The Full Governing Body ratified the Standards and Target Setting.**

### **13.3 Pupil Premium & Sports Premium Impact Evaluations**

13.3.1 It was noted that these are work in progress.

The Pupil Premium Funding would be based on the October 2021 Census data.

The School had 63 pupils which would determine the School's funding of approximately £95,000. The School had a Pupil Premium Strategy last year.

It was noted that the School has the responsibility to place the School's Impact Statement of the Website which had not been actioned due to COVID and it would be necessary to review this and list the work to be done for the Pupil Premium Children, such as improving the quality of the Teaching and Learning, putting interventions in place and raising aspirations and ambitions. The School understands the principles of the strategy but this needs to be discussed further.

### **14. FINANCIAL DOCUMENTATION**

#### **14.1 Statement of Internal Control**

14.1.1 It was agreed that this document would be submitted at the end of March 2022.

**ACTION: Resources Committee**

#### **14.2 School Financial Regulations**

14.2.1 It was noted that there was a Model Document available.

**ACTION: Resources Committee**

#### **14.3 Scheme of Delegation**

14.3.1 Ms. Mary Wilson clarified this document to Governors which was in line with the Financial Regulations.

**ACTION: Resources Committee**

**ACTION: Governing Body ratification**

#### **14.4 Whistle Blowing Policy**

14.4.1 This Policy had been reviewed.

**The Full Governing Body ratified the Whistle Blowing Policy**

#### **14.5 School Development Plan**

14.5.1 There were no questions raised and it was noted that this was a 'working document'.

A Meeting had been arranged with Ms. Eithne Lemming to discuss this document.

**The Full Governing Body ratified the priorities within the School Development Plan.**

#### **14.5 Policies:**



14.5.1 A list of Policies had been supplied to Governors and it was confirmed that **23 Statutory Policies had been ratified.** The List highlighted the following:-

- Admissions Arrangements Policy
- Register of pupils' admission to school and attendance
- School information published on Website
- School Complaints Policy
- Capability of Staff Policy
- Newly Qualified Teachers (NQT's) Policy
- Staff Discipline Policy
- Staff Code of Conduct
- Staff Grievance
- Single Central Record of recruitment and vetting checks
- Statement of Procedures for dealing with allegations of abuse against staff.
- Teachers' Pay Policy
- Accessibility Plan
- Child Protection Policy and Procedures (Safeguarding)
- Children with Health Needs who cannot attend School.
- Designated Teacher for looked-after and previously looked-after children Policy
- Early Years Foundation Stage (EYFS)
- Special Educational Needs and Disability
- Supporting Pupils with Medical Conditions
- Relationships, Sex and Health Education Policy
- Behaviour in Schools Policy
- Behaviour Principles written statement
- School Exclusion Policy
- Health and Safety Policy
- First Aid in Schools Policy
- Premises Management Documents
- Equality information and objectives (public sector equality duty) statement for publication
- Governors' allowances
- Instrument of Government

Policies to be reviewed:

- Charging and Remissions (Resources to review)
- Data Protection Policy (Outstanding Actions to be actioned by Ms. Mary Wilson)
- Protection of biometric information of children in schools and colleges (M. Wilson)

It was noted that the Early Career Teacher Policy (NQT Policy) is presently being updated and reviewed and would be shared on the School's Website.

Thanks were conveyed to all Governors who reviewed their Policies.

**15. PUBLICATION OF GOVERNOR INFORMATION**

15.1 School Website Review

15.1.1 This item had been completed.

15.2 Governing Board Publication of information:

15.2.1 This item had been completed.

15.3 Attendance 2020/2021:

15.3.1 This item had been completed.

15.4 Declaration of Interest 2020-2021 and 2021-2022

15.4.1 This item had been completed.

15.5 Current Governing Board Membership:

15.5.1 This item had been completed.

**16. DATE OF NEXT MEETING**

16.1	Resources Meeting	20 January 2022	8am (Zoom)
16.2	Teaching & Learning	2 March 2022	8am (Zoom)
16.3	Full Governing Body Meeting	29 March 2022	6.30pm
16.4	Resources Meeting	10 March 2022	8am (Zoom)
16.5	Teaching & Learning	15 June 2022	8am (Zoom)
16.6	Full Governing Body Meeting	10 May 2022	6.30pm
16.7	Resources Meeting	28 April 2022	8am (Zoom)
16.8	Full Governing Body Meeting	19 July 2022	6.30pm
16.9	Resources Meeting	7 July 2022	8am (Zoom)

16.10 Agenda items

TBA

16.11 Governors noted the Governors' Briefing dates accordingly.

**17. ANY OTHER BUSINESS**

17.1 Risk Assessments

17.1.1 This had been reviewed to include the new Government Guidance provided by the Local Authority. Ms. Mary Wilson clarified this item to all Governors.

17.2 Write-off List

17.2.1 It was noted that the following items were written off and signed off by the Chair:-  
One Smart Board – old and damaged.

One Overhead Projector – obsolete now

17.3 Hospitality Register

17.3.1 It was noted by Governors that the Supply Staff Agency had donated the following items for the Staff Christmas Party to take place on the 15 December 2021:-

*24 Beers, 24 Ciders, 8 Bottles of Wine and 4 Bottles of Non-alcoholic Wine*

17.4 The Chair conveyed thanks on behalf of the Governing to Isobel Lewis relating to the School Council.

17.5 Term Dates

Term dates for 2022/2023 were agreed by Governors. These were the same as those agreed by the Local Authority. Inset days were also agreed as:

1st and 2nd December 2022

3rd January 2023

31st March 2023

26th May 2023

The Chair conveyed thanks to Ms. Mary Wilson for her hard work and commitment during her term of office.

The Chair also thanked everyone for attending the Meeting.

The Meeting closed at 8.45pm

Chair: ..... (print)

..... (sign)

Date: .....

Autumn Term 2021

**Handsworth Primary School**  
**Draft Minutes**  
**14 December 2021**