

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 21 SEPTEMBER AT 6PM
AT THE SCHOOL**

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

Co-opted Governors:

Ms. Katherine Bromley
Ms. Mary Wilson
Ms. Mary Cheng

Parent Governor:

Mrs. Katherine Buckee

Local Authority Governor:

Mrs. Stacey Dobbs

Staff Governor:

Ms. Fiona Buckley

Headteacher:

Ms. Claire Nairne

Clerk to the Governors: Mrs. Pauline Dorney

Also Present: Ms. Afua Addai-Diawuo

Summary of agreements and actions:

Minute reference	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	ASAP
5.3	DBS Number to be sent to Governor Services	Office Manager	ASAP
7.10	Draft letter to parents relating to co-opted Governor vacancy to be sent to Governors.	Mary Wilson	ASAP
8.1	Keeping Children Safe in Education Part 1 to be perused and confirmed on the Governor Hub	All Governors	ASAP
10.1	Governing Body Code of Conduct document to be confirmed on the Governor Hub	All Governors	ASAP
11.1	Governing Body Annual Cycle to be sent to all Governors	Mary Wilson	ASAP
13.1	Link Governor Visit Report to be sent to the School	Katherine Bromley	ASAP
13.1	Framework Information relating to the Link Governor Role to be sent to all Governors.	Fiona Buckley	ASAP

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. Jennifer Smith and Ms. Anna Devereux-Murray.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with seven Governors present

1.5 There were no Confidential items to be discussed.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

2.1 Nothing to report.

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. APPOINTMENT OF OFFICERS

4.1 Election of Chair for the academic year 2021/2022

This item was carried out at the last meeting – Chair: Mr. Richard Trainor

4.2 Election of Vice Chair for the academic year 2021/2022

This item was carried out at the last meeting – Vice Chair: Ms. Jennifer Smith

5. GOVERNING BOARD

5.1 The Clerk confirmed member of the Governing Body and it was noted that there were two Co-opted Governor vacancies and no terms of office due to expire in the Spring Term 2022.

5.2 There were no disqualifications for non attendance noted.

5.3 There were no DBS checks outstanding. It was noted that Ms. Anna Devereux-Murray's would have to be forwarded to Governor Services for their records.

ACTION: Office Manager

6. MINUTES

6.1 The Minutes of the Meeting held on the 13 July 2021 were agreed and signed by the Chair for retention by the school.

6.2 Matters arising:

6.2.1 It was noted that all actions had been completed.

6.3 There were no Minutes/Reports from Committees.

7. HEADTEACHER'S VERBAL REPORT

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

7.2 Covid-19 update

It was noted that there had been 36 cases across the school since returning in September 2021 as follows: -

- 7 in Year 1
- 8 in Year 2
- 18 in Year 3
- 0 in Year 4
- 2 in Year 5
- 1 in Year 6

• The School continues to communicate with the Public Health Department and with the community about the measures that the School are taking.

- The most recent communication being:

Public Health have advised that children who are in Year 2 have a Lateral Flow test before returning to school tomorrow. They also advise that children should take a PCR test. They explained that on this occasion, children would not need to stay off school whilst waiting for results.

For the next 2 weeks, they advise:

That while children who have not tested positive are not required to isolate, you should try to avoid social contact, especially with elderly or vulnerable relatives, or with other children outside of school, to limit the possible spread.

That, as stated above, your child takes a rapid Lateral Flow test before returning to school. This would help to avoid further spread by catching any new cases before returning to school. These can be picked up from the stay safe champions at the school gates this afternoon. If your child has tested positive in the last 90 days, they do not need to do this.

If your child feels unwell, whatever the symptoms, advice from Public Health is that they should not come into school without a negative PCR test.

7.3 Education Recovery

The School now has two Play Therapists who work at Handsworth Primary School, one works all day on a Monday and another works on a Thursday afternoon. Alongside that, the School has a mentor who attends the School one day per week but will now move to two days per week. She talks to children who are having some issues in school. It could be friendship issues, low self esteem etc. All three members of staff are excellent at communicating with parents and they link closely with Angela Struthers. There is the confidential element to the therapy but the professionals will update teachers with anything they need to know or do to further support the children they work with.

- 7.4 On the whole, the children have settled well in to their new classes. The School has received positive feedback from parents about the Future Friday sessions as this eased the transition for the children. Teachers continue to make SLT aware of any concerns they have about children who may be struggling at the moment for various reasons.

- 7.5 The atmosphere around the school is generally calm and children are engaged in their learning. The School does continue to have some children, especially lower down the school who are finding the transition hard. The School has arranged for extra training, support and provision for those children.

- 7.6 The INSET sessions were valuable this term, the School invited midday assistants to the inset to ensure they received the same training in relation to behaviour and expectations. They valued this opportunity and enjoyed feeling part of the team. Teachers introduced their midday to the class and made sure that the children saw that expectations from all adults were the same.

- 7.7 Unfortunately the School has had some disruption at the beginning of term with three members of staff having to isolate. The School had been lucky that with the two class teachers, they were able to cover them with the same member of staff for the duration of their isolation.

7.8 Teachers had already identified gaps in the children's' knowledge and understanding as they had spent time recapping and making sure children had understood what they need to know before moving on. The School continue to meet the children where they are and build on what they already know. Progress meetings will take place just after half term where individual children would be discussed. The School has identified barriers to learning and it would be necessary to look at what can be put in place to further support children. The School discuss and if necessary add to our vulnerable children's list as well as focusing on Pupil Premium, SEND and behaviour across the year.

7.9 Safeguarding Audit

The updated Action Plan had been shared with Governors.

It was agreed by the Headteacher with the S11 audit being rated as a '2' for Harmful Sexual Behaviour and Trauma Informed Practice. It was necessary to change the rating of the safeguarding policy and procedures from a 2 to 3 due to the areas for development highlighted in the Safeguarding Audit.

Grade 1 – Always/to a great extent/a wealth of extremely strong evidence for this

Grade 2 – To a fair extent/frequently good evidence of this

Grade 3 – To some extent/ sometimes some evidence for this

Grade 4 – Very little/very infrequently/ very little evidence for this

Grade 5- Not at all/never/no evidence for this

The Headteacher emailed the Safeguarding Audit Representative and explained that the School would create an Action Plan. The Headteacher asked if she would return to the School and she emailed her reply as follows:-

"You are able to create an Action Plan in order to support you with completing all tasks. I will not be coming back to review whether you have actioned the tasks and trust that you will put in place what is recommended. If you would like me to come back towards the end of the academic year then please request this and I would be happy to visit again".

We sent reminders to staff about the whistle blowing policy in the staff briefing but appreciate it will need more input than that to make sure everyone understands it.

The Safeguarding Policy had been placed on the School's Website. It was noted that the Local Authority Model Policy was not available previously until yesterday.

General discussion took place amongst Governors.

The Deputy Headteacher stated that with regard to the Student Friendly Policy; the new student council were elected this week.

Question:

The subject leaders embedding safeguarding within the curriculum – how is this done?

Answer:

When we did our recent Subject Leader Interviews Afua and I asked the question how can you thread safeguarding through the subject as well. History and

Geography, for example, the Lead mentioned that it was imperative to show a true representation of different groups and everyone feels included and the School are safeguarding everyone in how they feel about themselves. Computing was an easier subject because it is on online using the internet, etc. We are encouraging the Subject Leaders to think about how safeguarding is included within their subject which can be challenging.

Question:

Is it expected that it would be in every subject then?

Answer:

Not necessarily but it is important for the Subject Leaders are aware of what safeguarding issues could be with their subject and what to be aware of.

General discussion took place amongst Governors and the Headteacher/Deputy Headteacher clarified points as they arose.

Other questions would be emailed to the Headteacher for a reply.

The Headteacher confirmed that Safeguarding is a standing Agenda item on all Staff and Governing Body meetings.

7.10 Key Priorities:

Quality of Education

Children are provided with broad and rich experiences through a contextually relevant, holistic and decolonised curriculum which celebrates uniqueness and has a rigorous focus on diversity, equality and inclusion.

Children acquire a deep, long-term, secure and adaptable understanding of maths through embedded and sustained teaching and learning of Maths Mastery, resulting in attainment exceeding that of pupils nationally.

Children with special educational needs and disabilities (SEND) are provided with an individually adapted and ambitious curriculum that meets their needs, develops their knowledge, skills and abilities and enables them to demonstrate competence with increasing fluency and independence.

Behaviour and Attitudes

Children continue to be supported by an intelligent, fair and effective approach to behaviour. Staff have a deep understanding of how to employ emotion coaching to support children with additional needs.

Personal Development

Children are given access to a wide, rich set of experiences in a coherently planned way. The opportunities for children to develop their talents and interests are of exceptional quality, and there is strong take-up by children. In particular disadvantaged pupils benefit from this support and provision

Leadership and Management

Staff explore the curriculum and their own CPD with increased passion, engagement and a visible impact on the quality of education. The adults in our school embody, embrace and demonstrate the same passion to learn and improve that we champion in our students.

EYFS

Children are highly motivated and deeply engaged by high quality provision. They sustain high levels of concentration and are eager to join in. Children share and co-

operate well, demonstrating self control and respect for others. Staff demonstrate the ability to move the children forward in their learning.

General discussion took place amongst Governors.

It was agreed that the Resources Committee need to allocate the spending to meet the Action Plan in the School Development Plan.

It was agreed that a letter would be drafted to Parents inviting them to be a Co-opted Governor in a specific field on the School Development Plan List.

ACTION: Mary Wilson

The Chair thanked the Headteacher for her informative Report.

8. KEEPING CHILDREN SAFE IN EDUCATION

8.1 Governors were invited to read Part 1 of this document and confirm their declaration on Governor Hub.

ACTION: Governors

9. CHAIR'S ACTION

9.1 Nothing to report.

10. GOVERNING BOARD CODE OF CONDUCT

10.1 Governors were invited to peruse this document and confirm receipt on Governor Hub.

ACTION: Governors

11. GOVERNING BOARD ANNUAL CYCLE

11.1 It was agreed that Ms. Mary Wilson would share this document with the Chairs of Committees. This assists with preparing the Governing Body Agendas.

ACTION: Mary Wilson

12. GOVERNING BOARD COMMITTEES

12.1 It was noted that the Membership of Committees was agreed at the last meeting:-

Resources Committee:

Katherine Buckee (Chair)
Mary Wilson
Mary Cheng
Richard Trainor
Claire Nairne

Teaching and Learning Committee:

Stacey Dobbs (Chair)
Claire Nairne
Jennifer Smith
Anna Devereux-Murray
Fiona Buckley
Katherine Bromley

Pay Committee:

Mr. Richard Trainor
Ms. Katherine Buckee
Ms. Mary Cheng

**Headteacher's Performance Management Panel:
(to be completed by 31 December 2021)**

Ms. Stacey Dobbs
Ms. Jennifer Smith

It was agreed that the whole Governing Body would form a pool from which three Governors maybe drawn to consider Governor Discipline, Staff Discipline, Grievance and Dismissal Appeals and Pupil Exclusions.

12.2 The Terms of References were agreed and ratified by the Governing Body.

13. LINK GOVERNORS

13.1 Ms. Katherine Bromley reported that she had visited the Nursery and Reception recently and was very impressed with what she evidenced. It was agreed that she would complete a Link Visit Form for the School File.

ACTION: Katherine Bromley to complete

ACTION: Fiona Buckley offered to send information to Governors relating to the Link Governor role.

Thanks were conveyed to Fiona Buckley for her Link Governor Framework creation.

13.2 It was noted that Ms. Mary Cheng would be visiting the Maths Subject Leader on Friday this week.

13.3 Ms. Stacey Dobbs would be visiting the School in the very near future relating to the Safeguarding/LAC Link Governor Role.

14. GOVERNORS' TRAINING

14.1 The Training Schedule had been sent to Governors and it was noted that Ms. Katherine Bromley attended the Finance Training today.

15. ALTERNATIVE MEETING ATTENDANCE

15.1 It was agreed that Telephone Conference Calls/Video Conference Calling would be undertaken. Proxy Voting was not allowed.

16. SCHOOL POLICIES

16.1 Report to Governors - Policies

Governors were requested to see below an update regarding statutory policies for 2021-22 and see the notes in blue in relation to each policy. They were also requested to review their allocated policies, confirm their review and feedback with and comments by 1 November 2021. The aim is to ratify these policies at the next Full Governing Body meeting on 14 December 2021.

- Admissions

1. Admission arrangements (policy)

Admissions website has been created by AA.

Action: To review autumn 2021 and ratify December 2021 (Mary Cheng)

- Administration and Data

2. Charging and remissions

Action: To be taken to Resources committee next meeting for review. (Mary Wilson)

3. Data protection

Policy in place. Needs to be reviewed again as there is some updated guidance.

Action: Needs to be reviewed as there has been updated guidance. (Mary Wilson)

4. Protection of biometric information of children in schools and colleges

Action: Not applicable but stated in data protection policy (Mary Wilson)

- 5 Register of pupils' admission to school and attendance
Live document.
Updated daily onto SIMS as Reception pupils are admitted via staggered start.
Completed

- 6 School information published on a website
Outstanding areas addressed – Curriculum and Covid-19 catch up grant
Action: Can governors please check the pecuniary interest section on Governor Hub. 2021-22 Pupil Premium information is required this term. (Mary Wilson)

- 7 School complaints
Adopted Model Policy from The Key.
Action: To review autumn 2021 and ratify December 2021 (Fiona Buckley)

Staffing and Human Resources

- 8 Capability of staff
Adopted LA policy.
Action: To review Autumn 2021 and ratify December 2021 (Richard Trainor)

- 9 Newly qualified teachers (NQTs)
Adopted Model Policy from The Key. Reviewed by AA.
Action: To review autumn 2021 and ratify December 2021 (Fiona Buckley)

- 10 Staff discipline, conduct and grievance (procedures for addressing)

Staff Discipline
Adopted LA policy.
Action: To review autumn 2021 and ratify December 2021 (Richard Trainor)

Staff Code of Conduct
Shared with staff via My Concern
Action: To review autumn 2021 and ratify December 2021 (Fiona Buckley)

Staff Grievance
Adopted LA policy.
Action: To review autumn 2021 and ratify December 2021 (Katherine Bromley)

- 11 Single central record of recruitment and vetting checks
Audited by Waltham Forest Safeguarding Team on 9th September 2021 – see shared Safeguarding Audit report from the Local Authority. (Stacey Dobbs)

- 12 Statement of procedures for dealing with allegations of abuse against staff
This is included in the Safeguarding policy. The Whistleblowing policy was also shared with all staff via email last week.
Action: To review autumn 2021 and ratify December 2021 (Stacey Dobbs)

- 13 Teachers' Pay
Adopted LA policy
Action: To be reviewed by the Pay Committee and to ratify by the Full Governing Body in December 2021 (Mary Cheng)

Staffing and HR policies are adopted from the Local Authority. These policies are agreed with the Unions. Governors have previously agreed to adopt these Local

Authority policies. Once ratified, these 2021-22 policies will be shared with all staff via links on email. They are not shared on the school website. The Staff Code of Conduct and NQT policy have been adapted from the model policies on The Key for School Leaders.

Pupil Wellbeing and Safeguarding

14. Accessibility plan
On the website.
Action:- To review Autumn 2021 and ratify December 2021 (Katherine Bromley)
15. Child protection policy and procedures (Safeguarding)
On the website. New model shared by the Local Authority 20.09.21
Action: To review autumn 2021 and ratify December 2021 (Stacey Dobbs)
16. Children with health needs who cannot attend school
On the website
Action: To review Autumn 2021 and ratify December 2021 (Katherine Bromley)
17. Designated teacher for looked-after and previously looked-after children (policy)
On the website
Action: To review autumn 2021 and ratify December 2021 (Mary Cheng)
18. Early Years Foundation Stage (EYFS)
On the website, reviewed by Early Years team lead
Action: To review autumn 2021 and ratify December 2021 (Katherine Buckee)
19. Special educational needs and disability
On the website, reviewed by Inclusion Manager
Action: To review autumn 2021 and ratify December 2021 (Jennifer Smith)
20. Supporting pupils with medical conditions
On the website, reviewed by the office team
Action: To review Autumn 2021 and ratify December 2021 (Jennifer Smith)

All pupil and wellbeing policies have been reviewed over the summer holiday and have been shared with area leads. To be reviewed and ratified by governors.

21. Relationship and Sex Education
Relationships, Sex and Health Education Policy
Shared on the website following parent and carers consultation
Action: To review autumn 2021 and ratify December 2021 (Anna Devereux)

Behaviour

22. Behaviour in schools
Following the work of the Behaviour working party and sharing via Staff INSET.
Shared on the website
Action: To review autumn 2021 and ratify December 2021 (Anna Devereux)
23. Behaviour principles written statement
As above
24. School exclusion
Written in line with latest Government guidance and shared on the website - to review Autumn 2021 and ratify December 2021 (Richard Trainor)

Facilities

- 25 Health and safety
Reviewed after H&S audit Feb 2021. Reviewed by office staff
Action: To review autumn 2021 and ratify December 2021 (Katherine Buckee)
- 26 First aid in schools
Reviewed by office staff to capture new processes
Action: To review Autumn 2021 and ratify December 2021 (Jennifer Smith)
- 27 Premises management documents
Reviewed at H&S audit Feb 2021. Managed via LA system - Concerto Resources
- Governance
- 28 Equality information and objectives (public sector equality duty) statement for publication
Priorities agreed by the EDI working party
Action: To review Autumn 2021 and ratify December 2021 (Katherine Buckee)
- 29 Governors' allowances (schemes for paying)
N/A
- 30 Instrument of government
Action: (Mary Wilson)
- 31 Register of business interests of headteachers and governors
Can governors please go to Governor Hub and complete their declarations.
Action: All Governors

It was noted that Mary Wilson would furnish Governors with Model Policies for their perusal and review.

17. WRITE-OFF ASSETS

- 17.1 Mary Wilson presented Governors with a Write off List for items which had been written off the Asset Register. This List included items relating to Computers, Monitors, Printer and a fax machine which had come to the end of their life. Although written off, it was noted that the ICT items would be used for spare parts.

The Chair signed off these written off items accordingly.

- 17.2 It was suggested to insert values of written off items in the future and Mary Wilson agreed to look in this possibility.

18. DATE OF NEXT MEETING

- | | | | |
|-------|-----------------------------|------------------|---------------|
| 18.1 | Resources Meeting | 14 October 2021 | 8am (Zoom) |
| 18.2 | Teaching & Learning | 10 November 2021 | 6.30pm (Zoom) |
| 18.3 | Full Governing Body Meeting | 14 December 2021 | 6.30pm |
| 18.4 | Resources Meeting | 20 January 2022 | 8am (Zoom) |
| 18.5 | Teaching & Learning | 2 March 2022 | 6.30pm (Zoom) |
| 18.6 | Full Governing Body Meeting | 29 March 2022 | 6.30pm |
| 18.7 | Resources Meeting | 10 March 2022 | 8am (Zoom) |
| 18.8 | Teaching & Learning | 15 June 2022 | 6.30pm (Zoom) |
| 18.9 | Full Governing Body Meeting | 10 May 2022 | 6.30pm |
| 18.10 | Resources Meeting | 28 April 2022 | 8am (Zoom) |
| 18.11 | Full Governing Body Meeting | 19 July 2022 | 6.30pm |
| 18.12 | Resources Meeting | 7 July 2022 | 8am (Zoom) |

It was noted that there would be Prospective Parents' Meetings to be held on the 3 November 2021 – 10am, 2pm and 6pm.

It was also noted that the Parent Consultation Meetings would be held on the 9 November 2021 at 1pm to 6pm and 10 November 2021 at 3.45pm to 6pm.

19. ANY OTHER BUSINESS

- 19.1 Ms. Mary Wilson provided Governors with an update on the Building Works as follows:-

KS2 Playground

The builders removed the old equipment and made it good. There was a delay in ordering the equipment and the gym equipment is currently sitting in a container. This delay would not create a cost to the School. The Local Authority would pay for the inclusive roundabout and the climbing frame which would be arriving for October half term. The Contractor wishes to install all of the equipment at the same time. Mary Wilson had negotiated with the Local Authority that if the School were to pay for the gym equipment from the Sports Premium Fund would they fund the installation and they agreed to do this.

In the meantime fundraising would have to be discussed to fill the open space.

An installation date was yet to be agreed.

Library

The stud work was carried out during the summer holiday and the fitting of the partition doors will be finished during the half term.

Foyer

This had been replastered and painted to repair the cracking. There is some concern about the drainage underneath the main reception which may be the cause of the cracks and the humps in the corridor. The Local Authority will pay for the investigation work and the actual repairs would be carried out under the insurance policy.

Boiler Replacement Project

This work was undertaken smoothly. All Radiators had been replaced and work is on track for October half term. The asbestos work had been removed and signed off.

The School recruited a part time Site Services Officer and undertaking three hours per day and sharing duties with the full time SSO.

The School was flooded during the Summer Holiday but the School is on track with the Building Works.

Thanks were conveyed to Mary Wilson for her hard work and input relating to the Building Works.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 8.55pm

Autumn Term 2021

Chair: (print)

..... (sign)

Date:

Handsworth Primary School
Draft Minutes
21-9-2021

Chair's Initials: