

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON TUESDAY 11 JULY 2017  
AT 6.45PM  
AT THE SCHOOL**

Present: Ms Mary Wilson (Chair) - Co-opted Governor

**Local Authority Governor**

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**Parent Governors**

Mrs Elizabeth Winder  
Mr Simon Jarvis

**Co-opted Governors**

Ms Christine Rose  
Mrs Natalie McDermott (staff)  
Mr Gabriel Gottlieb  
Ms Alina Harris  
Ms Katherine Bromley

**Headteacher**

Ms Jill Augustin – Headteacher

**Staff Governor**

Mr Robert Romans

Clerk to the Governors: Ebrahim Vawda

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
<b>4.</b>	<b>4.2 Matters Arising Governing Body agreed the Silver Package SLA.</b>	<b>Governor services to note</b>	
<b>9.</b>	<b>POLICIES</b> Early Years Foundation Stage policy needs to be researched.  Mr Jarvis reported that the website is under review and that he will come into school in September to ensure the website is up-to-date.	<b>Action: Ms Wilson</b>  <b>Action: Mr Jarvis</b>	September 17  September 17
<b>12.</b>	<b>ANY OTHER BUSINESS</b> 12.1 Ms Wilson will be circulating the self-evaluation document to all governors for comments and feed feedback.	<b>Action: Ms Wilson</b>	September 17

## **1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all to the meeting. Apology received and accepted from Mrs Denise Whyman.
- 1.2 Apologies not accepted: None.
- 1.3 The meeting was quorate.
- 1.4 Notice of Any Other Business: none.

## **2. DECLARATIONS OF INTEREST**

- 2.1 Register of Business Interest  
All governors have completed the forms.
- 2.2 Governors did not declare any interests in any of the following agenda items.

## **3. GOVERNING BODY:**

- 3.1 Clerk confirmed that there is an LA governor vacancy and one co-opted vacancy.
- 3.2 There was no consideration of disqualification for non-attendance.
- 3.3 All DBS checks have been completed.

## **4. MINUTES**

- 4.1 Governors received the minutes of the Governing Body meeting held on 15 May 2017 and agreed these to be a true and accurate record of the meeting.

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

- 4.2 Matters arising:  
Item 7 of the minutes refers:  
Governor Services were to confirm that the Silver Service SLA includes the training package. Confirmation was not received, but the Clerk confirmed that the training package is included in the Silver Package SLA.

**Governing Body agreed the Silver Package SLA.**

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

There was no Chair's action to report.

## **6. HEADTEACHER'S REPORT**

Ms Augustin presented the Headteacher's Report for the Spring Term., a copy of which was emailed to all governors. The governors duly noted the report. Ms Augustin highlighted:

### **School Roll**

There are currently 462 pupils on roll at Handsworth (including Nursery).

The new Reception intake pupils for 2017 have attended their first familiarisation visits. Four sets of twins joining the cohort this year. Admissions policy is being amended to state that in the case of twins/multiple birth siblings, parents will be consulted regarding class (not teacher) allocation.

### **Free School Meals (FSM)**

The FSM uptake for the Summer term is 5% (23 pupils). 79 pupils in KS2 have school meals. 156 pupils in KS1 (87.15%) have Universal Infant Free School Meals. (UIFSM).

245 pupils are registered for school dinners. There is a reduction in the number of school dinners for the summer term (88.89% Spring) due to pupils wanting to sit outside for packed lunch.

### Looked After Children

8 Post LAC children/Adopted from care.

### Ethnicity Profile

Approximately 38.75% of pupils are from white British backgrounds (compared to 39% 2016) 60.8% of pupils are from other ethnic groups, compared to 60.6% last year.

### English as an Additional Language (EAL)

One pupil who has been elective mute in Nursery has spoken during her visit to Reception class. This pupil had told her mum in her home language that she would start to speak as soon as she moved to 'big school'.

### PE and Sports Funding

A number of lunch time clubs run by the sports councillors, year six leaders and a group of year four girls. These include ten pin bowling, jumping and skipping, football tennis and dance. They are mostly aimed at year 2-4 and have been very popular.

London Youth Games - Three teams (Rugby, Hockey and tennis) represented WF at LYG this year. An outstanding achievement. Hockey and tennis finishing 5<sup>th</sup> out of the 32 London boroughs.

Bronze Ambassadors and two Year 6 Sports councillors helped out at KS1 and were very helpful and responsible.

The school will apply again for the Gold Sports Mark. This would be the third year in a row if achieved.

Next year, two trainee teachers arriving at Handsworth have a background and passion in sport and have been approached to supervise some further opportunities. This will be part of the PE Action Plan next year.

### Behaviour and Safety

The Metropolitan Police came to school to deliver workshops to children and parents in Year 6 regarding behaviour, the law and criminal activity/staying safe on social media. The feedback from both children and parents was very positive. The parent sessions were well attended.

Project Encompass: - The school had been involved in a borough wide project with the police and social services. Two members of staff are helping to lead the project for the LA (JA and AS). The school is also involved with providing and delivering the training for school based staff. The project involves schools being notified by 9:00am by the police if a child has been in the home where a domestic violence incident has taken place the previous night. The school can then take appropriate action following knowledge of the incident.

### Mindfulness & Pupil Mental Health & Well-being

Play therapist has been working with Year 4 and 5 to promote a mindfulness and support pupils emotional resilience and well-being. This will be rolled out across the school from September.

### SEND/ Inclusion

Two pupils awaiting EHCP plans. There are a further two pupils where requests have been submitted to the LA, pending decisions.

Three pupils awaiting assessment for ASD, with a further three awaiting assessment for ASD and or ADHD. Three further pupils are awaiting assessments from CAMHs. All pupils awaiting ASD/ADHD or CAMHs have been fully assessed by the EP.

### Attendance & Punctuality

8 penalty notices are due to be issued this term, an increase from 3 last terms. The attendance target set by Governors for 16/17 is 97%. We also monitor the attendance of our vulnerable groups, including PP pupils.

Target	Attendance	Authorised Absence	Unauthorised absence
1/9/2016-5/7/2017	96.5%	3%	0.4%

Previous Year (15/16)	96.5%	2.9%	0.6%
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### Pupil Exclusion Data

Nil Return

### Racial Incidents

Nil Return.

### Complaints

Nil Return

### Quality of Teaching

The Performance Management of all teaching staff for the Summer term is complete. The School advisor observed 50% of the lessons to ensure SLT judgements were accurate. 39% of lessons were observed as outstanding, with 94% good. We are delighted that our two student teachers, Mrs Buckley and Miss Moore have successfully completed their teacher training Schools direct year.

### Staff Absences

Continuing to closely monitor staff absence, following the school's absence policy.

### How effective is Leadership & Management / School capacity for sustained improvement?

- The school has received a positive KS2 moderation report. All judgements by the teaching staff were judged as wholly accurate with no development points.
- Four members of staff passed the moderator training by the STA.
- The SDP and SEF are being reviewed to include the end of year data
- A new behaviour policy is being introduced with effect from 1/9/2017. Staff have had the opportunity to review and input.
- Parents were written to regarding the restructuring of classes. The year group teachers have worked hard to re balance the classes and take into consideration at least one key 'friend' per class. Parents will be informed on Friday 14<sup>th</sup>, along with the distribution of the end of year reports. Children will meet their new class teachers and classes on Monday 17<sup>th</sup>. The teachers are planning team building and settling in activities for the beginning of the academic year.

### Budget

The school budget is on track. Mrs Carroll presented the budget at the Resource Committee on 04/7/17.

### Community Cohesion

- Friends of Handsworth continue to do a great job and hosted an amazing annual school fete.
- Both sports days were very well attended by parents, carers and grandparents. The children thoroughly enjoyed.
- 5 students from Highams Park join us on work experience placement this term.

### Proposals for changes of school priorities (with reasons)

The School Priorities will be reviewed and new ones established for 17/18, in light of our end of year data.

Highlight any areas where progress has been hindered and outline reasons why  
Nil Return.

### Parents' Feedback

Positive verbal feedback has been received from parents regarding the Hour of Code training workshops, as well as the parent workshops by the Metropolitan police.

### Important Actions for the School

Nil return this term

**The Chair thanked Ms Augustin for a very thorough and positive end of term Headteacher's report. The comments were echoed by all governors.**

## 7. LINK GOVERNOR REPORTS:

Governors received and noted the following Link Governor reports:

Mrs Winder:

Philosophy for Children- A positive report with refresher training  
Early Years-

- There are challenges with high needs pupils
- The 30 hour provision for working parents will be considered further next year. Ms Augustin added that the provision does not cover additional costs for extra staff. Staffing is key for effective provision
- Mrs Winder will revisit in September and report again to governors.

Ms Bromley- Reading

- visited Y4 during their session with year 9 pupils from Highams Park School.
- A positive visit seeing children having an interactive session on reading and using dictionary.

Miss Harris-Safeguarding:

- Single Central Record checked, gaps highlighted and corrected and signed
- Disqualification by Association- checklist sent to Headteacher
- On-line safety training completed
- E-Safety on line link shared with Governors. A useful link for governors

Mrs Wilson: Pupil Premium

- Detailed Provision Mapping is in place with contextual information and interventions.
- Attendance monitoring reviewed
- EAL/SEND provisions reviewed

- Assessment data reviewed
- Reviewed impact of Pupil Premium
- Reviewed the Pupil Premium policy
- Reviewed gaps on average point score
- Reviewed resources and actions to reduce gaps.

Ms Wilson thanked all governors for their link governor visits.

**9. GOVERNOR TRAINING:**

Ms Bromley attended the Governor Induction and Finance training.

Ms Harris has attended the safer recruitment training.

Ms Wilson attended the summer term governors' briefing at the town hall.

Mr Gottlieb attended Link Governor training.

**10. SCHOOL DATA:**

Summer Term Data 2017:

Governors received the data and Ms Augustin highlighted:

**Handsworth Primary Early Years Attainment 2016-17**

<b>EYFS Attainment</b>	<b>School (2017)</b>		<b>School (2016)</b>		<b>Waltham Forest (2017)</b>		<b>National (2017)</b>	
<b>Good Level of Development</b> (Expected and Exceeding)	80%		77%		74%		71%	
	Expected	Exceeding	Expected	Exceeding	Expected	Exceeding	Expected	Exceeding
Reading ELG	85%	23%	94%	22%				
Writing ELG	85%	20%	82%	25%				
Number ELG	87%	22%	90%	27%				

Good Level of Development are those children that have achieved 'Expected' or 'Exceeding' levels in all areas of the Early Years curriculum

**Handsworth Primary Key Stage 1 Attainment 2016-17**

<b>Expected Standard</b>	100+ standardised		100+ standardised score	
	<b>School (2017)</b>	<b>School (2016)</b>	<b>Waltham Forest (2017)</b>	<b>National (2017)</b>
Reading	87%	87%	81%	76%
Writing	85%	85%	75%	68%
Maths	83%	87%	81%	75%

Greater Depth	108+ standardised score		108+ standardised score	
	School	School	Waltham Forest	National
Reading	27%	33%	28%	25%
Writing	27%	22%	20%	16%
Maths	32%	30%	27%	20%

### Handsworth Primary Key Stage 2 Attainment 2016-17

Expected Standard 100+ Scaled Score (Level 2)	School (2017)	Comparison to 2017 national	School (2016)	Waltham Forest (2016)	National (2016)
Reading	90%		80%	63%	66%
Writing	85%		90%	80%	74%
Maths	82%		83%	75%	70%
Grammar, Punctuation & Spelling	93%		88%	74%	72%

Greater Depth 110+ Scaled Score	School (2017)	Waltham Forest (2016)	National (2016)
Reading	42%	15%	19%
Writing	20%	19%	15%
Maths	27%	21%	17%
Grammar, Punctuation & Spelling	38%	23%	22%

Ms Augustin presented the data report and was pleased with the overall results. There is an issue of girls outperforming boys and this will be analysed and addressed.

Ms Wilson thanked Ms Augustin for a very positive data presentation.

### SCHOOL POLICIES

Following policies have been reviewed by the respective governors and have been agreed by the Governing Body, in line with the review cycle.

Ms Wilson will email governors to review the policies allocated to them.

Admissions Policy	SIMON	Jul-16	Jul-17
*Behaviour Policy	ALINA	Jul-15	Jul-17
Charging and Remissions Policy	DENISE	Jul-15	Jul-17
Data Protection Policy	MARY	Jul-15	Jul-17

*Early Years Foundation Stage	LIZ	Jul-15	Jul-17
Equality Information and Objectives	GABRIEL	Jul-16	Jul-17
Freedom of Information Publication Scheme	KATHERINE	Jul-15	Jul-17
Instrument of Government	MW	Jul-15	Jul-17
Register of business interests of head teachers and governors	MW	Mar-16	Mar-17
Register of pupils' admission to school	MW	Jul-15	Jul-17
SEND Policy	CHRIS	Jul-15	Jul-17
Sex Education Policy	MARY	Jul-15	Jul-17
Ill Health Capacity Procedure	ROB	Jul-15	Jul-17

Anti-Bullying Policy	LIZ	Jul-15	Jul-17
Attendance Targets (97%) and policy	Mary	Jul-16	Jul-17
Class Re-organisation Policy	Mary	Jul-16	Jul-17
*Collective Worship Policy	MARY	Jul-13	Jul-15
Community Cohesion Statement	MARY	Jul-15	Jul-17
DBS Policy	ALINA	Sep-15	Sep-16
Disciplinary Policy		Sep-16	Sep-17
Computing Policy	KATHERINE	Jul-15	Jul-17
Internet, E-Safety and Social Media Policy	CHRIS	Jul-15	Jul-17
Lettings Policy	DENISE	Jul-15	Jul-17
Pupil Premium Policy	MARY	Jul-16	Jul-17
Prospectus	SIMON	Dec-15	Jul-17
Sickness Absence Management Policy and Procedure	ROB	Jul-15	Jul-17

\*There is a new Behaviour policy- so this will be reviewed by Ms Wilson in the new academic year.

\* Early Years Foundation Stage policy needs to be researched.

**Action: Ms Wilson**

\*Collective Worship Policy is no longer required. Details of worship are covered in other areas of the curriculum.

Mr Jarvis reported that the website is under review and, although all statutory responsibilities are met, he will come into school in September to ensure the website is up-to-date and easily accessible.



**10. STAFFING:**

Ms Augustin reported that from September the school will have 2 School Direct Teacher Training Students.

**11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

11.1 The next Governing Body meeting will be held on **Thursday 14 September 2017 at 6.45pm.**

Future dates: To be confirmed.

**12. ANY OTHER BUSINESS**

12.1 Ms Wilson will be circulating the self-evaluation document to all governors for comments and feed feedback.

12.2 Governors enquired about academisation. Ms Augustin informed governors that following the General Election, focus has been taken off academisation. The Regional School Commissioner has also resigned and hence there is no further movement on academisation at the moment. We continue to await developments and will discuss in the new academic year.

Ms Wilson thanked governors for attending and the meeting concluded at 8.30pm.

**Signed.....**

**Dated.....**