

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 20 MARCH 2018
AT 6.45PM
AT THE SCHOOL**

Present: Miss Alina Harris (Chair) - Co-opted Governor

Local Authority Governor

Mrs Donna Carby

Parent Governors

Mr Michael Fear

Ms Jennifer Smith

Co-opted Governors

Ms Katherine Bromley

Mr Gabriel Gottlieb

Mr Simon Jarvis

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. Agenda item.	Governor Services	
4.	4.2 To send to Governors, the draft questionnaire regarding pupils' understanding of safeguarding.	Action: Ms Harris	
7.	DATA Ms Augustin reported that Pupil Progress meeting took place on 20 March, and highlighted some anomalies on the data circulated to governors. The meetings were positive. Corrected data will be circulated to governors.	Action: Ms Wilson	

9.	9.1 Ms Wilson made Online Safety link governor visit. A report will be circulated to all governors.	Action: Ms Wilson	
10.	Ms Wilson will review the policy schedule and email governors to review the policies allocated to them.	Action: Ms Wilson	
15.	<p>ANY OTHER BUSINESS</p> <p>15.2 Mr Gottlieb said that a search facility on the website would be useful.</p> <p style="text-align: center;">Action: Ms Augustin/IT</p>	Ms Augustin/IT	

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Ms Harris welcomed all to the meeting. Apologies received and accepted from Robert Tromans.
- 1.2 Apologies not accepted: None.
- 1.3 The meeting was quorate.
- 1.4 Notice of Any Other Business: 3 items noted.

2. DECLARATIONS OF INTEREST

- 2.1 Governors did not declare any interests in any of the following agenda items.

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 to confirm Governing Body membership – noting current vacancies and identify members whose term of office will end before the spring 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 5 December 2017 and agreed these to be a true and accurate record of the meeting, noting the following amendments:
 - 6.6.2 Early Years data **was lower than 2016/2017**
 - 6.6.3 Pupil Progress for Year 1 writing was low **because teachers had used the end of year objectives**
 - 19.5 There is some new functionality whereby children can be **omitted** from the data.

Confidential minutes not circulated, but it had been seen and agreed by the Chair.

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

4.2 MATTERS ARISING

- Outstanding action:
- 7.5 of the minutes:

To send to Governors, the draft questionnaire regarding pupils' understanding of safeguarding.

Action: Ms Harris

5. CHAIR'S ACTION

There was no Chair's action to report.

6. HEAD TEACHER'S REPORT AND SCHOOL DEVELOPMENT PLAN MID YEAR REVIEW

To include a report on Premium Funding (standing item)

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:

Nursery Provision:

- A questionnaire has been sent to parents of pupils who are due to start Nursery in 2018 to enquire if they want 15 or 30 hours of provision.
- Majority want 30 hours provision and are willing to pay for 15 hours
- Nursery will be run by a qualified teacher and it should be noted that this will affect the budget

Q. Is there flexibility for parents?

A. If they are paying, then there can be flexibility. Nursery is likely to be oversubscribed

Q. Can the eligibility criteria change after the intake?

A. There will be termly qualification assessment.

Looked After Children

There are 10 post Looked After Children's (LAC) pupils and 1 pupil on the LAC register at Handsworth. This group of learners continue to be closely monitored for well-being, attendance/punctuality, progress and attainment. A number of these pupils receive 1:1 and small group support, including specialist Speech, Language and Play therapy.

Pupil Premium

There are currently 80 pupils eligible for Pupil Premium, plus 8 pupils in Nursery. This equates to 19% of all pupils. All the provision mapping that identifies levels of support and contextual information for each child is up to date and will be provided to teachers in preparation for the Spring term Pupil Progress Meetings. The Spring term data will be analysed and shared when received w/c 5th April 2018. All newly categorised Pupil Premium pupils plus new joiners have been identified and their needs will be assessed as part of the Pupil Progress Meetings. All pupils have an Individual Impact Tracker pro-forma that has been updated to include their individual targets. We continue to track the attendance of these pupils as well as monitoring progress.

All on entry data for Nursery and Reception has been completed and this includes analysis of Pupil Premium vs non- Pupil Premium, so that gaps can be identified and early intervention put in place.

Lettings and Charging Policy

The Lettings and Charging Policy have been reviewed and amended. The changes have been recommended by the Resources committee to provide sustainable clubs at school.

Policy was duly agreed and ratified by the Governing Body

Quality of Teaching

Most lesson observations have been completed by members of the SLT as part of Spring term performance management. All 18 were to be completed by the 8th March. Of the 14 lessons observed, 8 were observed as good with 6 outstanding. Whilst no lessons were observed as less than good, a number of teachers were given development points or recommendations for CPD. A school advisor is scheduled to conduct the Summer term observations in June, along with school leaders to provide external validation and coach staff.

Q. Staff absences seem high, is it being monitored?

A. There is one long term absence. And there is closer monitoring

Q. What are we doing about the delay in CAMHS assessments?

Ms Augustin replied that she had represented the Headteachers at the first meeting of CAMHS and the NHS. The delay in assessment has been recognised at director level. A working group has been set up to standardise referral templates for CAMHS and look at protocols. There is a large backlog and resources are tight.

Ms Winder noted that the two tier system is unfair.

Attendance and Punctuality

Ms Harris inquired if there was a trend in attendance and punctuality.

Ms Augustin said that persistent absence threshold changes. Unauthorised absences are monitored and where necessary Penalty Notices issued. Attendance and punctuality are closely monitored.

Ms Harris thanked the Headteacher for a detailed report.

7. TARGET SETTING

Ms Augustin reported Year 6 have comprehensive targets which are broken down to cohort and individual levels. Intervention is put in place where necessary.

Targets are based on KS1 data, and gaps identified and intervention n put in place.

At the end of Year 5, needs and assessments are reviewed so comprehensive targets can be put in place at Year 6.

DATA

Ms Augustin reported that Pupil Progress meeting took place on 20 March 2018, and highlighted some anomalies on the data circulated to governors. The meetings were positive.

Corrected data will be circulated to governors.

Action: Ms Wilson

Ms Wilson said that Pupil Premium students are tracked in all year groups, with particular focus on Years 2 and 5. At Year 6 there are no gaps between PP and non PP and PP children are working in line with national and their peers. All pupils have individual plans.

Ms Augustin added that a number of pupils at Year 5 will be disapplied

Q. What does that mean?

If they are not working at certain level then they can be disapplied.

Q. Are you confident with that approach?

A. It is always difficult, because sometimes pupils make good progress at Year 6. Personalised programs are specific and work at closing the gaps.

8. FEEDBACK FROM TEACHING AND LEARNING COMMITTEE AND RESOURCES COMMITTEE (STANDING ITEM)

8.1 Resources Committee Meeting 6 March 2018:

Ms Winder gave a verbal report. The Committee looked at and discussed:

- Budget reviewed and is on course for a carry forward of £126,000
- Funding impact on budget next year- with continued challenges with stagnated income and managing increased costs
- Looking at a balanced budget for 2018/2019
- The Lettings Policy was reviewed and was ratified by the Governing Body under the Headteacher's Report.
- GDPR update- looking at having an officer with overall responsibility to manage
- The Committee thanked Friends of Handsworth for their continued support in school activities and fundraising.

Ms Harris thanked Ms Winder for the report.

8.2 Teaching and Learning Committee Meeting 7 March 2018

Mr Jarvis gave a verbal report. The Committee looked at and discussed:

- Emergency Plan
- Fire Marshalls training booked
- Health and Safety
- Update on school closure
- Academisation presentation
- Ofsted preparation
- IT update

9. LINK GOVERNOR REPORTS (STANDING ITEM)

9.1 Ms Wilson made Online Safety link governor visit. A report will be circulated to all governors.

Action: Ms Wilson

9.2 Health and Safety Link Governor Report was circulated to governors via email.

9.3 PE Link Governor Report:

Competitions:

Comp	Year	Number	Girls	Boys
Football B and C	6	16	0	16
Netball	6	8	5	3
Hockey	5 and 6	12	6	6
Rugby	5 and 6	20	12	8
Gymnastics	6	8	4	4

Netball – **Third place in Waltham Forest**

Football – **Boys B and C team entered to ensure participation.**

Hockey - **Waltham Forest winners to represent Waltham Forest at the London Youth Games**

Rugby – **08/03**

Gymnastics – **15/03**

Young Leadership Conference – **We are hoping to send some of Year 5 to this course that will help them prepare for leadership in Year 6 and the potential to become Bronze Ambassadors.**

10. POLICY REVIEW SCHEDULE

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

Action: Ms Wilson

11. SCHOOLS FINANCIAL VALUE STANDARD (SFVS) (standing item)

11.1 This was reviewed by the Resources Committee.

Governing Body agreed and ratifies the document which was duly signed by the Chair for submission to the LA by 30 March 2018.

11.2 Inventory Write-OFF was reviewed by the Resources Committee, and was duly signed by the Chair.

11.3 Stocktaking Certificate was agreed and duly signed by the Chair.

(This was signed off a few days after the meeting on 22nd March)

11.4 Single Central Record was signed by the Chair.

(This was signed off a few days after the meeting on 22nd March)

12. GOVERNORS' TRAINING

12.1 Ms Harris added that all training updates are on the website and encouraged governors to book any courses they feel would be appropriate. GDRP training has been added to the schedule.

12.2 Ms Harris and Ms Wilson attended the most recent Governors' Briefing.

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1 Date of next meeting:

Governing Body 10 May 2018 6.45pm Budget Setting

Governing Body 10 July 2018 6.45pm: Data, Policy, Update on Child Review Meetings, Academisation

14. 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.

15. ANY OTHER BUSINESS

15.1 Science Week

6 Governors attended the Science Week at the school. It was spectacular with good work from pupils on a range of topics including women in Science.

The Chair congratulated the school on an excellent event.

15.2 Mr Gottlieb said that a search facility on the website would be useful.

Action: Ms Augustin/IT

Ms Harris thanked governors for attending and the meeting concluded at 8.20pm.

Signed.....

Dated.....