

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON TUESDAY 5 DECEMBER 2017  
AT 6.45 P.M. AT THE SCHOOL**

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

**Co-opted Governors**

Ms Katherine Bromley  
Mr Gabriel Gottlieb – Mr Gottlieb arrived at 7.20 p.m.  
Mrs Mary Wilson  
Ms Elizabeth Winder

**Head Teacher - voting**

Ms Jill Augustin

**Staff Governor**

Mr Robert Tromans

Clerk: Julie Cornelius

Also present: Mr Michael Fear – Parent Governor – awaiting DBS clearance

**To note: All action points recorded within the minutes, will state only the person(s) responsible for that action. Full action details are recorded in the Summary table below.**

**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>
2.2	To return completed Pecuniary and Personal Interest Forms to Governor Services.	Clerk	<b>Completed</b>
2.2	To contact Jennifer Smith (not present at this meeting) to complete a Pecuniary and Personal Interest Form.	Governor Services	ASAP
3.1	To inform Governor Services that Ms Donna Carby has been appointed as the Local Authority Governor.	Clerk	<b>Completed</b>
3.4	To provide an update regarding outstanding DBS checks for Governors named in minute 3.4	School	At the next meeting.
6.1	To compile a Nursery admissions protocol.	Head Teacher	ASAP
6.5.1	To review lettings and report back to the Governing Body.	Resources Committee	Following their next meeting.

Chair's Initials:

7.1	To e-mail to Governors, the Health and Safety Link Governor report.	Katherine Bromley	Immediate
7.3	To upload the Gold Sports Award and the Banner onto the school website.	Robert Tromans	ASAP
7.5	To send to Governors, the draft questionnaire regarding pupils' understanding of safeguarding.	Alina Harris	ASAP
7.5	To respond with comments, to the questionnaire referred to above.	Governors	Upon receipt of the questionnaire
11.	To re-send the SDP to Governors and to also provide a Key for acronyms used in the SDP.	Mary Wilson	ASAP
15.6	To propose 2019 INSET dates.	Head Teacher	At the next meeting
19.3	To return to Governor Services, completed (by Alina Harris and Gabriel Gottlieb) 'Code of Conduct for School Governors'.	Clerk	<b>Completed</b>
17.1	<b>Date of next meeting:</b> 13 March 2018 at 6.45 p.m.	All /GS	Immediate
17.2	<b>Agenda items:</b> <i>Standing agenda item: Feedback from Teaching and Learning Committee and Resources Committee.</i>  1. SDP mid-year review. 2. Staffing Plan 3. Pupil Premium 4. Governor Development (training) Plan 5. HT report 6. Undertake/review and approve assessments for SFVS.		

## 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 All were welcomed to the meeting. The Chair extended a special welcome to Mr Michael Fear, recently elected Parent Governor. Introductions were made.
- 1.2 Apologies for absence were received and accepted from Mr Simon Jarvis and Ms Jennifer Smith. Apologies were also received from Ms Donna Carby, prospective Local Authority Governor.
- 1.3 Apologies for absence not accepted: There were none to receive.
- 1.4 The Clerk confirmed the meeting was quorate with seven Governors present.
- 1.5 Notice of Any Other Business/Confidential items  
No items were raised.

## 2. DECLARATIONS OF INTEREST

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

2.2 Completion of Pecuniary and Personal Interests Form

The Clerk referred to the Pecuniary and Personal Interest Register provided by Governor Services, showing that Alina Harris, Gabriel Gottlieb and Jennifer Smith had not completed an annual Pecuniary and Personal Interest Form. The form was completed by Alina Harris and Gabriel Gottlieb; Jennifer Smith was not in attendance. Mary Wilson also updated her form.

**ACTION: Clerk**

**ACTION: Governor Services**

3. **GOVERNING BODY**

3.1 To appoint one Local Authority Governor

Ms Donna Carby was nominated by the Local Authority to be appointed as the Local Authority Governor. Mary Wilson proposed this appointment; this was seconded by Katherine Bromley. The Governing Body **agreed unanimously** that Donna Carby be appointed as a Local Authority Governor.

**ACTION: Clerk**

3.2 Clerk to confirm Governing Body membership

The clerk confirmed there is currently one Co-Opted Governor vacancy. There are no Governors whose term of office will end before the Spring term.

3.3 To consider disqualification due to non-attendance

The Clerk confirmed there are no Governors eligible for disqualification due to non-attendance.

3.4 Clerk to confirm that DBS checks have been completed by all Governors and details are held on file by Governor Services

Referring to the information received from Governor Services, the Clerk confirmed that with the exception of Mr Michael Fear and Ms Jennifer Smith, recently elected Parent Governors, all Governors have an enhanced DBS on file. A DBS check will need to be organised for Ms Donna Carby, appointed this evening as a Local Authority Governor.

**ACTION: School**

4. **AGREE LINK GOVERNOR ROLES AND COMMITTEES FOR NEW GOVERNORS**

4.1 Link Governor appointments

**SMCS (Spiritual, Moral, Cultural and Social Development) and P4C:**

Ms Elizabeth Winder

<b>Early Years:</b>	Mr Michael Fear
<b>Writing:</b>	Ms Donna Carby
<b>Inclusion and SEND:</b>	Ms Jennifer Smith

4.2 Governing Body Committees

In addition to Governing Body Committee membership agreed at the last meeting, the following appointments were made.

**Teaching and Learning Committee:** Mr Michael Fear

Mr Gabriel Gottlieb elected as Vice-Chair of the Teaching and Learning Committee.

**Resources Committee:** Ms Jennifer Smith and Ms Donna Carby.

Ms Katherine Bromley elected as Vice-Chair of the Resources Committee.

**Pay Committee:** Governors **agreed** it was not necessary to appoint a Vice-Chair to this Committee. The Committee comprises only three Members and meets no more than once or twice per year.

## 5. MINUTES

- 5.1 Governors received the minutes of the Governing Body meeting held on 14 September 2017 and **agreed** these to be an accurate record of the meeting, subject to the following amendments.

### **Minute 1. Welcome and apologies for absence:**

To include that Mrs Denise Whyman had also given formal notice of her resignation.

### **Minute 5.2 – Matters arising:**

To be amended to read: Ms Wilson has researched the Early Years Foundation Stage Policy and noted that these are comprehensively covered in various other Policies.

The Chair, Miss Alina Harris, signed a copy of the minutes and these were retained by the school.

## 5.2 Matters arising

Unless noted below, all actions were addressed or will be discussed as part of this meeting's agenda.

**Minute 5.2 –** The Self Evaluation Document (SEF) continues to be a work in progress. The School Development Plan (SPD) was circulated to Governors. The procedure on receiving feedback is being tightened up.

**Minute 10 – Skills Analysis:** Skill sets were reviewed as part of Governor Mark. A Governor skills analysis was completed in 2016 and the range of skills within the Governing Body is both broad and balanced. There is confidence in the collective skill set of the Governing Body.

## 6. HEADTEACHER'S REPORT

The Head Teacher's report was circulated to Governors in advance of the meeting. The following documentation was also presented:

1. Pupil Premium Attainment Autumn 2017, with Non Pupil Premium comparison
2. EAL Attainment Autumn 2017 with Non EAL comparison
3. Autumn 2017 School Data Overview

- 6.1 With the exception of two afternoon vacancies, the Nursery is full. The 30 hours per week Nursery provision will take effect from September 2018.

Discussion took place relating to the admissions criteria for the Nursery in the event that the Nursery is over subscribed.

### **ACTION: Head Teacher**

- 6.2 The school is reviewing best practice in relation to safeguarding.

### **[Mr Gabriel Gottlieb arrived at 7.20 p.m.]**

- 6.3 The Head Teacher thanked Mary Wilson for updating the Emergency Procedures Policy to include lockdown procedures. Mary outlined to Governors, the lockdown procedures in place. This has been shared with staff.

6.4 This item is recorded under confidential minutes. All remained present.

6.5 Lettings and Charging Policy

6.5.1 Currently, the School does not charge any external provider for use of the school hall or other areas of the site. Moving forward and in terms of sustainability, charging needs to be considered.

Discussion is recorded under confidential items. All remained present.

To conclude, Governors **agreed** a review of potential revenue from lettings needs to be discussed. This would include the cost of providing lettings and the potential numbers involved. It was agreed the Resources Committee would review this and report back to the Governing Body.

**ACTION: Resources Committee**

6.6 Data

Governors' attention was drawn to the three documents attached to the Head Teacher's report.

6.6.1 Data was discussed at the last meeting of the Teaching and Learning Committee.

6.6.2 Early Years data is low. Assessments were made upon children's entry to the school. A number of children have made rapid progress since this data was taken. The next set of data (due in the Spring term) should show that pupils are in the main making good progress.

6.6.3 Pupil Progress for Year 1 writing was low. Writing remains a key priority, with lots of interventions in place. Assessments for year 1 looked at end of year objectives being met. The SLT met with the year 1 teachers and they will make judgements at spring term based on 2/3 objectives being met.

6.6.4 There is a significant number of summer born children in Year 2. A student Teacher is assigned to this Year group, to support the teaching team. Interventions, including lunch time clubs, are in place.

6.6.5 All other groups are performing, as expected.

6.6.6 There was a slight percentage dip between the end of the summer term data and the autumn term data; school holidays were a key factor.

6.6.7 Other than in Year 6, the school roll is full (3 vacancies).

6.7 Pupil Premium

6.7.1 There are gaps in Years 2 and 5. There are nine children in this cohort who did not meet national expectations. There are lots of interventions in place, including teacher-led interventions, with the expectation, the gaps will reduce.

6.7.2 In the current Year 6 cohort, there are less gaps between Pupil Premium and non Pupil Premium and EAL (English as an additional language) and non-EAL children. The school is working towards reducing the gap further against national expectations.

6.7.3 Each Pupil Premium child has an individual target tracker, where staff will measure progress against specific targets. Pupil progress meetings are held with respective teachers and the Inclusion Lead, where interventions and the impact of those interventions are discussed. Progress measures are reviewed at least termly.

6.7.4 There is a real drive in this area and teachers know that progress is being tracked.

6.7.5 On the provision map, it shows summer data and the autumn term data. Teachers will review attainment and progress from the previous year and how children are progressing and attaining at the current time.

## 6.8 EAL

6.8.1 With the exception of Year 5, there are very few gaps in EAL.

6.8.2 There are lots of interventions in place, with two LSAs (Learning Support Assistants) in Year 5, to support these children. Also, there is an additional teacher in place to support interventions. There are many initiatives in place to bring these children up to speed.

6.8.3 A number of Pupil Premium pupils, are SEND children and have EAL needs.

## 7. **LINK GOVERNOR REPORTS**

### 7.1 Health and Safety – presented by Katherine Bromley

- The Health and Safety annual report has been signed off by the Chair of the Governing Body and the Head Teacher and will be submitted to the Local Authority by the end of this term (this meets the LA's required due date).
- The school is compliant in terms of health and safety.

#### **ACTION: Katherine Bromley**

### 7.2 Reading – presented by Katherine Bromley

Katherine presented Governors with a copy of her report.

#### **Q. What is the Reading Breakfast in the Spring term?**

**A.** This is aimed at encouraging male role models to come into school to read to children. The school has a number of male teachers who are being timetabled to read with children.

### 7.3 P.E. report – presented by Robert Tromans

Robert presented Governors with a copy of his report.

- New resources have been purchased with Sports Premium funding.
- The School has achieved the Gold Sports Mark for the third year running. The school will be aiming to achieve this for a fourth year, at which time, if successful, the school will be able to apply for the Platinum Award the following year. Governors acknowledged this is a great achievement.
- The running club, currently open to Years 5 and 6, will be extended to Year 4 in the spring term.
- **ACTION: Robert Tromans**

### 7.4 Pupil Premium – presented by Mary Wilson

Mary presented Governors with a copy of her report.

- All statutory information is on the school website. This includes how Pupil Premium funding was spent in the last year.
- A breakdown of planned interventions has been compiled, together with the cost of implementation.
- The Sutton Trust has conducted research into what works well for Pupil Premium children, in respect of interventions. This will be tracked as part of the Provision Mapping, to ascertain impact.
- £85,900 was the amount of Pupil Premium funding received this year.

7.5 Safeguarding – presented by Alina Harris

Alina presented Governors with a copy of her report.

- The Single Central Record was signed off.
- Discussion took place regarding the circulation of a questionnaire to pupils to identify their level of understanding of safeguarding. The Key has an example of such a survey used at another Primary school. Undertaking this annually, was suggested.

**ACTION: Alina Harris/Governors**

**8. HEALTH AND SAFETY ANNUAL REPORT**

As noted in Minute 7.1 above, this has been signed off.

**9. CHAIR'S ACTION**

There is no Chair's Action to report.

**10. TARGET SETTING**

**11. AGREE SCHOOL DEVELOPMENT PLAN AND SELF EVALUATION**

These two agenda items were discussed jointly.

Governors have received a copy of the SDP, which was reviewed at the Teaching and Learning Committee.

Mary Wilson has reviewed the SDP in respect of timescales.

**ACTION: Mary Wilson**

**12. STAFF PERFORMANCE MANAGEMENT REVIEWS**

12.1 These were completed for all Teachers, including the Leadership Team, by the end of October (this complies with the statutory timeframe).

12.2 New targets for this year are tied into the Head Teacher's targets.

12.3 All lesson observations were 'good' or 'outstanding'.

12.4 This is recorded under confidential items. All remained present.

12.5 All Teachers who were entitled to a pay increment and had met their targets, received a pay increment.

**13. PAY COMMITTEE/HEAD TEACHER'S PERFORMANCE MANAGEMENT**

The Pay Committee met on the 13 October and the Head Teacher's Performance Management took place on 3 November and targets were set.

The Head Teacher had met her targets for this year.

This is noted under confidential items. All remained present.

**14. AGREE TERM DATES 2018/19 AND 2019/20**

Governors **AGREED** the dates which fall in line with the Local Authority.

**15. AGREE INSET DAYS 2018/2019**

- 15.1 The 25 May 2018 was proposed in error – this is not an INSET day.
- 15.2 The 9 July is the confirmed date that Parent Conference meetings will take place.
- 15.3 The Head Teacher said the intention is to try to reduce the amount of paperwork for Teachers and a new form for end of year pupil reports is being trialled. Reports will be accurate and will reflect the progress and attainment of the child. Parent Conference meetings will be trialled in July. Reports will be sent to parents electronically in July to reduce paper.
- 15.5 Governors **agreed** the INSET days as being:
- 3 & 4 September 2018
  - 21 December 2018
  - 15 February 2019
  - July 2019 tbc.

**15.6 ACTION: Head Teacher**

**16. GOVERNORS' TRAINING**

Michael Fear and Jennifer Smith have attended Governors Induction training – parts 1 and 2. Michael and Jennifer also attended a School Induction.  
Alina Harris, Mary Wilson and Katherine Bromley have attended Ofsted training.  
Katherine Bromley has attended training on the National Funding Formula.  
The Head Teacher, Deputy Head Teacher and Mary Wilson attended Fischer Family Trust (FFT) training on 29 September.

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

**17.1 Date of next meeting**

13 March 2018 at 6.45 p.m.

**17.2 Agenda items**

1. SDP mid-year review.
2. Staffing Plan
3. Pupil Premium
4. Governor Development (training) Plan
5. HT report
6. Undertake/review and approve assessments for SFVS
7. Standing Agenda item: Feedback from Teaching and Learning Committee and Resources Committee.

**18. GOVERNORS' BRIEFINGS**

Governors to note forthcoming dates.

Mary Wilson and Alina Harris attended the most recent Governors' Briefing.

**19. ANY OTHER BUSINESS**

19.1 The minutes of the Teaching and Learning Committee (meeting held on 22/11) and Resources Committees (meeting held on 20/11) have been shared with all Governors.

19.2 This item is recorded under confidential items. All remained present.



- 19.3 This item is recorded under confidential items. All remained present.
- 19.4 Alina Harris and Gabriel completed and signed the Code of Conduct for School Governors – Handsworth Primary School.  
**ACTION: Clerk**
- 19.5 Mary Wilson spoke about the FFT training she had attended on 29 September. There is some new functionality whereby children can be removed from the data. An example of this would be the removal of two pupils (both Pupil Premium) who joined the school in the middle of Year 5. They sat SATs tests but did not achieve national standards. With children joining at this stage, it can be difficult to show progress. With the removal of these two pupils the school standards would have been Reading at +4, writing at +1.3, maths at +1.3 and grammar at 1.9.

The meeting closed at 8.40 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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