

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 7TH JULY 2015
AT 7.00PM
AT THE SCHOOL**

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

Local Authority Governor

Mr Malcolm Shykles

Parent Governors

Mr Simon Jarvis

Ms Elizabeth Winder

Co-opted Governors

Mr Andrew Dodd

Ms Christine Rose

Mrs Natalie McDermott

Mrs Denise Whyman

Staff Governors

Ms Jill Augustin - Headteacher

Ms Marianna Jordaan

In Attendance: Ms Helen Walter (Acting Deputy Headteacher, Mr Gabriel Gottlieb (observer)

Clerk to the Governors: Ebrahim Vawda

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all to the meeting. Governors introduced themselves.

1.2 Apologies for absence received from Ms Christine Dean.

1.3 Apologies not accepted: None.

1.4 The meeting was quorate.

1.5 Notice of Any Other Business:

Mrs Wilson informed of two items to be noted as confidential.

2. DECLARATIONS OF INTEREST

2.1 Pecuniary Interest Forms

The Chair confirmed that Governor Services had received all forms.

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

3. GOVERNING BODY

3.1 Appointment of a co-opted governor: A parent was interested in being co-opted and Governors felt that an election would be appropriate. Four nominations have been received and an election will be conducted and Governors will be updated as to its outcome.

Action: Ms Augustin

3.2 Clerk to confirm GB membership

The Clerk confirmed that Mr Andrew Dodd's term ends on 22 July 2015 and he will be stepping down from his co-opted governor role at the end of today's meeting. There will now be a vacancy for a co-opted governor, which will need to be filled. Governors thanked Mr Dodd for his many years' service to the school.

Action: Mrs Wilson

4. MINUTES

- 4.1 Governors received the minutes of the Governing Body meeting held on 11 May 2015 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:

- 4.2.1 Page 2; point 4.2.1

ACTION – Headteacher to provide further breakdown and analysis on the EAL pupil data. Carry forward to next meeting.

Action: Ms Augustin

- 4.2.2 Page 2: point 4.2.3

ACTION – Chair to find out more information on log in access to the FFT dashboard. Log-ins to be circulated to all governors. Carry forward to next meeting.

Action: Mrs Wilson

- 4.2.3 Page 3; item 7.3

Governors report to parents. Mr Jarvis will seek parent views and prepare a draft report.

Action: Mr Jarvis

4.3 Minutes/Reports from Committees

- 4.3.1 Resources Committee

A verbal report received. The meeting was held on 16th June 2015:

- Agreed write off of IT equipment, which have been donated to charities or disposed of securely.
- SDP reviewed
- Health and Safety reviewed by Mr Shykles

- 4.3.2 Teaching and Learning Committee

Mr Jarvis reported on the meeting of the Committee meeting held on 17th June 2015.

- Looked into EYPP (early Years Pupil Premium)
- Achievement targets were looked
- KS1 moderation have been completed and phonics is on-going
- Looked at Free School Meals data, which appears to be constant from last year.
- Analysis of EAL data will be provided at the next meeting

Action: Ms Augustin

- Ms Augustin informed governors that the EAL pupils have not done as well as in 2014 and this is being looked at.

Q. How many pupils are receiving EYPP?

A. Ms Augustin replied that the numbers are hidden by FSM pupils. The LA has not set an amount, but it is not a great deal-around £300 per pupil. Year 3 can opt for sessional attendance, but the LA has not issued guidelines on how much can be claimed. Sessional attendance has to be managed in a cost effective manner- the school cannot run sessions for just 1 or 2 pupils. The numbers are required to make sessional attendance viable.

Ms Augustin expressed her thanks to Ms Helen Waters, Acting Deputy Headteacher.

5. POLICY REVIEWS:

The policies need to be reviewed on a two year cycle basis, with small number reviewed annually.

Governors had agreed which policies were allocated to them for review at the previous meeting. The following policies have been reviewed and agreed by the Governing Body. All policies are on the website:

- Accessibility Plan- Reviewed and agreed
- Admission Policy-Reviewed and amended to take into account flexible schooling. Agreed
- Behaviour Policy- Reviewed and agreed
- Central Records- Checked
- Charging and Remission Policy- Reviewed and agreed
- Complaints Policy- Reviewed and agreed the LA policy.

Governors discussed the need to have something in the policy to allow for dealing with vexatious complaints.

Mrs Wilson will review this and send a draft to all governors, and if agreed by governors, the amendment will be included in the policy.

Action: Mrs Wilson

- Data Protection Policy- Reviewed and agreed
- EYF Policy- Reviewed and agreed
- Freedom of Information- Reviewed and agreed
- Health and Safety Policy- Reviewed and agreed
Governors suggested that as the Health and Safety policy is very long, and have web link, the school should promote those links so staff are more aware.
- Home School Agreement - Reviewed and agreed
- Instrument of Government- Reviewed and agreed
- Governing Body Minutes- Reviewed and agreed
- Premises Management Documents- Reviewed and agreed
Ms Augustin reported that these documents are inspected as part of the Health and Safety audit and are up to date.
- Register of Business Interests- Reviewed and agreed. Mrs Wilson reiterated that these are completed at the beginning of each academic year and updated during the course of the year in the event of a new member of staff or governor joining school.
- Admissions Register- Reviewed and agreed-Maintained via SIMS.
- SEN Policy- Reviewed and agreed
- Staff Disciplinary Policy- Reviewed and agreed
- Teacher Appraisal Policy- Reviewed and agreed
- Pay Policy- Reviewed and agreed
- Sickness and Absence Management Procedures- Reviewed and agreed
- Anti-Bullying Policy- Reviewed and agreed
- Arts Policy- Reviewed and agreed
- E-Safety Policy- Reviewed and agreed
- ITC Policy- Reviewed and agreed
- Inclusion Policy- Reviewed and agreed
- Lettings Policy- Reviewed and agreed

- Medication Policy- Reviewed and agreed
- Attendance Target- **Governors agreed the target of 97%.**
- Capability of Staff - Reviewed and agreed
Statement of Procedures is outstanding and will be reviewed by Mrs Dean.

Action: Mrs Dean

- Safeguarding Policy is to be reviewed.

Action: Mrs Dean

- Supporting Pupils with Medical Conditions Policy:
This is a new policy which will be reviewed by Mrs Wilson and then brought to Governors to agree.

Action: Mrs Wilson

- The prospectus has been reviewed and updated where necessary.
- The prospectus will be reviewed by Simon Jarvis who will liaise directly with Dean Wakling in relation to updates. The section on uniform will need to be updated.

Action: Mr Jarvis

Mrs Wilson thanked all Governors in reviewing and updating the policies.

**6. DATA:
KS1 attainment for Handsworth Primary
2015**

	2015		2014	
KS1 attainment at level 2 and above	School	School	LA	National
Speaking and listening	90%	92%	89%	90%
Reading	93%	92%	90%	90%
Writing	90%	93%	86%	86%
Mathematics	95%	93%	92%	92%
Science	92%	98%	91%	91%
Reading, Writing and Maths	88%	90%	85%	
Average point score*		17%	16%	

KS1 attainment at level 2b and above	School	School	LA	National
Speaking and listening				
Reading	88%	88%	79%	81%
Writing	88%	80%	71%	70%
Mathematics	90%	90%	79%	80%
Science				
Reading, writing and Maths	87%	77%	67%	
Average point score*				

	2015		2014	
KS1 attainment at level 3 and above	School	School	LA	National
Speaking and listening	37%	33%	27%	24%
Reading	42%	33%	28%	31%
Writing	25%	25%	16%	16%
Mathematics	37%	27%	23%	24%

Science	43%	33%	25%	22%
Reading, writing and Maths	13%	17%	12%	

Average point score*

**KS1 pupil premium (10 children
17%)**

KS1 PP attainment at level 2 and above	PP School	KS1 PP attainment at level 2b and above	PP School
Speaking and listening	70%	Speaking and listening	
Reading	80%	Reading	60%
Writing	70%	Writing	70%
Mathematics	80%	Mathematics	70%
Science	70%	Science	
Reading, Writing and Maths	70%	Reading, Writing and Maths	40%

KS1 PP attainment at level 2b and above	PP School	KS1 PP attainment at level 2b and above	PP School
Speaking and listening		Speaking and listening	
Reading	60%	Reading	60%
Writing	70%	Writing	70%
Mathematics	70%	Mathematics	70%
Science		Science	
Reading, Writing and Maths	40%	Reading, Writing and Maths	40%

KS2 attainment for Handsworth Primary 2015 - Final result

KS2 attainment at level 4 and above	2015 School	2014 School	2014 LA	National 2014
Reading	93%	100%	88%	89%
Writing	95%	97%	86%	85%
Maths	95%	87%	88%	86%
Reading, Writing and Maths	93%	87%	81%	79%
Grammar, Punctuation and Spelling	95%	93%	80%	76%
Average point score		30.8	28.8	-

Note: 4b+ based on TeacheAssessment

KS2 attainment at level 4b and above	TA 2015 School	2014 School	2014 LA	National 2014

Reading	92%	93%		78%
Writing	90%			
Maths	90%	82%		76%
Reading, Writing and Maths	85%			
Grammar, Punctuation and Spelling	87%	88%		68%
Average point score				-

KS2 attainment at Level 5 and above	2015 School	2014 School	2014 LA	National 2014
Reading	73%	77%	45%	50%
Writing	67%	57%	35%	33%
Maths	62%	53%	44%	42%
Reading, writing and Maths	50%	40%	24%	24%
Grammar, Punctuation and Spelling	78%	72%	-	-

KS2 attainment at Level 6	2015 School	2014 School	2014 LA	National 2014
Reading	3%	2%	-	-
Writing	10%	12%	-	-
Maths	23%	17%	-	-
Reading, writing and Maths	2%	7%	-	-
Grammar, Punctuation and Spelling	10%	7%	-	-

KS2 pupil premium (6 pupils 10%)- - Final result

	2015 PP School		
KS2 attainment at level 4 and above	4+	5+	6+
Reading	67%	50%	
Writing	83%	33%	
Maths	83%	33%	17%
Reading, Writing and Maths	67%	33%	
Grammar, Punctuation and Spelling	83%	67%	

Early Years Foundation Stage

		2015 School	2014 pupil nos.	2014 School	2014 LA
	GLD	77%		80%	63%
26	B	77%		80%	55.90%
34	G	81%		80%	70.10%
5	PP	80%	13	90%	57.80%
18	EAL	61%	25	72%	60.20%

Governors received a copy of the data analysis, which was presented by Ms Augustin. The position is very positive. The achievement is well above the national average in all areas. The challenge is to maintain and improve the results, going forward.

Mrs Wilson thanked and congratulated the Headteacher for the excellent report and results.

7. FINANCE:

7.1 Governors received a report on the First Quarter Outturn. Income and expenditure are in line with budget amounts. Governors agreed the Outturn figures.

7.2 Banking Arrangement and Signatories (BACS):

Local Authority is switching to electronic payments for services provided by them and all schools are required to use the new system.

The authorisation for BACS payments will be in line with the bank mandate and signatories will remain the same as for cheques as previously agreed.

Noted and agreed by Governors.

7.3 Approve Disposal of Inventory Items:

Governors received details of IT equipment disposed of, as they were no longer of use. The items have been donated to charities and or disposed of in a secure way.

Governors noted and agreed the disposal of inventory items.

7.4 SEN Budget Plan:

Governors received details of the SEN Budget of £115,355.

The expenditure will be towards Staffing and Resources for SEN.

Agreed by Governors.

8. HEALTH AND SAFETY AUDIT:

Ms Augustin reported to Governors that school had a Health and Safety Audit and received a "substantial" grading, which is the highest level of assurance from the Local Authority.

9. SEN PANEL-APPEALS/INYEAR ADMISSIONS

Ms Augustin reported to Governors that parents of SEN students, with Education Health and Care Plans can apply to any school of their choice. The school received one application from a high needs student, who could not be catered for the needs within the school and so school lodged an appeal to SEN panel. The appeal from the school was upheld by the SEN Panel.

10. LINK GOVERNOR REPORTS:

Governors thanked Liz Winder for the EYFS link governors report received by email prior to the meeting.

Safeguarding Link Governor Visit is outstanding. Carry forward to next meeting.

Action: Mrs Dean

11. REVIEW ATTENDANCE AGAINST TARGETS:

Ms Augustin gave an update on the current year's attendance to the end of the year, which is at 96.9%, just short of the 97% target. A number of parents are taking students out early for holidays which are not authorised. Parents are aware of the penalty notices issued by the Local Authority for unauthorised absences.

12. HEADTEACHER'S REPORT

Governors received and noted the Headteacher's report and invited questions from the governors.

Q. Has there been an increase in Free School Meals take-up?

A.No there does not appear to be, but parents have to apply directly to the Local Authority.

Q. Is there a Forest School Status update?

A. The school is part of the "Green Trees" project. There are various incentives in place and pupils have undertaken a number of additional activities within the Early Years to help facilitate this. We are encouraging more trips to Highams Park lake and park.

Q. Governors inquired about the take up of summer school places?

A. The letters have been sent to parents. Summer school commences on 27th July. The uptake has been excellent and we have had to go over numbers and secure an additional member of staff.

Mrs Wilson thanked the Headteacher for the report.

13. CHAIRS ACTION:

There were no Chair's actions to report.

14. SCHEDULE OF MEETING DATES 2015/2016:

Governors agreed the schedule of Governing Body and Committee meetings as follows:

Governing Body Meetings – 2015-2016

Resources –Tuesday, 8.00am	Teaching & Learning – Wednesday, 8,00am
13 th October 2015	14 th October 2015
24 th November 2015	25 th November 2015
12 th January 2016	13 th January 2016
8 th March 2016	9 th March 2016
10 th May 2016	11 th May 2016
5 th July 2016	6 th July 2016

Full Governing Body Meetings – Tuesday, 7.00pm
8 th December 2015
15 th March 2016
Budget setting / ratification May 2016 date tb
12 th July 2016

15. SCHOOL TERM DATES 2015/2016:

Governors noted the Term Dates for 2015/2016 and agreed the following 5 non-contact (Inset) Days: Tuesday 1st September 2015, Wednesday 2nd September 2015, Monday 2nd November 2015, Monday 4th January 2016 and Monday 11th April 2016.
Governor Services to note.

Action: Governor Services

16. DATE ITEMS FOR THE NEXT MEETING AND AGENDA

- 16.1 Date of next meeting – 8th December 2015
- 16.2 Agenda items to be confirmed.

17. ANY CONFIDENTIAL ITEM(S)

See confidential notes.

Mrs Wilson thanked governors for attending and the meeting concluded at 8.45pm.

Signed.....

Dated.....