

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 24TH MARCH
AT 7PM
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 Denise Whyman

Staff Governors

Ms Jill Augustin - Headteacher

Ms Marianna Jordaan

Clerk to the Governors: Catherine Tugbobo

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all to the meeting.

1.2 Apologies for absence were received and accepted from Mrs Natalie McDermott and Mrs Christine Dean

1.3 The Chair noted to governors that Cllr Tony Bell has stepped down from membership of the governing body after seven years of service. The Chair stated that she has bought a 'Thank you' card and requested that governors sign the card. It was noted to governors that Cllr Bell was a co-opted governor and there is now a vacant position on the governing body for the same.

Q: What happens with Tony's position?

A: A parent governor could move to be a co-opted governor or we could see if there are any skills set missing from the group and specifically recruit for someone with those identified/required skills. The school could also hold a parent election.

ACTION – School to place an advert for a parent governor position on the governing body.

1.4 The meeting was quorate.

1.5 The Chair noted that two items were to be added to the agenda; policies and a confidential item.

2. DECLARATIONS OF INTEREST

2.1 Pecuniary Interest Forms

The Chair confirmed that all forms had been received by Governor Services.

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

3. GOVERNING BODY

3.1 Clerk to confirm GB membership

The Clerk confirmed that there were no memberships due to end before the summer term 2015.

4. MINUTES

4.1 The minutes of the Governing Body meeting held on Tuesday 2nd December 2014 were noted and confirmed subject to the following amendments.

- Page 2; point 5.1 – it should read 91% and not 78%.
- Page 4; point 10.2 – It should read, this took place on 26/11/2014 conducted by Mrs Christine Dean and Mr Andrew Dodd and the School Improvement Consultant, Mary Jones.

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

4.2 Matters arising:

4.2.1 Page 5; point 13.3 – Agreed to carry the action regarding RAISE Online Data forward.

4.2.2 Page 5; point 15.2 – Residential visits – The Headteacher noted to governors that the school has reviewed different options and costings. The proposal for the PGL residential for next year is for it to be held at Minehead in Somerset. There will be no ferry involved and the cost will be £225.00 for 4 days and 3 nights.

ACTION – Review year 6 cohort key stage 1 data (where available).

4.3 Minutes/Reports from Committees

4.3.1 Resources Committee

The meeting was held on Tuesday 13 January 2015 and Ms Winder provided governors with a brief overview of what was discussed. The committee reviewed school performance against the budget and it was noted that there was a carry forward of £172k. It was also noted to governors that the school may choose to spend some of that budget on identified projects.

4.3.2 The Resources committee also met on the 17 March 2015 and agreed the budget. The committee also considered the provision of school uniform from Tesco. Tesco provided all documents to show that they trade ethically and this was agreed. The committee also discussed the SFVS and answered the 23 questions contained in the document. This was agreed and ratified. Minutes from 13 January 2015 were agreed.

Q: How much is the school allowed to carry forward?

A: 5%, if the carry forward is over 8% there may be some risk of claw back from the Local Authority, if spend on identified projects has not been agreed.

4.3.3 Teaching and Learning Committee

The committee met on 14 January and 18 March 2015 and discussed the update on initiatives regarding maths. Governors were also provided with an update on maternity cover. It was noted that the post for the Deputy Head has been advertised on the Waltham Forest website and will be placed on the TES website for 4 weeks. The school has paid for a higher level of advert so prospective candidates will receive email alerts and notifications. The committee also considered the Health & Safety audit report. The school will also send letters to parents about free school meals to encourage further sign up. The minutes of 14 January 2015 were agreed at the meeting on 18 March 2015.

ACTION – The school to write to all parents re free school meals to encourage sign up to the free school meals.

Q: Does the school have to advertise externally for the DH post?

A: Not necessarily but it is good practise to.

5. TERMS OF REFERENCE

- 5.1 The Chair emailed the Terms of Reference to all governors prior to the meeting. The document was amended to ensure compliance in terms of audits and it now states that the Chair or vice chair can sign off minutes and can also sign off the budget at resources committee at £50k. This was agreed by all governors and it was noted that the updated terms of reference document will be placed on the school website.

ACTION – Updated terms of reference to be placed on the school website.

6. LINK GOVERNORS REPORT

- 6.1 The reports were circulated to all governors prior to the meeting and the following highlights from the reports were noted:

6.2 SEN (Chris Rose)

- Monitoring of the attainment gap
- Provision maps and interventions provided for identified pupils.
- Early Years pupil premium, which is to be introduced for the nursery age.

6.3 Maths (Marianna Jordaan)

- The school is using the new active learn curriculum
- Teachers now using online homework and online planning
- Parents have requested that the school to alternate between one week of online homework and one week of paper based homework.
- Lesson observations for the department have been conducted and reported to be good or outstanding and the teachers have been provided with action points to work on.
- Pupil progress meetings have been conducted and April booster groups have been scheduled. 25 year 6 pupils will be invited to attend this and feedback will be provided to parents. Some of the pupils invited are Pupil Premium pupils.
- The school scheduled a parent and child maths games morning and this was very well attended and very successful. The school plans to run this event again with other year groups.
- 16 parents have volunteered to assist in a maths games programme to work with children and this equates to 32 sessions.
- At the next INSET day there will be a focus on next step marking in maths.

Q: What does next step marking mean?

A: This means reviewing the textbook marking to see if pupils can put the information provided into a next step.

Q: Why are different monitoring standards used?

A: Abacus active learn primary does not have levels.

6. Assessments (Mary Wilson)

- The school has purchased and invested in a new Sims Assessment system, which will track attainment and progress. The new system will track every pupil's progress in all years whereas the Fisher Family Trust system will track year 2 and year 6 based on the data inputted to the DFE.

Q: What is Sims?

A: School Information Management System.

7. **SAFEGUARDING (standing termly item)**

This item was deferred to the next meeting as Mrs Christine Dean was unavailable to provide the report.

ACTION – Safeguarding report to be provided at the next meeting.

8. **HEAD TEACHER'S REPORT**

8.1 The Head Teacher's Report was circulated to all governors prior to the meeting. The following questions were received from governors following the information received:

Q: EAL – Is there anything to report in terms of that group?

A: 24.3% are currently registered following information received in the Spring Term census. There is not one overriding group to report on.

ACTION – Headteacher to provide further breakdown and analysis on the EAL pupil data.

Q: Do the EAL pupils affect the non-EAL pupils in any way?

A: There are no allowances made. The EAL pupils are provided with additional support if required. EAL pupils often perform better and if they do not it's often because there are other factors to consider such as SEN.

Q: EHP pupil appeal? Is there any outcome to report?

A: No outcome has been received.

Q: What is the safeguarding by association pro-forma?

A: Every member of staff including volunteers are required to complete a DBS check every three years. A new requirement recently introduced is that staff have to declare if any member of their family has a criminal record relating to children. There has been a nil return at the school. All external clubs and firms have also confirmed the same either by completing the form or providing evidence to show that this check has been completed.

Q: Are all lessons observations complete?

A: 12 out of 17 lesson observations have been completed so far. The outstanding five lessons are due to be completed by 25 March 2015. One lesson has come out as requiring improvement; this teacher is aware and getting additional support. Book scrutiny will also be part of the review.

- 8.2 Staff absences – the Headteacher noted to governors that there has been an increase in staff absences in the autumn term. The School is following the sickness procedure and meetings with the relevant individuals have been scheduled.

Q: 30 days have been reported as absence days, is this normal?

A: The figure is a total number of days for all individuals reported as absent. If a member of staff is nearing 8 days of absence during a calendar year the school will follow the sickness absence procedures as absence has an impact on the efficient running of the school.

Q: Is the SIC report available?

A: No. This was only received in school last week and the school data has just been reviewed. The report needs to be sent back to be formalised and this will be circulated to governors once it has been received.

8.3 Whole School Previous Term or ½ term achievement

The document was circulated to all governors and the Headteacher noted to governors that whilst there appears to have been a dip in the year 5 results in terms of progress and attainment, this was more an assessment issue which is being addressed. The expected end of year 5 grade is level 4c. Pupil progress reviews have taken place with all staff members and the spring term data analysis has been provided to the school inspector.

8.4 Pupil Premium Assessment Tracking

The document was circulated to all governors and the Headteacher stated that the document tracks pupil's average point score (APS). It was noted to governors that at the end of summer those average point scores will have gone up by 1 point. The Headteacher noted to governors that Pupil Premium students in the school are still achieving above the national average. The following points from the report were noted to governors:

- Year 1 pupils are one of the highest cohorts of Pupil Premium students in the school and are not performing as well as expected.
- Year 2 – pupil premium data – needs to be a break down of the figures in conjunction with other needs identified e.g. SEN
- KS1 is the greatest concern
- KS2 data shows gaps of less than 10%, except in some cases in year 6 where the gaps are slightly bigger due to a high number of the cohort working towards level 6.

ACTION –Pupil Premium assessment to be added as an agenda item for the next Teaching and Learning Assessment committee.

- 8.5 It was noted that the Sports Premium report written by Rob Tromans, Subject Leader, was also circulated to governors prior to the meeting. It was noted that £9.8k has been allocated to the sports provision.

9. CHAIR'S ACTION

None.

10. GOVERNORS TRAINING

10.1 Governors to feedback on training attended

- 10.1.1 Ms Christine Rose – attended the Fisher Family Trust Data Training on 23 March 2015. Ms Rose stated that the training was very informative. Ms Rose stated that the course considered the following:

- average point scores
- benchmarking and ranking

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

10.1.2 Mr Andrew Dodd attended the Health & Safety training. Mr Dodd stated that he was somewhat disappointed with the training delivered as it was not very informative.

Q: What do governors do with the certificate of attendance received for the training course?

A: Please send a copy to the school office so that a record can be kept on file.

10.1.3 Ms Elizabeth Winder attended the Finance Training held by the Local Authority. Ms Winder stated that the training course was run by the finance team at Waltham Forest and stated that the course was very useful and informative. Ms Winder stated that the course provided her with confidence and assurance that the governors at the school are doing a good job.

10.2 Governors to review Service Level Agreement (to include training costs)
The Chair noted to governors that the Service Level Agreement the school has with Governor Services is due for renewal in April 2015. It was noted to governors that the school has considered the available packages and has decided to move to the Silver Package. The Chair stated to governors that the package entitles governors to access to any training course scheduled by the Local Authority and is worth the investment. The Chair noted to governors that attendance is free and encouraged governors to sign up to any training courses they may be interested in.

ACTION – School to renew the SLA with Governor Services and sign up to the silver package.

11. MID YEAR REVIEW SDP/SES

The mid-year review document was circulated to governors prior to the meeting. The Chair noted that the document contained the agreed key priorities for the school and it was noted that the data relating to early years was still required to be added.

ACTION – Early Years data to be added to the mid-year review SDP.

11.2 The Head noted to governors that the volunteers who currently run the school uniform shop have provided notice to the school to close the shop. It was noted that the school will therefore provide the online uniform ordering service only. It was also noted to governors that after the summer holidays, Tesco will be the uniform supplier to the school. This has been reviewed and agreed by Resources. The school will send a letter to parents to inform them of the change and provide details of the new ordering service. Governors extended thanks to the two parent volunteers who have run the uniform shop for many years.

12. STAFFING PLAN

12.1 The Headteacher noted to governors the following members of staff who are currently on maternity leave:

- Mrs Chetty – it was noted that Ms Glanvill/Mrs Green will cover in Mrs Chetty's absence

- Mrs Wilson – it was noted that Mr Oakley will cover in Ms Wilsons absence
- Ms Dale – it was noted that Ms Lewis will cover in Ms Dale’s absence.

Q: Is the school expecting all members of staff on maternity leave to return to their posts at the school?

A: Yes.

12.2 The Headteacher noted to governors that the Deputy Headteacher post has been advertised.

13. FINANCIAL DOCUMENTATION

13.1 Statement of Internal Control

13.1.1 The Chair noted to governors that the following documents had been circulated for review:

- Best Value Statement
- Register of Pecuniary Interest
- Hospitality Register - it was noted that there was nothing to declare this year
- Stocktaking certificate (Asset inventory and write-offs)
- Financial Control Checklist

13.1.2 It was noted that the Resources committee had reviewed and agreed these documents and it was noted that the recommendation was for ratification by the full governing body. This was AGREED.

13.1.3 The Chair noted that the governors were requested to agree that Afua Addai could be added as a signatory on bank mandates. It was AGREED by governors to discuss this further at the next Resources Committee to understand this fully in conjunction with Financial Regulations.

Q: Can anyone in the school sign off a cheque?

A: We follow the financial regulations and have a bank mandate for named signatories.

ACTION – Signing of bank mandate to be added as an agenda item for the next Resources committee.

13.2 Financial Regulations

The Headteacher noted to governors that the Local Authority had provided new financial regulations and this document recently was recalled for redrafting. The Chair noted that this item was added on the agenda for this meeting before the decision was made. It was noted that governing body is aware of this change and awaits the new draft document. Governors continue to refer to the original Financial Regulations until they are in receipt of the updated version.

14. INSET DAYS

Governors agreed the following INSET days for 2015/16:

- Tuesday 1st September 2015
- Wednesday 2nd September 2015
- Monday 2nd November 2015
- Monday 4th January 2016
- Monday 4th April 2016

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1 Date of next meeting:

Budget Ratification – tbc
FGB - Tuesday 7th July 2015.

ACTION – Chair to confirm the date of the next budget ratification meeting.

16. POLICIES

- 16.1 The Chair tabled a document to all governors detailing the school policies and which governors would be responsible for the review of those policies. The Chair noted that each governor has been allocated three policies to review and encouraged the use of the Key as it a very useful tool. The Chair requested that governors email any amendments and/or comments to herself. It was noted that the policies need to be agreed at the last governing body meeting in the Summer Term, 7th July 2015.

The meeting closed at 20:50 hrs