

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON TUESDAY 10 SEPTEMBER 2019  
AT 6.45PM  
AT THE SCHOOL**

Present: Ms Elizabeth Winder (Co-Chair) - Co-opted Governor  
Ms Jennifer Smith (Co-Chair) – Parent Governor

**Local Authority Governor**

Mrs Stacey Dobbs

**Parent Governors**

Ms Anna Devereux Murray

**Co-opted Governors**

Ms Katherine Bromley

Ms Alina Harris

Mr Simon Jarvis

Ms Mary Wilson

**Head teacher**

Ms Claire Nairne – Headteacher

**Staff Governor**

Mr Robert Tromans

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
4.	4.1 Election of Chair for the academic year 2019/2020: Ms Winder and Ms Smith put themselves forward as Co-Chairs. Governors were unanimous in having Co Chairs for 2019/2020. <b>Governor Services to note.</b>	<b>Action: Governor Services</b>	September 2019
	4.2 Election of Vice-Chair for the academic year 2019/2020: Ms Bromley nominated Mr Jarvis and was seconded by Ms Winder. There being no other nominations Mr Jarvis was unanimously elected as Vice Chair. <b>Governor Services to note</b>	<b>Action: Governor Services</b>	September 2019
5	5.1 Clerk to confirm Governing Board membership: Clerk informed that Ms		

	<p>Harris's term is due to end on 7 December 2019. Ms Harris confirmed that she would be happy to continue as a Co-opted governor. Ms Harris left the meeting. Governors agreed to co-opt Ms Harris. This was proposed by Mr Jarvis and seconded by Ms Winder.</p> <p><b>Governor Services to note new term for Ms Harris, from 8 December 2019.</b></p> <p>5.2 To consider disqualification due to non-attendance: There was no disqualification for non-attendance. Mr Gottlieb's term ends on 7 December 2019. Ms Winder agreed to contact him to seek his confirmation to continue and to review at the next GB meeting</p>	<p><b>Action: Governor Services</b></p> <p><b>Action: Ms Winder</b></p>	<p>December 2019</p> <p>December 2019</p>
<b>9.</b>	<p><b>GOVERNORS' TRAINING</b></p> <p>Ms Wilson will arrange for Safeguarding Training for the Governing Body at school, via Governor Services.</p>	<p><b>Action: Ms Wilson</b></p>	<p>December 2019</p>
<b>17.</b>	<p>17.2 School Complaints Policy: Policy to be circulated to governors to review and for agreement at the next meeting.</p>	<p><b>Action: Ms Smith</b></p>	<p>September 2019</p>
<b>19.</b>	<p>19.1 Voluntary Fund Questionnaire feedback Ms Wilson reported that questionnaires were returned by parents. 90% of parents and carers stated that they would be likely to make a voluntary contribution. There were some concerns raised by parents about the confidentiality of the process.. The governors will allay confidentiality fears in a communication to parents.</p> <p>Ms Wilson will draft a communication on behalf of Governors and will circulate this to governors for their agreement before sending it to parents.</p>	<p><b>Action: Ms Nairne</b></p> <p><b>Ms Wilson</b></p>	<p>October 2019</p> <p>October 2019</p>
<b>18</b>	<p>18.2 Agenda items for 10 December 2019: Policies GB Self Evaluation Safeguarding Training GDPR Pay Committee and Headteacher's performance management update Voluntary Fund</p>	<p><b>Governor Services</b></p>	<p>November 2019</p>

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**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Ms Harris chaired the start of the meeting and welcomed all to the meeting. Apologies were received and accepted from Richard Trainor and Gabriel Gottlieb; absences were accepted.
- 1.2 Apologies not accepted: None.
- 1.3 The meeting was quorate with 10 governors present

**2. NOTICE OF ANY OTHER BUSINESS**

Feedback from Voluntary Fund Questionnaire; Equality, Diversity and Inclusion training; Data update, Pupil Premium Strategy.

**3. DECLARATIONS OF INTEREST**

- 3.1 Pecuniary interest forms were completed by governors present.
- 3.2 There were no declarations of interest in any of the agenda items.

**4. APPOINTMENT OF OFFICERS**

- 4.1 Election of Chair for the academic year 2019/2020:  
There were no nominations for the post of Chair. Ms Winder and Ms Smith put themselves forward as Co-Chairs.  
Governors were unanimous in having Co-Chairs for 2019/2020.  
**Governor Services to note.**

**Action: Governor Services**

- 4.2 Election of Vice-Chair for the academic year 2019/2020:  
The Clerk sought nominations for Vice Chair. Ms Bromley nominated Mr Jarvis and this was seconded by Ms Winder. There being no other nominations Mr Jarvis, was elected as Vice Chair.  
**Governor Services to note.**

**Action: Governor Services**

**5. GOVERNING BOARD**

- 5.1 Clerk to confirm Governing Board membership:  
Clerk informed governors that Ms Harris’s term is due to end on 7 December 2019. Ms Harris confirmed that she would be happy to continue as a Co-opted governor. Ms Harris left the meeting. Governors agreed to co-opt Ms Harris. This was proposed by Mr Jarvis and seconded by Ms Winder. **Governor Services to note new term for Ms Harris, from 8 December 2019.**

**Action: Governor Services**

- 5.2 To consider disqualification due to non-attendance:  
There was no disqualification for non-attendance. Mr Gottlieb’s term ends on 7 December 2019. Ms Winder agreed to contact him to seek his confirmation to continue and to review at the next GB meeting.

**Action: Ms Winder**

- 5.3 Clerk to confirm that DBS checks have been completed:  
Ms Wilson confirmed that Ms Foulser in the school office was awaiting documentation from two governors to complete the renewal process.

**6. MINUTES (Circulated)**

- 6.1 Governors received the minutes of the governing board meeting held on 16 July 2019. Several amendments were made to the minutes. The amended minutes will be sent to the school for signing.
- 6.2 Matters arising

- 6.2.1 Home School Agreement (item 4.2 of the minutes refers):  
HSA not yet sent out. It will be done during the autumn term.
- 6.2.2 Pupil Premium (item 8.2 of the minutes refers):  
PP strategy will be developed during the autumn term.
- 6.2.3 Policy Review (item 10 of the minutes refers):  
Policies are under review.
- 6.2.4 Conduct Self Review of GB Effectiveness (item 11 of the minutes refers):  
Ms Wilson confirmed that the review documents had been sent to governors and requested that it be discussed as an agenda item at the next GB meeting.

**7. GOVERNING BOARD CODE OF CONDUCT**

Governors reviewed and agreed the Governing Board Code of Conduct. Mr Gottlieb and Mr Trainor yet to return their forms as they were not present.

**Action: Governor Services**

**8. CHAIR'S ACTION**

There were no Chair's actions to report.

**9. GOVERNORS' TRAINING**

Ms Devereux Murray has booked 8 different training sessions at Waltham Forest in accordance with the Service Level Agreement.

Ms Wilson has uploaded the Governors' Handbook to the website and encouraged governors to book training as required.

Ms Wilson will arrange for Safeguarding Training for the Governing Body at school, via Governor Services.

**Action: Ms Wilson**

**10. ALTERNATIVE MEETING ATTENDANCE OPTIONS**

Governors reviewed the alternative meeting options and decided to continue with the existing arrangements already agreed previously.

**11. SAFEGUARDING**

Ms Nairne confirmed that she had carried out Safeguarding training for all staff at the INSET day on 2 September 2019. All staff, including Staff Governors, were in attendance.

**12. REVIEW OF GOVERNANCE** **Governors to receive the National Leader of Governance review framework – to complete for facilitated self-review session at December's meeting.**

Carry forward as an agenda item for next GB meeting.

**13. GOVERNING BOARD ANNUAL CYCLE**

Governors noted the cycle. Ms Wilson confirmed that details are on the website and committee chairs noted that they were proactive in using the cycle for agenda setting.

**14. KEY PRIORITIES 2019/20: Governors to consider school key priorities for 2019/20**

Ms Nairne circulated the draft key priorities which underpin the School Development Plan and Strategic Objectives.

Governors had a detailed discussion around the key priorities **which have been agreed in line with the new Ofsted inspection framework** Quality of Education; Behaviour and Attitudes; Personal Development and Leadership and Management.

**15. GOVERNING BOARD COMMITTEES**

- 15.1 Following Committees reviewed and agreed:

Resources Committee:

Ms Winder, Ms Bromley, Ms Dobbs, Mr Trainor and Ms Wilson

Teaching and Learning Committee:

Mr Jarvis, Mr Gottlieb, Ms Smith, Mr Tromans, Ms Devereux Murray and Ms Harris

Pay Committee:

Ms Winder, Mr Jarvis and Ms Dobbs

Headteacher's Performance Management:

Ms Smith and Ms Murray. It was agreed that Head Teacher performance management would take place this term and before the next full governing body meeting. This would be carried out in conjunction with a consultant School Improvement Partner.

- 15.2 Governors to review committees' Terms of Reference:  
Terms of Reference will be agreed at the start of each committee meeting. These are available on the school website for governors to review prior to the committee meetings.

## 16. LINK GOVERNORS

Governors agreed following link governor roles:

English- Ms Dobbs;

Equity, Diversity, Inclusion and SEND - Ms Smith;

Pupil Premium - Ms Wilson;

Health & Safety - Ms Bromley;

Mental Health and Emotional Well Being - Ms Murray;

Safeguarding - Ms Harris;

Behaviour – Ms Bromley;

Attendance - Ms Wilson;

GDPR – Ms Wilson;

Music and Art - Mr Gottlieb;

Communication and Engagement – Mr Trainor;

Curriculum – Mr Gottlieb;

Sports - Mr Tromans

Spiritual, Moral, Social & Cultural Development – Ms Winder

## 17. SCHOOL POLICIES

- 17.1 Governors to update the policy review cycle

Ms Wilson noted that we were in a period of review of all the statutory policies. The policy schedule will be circulated before the governing body meeting in December.

- 17.2 School Complaints Policy – to review the policy

Policy to be circulated to governors to review and for agreement at the next meeting.

**Action: Ms Smith**

## 18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 18.1 Date of next meeting: 10 December 2019

- 18.2 Agenda items

Policies

GB Self Evaluation

Safeguarding Training

GDPR

Pay Committee and Headteacher's performance management update

Voluntary Fund

- 18.3 To agree the annual schedule of meeting dates (if not agreed in the summer term)

<b>Governing Body Meetings Tuesday, 6.45pm</b>
10 <sup>th</sup> December 2019
24 <sup>th</sup> March 2020
12 <sup>th</sup> May 2020 Budget setting / ratification
14 <sup>th</sup> July 2020

18.4 Governors' Briefings will be held from 6PM, at Waltham Forest Town Hall (Council Chamber), Forest Road E17 4JF on:  
 Wednesday 9 October 2019 Wednesday 5 February 2020 Wednesday 6 May 2020  
 Governing Boards are asked to avoid setting meetings on these dates to enable a representative from the governing board to attend.

**19. ANY OTHER BUSINESS**

19.1 Voluntary Fund Questionnaire feedback  
 Ms Wilson reported that questionnaires were returned by parents. 90% of parents and carers stated that they would be likely to give a voluntary contribution. There were some concerns raised by parents about the confidentiality of the process. The governors will allay confidentiality fears in a communication to parents. Ms Wilson will also draft a communication on behalf of Governors and will circulate this to governors for their agreement before sending it to parents.

**Ms Wilson**

19.2 Equality, Diversity and Inclusion Training  
 Ms Addai-Diawuo reported that she had been in contact with the National Centre for Diversity to scope training for the school.  
 Governors discussed and agreed the need for training and cost implications. It was agreed that other training providers should be scoped to ensure best value and the most appropriate school-based training.  
 Governors agreed in principle that the training would be of benefit to the school community and would be valuable, subject to availability of funding.

19.2 Data update:  
 Ms Wilson presented the provisional KS2 data which has been published by the DfE. It was noted that the published data is very slightly different to that shared at the end of the summer term but that the following remained the case:

Key Stage 2 provisional data showed that attainment and progress were above national averages in Reading and Writing. Attainment at greater depth was significantly above national average across all subjects. In Maths, the progress made was slightly below national average. Significant investment is being made in Maths Mastery and the impact of this is beginning to be evidenced. The teaching and learning of Maths will be a Key Priority for 2019-20. The following will be published on the school website:

Expected Standard (110+ Scaled Score)	School (2019)	School (2018)	Waltham Forest (2019)	National (2019)
Reading	81%	89%	%	73%
Writing	85%	91%	%	78%
Maths	76%	84%	%	79%
Grammar, Punctuation & Spelling	78%	89%	%	78%

Higher Standard (110+ Scaled Score)	School (2019)	School (2018)	Waltham Forest (2019)	National (2019)
Reading	53%	25%	%	27%
Writing	34%	39%	%	20%
Maths	31%	23%	%	27%
Grammar, Punctuation & Spelling	42%	33%	%	36%

Accountability Measures	Progress (National mean = 0)		Average Scaled Score				Combined Expected Standard			
	School (2019)	School (2018)	School (2019)	School (2018)	Waltham Forest (2019)	National (2019)	School (2019)	School (2018)	Waltham Forest (2019)	National (2019)
Reading	+ 0.84	+ 0.63		107		103	71%  (19% at Higher Standard)	75%  (11% at Higher Standard)	tbc%  (tbc% at Higher Standard)	65%  (11% at Higher Standard)
Writing	+ 0.5	+ 2.53		106						
Maths	- 1.7	+ 0.32		106		103				
Grammar, Punctuation & Spelling				107		104				

#### 19.4 Pupil Premium Strategy

Governors discussed the Pupil Premium Strategy and agreed that the three-year strategy would be based on guidance given by the EEF which, following all their research, recommends a three-tiered approach:

1. TEACHING (professional development, recruitment & retention, support for early career teachers)
2. TARGETTED ACADEMIC SUPPORT (structured interventions, one-to-one support, small group)
3. WIDER STRATEGIES (behaviour, attendance, breakfast clubs)

The Pupil Premium Impact statement for 2018-19 together with the draft 2019-20 Pupil Premium strategy will be discussed at the committee meetings in October.

The meeting concluded at 9.15 pm.

Signed.....

Dated.....