

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

Present: **Co-opted Governors**
Ms Katherine Bromley
Mr Gabriel Gottlieb
Ms Alina Harris
Mr Richard Trainor (by conference call)
Ms Mary Wilson
Ms Elizabeth Winder

Head teacher
Ms Claire Nairne

Local Authority Governor
Ms Stacey Dobbs

Parent Governor
Ms Anna Devereux-Murray
Ms Jennifer Smith (Chair)

Staff Governor
Mr Robert Tromans

Clerk to the Governors: Jane Ware

Also present: Afua Addai-Diawuo - Observer

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Liaise with Governor Services and publish pecuniary interest information on the website.	Ms Wilson	1 week
4.1 & 4.2	Election of Jennifer Smith as Chair and Liz Winder as Vice Chair of Governors	Governor Services	1 week
7.	Ms Nairne to invite Link Governor to Philosophy for Children training.	Ms Nairne	Before next meeting.
9.	Gabriel Gottlieb and Richard Trainor to be booked on to January Safeguarding Training.	Ms Wilson	2 weeks
10.	'Vision statement' to be revisited as an agenda item at an appropriate future GB meeting.	All Governors	Appropriate future GB meeting

Chair's Initials:

10.	Compare other Schools data to be circulated to Governors by the end of the week.	Ms Wilson	1 week
10.	A structured staff organogram to be created.	Ms Wilson	Before next GB meeting
10.	The impact of governance on outcomes for children to be revisited as an agenda item at an appropriate future GB meeting.	All / GS	Appropriate future GB meeting
11.	Mr Gottlieb to investigate the possibility of a visit to the Royal Opera House.	Mr Gottlieb	Before next GB meeting
13.	Governors' Services to be advised to remove Statement of Internal Control from future agendas.	GS	Before next GB meeting
	Date of next meeting:	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk welcomed all those present to the meeting.
- 1.2 There were no apologies for absence received.
- 1.3 No apologies for absence were not received and not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with 11 governors present.
- 1.5 Notice of Any Other Business/Confidential items

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

3. DECLARATIONS OF INTEREST

- 3.1 Mr Gottlieb and Ms Smith completed their pecuniary interest forms. All governors have now completed forms and this information will be published on the website.
Action: Ms Wilson to liaise with Governor Services and publish pecuniary interest information on the website.

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

4. APPOINTMENT OF OFFICERS

4.1 Election of Vice-Chair for the academic year 2019/2020

Following the resignation of Simon Jarvis from the Governing Body, the Clerk welcomed nominations for the position of Vice Chair of Governors. It was proposed that Jennifer Smith remain as Chair of Governors for the 2019/2020 academic year and that Ms Winder become Vice-Chair.

The Governors thanked Mr Jarvis for all his work as a Governor.

5. GOVERNING BOARD/BODY

- 5.1 The Clerk confirmed that there was currently one vacancy for a co-opted Governor and that Mr Tromans and would come to the end of his term on 24th March 2020. Governors discussed contingency planning and filling these vacancies. The Staff Governor vacancy will be advertised to all staff at staff meeting, staff notice board and via email. An election will take place if more than one staff member shows interest. Governors noted that Gabriel Gottlieb's term of office expired on 7th December 2019. Gabriel was happy to stand for another term of office and governors unanimously agreed.

Chair's Initials:

Governor Services to note Gabriel's new term of office to commence 8th December 2019.

5.2 To consider disqualification due to non-attendance

The clerk advised that no governors were eligible for disqualification due to non-attendance.

6. MINUTES

6.1 Governors had received the draft version of minutes from Governor Services of the governing board meeting held on 10th September 2019. Ms Wilson had circulated the correct final version which were agreed and signed by the Chair; the school retained a copy.

6.2 **Matters arising:**

Actions have been completed and/or are on the agenda for this meeting.

7. HEAD TEACHER'S REPORT

Ms Nairne presented the Head Teacher's report which identified that the school is prioritising staff and pupil wellbeing. The January 2020 Inset morning will feature wellbeing for children and staff including the introduction of time allocated during the school day specifically for self-regulation. The new Ofsted framework and consequent changes to the curriculum will support the development of subject leaders next term.

It was highlighted that KS1 writing had impacted the combined results for KS1. This is being tracked closely in progress meetings, and it is anticipated that learning lessons from last year should produce realistic small increases in results this year.

Reciprocal reading is a trialled approach to guided reading that has been introduced, so children develop in being able to ask questions – role playing as summariser, predictor and clarifier, with the children encouraged to run their own session to develop independence in years 5 and 6.

The most recent Ofsted report suggested identifying what precisely impacts children's learning. Maths is a priority, and maths leaders have made a strong start to implementing maths mastery, with an implementation plan agreed for 2019/20.

Charanga, a new scheme of work for Music, is in development and this will be trialled shortly in Reception, Year 1 and Year 6.

Governors noted that Year 4 are going to an exhibition at the Tate Gallery on the last day of term.

Regarding Religious Education, work is underway to ensure that learning is comprehensive and there is a progression across year groups.

The school was nominated and won the Sports School of the Year Award at a recent Local Authority sports festival.

Philosophy for Children training needs to be re-introduced to new staff.

Action: Ms Nairne to invite Link Governor to Philosophy for Children training.

Governors questioned whether the formal assessment in science is necessary because the results data that is gathered is not reviewed at pupil progress meetings. Ms Nairne confirmed that research has proven that testing is revisiting information and knowledge which is good for learning and improving working memory. The use of formal assessment data in school will be reviewed during 2019/20 in light of the DfE and Ofsted's change in approach to internal school data.

Ms Nairne stated that, regarding behaviour and attitudes, a small minority of the children display some challenges with behaviour and support is offered to improve this. The school is helping the children to adopt positive learning behaviours to ensure a smooth transition to secondary school. However, on the whole, behaviour and attitudes are a strength in the school. The use of My Concern has brought improvements to storing information about incidents and behavioural issues will be acted upon with phone calls to parents as necessary. Miss Addai-Diawuo has been on a behaviour course and has put a behaviour team together across the school with the focus on additional routines. The team is considering a number of methods which encourage improved behaviours. The school's behaviour policy is under review and the team will support with this process.

The Magnificent Seven, which is linked to pupil premium, will help to develop cultural capital and experiences. The Magnificent Seven aims to ensure:

- Every PP child accesses an aspirational curriculum outside of the classroom environment that provides enrichment
- Social skills, teamwork and resilience are developed through participation in Magnificent Seven activities and school trips/residential trip.
- All PP children attend a wide range of visits/events/Wow days which are aspirational
- Horizons of PP children are widened improving their ability to relate ideas inside the classroom to the wider world.

Staff absence, has improved in comparison to last year. Requests for pupil holidays during term time continue to not be authorised.

Governors discussed the wording of the school priorities on the website, noting that it is positive that one of the school priorities identifies the similarities between people.

Ms Nairne stated that parents' evening feedback included really positive comments, but a few parents identified that the school could improve around communication and this will be explored further outside this meeting.

Governors thanked Ms Nairne for a detailed report, and noted that the inclusion of updates from subject leads had been useful.

8. CHAIR'S ACTION

No actions.

9. GOVERNORS' TRAINING

Ms Smith and Ms Winder attended the Local Authority Conference for Head Teachers and Chairs of Governors. Both found the day useful, with an opportunity to network with a range of different maintained schools in the borough.

The safeguarding training has been booked for 20th January 2020 4.45-7.45pm. All Governors are attending.

Action: Gabriel Gottlieb and Richard Trainor to be booked on to January Safeguarding Training.

Ms Winder has completed GDPR and risk and serious incident training. Ms Wilson is booked onto GDPR refresher training and will share the experience and knowledge with staff afterwards.

The Waltham Forest Young People Mental Health Charter has been launched and schools are asked to sign up.

Ms Wilson attended the National Schools Data Conference where DfE and Ofsted were present, and Ofsted confirmed the new data collection arrangements

10. REVIEW GB STRATEGIC PLAN/SELF EVALUATION

Ms Wilson explained that the framework for review was that used by National Leaders of Governance when carrying out External Reviews of Governance. The self-review questionnaires had been shared with governors prior to the meeting and governors had come to the meeting prepared having completed the questionnaires. Governors used the framework to identify key areas of governance strength and areas for development. This is summarised as follows:

1. Ensuring clarity of vision, ethos and strategic direction

Strengths:

- The governors' strategic planning cycle drives its activities and agenda setting
- Decisions are made in line with school priorities and governors monitor the impact of these decisions via the School Development Plan, link governor visits and in meetings
- The policy framework supports the ethos of the school
- The governing body understands its statutory responsibilities, including safeguarding

Areas for development:

- Revisit the 'vision' statement
- Have a better understanding of how practice reflects policy through consistent link governor visits

2. Holding the Head Teacher to account for the educational performance of the school and its pupils

- Governors agreed that the school does well in this area, that it accessed a range of information and performance data which enables them to hold school leaders to account.
- Head Teacher Performance Management is carried out effectively and appropriate training has been undertaken.
- Governors are confident that performance management of all staff is conducted effectively

Actions:

- Compare Schools Performance data to be circulated to Governors by the end of the week.

3. Overseeing the financial performance of the school and making sure its money is well spent

Strengths:

- The governors are confident that the school's financial management systems are robust
- Via the Resources committee, we have spent considerable time reviewing financial systems and ensuring the budget is allocated carefully and appropriately.
- We have a strong business manager in place who regularly reviews key areas of expenditure to ensure value for money
- We have an internal audit scheduled for the New Year which is welcome to ensure we are adhering to key financial controls.
- Pupil Premium has been a real focus for governors. Pupil Progress Meetings termly mean that every pupil premium child is discussed, which includes looking at the impact of the interventions, what works and what could be improved.

Action:

A structured staff organogram to be shared with governors including Phase Leads etc

4. Effective Governance Practice

Strengths:

- The governing body keeps its size and structure under review and carries out skills audits. The governing body has a depth and breadth of skill set and committed governors.
- Governing body meetings are quorate
- Governors regularly attend training.
- The chair leads effectively

Areas for development/Actions:

- The impact of governance on outcomes for children to be revisited as an agenda item at an appropriate future GB meeting.
- Consider SLA options re clerking
- Ensure we evidence the impact of training
- Consider succession planning for leadership roles on the governing body

- Consider how we can have more effective communications/mechanisms for hearing from staff/pupils/parents

Governors agreed that they would follow up on the following key areas of development:

- 1. Revisiting the vision statement**
- 2. Demonstrating the impact of governance on pupil outcomes**
- 3. Have a better understanding of how practice reflects policy through consistent link governor visits**
- 4. Ensure effective succession planning**
- 5. Continue to develop effective communication with all stakeholders**

11. LINK GOVERNOR REPORTS

Safeguarding Link Governor Ms Harris has been actively engaged and has visited the school to review the school's safeguarding processes including checking the single central record; everything was found to be in order. All Governors were sent the link governor report. All staff have had Prevent training. The Local Authority are updating their safeguarding policy but this has not yet be shared as the Model Policy for schools to adopt.

Ms Wilson presented her report on Pupil Premium and governors discussed the 3-year plan, pupil progress meetings and the Magnificent 7.

It was noted that the staff Wellbeing session, led by Sumra Nadeem, was well attended.

Action: Mr Gottlieb to investigate the possibility of a visit to the Royal Opera House.

12. STANDARDS AND TARGET SETTING

This is covered in the Head Teacher's Report.

13. FINANCIAL DOCUMENTATION

13.1 Statement of Internal Control

It was noted that the Statement of Internal Control has not been required to be produced since 2010. **Action: Governor Services to be advised to remove Statement of Internal Control from future agendas.**

13.2 School Financial Regulations

These will be reviewed at the Resources Committee in January 2020.

13.3 Scheme of Delegation

This was reviewed at the Resources Committee on 09/11/2019, there were minor amendments around quotes but no other changes.

The bank mandate has been updated with the current Head Teacher's details.

14. STATUTORY POLICY REVIEW

Ms Wilson noted that, since September 2019, the Senior Leadership Team and key staff members have undergone a process of reviewing and updating all the statutory policies which schools are required have in place. All policies have been written in line with guidance from The Key and reflect practice at Handsworth. All policies, as appropriate, have been published on the school website and hard copies are available to all staff in the policy folder in the staff room. All staff have been made

aware of where they can access policies. A number of key safeguarding policies and the staff conduct policy have been shared with all staff via My Concern. Staff must check a box to agree to the policies and to confirm that they have read and understood them. This is monitored and a completion date of 31st January 2020 has been shared. A number of the statutory policies have already been reviewed by individual governors and committees. The governors ratified the following policies:

- **Admissions Policy** (written in conjunction with Waltham Forest Admissions Procedures and signposted on the school website)
- **Charging and remissions Policy**(agreed at Resources Committee July 2019)
- **Data Protection Policy** (re-written in line with the latest guidance one year on the GDPR) Privacy notices are published on the school website. A privacy notice has also been written for and shared with Friends of Handsworth
- **Protection of biometric information of children in schools and colleges** (this is included in the Data Protection Policy – we do not use biometric personal data at Handsworth)
- **Register of pupils’ admissions** (this is not a policy but the process was reviewed by governors)
- **School information published on the school website** (a full audit was carried out and all statutory information is published. The relevant pages have been updated re SEND, Safeguarding, School Data, Pupil and Sport Premium)
- **School Complaints Policy** (the model policy was agreed by governors. Jenny Smith currently reviewing to improve)
- **Capability of Staff Policy** (the governors agreed to continue to adopt the Local Authority Policy. The latest version available to schools in January 2016. This is available to staff in the staff room and on the T drive)
- **Staff Discipline Policy** (the governors agreed to continue to adopt the Local Authority Policy. The latest version available to schools in December 2016. This is available to staff in the staff room and on the T drive)
- **Staff Grievance Policy** (the governors agreed to continue to adopt the Local Authority Policy. The latest version available to schools in June 2017. This is available to staff in the staff room and on the T drive)
- **Staff Code of Conduct** (this has been shared via My Concern to all staff. Staff members must check a box to agree once they have read)
- **Single Central Record of Recruitment Checks** (this is reviewed termly by Alina Harris, Safeguarding Link Governor, and has been signed off in Autumn 2019)
- **Statement of procedures for dealing with allegations of abuse against staff** (included in Safeguarding Policy which has been updated with key contact details in the Local Authority)
- **Teachers’ Pay Policy** (Ratified by the Resources and Pay Committees 11th October 2019. Adopted the Local Authority Policy which is published annually)
- **Accessibility Plan** (Updated by Angela Struthers Dec 2019)
- Child Protection and procedures (Safeguarding – reviewed by Alina Harris)
- **Designated teacher for looked after children and previously LAC** (Angela Struthers)
- **Early Years Foundation Stage Policy** (reviewed and updated by Helen Walter, EYFS Lead)
- **SEND Policy** (reviewed and updated by Angela Struthers Inclusion Lead Dec 2019)
- **Supporting Pupils with Medical Conditions** (reviewed and updated by Angela Struthers and by the Office Staff)

- **School Exclusions Policy** (re-written in line with The Key and the most recent legislation. This is a new policy requirement this year. Reviewed by all members of the governing body who have been involved in exclusion panel hearings)
- **Health and Safety Policy** (reviewed and re-written with input from Katherine Bromley, H&S Link Governor, Dale Johnson SSO, Marianna Jordaan H&S Lead and the Office staff)
- **First Aid in Schools Policy** (re-written with input from the Office Staff and Julie Williams MDA Lead)
- **Premises Management Documents** ('Rex Box' review carried out by Marianna Jordaan and Katherine Bromley November 2019)
- **Equality Information and Objectives** (Reviewed and re-written with Afua Addai and Angela Struthers)
- **Governors' Allowances** (governors unanimously agreed that no allowances were required)
- **Instrument of Government** (published on the website)
- **Register of business interests of head teachers and governors** (all pecuniary interest forms have been completed and information is published on the school website)

The following statutory policies are currently being reviewed and amended. These will be shared with governors before the full governing body meeting on 24th March 2020 for ratification at this meeting:

- **Newly Qualified Teachers Policy** (this is a new requirement this year. The Key state that they are working on a new policy and governors agreed to use this as the basis for the policy for Handsworth and adapt as appropriate)
- **Children with Health Needs who cannot attend school Policy** (this is a new requirement this year. The Key state that they are working on a new policy and governors agreed to use this as the basis for the policy for Handsworth and adapt as appropriate)
- **Sex and Relationships Education Policy** (Although we have an RSE policy in place, governors agreed to review this in light of new DfE legislation)
- **Behaviour Policy and written statement of principles** (Afua Addai is working with cross-key-stage working party who are reviewing behaviour principle and policy. Governors agreed that we should continue to work with the current behaviour policy but look forward to reviewing the work of the behaviour working party at the next meeting)

Governors also reviewed and ratified additional non-statutory policies as follows:

- **Lettings Policy** (reviewed and agreed by the Resources committee)
- **DBS Policy** (we have adopted the Local Authority Policy – the latest version available from the Local Authority is 2014).
- **Emergency Response Plan** (re-written for 2019-20 and shared emergency procedures shared with staff including lock-down and evacuation)
- **Intimate Care Policy** (agreed with Julie Williams and Claire Giacuzzo and shared with all staff via My Concern)
- **Whistleblowing Policy** (adopted the Local Authority model policy and all key contact details updated. Shared on the T drive and in the staff room).
- **Governance Scheme of Delegation**

15. PUBLICATION OF GOVERNOR INFORMATION

15.1 School website review

Ms Wilson confirmed that a review of the school website had been completed and that the website was compliant with all statutory requirements. However, the school is waiting for Governor Services to provide a pecuniary interest form. **Action: Governor Services to provide pecuniary interest form to the school.**

15.2 Governing Board publication of information

The Clerk reminded governors that Governor Services would be providing the school with copies of the governors register of interests, publication of governor data and a copy of the boards meeting attendance history for publication on the school's website.

16. PERFORMANCE MANAGEMENT REVIEWS

16.1 Head Teacher to report on the progress of staff reviews

Ms Nairne confirmed that objectives and meeting dates have been set, and midyear reviews were outstanding. All staff have had meetings with the Head Teacher.

16.2 Head Teacher Performance panel to report on progress and any recommendations to Pay Committee

Mr Gottlieb reported that the Pay Committee met twice this term; once on 8th November 2019 and prior to the full governing body meeting on 12th December 2019. He confirmed that the Head Teacher performance review has been completed by Ms Smith and Ms Devereux-Murray, and the pay policy reviewed and approved.

17. HEALTH AND SAFETY AT SCHOOL

17.1 Governors received a report from the Health and Safety Link Governor

The link governor report has not yet been completed but will be shortly and this will be shared with governors.

18. INVESTORS IN DIVERSITY

Ms Addai confirmed that a survey had been issued to staff, and useful information had been gathered. Governors supported the idea of seeking views from parents, but the way in which this should be undertaken will be discussed at a later date. Governors agreed to examine suggested questions to parents and consider the forums in which to receive responses.

19. VOLUNTARY FUND

Governors noted that the response to the questionnaire around collecting voluntary donations had been positive and work is underway to identify a suitable payment gateway and set up the administration for the fund. Further communications to parents will be considered around February half term. The fund is separate to Friends of Handsworth, and will be used for general running costs.

20. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

20.1 Date of next meeting

6.45pm, 24th March 2020

20.2 Agenda items:

See actions for future Agenda suggestions.

21. ANY OTHER BUSINESS

21.1 Nursery Payments

It was agreed that parents will be told that their children cannot attend nursery if they do not make the payments required.

The meeting closed at 9.10pm.