

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON TUESDAY 11 DECEMBER 2018
AT 6.45PM
AT THE SCHOOL**

Present: Mrs Alina Harris (Chair) - Co-opted Governor

Local Authority Governor

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Parent Governor

Ms Anna Devereux Murray

Ms Jennifer Smith

Co-opted Governors

Ms Katherine Bromley

Mr Simon Jarvis

Ms Mary Wilson

Ms Elizabeth Winder

Head teacher

Ms Jill Augustin – Head teacher

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
3.	3.1 Governing Body Ms Harris to speak to Ms Carby re continuing in LA Governor role	Ms Harris	Next meeting
	Ms Wilson to follow up on interest for the co-opted governor	Ms Wilson	Next meeting
6.	6.1 Ms Wilson to circulate a list of acronyms to Governors.	Ms Wilson	Next meeting
	6.5 Communications & Engagement Strategy Working Party Communications survey to parents.	Ms Wilson	Spring term 2019
7.	FEEDBACK FROM PARENT OPEN DAY	Ms Wilson	Spring term 2019

	Ms Wilson will look at Home School Agreement in terms of social media conduct/communication.		
10.	10.1 Note 2017/18 SDP The SDP and SEF were emailed to governors and comments received and have been finalised. Ms Winder will help align the budget on the SDP.	Ms Winder	Spring term 2019
12.	GDPR Ms Wilson will send the GDPR Presentation to governors.	Ms Wilson	January 2019
13.	Link Governor Report - Safeguarding Ms Augustin will ensure that the named persons in the Lockdown Policy are aware of their roles. CAF-Common Assessment Framework: Ms Harris will circulate to governors the GB Checklist for Safeguarding.	Ms Augustin/ Ms Wilson Ms Harris	January 2019 January 2019
19.	19.2 Scheme of Delegation It was agreed that the Resources Committee would review the Scheme of Delegation, in line with the School Financial Regulation.	Ms Winder/Ms Bromley	Next Meeting
21.	TRAINING Ms Wilson will send out the training link to all governors.	Ms Wilson	January 2019
22.	22.1 Date of next meeting: 26 March 2018 at 6.45pm	All	26 March 2018

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Ms Harris welcomed all to the meeting. Apologies received and accepted from Gabriel Gottlieb and Donna Carby. Ms Harris introduced and welcomed new parent governor Ms Murray.
- 1.2 Apologies not accepted: None.
- 1.3 Quorum:
The meeting was quorate with nine governors present.
- 1.4 Notice of Any Other Business: Write-off report to be presented and signed.

2. DECLARATIONS OF INTEREST

- 2.1 All Pecuniary interest forms have been completed and returned to Governor Services.
- 2.2 There were no declarations of interest in any of the agenda items.

3. GOVERNING BODY

- 3.1 To appoint one Co-opted Governor

The Clerk confirmed that there is one co-opted governor vacancy. Ms Harris had spoken to Mrs Carby who, due to work commitments, is finding it difficult to attend meetings and is considering stepping down as LA Governor. Ms Harris will follow up.

Action: Ms Harris

- 3.2 Feedback from Governor Services Recruitment Event 26/11/18
Ms Harris, Ms Bromley and Ms Wilson attended the event and have received expressions of interest. Ms Wilson will follow up.

Action: Ms Wilson

- 3.3 Clerk to confirm Governing Body membership – noting current vacancies and identify members whose term of office will end before the spring term 2019:

The Clerk confirmed that there were no terms ending in the Spring Term.

- 3.4 To consider disqualification due to non-attendance (the governing body may decide to allow absence for purposes of non-disqualification): Not applicable.
- 3.5 Clerk to confirm that DBS checks have been completed by all governors and details are held on file by Governor Services:

All DBS checks are up to date and with Governor Services.

4. MINUTES

- 4.1 Governors received the minutes of the Governing Body meeting held on 11 September 2018 and subject to typing corrections, were agreed. The minutes were signed and dated by the Chair and retained at the school.

- 4.2 Matters arising
It was noted that all actions from the previous meeting had either been completed or have been carried forward for action.

5. CHAIR'S ACTION

There were no Chair's actions to report.

6. FEEDBACK FROM COMMITTEES / WORKING PARTIES

- 6.1 Resources 09/10/18 and 20/11/18

Ms Winder had circulated the minutes to governors and gave an update summary from the meetings held:

- Highlighted the need for further income generation in order to be able to balance the budget for the current and future financial years
- Reviewed options for cost savings
- The external Health and Safety Audit has been completed, and the actions arising from it are in progress, with no serious concerns raised. The Committee considered the need for an external audit provision; this is not a statutory requirement and therefore agreed to keep to the local authority internal audit cycles together with completing their own financial reviews with the School Business Manger

Ms Harris queried the increase in IT provision from a budget of £4,000 to £10,000.
Ms Augustin clarified that the server needs replacing.

Ms Harris inquired about the DfE Pay Grant and what it related to.
Ms Winder advised that this related to additional government funding to cover salary increases, although the grant does not fully cover all increases and the balance of the increases must be met from the school's budget.

Ms Harris requested that a list of acronyms and their meaning be circulated to governors.

Action Ms Wilson

6.2 Teaching & Learning 10/10/18 and 21/11/18 SJ

Mr Jarvis had circulated the minutes of the two meetings and summarised:

- Reviewed Three Year Plan and School Priorities 2018/2019
- Reviewed the gap between boys and girls, gap is closing, although some cohorts still have large gaps and work is in progress to close these
- Mental Health and Wellbeing is a key priority
- Committee reviewed the Fisher Family Trust Key data
- Attendance is 97.4% for the current academic year to date
- Reviewed Year 6 readiness for SATS and progression to secondary school
- School Development Plan reviewed
- Skills Audit completed, and reviewed CPD reports
- Focus on Writing review

Ms Augustin added that the school is trialing a new assessment system for Writing – ‘No More Marking’

Attendance is monitored carefully, and absences and lateness are followed up with parents. Handsworth’s has the second lowest persistent absence in the Borough. Michelle Foulser has been working with the Local Authority to share Handsworth’s best practice.

6.3 Pay Committee 09/10/18 and 11/12/18

Ms Smith confirmed that two meetings of the pay committee had taken place to review school teachers’ pay 2018/19 and staff eligible for the performance related pay increment. The model pay policy was agreed. Mr Jarvis confirmed that the Headteacher’s Performance Management Review was carried out by Mr Jarvis, Ms Winder and an external adviser.

6.4 Future Options Working Party (formerly Academy Working Party) 09/11/18

To include fundraising/maximising income update

Ms Bromley summarised:

Attended by JA, MW, LW, KB, GG and JS

The Working Party met to consider options going forward and consideration of options is continuing. Governors continue to monitor developments to National education policy, in particular in relation to academisation. In considering other arrangements, KB noted that the Redbridge Education Partnership offers shared central services, which results in significant savings. This is not offered by LBWF, however Governors continue to look for similar options to reduce spend.

6.5 Communications & Engagement Strategy Working Party 30/11/18

Attended by AH, LW, MW, GG, KB, JS

Ms Wilson gave a summary of the meeting governors attended to discuss ways in which to improve communication and engagement with parents. A parent who has specialism in communication and engagement facilitated the meeting. Governors discussed the possibility of a parental survey to improve communication and this will be progressed in the New Year. A follow up meeting will take place in the New Year with Friends of Handsworth, to ensure a unified communications strategy.

Action: Ms Wilson

7. **FEEDBACK FROM GOVERNORS WHO ATTENDED THE PARENTS’ OPEN DAY (07/11/18)**

Attended - JS, KB and MW

Ms Winder highlighted the need to communicate to parents about how to raise complaints to the school, directly, including the processes highlighted in the Complaints Policy.

Ms Wilson to review the Home School Agreement.

Action: Ms Wilson

8. KEEPING CHILDREN SAFE IN EDUCATION CHAPTER 1

It is confirmed and noted that all governors have read Chapter 1 of Keeping Children Safe in Education.

9. SCHOOL POLICIES

Governors to feedback on policies they have reviewed this term as part of the policy

Review cycle – for GB ratification:

The following policies were emailed to respective governors to review per the review schedule and are duly ratified by the Governing Body:

- **Admissions Policy** (MW) edited to include nursery admissions and 30 hour provision
- **Central record of Recruitment and Vetting Checks** (AH) checked and signed off on 07/12/18
- **Complaints Policy** (SJ)
- **Charging and Remissions Policy** (Resources committee). Reviewed and agreed in light of new lettings/charging policy for school facilities.
- **Equality Policy** (LW)
- **Governors' Code of Conduct** – signed by all governors and copy kept on file
- **Minutes of GB and Committee Meetings** – full governing body minutes are published on the school website once they have been ratified
- **Premises Management Documents** (KB) H&S audit with Marianna Jordaan carried out autumn term.
- **Register of Business Interests of Headteacher and Governors** – governors' register of pecuniary interests is published on the school website.
- **Register of Pupil's Admission to School** (MW reviewed with Michelle Foulser Autumn term)
- **School Information published on website** (SJ) all statutory information is published on the school website including Pupil Premium strategy (2018/19) and impact statement for 2017/18
- **Staff Disciplinary Policy** (RT) reviewed and available to staff.
- **Staff Grievance Policy** (RT) reviewed and available to staff
- **Supporting Pupils with Medical Conditions** (JS) reviewed and edited.
- **Teachers' Pay Policy** – reviewed and agreed by the Pay Committee on 6th October 2018
- **Whistleblowing Policy** (AH)
- **Data Protection-Privacy notice** (MW) reviewed and GDPR compliant. MW to meet with Friends of Handsworth to agree a privacy notice for FOH.
- **Governors' Induction Policy and Procedures** (MW) updated to include 'Keeping Children Safe in Education Part 1
- **Lettings Policy** (Resources Committee)
- **Prospectus** (SJ/MW) Edited for 2019. Consent received for photographs used where pupils have left the school.
- **Pupil Premium Policy** (MW) updated to reflect the 2018/19 Pupil Premium Strategy.
- **Staff Handbook** (MW) Afua Addai has updated to reflect staff changes 2018/19
- **Safeguarding Policy** (AH)
- **Inclusion Policy** (JS) reviewed and edited

10. SDP/SEF

10.1 Note 2017/18 SDP

The SDP and SEF were emailed to governors and comments received and have been finalised. Ms Winder will meet with CC to help align the budget on the SDP.

Action: Ms Winder

10.2 Ratify 2018/19 SDP

Governors formally ratified the SDP (School Development Plan)

11. GOVERNORS' CYCLE OF BUSINESS PLAN

Governors noted the Governors' Cycle of Business Plan. The reviewed and amended plan is on the school website.

12. GDPR

Ms Wilson reported that all staff have received training on GDPR and Data Protection on 10th October 2018.

Ms Wilson gave a training session to governors on GDPR compliance in school.

Ms Wilson will send the GDPR Presentation to governors.

Action: Ms Wilson

13. LINK GOVERNOR REPORTS

PE

Mr Tromans gave his report:

- Volleyball champions
- Boys Football Team - winners in borough competition
- Girls Football team Runner-up
- Rugby team came 2nd in borough competition
- Sports leaders and counselors are running lunch time clubs targeting less active children
- Inclusive PE lessons - all children are involved
- School awarded Sports mark Gold Award. We will apply for Platinum next year
- The School have been nominated for Sports School of the Year

Ms Augustin and all governors thanked Mr Tromans for his hard work

Pupil Premium

Ms Wilson Reported:

- The pupil Premium report had been emailed to governors
- Provision Map shared with all staff
- The Pupil Premium Strategy for 2018/2019 is on the website
- Miss Addai is running a Pupil Premium CPD session at Staff Briefing on 23/01/19

Ms Augusti thanked Ms Wilson for the report.

Safeguarding:

Ms Harris reported:

- Safeguarding Audit conducted and Single Central Register (SCR) signed off
- Discussed absences and lateness recording

Ms Augustin confirmed that Prevent Policy is included within the Safeguarding Policy.

Ms Wilson also confirmed that training around Lockdown is provided to all new staff.

Ms Augustin will ensure that the named persons in the Lockdown Policy are aware of their roles.

Action: Ms Augustin.

CAF-Common Assessment Framework:

Ms Harris will circulate to governors the Safeguarding Audit and GB Checklist to complete and return to her.

Action; Ms Harris

14. HEAD TEACHER'S REPORT TO GOVERNORS

Ms Augustin had circulated the report to governors and summarised the following:

- Nursery is at capacity
- There is an increasing complexity of need, especially around EAL in EYFS
- Staff attending INSET training for LAC (Looked After Children) pupils
- Training for teachers via the SLA with the London Learning Centre
- Student Social Worker in school for 3 days a week – we buy into the Education Social Work Service. The Student social worker is providing valuable assistance to pupils and families
- Lettings review to generate income is ongoing.
- Absences and punctuality are closely monitored, recording patterns of lateness, school supports and works with families to improve attendance and reduce absences

Ms Augustin invited questions on her report.

Q. Do the Education Early Help Service provide training for parents?

A. It is provided off-site, providing help and assistance to families.

Q. Handsworth is supporting St Mary's with SEND and mentoring, how does that impact on finances?

A. It works well with both schools. Some LSAs have been trained for mentoring.

Q. Is there any administration support for SEND specialist?

A. We are looking at providing support.

15. DATA

15.1 SATS data considered in detail by the Teaching and Learning Committee at their meetings on 10 October 2018 and 21 November 2018 and the minutes have been circulated to governors.

15.2 Autumn Data – PP / EAL / Gender Analysis

Data analysis emailed to Governors.

Autumn term data shows the following for whole school attainment:

Reading	75%
Writing	71%
Maths	71%

Detailed analysis was shared and discussed for each cohort, including information on Greater Depth. Governors discussed the importance of consistency of assessment across the school to ensure the ability to track progress year on year. Governors noted that using PUMA and PIRA will address this and will allow progress tracking much more accurately termly and between year groups.

Ms Augustin added that 1-2-1 sessions with underperforming boys is making a difference in Year 6.

Pupil Premium

Governors noted that PP remains a priority for school, despite the excellent outcomes of PP children in the 2018 KS2 SATs. The current year 6 cohort has 13 PP children and there are attainment and progress gaps evident. Significant intervention is in place with these pupils, including 3 teachers across the year 6 cohort of two classes. The most significant attainment gaps are in Writing between PP and Non PP.

English as an additional Language (EAL)

The numbers of EAL pupils are increasing year or year. According to the most recent school census, in years 2 to 5 about 40% of pupils are EAL. In Reception and Year 1, more than 50% of pupils are EAL. In the current year 6 cohort, there are only seven EAL pupils, a number of which are boys and also PP. There are mostly no attainment or progress gaps between EAL and Non EAL at Handsworth or Vs Nationally. Governors discussed each cohort and EAL performance. Interventions are in place where pupils join school in-year with no English language at all and these pupils make rapid progress. There are attainment gaps between EAL and Non EAL pupils in Year 6. Data analysis is shared with teachers. Teachers are fully aware of gaps and interventions and actions are in place to reduce these gaps.

Gender

Governors discussed the school's priority this year of reducing the attainment/progress gaps in English between boys and girls, where girls are currently outperforming boys. The autumn term data shows that there are very few gaps at all in Maths but the most significant gaps remain in Writing. Governors discussed the work in place to address boys' writing and initiatives to engage boys, right from Early Years through to Year 6. Teachers are working with engaging texts to excite boys and using cross-curricular topics for writing opportunities. Governors discussed the idea of meeting with a local school whose data shows consistently no gaps in boys/girls writing outcomes to see if they would share their practice with our English team.

16. PUBLICATION OF GOVERNOR INFORMATION

- 16.1 School web site review
- 16.2 Governing Board publication of information
 - 16.2.1 Attendance 2017-2018
 - 16.2.2 Declaration of Interest - 2017-2018 and 2018-2019
 - 16.2.3 Membership

Ms Wilson confirmed that all governors' information on the website is correct and up to date.

17. PERFORMANCE MANAGEMENT REVIEWS

- 17.1 Headteacher to report on the progress of staff reviews
 - Ms Augustin reported that all staff performance managements have been conducted in time and objectives set for the year.
- 17.2 Headteacher Performance panel to report on progress and any recommendations to Pay Committee
 - HT panel noted that HT performance management had taken place and that this had been appropriately reported to the Pay Committee.

18. HEALTH AND SAFETY AT SCHOOL

- 18.1 Governors to receive a report from the Health and Safety Link Governor
 - Ms Bromley carried out her Link Governor visit. The School Health Check was also carried out by the Local Authority team. Any issues raised have been dealt with and feedback given to staff.

The School Health Check was duly signed by the Chair.

18.2 Annual Report to be completed and signed by the Head Teacher and Chair

18.3 Educational Visits

Ms Augustin reported that a residential trip for Year 6 pupils was planned for 3rd to 5th April 2019. This will be for 2 nights but three full days.

Governors approved the trip.

19. FINANCIAL DOCUMENTATION

19.1 School Financial Regulations

The Schools Financial Regulations are under review by the local authority and in the meantime, the current SFR continues to be in use.

19.2 Scheme of Delegation

It was agreed that the Resources Committee would review the Scheme of Delegation, in line with the School Financial regulation.

Action: Ms Winder/Ms Bromley

19.3 Staff Pecuniary Interest Register

A copy of the Risk Register was seen and signed by the Chair.

19.4 Write-Off Report

Ms Wilson presented the Write-Off Report, relating to an old white board. Governors acknowledged the write-off. The Report to be signed by the Chair at her next visit to the school.

Action: Ms Harris

20. AGREE TERM DATES 2019/20

Governors agreed and confirmed the LBWF term dates for 2019/2020

21. TRAINING

The Chair encouraged all governors to attend the LBWF Governor Services Training session as we buy into the Silver SLA and .

Ms Wilson will send out the training link to all governors.

Action: Ms Wilson

22. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

22.1 Date of next meeting:

26 March 2018 at 6.45pm

22.2 Agenda items for 26 March 2019

School to liaise with Governor Services.

22.3 Governors' Briefings will be held at 6.30pm (refreshments from 6pm) at Waltham Forest Town Hall (Council Chamber), Forest Road E17 4JF on:

Monday 11 February 2019

Wednesday 8 May 2019

Governing Bodies are asked to avoid setting meetings on these dates to enable a representative from the governing body and the Clerk to attend.

23. ANY OTHER BUSINESS
None.

Signed.....

Dated.....