

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 14 JULY 2020
AT 6.30PM
BY VIRTUAL ZOOM**

Present: Ms Jennifer Smith (Chair – Parent Governor)

Co-opted Governors:

Ms Katherine Bromley
Ms Mary Wilson
Ms Elizabeth Winder
Mr Richard Trainor
Ms Alina Harris

Parent Governor:

Ms Anna Devereux Murray

Head teacher:

Ms Claire Nairne

Local Authority Governor:

Ms Stacey Dobbs

Clerk to the Governors: Mrs Pauline Dorney

Also present: Ms. Afua Addai-Diawuo (Observer)

Summary of agreements and actions:

| Minute Ref. | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date |
|-------------|---|--|-----------------|
| 3.2 | Alina Harris's resignation from the Governing Body to be noted. | Governor Services | ASAP |
| 3.4 | Jennifer Smith previously appointed as a Co-opted Governor (from a Parent Governor category). Membership List to be updated | Governor Services | ASAP |
| 4.1 | Minutes of the Meeting held on the 12 May 2020 to be signed at the next face-to-face meeting. | Chair | ASAP |
| 4.3 | Minutes of the Meeting held on the 20 May 2020 to be signed at the next face-to-face meeting | Chair | ASAP |
| 4.3.1 | Disability Access Survey to be pursued | Mary Wilson | Ongoing |
| | | | |

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 Apologies for Absence were received from Mr Gabriel Gottlieb and accepted.
- 1.3 No apologies for absence were not received and not accepted.

Chair's Initials:

- 1.4 The Clerk confirmed that the meeting was quorate.
- 1.5 There were two Any other Business/Confidential items to discuss.

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary Interest Forms had been completed previously by all Governors.
- 2.2 Elizabeth Winder, Katherine Bromley, Mary Wilson and the Head teacher wished to declare an interest in the Confidential Item and wished to be absent from any voting that took place amongst Governors.

3. GOVERNING BOARD

- 3.1 The Clerk confirmed membership of the Governing Body. There were no terms of office due to expire before the Summer Term 2020.
- 3.2 It was noted that Ms. Alina Harris resigned from the Governing Body. The Chair thanked her, on behalf of the Governing Body, for her input and contribution during the last five years.
ACTION: Governor Services
- 3.3 It was noted that Ms. Katherine Bromley’s term of office was due to expire on the 12 September 2020 and the Full Governing Body agreed to reappoint Mrs. Katherine Bromley to the Governing Body as a co-opted Governor.

- 3.4 It was noted that Ms. Jennifer Smith (Chair) had previously been appointed as a Co-opted Governor.
ACTION: Governor Services to amend the membership accordingly.

- 3.5 The following vacancies were noted:-
One Parent Governor Vacancy
One Co-opted Governor Vacancy
One Staff Governor Vacancy

It was agreed to hold elections when the School returned to normal after the COVID19 Pandemic.

- 3.6 There were no disqualifications noted due to non-attendance.
- 3.7 All DBS Enhanced Checks had been completed by Governors and held on the School’s Single Central Register.

4. MINUTES

- 4.1 The Minutes of the Governing Body Meeting held on the 12 May 2020 were agreed to be an accurate record of the Meeting. The Chair agreed to sign the Minutes for retention at the School at the next face-to-face meeting which would then be retained by the School.

ACTION: Chair

4.2 Matters arising:

| Minute Ref: | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion status: |
|-------------|---|--|--------------------|
| 4.2.1 | Parent Governor Election to be arranged | Head teacher | Completed |
| 4.2.2 | Staff Governor Election to be arranged. | Head teacher | Completed |

Chair’s Initials:

| | | | |
|------|--|--------------|-----------|
| 8.1 | Match Funding Bids update to be provided to Governors | Mary Wilson | Completed |
| 15.2 | Gift and Best Wishes card to be purchased for Anna Devereux-Murray's baby girl | Head teacher | Completed |

4.3 The Minutes of the Governing Body Meeting held on the 20 May 2020 were agreed to be an accurate record of the Meeting. The Chair agreed to sign the Minutes for retention at the School at the next face-to-face meeting which would then be retained by the School.

ACTION: Chair

4.4 Matters arising:

| Minute Ref: | Formal agreements and/or actions identified: | Named person(s) for action(s) identified: | Completion status: |
|-------------|--|---|--------------------|
| 3 | Amendments as discussed to Risk Assessment to be completed | Head teacher | Completed |
| 3 | Amendments as discussed to Letter to Parents | Head teacher | Completed |
| 3.8 | Typo errors to be emailed to Head teacher | Gabriel Gottlieb | Completed |

4.3 Minutes/Reports from Committees

4.3.1 The Resources Committee met on the 7 July 2020 and the following points were highlighted:-

The Budget Monitoring Report as at 30 June 2020 was discussed. The income is down on the Budget by approximately £36,000 mainly due to the decline in Lettings Income, no donations and school meals has decreased.

The expenditure is also down by approximately £11,000. The School is currently on a £29,000 deficit whereby the School estimated it would be £4,000 which is a problem due to the current situation. Letters to Parents for donations have been sent and it was noted that quite a few donations had been received.

PPE and additional cleaning costs will not be paid for by the Local Authority which are extra costs to the School. This was considered very disappointing, at a time when the School should be focussing on children's education and encouraging children back to School. It was agreed that a further communication seeking voluntary financial contributions would be sent to parents and carers.

The Covid 19 Pandemic had been discussed and the extra hand washing facilities outside for which the Capital Funds could be used.

Disability Accessibility Survey was also discussed which had previously been carried out – this Report has been sent direct to the Local Authority. The Local Authority had since been in touch with the School to address the issues. The School is keen to address this Report. This is being chased actively. Ms. Mary Wilson had been in contact with Angela Ferdinand but the matter is no further forward.

ACTION: Ms. Mary Wilson to pursue further.

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|-------------------|
| Chair's Initials: |
|-------------------|

- 4.3.2 The Teaching and Learning Committee Meeting had been cancelled due to the COVID19 Pandemic.

It was agreed that the data included in the Head teacher's Update Report relating to Teaching and Learning should be discussed at the next Teaching and Learning Committee Meeting.

Agenda item – Teaching and Learning Committee Meeting 7 October 2020

5. SAFEGUARDING

- 5.1 This item would be mentioned in the Head teacher's Update – Item 6.

6. HEADTEACHER'S UPDATE

- 6.1 The Head teacher had not prepared a full Report as this would form part of the Meeting next term. However, a verbal update was provided as follows:-
- 6.2 Thanks were conveyed to Governors for the support given to the Head teacher and the School Team. The Team have been very supportive on the whole. The staff have pulled together and supported the children.
- 6.3 A Pupil Roll update was shared with Governors together with mobility of pupils recently.

The Reception staff have held individual Zoom meetings with parents from w/c 29/06/20 and on site transition meetings have taken place for the Reception pupils w/c 01/07/2020.

Reception places have all been confirmed. The school remains oversubscribed and has been informed by the Local Authority that five appeals for places would be heard on the 06/07/2020. There is also a waiting list for Reception. The distance from the school for allocation was 0.369 miles. There were 24 siblings due to attend. For the September 2020 Nursery and Reception cohort, the School has launched a new Online Data Collection form whereby all admissions in to school are completed via the school website. New parents also now have the option to select to auto register for the School website when completing their online form, which will support with them all being registered and receiving communications from School.

Year 6 pupils have started their transition process to their Secondary Schools. 37 pupils are going to Highams Park.

- 6.4 Free School Meals (FSM)
The FSM uptake for the Summer term is currently 10.07% (42 pupils). 90 pupils in KS2 have school meals. 158 pupils in KS1 (88.27%) have Universal Infant Free School Meals.
(UIFSM).
249 pupils are registered for school dinners.

Free School Meals Voucher Scheme:

A national scheme had been setup in partnership with the Department for Education and Edenred UK. Edenred voucher codes are issued weekly to parents of children who are entitled to free school meals, but are unable to attend school. The value is £3.00 per day and vouchers are emailed to parents weekly to redeem in supermarkets of their choice. Handsworth are currently sending vouchers to 32 families. The Government has confirmed that FSM vouchers will be provided throughout the school holidays.

Looked After Children

There are eight post-LAC pupils at Handsworth. This group of learners continue to be closely monitored for wellbeing, attendance/punctuality, progress and attainment.

English as an Additional Language (EAL)

The January 2020 Census EAL profile shows: - 93 pupils (21.04 %) have English as an additional language.

This is in comparison to the January 2019 census where in 98 pupils (22.17%) were EAL.

Attendance & Punctuality

From 1 June 2020 the School currently have the following pupils in attendance.

| Year Group | Number attending of pupils | % of Pupils attending |
|------------|----------------------------|-----------------------|
| Reception | 35 | 58% |
| Year 1 | 43 | 72% |
| Year 6 | 46 | 78% |

The School continues to accommodate requests from critical worker parents and currently have one KS1 class and our KS2 have just split into two classes.

In addition to welcoming back Reception, Year 1 and Year 6, the School has organised sessions for all children to meet their new teachers. 'Stay and play' sessions for the new starters in Reception and a couple of extra sessions for the Year 5 children have been organised. Videos have been uploaded to the website which demonstrate how children and parents are expected to come in and leave the School. New Risk Assessments have been completed for the Transition Meetings, Stay and Play and the Year 5 sessions.

6.5 Safeguarding

The School is continuing to invite vulnerable pupils into school. If they are not attending, phone calls are made and notes recorded in order to monitor accordingly.

The School has made one referral since lockdown. The School is closely monitoring and supporting a number of families and have been in contact with social workers and the school nurse is assisting with a second referral. The School continues to use My Concern to record safeguarding issues and monitor closely.

6.6 Quality of Education

After hearing the news that schools would be closed, the Deputy Head teacher sent the email below and we followed this up with a staff meeting in which we went through expectations and how to upload documents/videos to the website.

"I would recommend that you spend your PPA this week preparing for this possibility. The expectation for KS1 and KS2 would be one daily Maths and English task uploaded to the website and an ongoing Science and Topic project. In EYFS it would be 2 or 3 daily tasks linked to the children's learning goals. Please be mindful when setting these projects that some of our families may have limited resources and if parents are working from home they may have limited time to supervise. We plan to give each child a separate exercise book to do their work in. If needed, you can come and get books from Claire's room for your class.

Garip is working on modifying the 'Homework' pages to allow pupils to submit any work through the website. We are also investigating ways to broadcast a livestream to allow us to have some kind of weekly assembly/story time for the children."

Parents have been offered the opportunity to collect CGP workbooks. Many families have taken up this offer. As end of term approaches, teachers have moved towards more transition projects and activities which encourage children to reflect on the last few months. The website has been monitored by SLT and individual feedback has been given as to where improvements can be made. Staff have put a lot of effort in to providing activities which motivate and engage the children. The School had noticed that engagement was lowering which is why the School introduced the option of purchasing CGP books for the children.

- 6.7 The school office continues to be very supportive in printing out resources and assisting parents with the use of the website. Parents have also been emailing work in to the office and the office team have forwarded these to teachers.

The School is currently working on creating guidelines for a 'Curriculum for Reconnection' for when the School returns in September. Along with this the School has sent a survey to all staff asking them to reflect on what has gone well and what could have been improved as well as suggestions they have for September. This feedback will also be taken in to account as the Curriculum is adapted for the Reconnection document.

- 6.8 A Curriculum for Reconnection
Governors were very interesting in receiving clarification on the "Curriculum for Reconnection". General discussion took place.

There are many matters to consider when planning and preparing the return to school for students and the wider school community. As well as the overriding need to ensure the safety of students and staff, there is a growing recognition of the psychological impact of Covid-19 and the wellbeing of children and adults. It is important that wellbeing forms the foundation of any approach to reopening schools. On this firm foundation, future learning will stand.

Its intention is to act as a living document within the organisation - one that is returned to and reflected upon as time moves on. It should help shape a return that is responsive to the needs of the school community. It also recognises that profound change may be needed, not only to daily practices but to the very purpose of the education that the School provides.

- 6.11 Behaviour and Attitudes
Over the course of this academic year, the Behaviour Team have met four times (once by Zoom), read different policies and theories on behaviour and discussed lots of ideas via email and in person. It has been a really interesting thing to be involved in. The six members of the Behaviour Team are a disparate, opinionated and passionate group who have challenged and collaborated to collectively design an inclusive and empowering behaviour policy. The watchword is consistency, from all adults in the school - staff, governors and visitors.

The Behaviour Team will run a whole staff training session in the September inset. Whilst the new policy has been written, we will review how effective it is during the Autumn term and tweak it if necessary.

Some changes which are not explicitly stated in the policy:

- We will no longer be using the stay on green traffic light system.
- Staff can continue to use whole class rewards. (Marbles/ Shields etc.)
- We will no longer be giving out awards for attendance or hand writer of the week.
- Although the School will still have the 4Cs as part of our Vision and Values more time will be devoted to promoting the school rules.
- This will work alongside the five point scale already implemented.

Timescale for implementation of new Behaviour Policy:-

1. Amendments made and policy shared with governors at July Governors Meeting.
2. Final Policy sent out by 17th July 2020
3. September INSET with led by Behaviour Working Party.
4. Whole School Assembly 1st Day back to launch. (current guidelines may not allow this to happen as a whole school assembly)
It was noted that the draft Behaviour Policy had been emailed to governors.

6.9 Early Years

The following data was reported from the Early Years Leader:-

Transition arrangements for children coming into Reception:

Normally the School would be writing to parents to invite them to a number of events to welcome their children to the School and so that they can meet the class teacher. This is obviously not possible due to the current COVID19 Pandemic and it is planned to carry out an induction process when it is safe to do so. This is likely to consist of a longer settling in period than normal, currently the School is looking at inviting small groups of children over a three-week period.

The School is working closely with the London Borough of Waltham Forest to plan for the future and these plans will change as more information is released.

This is going to be the biggest challenge, balancing parents need to return to work with the emotional needs of the children. The Reception start will be conducted as slow as possible. This would give children the chance to settle in and to help address any emotional needs the children may have.

6.10 School visits

The School has been discussing the idea of Home visits for our new intakes. As this is not possible at this time, Reception teachers will be phoning families over the next two weeks to invite the parents to a Zoom meeting with Reception staff to share the Reception booklets and talk through key information. This will also be an opportunity for parents to ask specific questions. Parents will be invited to the Zoom meeting in small groups. During the meeting Reception parents and children will be invited into school for stay and play sessions in the Nursery. This is to ensure that they have a chance to meet their teacher, for parents to ask questions and for teachers to check details and begin to form a relationship with the families.

6.11 Annual Reviews for children with EHC Plans.

Annual Reviews for children with EHC Plans will be discussed involving the transfer to the next year group.

6.12 Leadership and Management Budget

The current situation is creating a lot of uncertainty for the school budget this year. Income streams from lettings, voluntary donations and nursery top-up fees for the summer term are zero.

The first quarter budget monitoring report indicates an estimated loss of £36,255 income and £29,725 less expenditure, leaving projected reserves of £92,894. Handsworth Primary School has been allocated £3,900 match funding to install gas shut-off valves and a work space for Dale.

We are awaiting confirmation of Disability Access funding to make Handsworth Primary School more accessible for disabled pupils.

6.13 Extended School

The School had applied for £7,200 to provide a free of charge, 2-week holiday sports club for Handsworth children. The School had also been approached by Petite Productions Ltd who would like to organise a 4 week Performing Arts holiday club for local children (charged).

6.14 A Staffing update had been shared with Governors and the following Staff Absence was reported:-

1 teacher remains on long-term sickness absence. An application has been made for ill-health retirement.

Five teachers and eight support staff have been absent throughout the pandemic, either shielding or self-isolating due to medical conditions; five of which have now returned to work.

6.15 Opening in September

The School is currently working on plans for September and after discussion with SLT the Risk Assessment had been sent to the Local Authority for their approval. Plans were shared with staff on the 13 July 2020 and then with Parents on the 15 July. This information was shared with Governors for their information.

The Head teacher clarified this item in detail to Governors.

It was noted that the Risk Assessment Template had been used that the Local Authority had previously approved for the June 2020 opening and this was amended with the additional risks by bringing all children back in September 2020 and the differences that will be actioned to the previous one. Children will be bubbles in Year Groups with staggered start/exit times. The Playground will be sectioned in zones. This was clarified in detail by Ms. Mary Wilson to Governors.

Thanks were conveyed to everyone involved in creating the new Risk Assessment. Thanks were also conveyed to an outstanding staff at the Handsworth Primary School for their hard work and commitment.

6.16 CPD

The following CPD had taken place and reported to Governors:-

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|------------|------------------|---------------------|---------|---------------------------|
| 12/03/2020 | Helen Walter | EYFS Learning Walk | 1 hour | Early Excellence attended |
| 12/03/2020 | Aoife O'Connor | EYFS Learning Walk | 1 hour | Early Excellence attended |
| 26/03/2020 | Whole School | Magic Behaviour | 2 hours | Magic Behaviour booked |
| 18/03/2020 | Jill Leftwich | Creative Arts Forum | 0.5 day | London CLC booked |
| 20/03/2020 | Lorraine Bossman | PSHE | 1 day | 1 Decision booked |

- 25 & 26.3.2020 Mary Wilson Site Manager training 2 days Strictly Education cancelled
- 27/03/2020 Whole School Fire Awareness online Safe Smart attended
- 27/03/2020 Whole School Basic GDPR online Safe Smart attended
- 27/03/2020 Whole School Health and Safety at Work online Safe Smart attended
- 27/03/2020 Whole School Manual Handling online Safe Smart attended
- 27/03/2020 Whole School DSE Users online Safe Smart attended
- 30/03/2020 Helen Walter Ofsted best practice 2020 1 day Osiris cancelled
- 30/03/2020 Claire Nairne Ofsted best practice 2020 1 day Osiris cancelled
- 21/04/2020 Isabella Lucas Curriculum Coherence in Primary Schools Online Mary Myatt booked
- 01/05/2020 Alison Green Outdoor Literacy 0.5 day Durcan Educational Ltd booked
- 12/05/2020 & 09/06/2020 Claire Giacuzzo Beyond monitoring in Early Years 2 x 0.5 days LBWF - EYFS booked
- 21/05/2020 Isabella Lucas CPA - Concrete Pictorial Abstract, Bar Modelling Explored Online White Rose booked
- 22/05/2020 Helen Walter Starting School Together - Zoom Meeting 0.5 days Waltham Forest booked
- 6 & 7.7.2020 Sumra Nadeem Adult Mental Health First Aid 2 days St Johns Ambulance booked
- 27/07/2020 Claire Nairne Unconscious Bias (webinar) 0.5 days The National College booked

Thanks were conveyed to the Head teacher for her excellent informative Report.

7. CHAIR'S ACTION

- 7.1 The Chair confirmed that all her actions had been completed.

8. BUSINESS CONTINUITY PLAN

- 8.1 It was agreed to carry this item forward to the next Meeting.
Agenda item

9. BEHAVIOUR POLICY

- 9.1 Governors were referred to the draft Behaviour Policy previously The Working Party obtained different approaches to Behaviour, differing opinions and ideas on what would work in a Behaviour Policy. After reading and research this draft Policy had been created which was considered a positive document.
- 9.2 It was noted that this Policy had been shared with all staff who have since provided their feedback. The Behaviour Team will run an Inset for ALL staff going through the elements of the Policy so that everyone is aware of its contents.
- 9.3 This Policy was considered to be a very consistent document.

This new Behaviour Policy was considered to be very well written and very clear and thanks were conveyed to Miss Addai and the Behaviour team.

10. SCHEDULE OF MEETING DATES FOR THE ACADEMIC YEAR 2020/2021

- 10.1 **Full Governing Body Meeting 15 September 2020 6.45pm**
- Teaching and Learning Committee Meeting 7 October 2020 8am
- Resources Committee Meeting 8 October 2020 8am
- Teaching and Learning Committee Meeting 18 November 2020 8am
- Resources Committee Meeting 19 November 2020 8am
- Full Governing Body Meeting 15 December 2020 6.45pm**
- Teaching and Learning Committee Meeting 13 January 2021 8am

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|--|---------------|
| Resources Committee Meeting 14 January 2021 | 8am |
| Teaching and Learning Committee Meeting 10 March 2021 | 8am |
| Resources Committee Meeting 11 March 2021 | 8am |
| Full Governing Body Meeting 23 March 2021 | 6.45pm |
| Teaching and Learning Committee Meeting 5 May 2021 | 8am |
| Resources Committee Meeting 6 May 2021 | 8am |
| Full Governing Body Meeting 11 May 2021 (Budget setting / ratification) | 6.45pm |
| Teaching and Learning Committee Meeting 7 July 2021 | 8am |
| Resources Committee Meeting 8 July 2021 | 8am |
| Full Governing Body Meeting 13 July 2021 | 6.45pm |

The Full Governing Body agreed to the Schedule of Meeting Dates for the academic year 2020/2021.

11. INVESTOR'S IN DIVERSITY KITEMARK

11.1 The Deputy Head teacher referred Governors to the Investor's in Diversity Kitemark Report. The following points were highlighted:-

11.2 Survey

38 members of staff responded to the Survey.

44 parents responded to the Survey.

The responses received were very interesting and has provided a lot of areas to discuss.

11.3 The main areas were:-

Recruitment

Some staff spoke of having increased transparency around the internal recruitment process. The Deputy Head teacher clarified accordingly.

Improving the understanding of different cultures and communities

International Day was great as a theme but the School should not make this another 'dress up' day. It was felt that the experience of being exposed to different cultures differs from class to class and more consistency should be included.

There was concern and interest about what the School would be undertaking with regard to the Relationships and Sex Education and requesting a focus on a wider range of issues including Mental Health and Consent.

How does the School engage with parents and the wider community

Feedback was received regarding the actual communication within School from the staff teams. The parents mentioned that they felt that things were not communicated effectively. What can the School do to support children's mental health before it reaches a critical stage. There was some mention about how the School's front line staff could encourage more compassionate interactions. Some parents stated that they did not always get responses to their queries. Perhaps the School should introduce a timeframe regarding queries, etc. It has been evident that the Lockdown Process has given the opportunity of more direct contact which has assisted in building relationships and this should be taken into the next stage. It is hoped that the new Behaviour Policy will contribute towards this.

Concerns regarding dealing with gender

A couple of parents mentioned that they thought there were some regressive ideas regarding gender and so increased work would be required into breaking gender stereo types.

Staff stated that they felt they required more training around Mental Health, Disability and Gender and required more consideration of part time working and being able to have the flexibility to balance the needs of the School.

The previous academisation discussion had been referred to with a 'them and us' Culture.

Staff requested more visibility and contact from the Governors.

An Action Plan will be created for September 2020 showing measurable objectives. The following actions were noted:-

- Bias training for all staff
- Behaviour Policy to be implemented
- Looking at revamping the Governors' Area by adding videos to give staff and parents more context relating to the Governors' Roles and Responsibilities.
- Buy into Language Line so that the School can access translation services and engage with the local community.
- Review the recruitment process
- Create an Equality, Diversity and Inclusion (EDI) Working Party

General discussion amongst Governors took place.

Thanks were conveyed to the Deputy Head teacher for her Summary on this item.

Governors were very pleased with the feedback which was considered very helpful in moving the School forward.

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Full Governing Body Meeting 15 September 2020 6.45pm

12.2 Agenda items:
To be advised

13. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

13.1 Confidential Item – reported separately.

13.2 Confidential Item – reported separately.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 8.30pm