

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 15 SEPTEMBER 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
Mr. Gabriel Gottlieb

Headteacher:

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
6.1	Minutes of the Meeting held on the 14 July 2020 to be signed by the Chair at the next face-to-face Meeting	Chair	ASAP
9.1	Link to Keeping Children Safe in Education Document to be emailed to all Governors	Ms. Mary Wilson	ASAP
11.1	Skills Analysis to be emailed to all Governors	Ms. Mary Wilson	ASAP
17.1	Reviewed Policies to be placed on the Governor Hub for Governors to peruse before Full Governing Body Meetings.	Ms. Mary Wilson	As and when required.
18.2	Agenda items to be notified to Governor Services for the next Meeting on the 15 December 2020.	Ms. Mary Wilson	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 There were no Apologies for Absence received.
- 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.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

2.1 There was one Any other Business/Confidential items to discuss.

3. DECLARATIONS OF INTEREST

3.1 Pecuniary Interest Forms could be completed via the hub and Governors were encouraged to do this.

3.2 Governors were requested to read the “Keeping Children Safe in Education” document – September 2020 edition and acknowledge on the Governor Hub. This item will be covered under Item 9.

4. APPOINTMENT OF OFFICERS

3.1 Election of Chair for the academic year 2020/2021

3.1.1 Ms. Mary Wilson nominated Ms. Jennifer Smith and this was seconded by Ms. Anna Devereux.

The Full Governing Body agreed to Ms. Jennifer Smith to act as Chair for the academic year 2020/2021.

3.2 Election of Vice Chair for the academic year 2020/2021

3.2.1 Ms. Jennifer Smith nominated Ms. Elizabeth Winder and this was seconded by Ms. Katherine Bromley.

The Full Governing Body agreed to Ms. Elizabeth Winder to act as Vice Chair for the academic year 2020/2021.

5. GOVERNING BOARD

5.1 The clerk confirmed membership of the Governing Body. There were no terms of office due to expire in the Spring Term 2021.

5.2 The following vacancies were noted:-

One Co-opted Governor
One Parent Governor
One Staff Governor

It was agreed to hold elections as soon as possible.

Various applications had been received for the Co-opted Governor vacancy and it was agreed to analyse the skills required in more detail. This also related to the Parent Governor vacancy.

ACTION: Mary Wilson to draft a letter to parents and send to Governors for their perusal.

5.3 There were no disqualifications due to non-attendance.

5.4 All DBS Enhanced Checks had been completed by Governors and held on the School's Single Central Register.

5.5 It was noted that the Get Information About Schools (GIAS) had been completed.

6. MINUTES

6.1 The Minutes of the Governing Body Meeting held on the 14th July 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

6.2 Matters arising:

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

Item 4.3.1

Capital Match Funding Bids requested

It was necessary to have the KS2 toilets redeveloped to accommodate changes to wheelchair access, etc., and a divider was also requested in the Library to use this space for physiotherapy. Clarification had to be provided to the Local Authority, which is now in order and funding will be provided for the Key Stage 2 disabled toilet. The development of the Key Stage 2 disabled toilet has been classed as "Priority 1".

6.3 Minutes/Reports from Committees

6.3.1 There was nothing to report as the committees had not met since the last full governing body meeting on 14th July 2020.

7. HEADTEACHER'S REPORT (VERBAL UPDATE)

7.1 The Headteacher provided a verbal update to Governors and the following points were highlighted:-

- The children had settled back into School very well.
- Children and Staff are becoming more familiar with the new systems and procedures.
- Arrangements for increased cleaning at regular intervals were noted by Governors
- The Headteacher has arranged to meet with the Headteacher of Highams Park Secondary School to discuss a possible coordination of start and finish times
- At the present time, parents are responding very well to the new school procedures and protocols. The School had been given ten testing kits, and will consider whether it would be necessary to order additional packs in the immediate future.

Chair's Initials:

- The School had received questions relating to school closures and how many cases would be endured before the need to close a class or a year group, and had responded accordingly
- If made aware of a positive case in a staff or pupil, the Headteacher would follow the Local Outbreak Control Plan and immediately contact the London Coronavirus Response Centre (LCRC) for advice on isolation of contacts and for a risk assessment to be completed. The Public Health Team would also be notified. The LCRC would provide guidance on communications and letter templates for the School to send to staff, parents of contacts, and the wider school community. Ongoing infection control advice and support would be made available via the Public Health Team. The school will maintain timely communication with all external agencies associated with Handsworth Primary School including the YMCA., Yellow Birds and St. Mary's.
- The School's updated Risk Assessment is on the school's website, there is now a link on a banner on the website so parents can find it easily. The School would continue to review and update this as and when required.
- A staffing update had been provided to Governors accordingly.
- The School will continue to keep the parents updated. Year Group Meetings have taken place and led by teachers. These have provided parents with the opportunity to ask any questions. Parents are reassured and the School has been clear on the procedures and processes to be followed.
- Attendance has been very good considering both the difficulty parents are experiencing in being able to access Covid tests and the children with winter colds. Attendance is at 92.6% so far this term.
- The School will continue to follow Government guidance.
- Teachers have submitted their timetables taking account of Reconnection to the Curriculum. There has been a strong focus on giving the children the opportunity to speak about the lockdown experience. The whole school are reading and producing work related to 'Ruby's Worry'. This is a book about how to deal with worries and concerns.
- The School will not be collecting assessment data this term as the School wish to be fully committed to ensuring the children reignite their passion for learning and enthusiasm and that there is a strong focus on good mental health. The teachers are carefully finding where gaps are but we do not want to put pressure on the teachers or children at this stage. Learning walks are undertaken by the Headteacher and Deputy Headteacher to monitor the support given in class to pupils.
- There are some pupils whom have demonstrated they may need extra support.

The Headteacher answered questions as they arose.

The Chair thanked the Headteacher for her very informative Report.

7.2 Pupil Premium update

- 7.2.1 Mary Wilson reported that the funding amounted to £ 99,460. The School currently has 64 Pupil Premium Pupils on roll. These students have been monitored through the Lockdown Process. A more detailed Report would be available for Governors by the end of the Autumn Term 2020.

8. **CHAIR'S ACTION**

- 8.1 There was nothing to report.

9. **KEEPING CHILDREN SAFE IN EDUCATION**

- 9.1 It was agreed that Ms. Mary Wilson would send a link to all Governors to enable them to read Part 1 and Annex A – September 2020 edition and acknowledge that they have done so on the Governor Hub.

ACTION: Ms. Mary Wilson to email link to all Governors

10. GOVERNING BOARD CODE OF CONDUCT

- 10.1 Governors were encouraged to complete this on Governor Hub.

11. SKILLS ANALYSIS

- 11.1 It was agreed that Ms. Mary Wilson would email this document to Governors for their completion.

ACTION: Ms. Mary Wilson to email Skills Analysis to all Governors

12. GOVERNING BOARD ANNUAL CYCLE

- 12.1 Ms. Mary Wilson advised Governors that this document was available on the Governor Hub and encouraged Governors to peruse this document.

13. GOVERNING BOARD COMMITTEES

- 13.1 The following Committee Membership was agreed:-

13.2 Teaching and Learning Committee

Anna Devereux-Murray (Vice)
Gabriel Gottlieb (Chair)
Jennifer Smith
Katherine Bromley
Claire Nairne

13.3 Resources Committee

Elizabeth Winder
Richard Trainor
Mary Wilson
Stacey Dobbs
Claire Nairne

13.4 Pay Committee

Richard Trainor
Mary Wilson
Elizabeth Winder
Anna Devereux-Murray

13.5 Headteacher Performance Management Panel

Stacey Dobbs
Jennifer Smith
School Education Advisor

- 13.6 It was noted that the Terms of Reference for all Committees had been previously reviewed and agreed.

14. LINK GOVERNORS

14.1 The following Link Governors were agreed:-

English	-	Vacant
Maths	-	Richard Trainor
SEND/LAC/Safeguarding	-	Stacey Dobbs
Creative Curriculum	-	Gabriel Gottlieb
Health and Safety	-	Katherine Bromley
Behaviour & Attendance	-	Katherine Bromley
Philosophy for Children	-	Elizabeth Winder
Spiritual, Social, Moral & Cultural Education	-	Elizabeth Winder
Pupil Premium	-	Mary Wilson
Mental Health & Emotional Wellbeing	-	Anna Devereux-Murray
English	-	Richard Trainor
Quality of Diversity and Inclusion	-	Jennifer Smith
Communication and Engagement	-	Richard Trainor

It was agreed to ascertain Governors' particular Link interest and include the new Governors when appointed.

15. GOVERNORS' TRAINING

15.1 The following Governor Training had been booked:-

Katherine Bromley - Autism
 A number of governors are booked to attend Finance training.

16. ALTERNATIVE MEETING ATTENDANCE OPTIONS (Document attached)

16.1 It was agreed to hold all future Meetings virtually by Zoom for the time-being as this was considered a safer method.

The following was also agreed:-

Governing Body Meetings	Telephone Conference Calls	YES
Governing Body Meetings	Video/Conference Calls	YES
Governors allowed to vote by proxy?		NO

17. SCHOOL POLICIES

17.1 Ms. Mary Wilson advised Governors that all Policies in need of review would be available on the Governor Hub for Governors to peruse in good time before a Full Governing Body Meeting.

Agenda item – FGB December 2020 - Agree outlined Policies accordingly.

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

18.1	Full Governing Body Meeting (Virtual via Zoom)	15 December 2020	6.45pm
	Teaching and Learning Committee Meeting	13 January 2021	8am
	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 (Budget setting / ratification)	11 May 2021	6.45pm

Chair's Initials:

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

18.2 Agenda items

ACTION: Ms. Mary Wilson – standing items

It was agreed to have EDI as a standing item on all future agendas.

Governors noted the dates of the forthcoming Governors' Briefings.

19. ANY OTHER BUSINESS

19.1 The Chair conveyed thanks to the Headteacher and her staff for their outstanding efforts in coping with the present COVID19 Pandemic and endeavouring to keep the school open to all children.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 7.55pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
