

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 15 DECEMBER 2020
AT 6.30PM
BY VIRTUAL ZOOM**

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

Co-opted Governors:

Ms Mary Wilson
Ms Elizabeth Winder
Mr. Gabriel Gottlieb

Parent Governors:

Ms. Anna Devereux-Murray
Ms. Katherine Buckee

Headteacher:

Ms Claire Nairne

Local Authority Governor:

Ms Stacey Dobbs

Staff Governor:

Ms. Fiona Buckley

Clerk to the Governors: Mrs Pauline Dorney

Also present: Ms. Afua Addai-Diawuo (Deputy Headteacher - Observer)
Ms. Mary Cheng (Observer for co-opted governor vacancy)

Summary of agreements/actions:

Minute Ref:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion Date:
10.1	Governor Participation – completing their responsibilities on the Governor Hub	All Governors	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting. New Governors, Katherine Buckee and Fiona Buckley. Observer and potential co-opted governor Mary Cheng was also welcomed. All Governors introduced themselves to the new attendees.
- 1.2 Apologies for Absence were received from Richard Trainor, Katherine Bromley and accepted.
- 1.3 There were no Apologies for Absence not accepted.
- 1.4 The Meeting was quorate.
- 1.5 There were no Confidential Items to be discussed.

Chair's Initials:

2. DECLARATION OF INTEREST

2.1 Nothing to report.

3. GOVERNING BOARD

3.1 The clerk confirmed that there was one Co-opted Vacancy. There were no expiries noted in the Spring Term 2021.

3.2 There were no disqualifications noted due to non-attendance.

3.3 It was noted that three DBS Enhanced Checks for governors were up to date.

3.4 It was noted that the details submitted to the GIAS were up to date.

4. MINUTES

4.1 The Minutes of the Meeting held on the 15 September 2020 were perused and accepted as a true record of that Meeting subject to two amendments:-

Attendees should read Mr. Gabriel Gottlieb and Ms. Alina Harris were not in attendance. These Minutes would be signed by the Chair either at the next face-to-face meeting or via the Governor Hub.

4.2 Matters arising:

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	In progress
9.1	Link to Keeping Children Safe in Education Document to be emailed to all Governors	Ms. Mary Wilson	Completed
11.1	Skills Analysis to be emailed to all Governors	Ms. Mary Wilson	Circulated
17.1	Reviewed Policies to be placed on the Governor Hub for Governors to peruse before Full Governing Body Meetings.	Ms. Mary Wilson	Circulated
18.2	Agenda items to be notified to Governor Services for the next Meeting on the 15 December 2020.	Ms. Mary Wilson	EDI – standing item on all future Agendas. This would be included the Headteacher’s Report tonight.

4.3 Minutes/Reports from Committees

4.3.1 It was noted that the Resources Committee had met on two occasions as follows:-
8 October 2020:

The Terms of Reference were agreed by the Committee.

Chair’s Initials:

The Budget was discussed in detail and the impact of the COVID19 Pandemic. The School has been successful in its claim of £4,000 to the Local Authority towards the additional costs relation to the Pandemic.

The Breakfast and After School Club was also discussed in detail. The decision as to whether to take the provision in-house was put on hold for the time being during the current pandemic.

The Charging and Remissions Policy was also agreed.

9 November 2020

The Financial Regulations were discussed and which items of expenditure the Committee required to see. The current Regulations state that the Committee should sign off all expenditure which exceeds £5,000. Discussion took place on taking a more risk-based approach to expenditure approval. The Committee will review at their meetings a list of all items of expenditure over £5,000 which will help to inform whether this is an appropriate level for the future.

The Committee spent time on Budget Monitoring and in particular the 3 to 5 year forecast that the School is required to produce. It was agreed that a more detailed 3-year forecast based on the assumptions set out by the Local Authority would be a better task to undertake and would be updated accordingly.

It was noted that the School currently has a small in year surplus of £8,000.

4.3.2 The Teaching and Learning Committee met on two occasions:-

7 October 2021:

The Terms of Reference were reviewed and agreed which would be reviewed annually in the future for ratification by the Full Governing Body.

The School Prospectus was discussed.

Food waste was also discussed and the Co-ordinator had been invited to the next Meeting on the 18 November 2020.

It was noted that the RSHE Policy was being developed in line with Government guidance. The Consultation had taken place and will close on 18 December 2021.

The School Evaluation Form (SEF) and the School Development Plan (SDP) were to be reviewed at the next meeting.

Rebuilding Relationships Power Point was also discussed which had been circulated.

The School had been awarded £33,500 COVID19 Catch-Up Funding.

Year 2 Phonics had now been completed.

18 November 2020:

The Headteacher had shared the SDP and SEF link on Google Documents and governors had a discussion on these documents.

Matthew Oakley attended the Meeting to talk about the Magnificent 7 Programme but there were many activities that could not be undertaken due to the COVID19 Pandemic. Mr Oakley is working on a revised list of experiences for pupils.

A Presentation on Maths Mastery was provided to Governors by Kathrine Chetty (Maths lead) and support had been provided to staff on Maths Mastery Teaching. Progress on Maths Mastery was also discussed in detail.

The Presentations were considered very good and very informative.

Thanks were conveyed to both Chairs of the Finance and Teaching and Learning Committees for their update.

- 4.3.3 It was agreed that new Governors, Fiona Buckley would join the Teaching and Learning Committee and Katherine Buckee would join the Resources Committee.

5. HEADTEACHER'S REPORT (VERBAL UPDATE)

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

5.2 Week Commencing 14 December 2020:

5.2.1 An emergency meeting with the Local Authority was attended virtually by the Head Teacher. The School was strongly advised to move to remote learning and the School only be open for key workers' and vulnerable children. All Headteachers had given this very much thought and all Schools were moving to remote learning. Handsworth Primary School decided to follow the Local Authority guidance and remote learning took place. The teachers adapted brilliantly, rotas were produced and contact with Parents was made accordingly. Bubbles were produced and positive communications with parents had been made.

5.2.2 A letter was then received from Mr. Nick Gibb, Educational Minister, which stated that the School should be open with face-to-face learning for the children. Another emergency meeting was attended virtually with the Local Authority and they made it very clear that they still felt it wise that the children should continue with the remote learning as before for this week. The majority of maintained schools were going to continue with the remote learning and remain open for Keyworker and Vulnerable children.

5.2.3 It was noted that the School decided to close for the safety and wellbeing of the community and follow the advice of the Local Authority.

Question:

Did the Local Authority mention any penalties to Schools and did they take legal advice?

Answer:

The Local Authority were confident that they have got plans in place for the Schools to be protected from challenge. Most maintained schools followed the Local Authority arrangement.

Discussion took place amongst Governors.

Question:

Is the DfE able to direct schools to provide face to face learning and has Handsworth deemed this officially as a day of closure?

Answer:

The letter from Mr. Nick Gibb was a request for the School to return to face-to-face teaching. However, the School did not close, the school provision moved to online provision.

Chair's Initials:

Question:

Do you plan to send a communication to parents stating that you will continue with the remote learning?

Answer:

Parents were aware of the school's plan to move to remote learning whilst the risk presented to children's well being is too great.

Question:

When would the School be re-opening for face-to-face learning?

Answer:

At the moment the plan is to open Tuesday 5 January 2021. Parents know this information but we await further instruction from the Government.

Question:

If you are told differently the speed at which you moved to online learning is reassuring and so I think the School is in a very good position to do this?

Answer:

Yes, the online provision is robust and we would be in a position to rollout online learning across the whole school, including live Zoom lessons in KS2.

Governors praised the school for moving quickly and efficiently to online learning and ensuring that pupils had access to education.

- 5.3 It was noted that the Chair would be sending a letter of thanks to all staff for their input and commitment during this challenging time.
- 5.4 Questions were invited from Governors relating to the Headteacher's Report.
- 5.5 Pupil Premium Report
- 5.5.1 Mary Wilson addressed Governors with a Pupil Premium Update. The following points were highlighted:-
- 5.5.2 The Pupil Premium Strategy had been shared with Governors. The School has 72 Pupil Premium Children who are entitled to Free School Meals, have been within the last six years or are Post Looked After. The School had received just under £100,000 Funding this year. The strategy has been written in line with the School's priorities and also taking advice from the current thinking about the best way to spend Pupil Premium Funding. Pupil Progress Meetings had provided feedback to write an appropriate strategy to try to address the barriers to learning.

The School has a higher percentage of SEN and disability amongst the Pupil Premium children across the school. EAL and Speech and Language issue were also high within the School. Attendance of Pupil Premium children is not in line with the rest of the School and there can be a lack of access to resources and experiences. These had been included within the strategy. The strategy falls into three areas:-

- Looking at quality of teaching as a whole
- Looking at specialist intervention
- Broader aspects such as experiences, raising aspirations, improving attendance

The Quality of Teaching for all – this was tied into the Maths priorities, curriculum.

In terms of targeted support, we looked at language acquisition and EAL, SEN specifically.

The School looked at the new Behaviour Policy and implemented this rigorously and consistently. Measures were analysed to improve the attendance of pupil premium children and also looked at the School's Equality, Diversity and Inclusion Working Party and how this would fit in.

General discussion took place amongst Governors relating to closing the gaps and the Catch-Up Programme Funding. The School has received funding which will allow Intervention Teachers to work on this strategy. A COVID19 Catch-Up Plan with details of costings and how this funding will be spent will be available for Governor perusal.

Thanks were conveyed to the Headteacher for a very detailed excellent Report.

6. CHAIR'S ACTION

6.1 There was nothing to report.

7. FEEDBACK ON SKILLS AUDIT

7.1 Mary Wilson reported that she had received the majority of Governors' skills and a final Report would be shared with Governors. So far, the Governors show that they are very competent, possess broad skills and undertake regular training. The lowest score was '3' for any one area (1-5). There were three areas to consider where the governing body scored lowest (3):-

- National Education Policy
- Expertise in Strategy Development
- Financial Planning, Budgeting, Monitoring and Compliance.

These areas will be considered carefully in terms of recruitment. Mary Cheng's financial experience and expertise were noted.

8. FINANCIAL DOCUMENTATION

8.1 School Financial Regulations

8.1.1 This had previously been reviewed and ratified.

8.2 Scheme of Delegation

8.2.1 This item had been completed by the Resources Committee and ratified.

9. POLICIES

9.1 Staffing and Human Resources Policies

M Wilson thanked individual governors and the committee members for their time during the Autumn term, reviewing school policies. It was noted that governors agreed to ratify all HR policies provided by Waltham Forest Local Authority. These have been reviewed and the most recent versions have been adopted and shared with staff:-

Capability of Staff Policy

Staff Discipline Policy

Staff Grievance Policy

The Staff Code of Conduct has been reviewed and shared with staff via My Concern. Staff must confirm online to say they have read and are in agreement with the Code of Conduct.

The 2020-21 Model Pay Policy has been reviewed and agreed by the Pay Committee.

The NQT Policy has been written in line with the model Policy on The Key and has been reviewed by A Addai and H Halsey (NQT).

The Statement of procedures for dealing with allegations of abuse against staff forms part of the Child Protection and Safeguarding Policy.

The Single Central record of recruitment and vetting checks was reviewed by Stacey Dobbs, Safeguarding Link Governor, in school on 11th December 2020. See separate Link Governor Report.

Governors ratified the Staffing and Human Resources policies.

9.1.1 **Administration and Data Policies**

The Charging and Remissions policy was reviewed and amended to include information about the Voluntary fund. This was agreed by the Resources Committee November 2020.

The Data Protection policy was reviewed by M Wilson, Data Protection Officer. It was noted that the school does not use any biometric data and this is stated in the Data Protection Policy.

The register of pupils' admissions to school and attendance is kept in school using SIMS. The attendance codes reflect those in the latest guidance from the Government during the pandemic.

The school Complaints policy has been updated using the model policy from The Key. This has been published on the school website.

Governors ratified the Administration and Data Policies

9.1.2 **Pupil Wellbeing and Safeguarding Policies**

Stacey Dobbs reviewed the Safeguarding Policy and attended a Safeguarding Link governor visit. Despite several attempts, the school could not get an answer from the Local Authority with regards to this year's Model Safeguarding Policy. The school wanted to make sure that the Safeguarding Policy reflected the latest changes to KCSIE and, therefore, used The Key as the basis for their model policy. This has been reviewed and amended to reflect school practice and has been shared with all staff.

The Designated Teacher for looked after children is Angela Struthers. She has reviewed the Designated Teacher for looked after children policy and this has been shared with staff. This policy has been reviewed by L Winder.

The Early Years Foundation Stage policy has been reviewed and agreed by Helen Walter, Early Years Lead. This has been shared with staff.

The SEND Policy has been reviewed by Angela Struthers, Inclusion Lead, along with the SEND statement which reflects current practice and is published on the website.

The Supporting Pupils with medical conditions policy has been written in line with the model policy from The Key and has been reviewed by Gabriel Gottlieb. It has also been reviewed by and received input from the school Office Team.

Governors ratified the Pupil Wellbeing and Safeguarding Policies

It was noted that there were two policies under review which still require ratification by the Governors:

- Accessibility Plan
- Children with health needs who cannot attend school

9.1.3 Relationship and Sex Education Policy

The RSE policy has been written in line with the latest Government guidance. The lead for RSE is Lorraine Bossman. The Governors have already reviewed this policy. It is currently with parents for consultation. Governors ratified this policy pending input from the consultation. An update will be provided at the next meeting.

9.1.4 Behaviour Policies

A Addai has led a behaviour working party comprising staff and governors and a lot of work has been done in reviewing the behaviour principles at Handsworth. This has been shared with parents and carers at meetings and is published on the school website. Training has taken place with all staff and the Behaviour policy and principles are being adopted robustly.

The Exclusions Policy has also been re-written and reviewed by Liz Winder.

Governors ratified the Behaviour Policies.

9.1.5 Facilities Policies

The Health and Safety Policy has been reviewed and updated. The school is having a Health and Safety audit on 10th February 2021 being carried out the Local Authority.

The First Aid in Schools Policy has been reviewed by the Senior Leadership Team and the Office staff. It has been updated to reflect practice to include, for example, the use of SIMS for recording pupil illness and accidents.

The Premises Management documents have been reviewed thoroughly in preparation for the Health and Safety audit. Katherine Bromley, H&S Link governor has also reviewed the premises management documents (red box).

Governors ratified the Facilities Policies

9.1.6 Governance Policies

The Equality Policy has been re-written this year to reflect the work of the Equality, Diversity and Inclusion Working Party. The Equality Objectives were agreed as follows:

Objective	Place a rigorous focus on diversity, equality and inclusion through a contextually relevant, holistic curriculum.	Overall success criteria	Teachers are able to express a specific change that has been made to their practice/curriculum
Objective	Teaching an increasingly decolonised curriculum, which celebrates the uniqueness of all children.	Overall success criteria	A shared understanding of what 'decolonising the curriculum' means. An increasingly decolonised curriculum as evidenced in long term planning.

Chair's Initials:

Objective	Ensure our children have an age-appropriate understanding of a range of healthy relationships and, through the successful implementation of our RSE curriculum, an understanding of how they change as they grow.	Overall success criteria	We meet our statutory responsibility of delivering the RSE curriculum Children can articulate what healthy relationships are as outlined in our policy.
Objective	Continue to offer intelligent, fair and highly effective action to support individual children with a focus on restorative practice.	Overall success criteria	Pupils, especially those who receive the Pupil Premium, express that they feel safe and supported and are embedding restorative practice in their interactions. With younger pupils, especially those who receive the Pupil Premium, observations show that restorative practice has been taught.
Objective	Refine and develop our recruitment process at all levels to ensure that it is a fair and unbiased process.	Overall success criteria	Our recruitment process is robust and is underpinned by our equality principles We have procedures in place to actively eliminate bias

It was noted that the governors' instrument of government is published on the school website and is unchanged.

M Wilson reminded all governors to log on to Governor Hub to make their declarations as there were a couple outstanding.

Governors ratified the governance policies.

9.1.7 Admissions Arrangements

The Admissions policy has been reviewed and reflects the latest guidance from the Local Authority. This policy was reviewed by G Gottlieb.

Governors ratified the Admissions policy.

10. PUBLICATION OF GOVERNOR INFORMATION

10.1 The school website almost compliant with three outstanding actions. A lot of work has gone into updating the website with current statutory information for 2020-21 including the new requirements. This following information is required to be included on the School Website.

- COVID19 catch up plan.
- Curriculum information. Curriculum teams currently working on this area
- Governors were asked to acknowledge that they had read Keeping Children Safe in Education 2020, completed their pecuniary interest and declarations of interest. Most governors had done this but there were two outstanding.

Once this had been completed the School would be compliant.

ACTION: Governors to participate

11. PERFORMANCE MANAGEMENT REVIEWS

- 11.1 The Headteacher reported that these had been completed. It was noted that this item had been renamed to Professional Growth. The Headteacher clarified accordingly.
- 11.2 Next year this item would be carried out by SLT and training would be arranged accordingly.
- 11.3 It was noted that all teaching staff were successful this year and have undertaken a fantastic job.
- 11.3 Headteacher Performance Management
- 11.3.1 The Chair, Ms. Stacey Dobbs, the School’s Education Advisor and the Headteacher met to discuss the Headteacher’s Performance Management and all targets were met successfully.

The Pay Committee met this evening but unfortunately the Committee was not fully formed as an additional non-staff Governor has yet to be appointed to the Committee which meant that the committee was not fully quorate. It was noted that the Performance Management Review had been carried out and objectives were set for this academic year.

The Full Governing Body ratified this decision accordingly.

12. HEALTH AND SAFETY AT SCHOOL

- 12.1 The Local Authority Health and Safety Audit has been arranged for the 10 February 2021. The Health and Safety Team met with the Headteacher and looked at the requirements for the Audit, the general premises management documents and the schedule of work to be completed. A Fire Drill was carried out this term and there were no major concerns. The Local Authority have not carried out a formal Fire Risk Assessment and Mary Wilson has been trying to contact the Local Authority for this to be completed before the forthcoming Health and Safety Audit.
- 12.2 The Local Authority received funding to push through the Central Government Agenda relating Decarbonisation, efficient energy supply and environmentally sound buildings. It was noted that the School has constant boiler and heating problems and the we have been shortlisted to receive Local Authority works which would include either a new heat pump system or a replacement boiler. NPS and Local Authority contactors have been visiting school to survey and ascertain need. We have submitted a bid to Central Government for the heat pump works and await to hear.
- 12.3 The Disabled Toilet, adjustable bed and hoist had been completed.

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1	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
	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

14. AGREE TERM DATES

Chair’s Initials:

14.1 It was noted that there would be two inset days in September 2021 to issue training on Safeguarding, Staff Development and Professional Growth. Term would start on Thursday 2nd September 2021. Pupils would return on Monday, 6 September 2021. An extra Inset day would be added to the Summer Term 2022 – 25 July 2022. This would avoid the September start of term being on a Friday. Other than the start date being Thursday 2nd September, instead of Wednesday 3rd September and the school year ending a day later, term dates were agreed in line with the Local Authority. These will be published on the school website. INSET days are:

- Thursday 2nd September 2021
- Friday 3rd September 2021
- Tuesday 4th January 2022
- Friday 1st April 2022
- Monday 25th July 2022

The Full Governing Body agreed and ratified the Term Dates for the Academic Year 2021/2022

15. ANY OTHER BUSINESS

19.1 It was noted that Mr. Gabriel Gottlieb had been accepted on to the Teach First Programme to become a secondary Music Teacher from September, 2021 – fully funded and salaried.

Congratulations were conveyed to Gabriel Gottlieb on this achievement.

The Chair conveyed thanks to the Headteacher, Staff and Governors for their input during these difficult times.

The Chair thanked everyone for attending the Meeting and wished everyone a Merry Christmas and a Happy New Year.

The Meeting closed at 7.55pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
