

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON THURSDAY 16 JULY 2019  
AT 6.45PM  
AT THE SCHOOL**

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

**Local Authority Governor**

Mrs Stacey Dobbs

**Parent Governors**

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:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
4.	4.2 Matter Arising HSA is agreed and ready to go out. Social media protocol to be updated. The final copy will be circulated to governors.	<b>Action: Ms Wilson</b>	Autumn term
8.	<b>LINK GOVERNOR REPORTS</b> 8.2 Pupil Premium: Ms Wilson will apply the learning from the Pupil Premium conference and develop, with all stakeholders, a draft Pupil Premium Strategy for 2019-20.	<b>Action: Ms Wilson</b>	Autumn term
10.	<b>POLICY REVIEW</b> Policy reviews deferred to autumn term.  Ms Smith will undertake a review of Equality and Complaints policies.	<b>Action: Ms Wilson</b> <b>Action: Ms Smith</b>	Sept 2019
11.	<b>CONDUCT SELF-REVIEW OF GB EFFECTIVENESS</b>	<b>Action: Ms Wilson</b>	Dec 2019

	Ms Wilson will send out the NGA self-review document to governors for completion and return.		
<b>15.</b>	<b>VOLUNTARY FUND QUESTIONNAIRE</b> Ms Wilson will analyse the responses received until the end of the summer term and the responses will be discussed at the next full governing body meeting in the autumn term.	<b>Action: Ms Wilson</b>	September 2019

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Ms Harris welcomed all to the meeting. Apology received and accepted from Richard Trainor. No apology received from Gabriel Gottlieb; absence was accepted.
- 1.2 Apologies not accepted: None.
- 1.3 The meeting was quorate with 10 governors present
- 1.4 Notice of Any Other Business: 1 confidential item noted.

**2. DECLARATIONS OF INTEREST**

- 2.1 Pecuniary interest forms have been completed.
- 2.2 There were no declarations of interest.

**3. GOVERNING BODY**

- 3.1 Clerk to confirm Governing Body membership:  
There were no members whose term of office will end before the autumn term 2019.
- 3.2 There was no consideration of disqualification for non-attendance.
- 3.3 Most DBS checks have been completed. There are two outstanding with documents awaited to complete.

**4. MINUTES**

- 4.1 Governors received the minutes of the last FGB. The confidential minutes were also circulated and agreed.

**The minutes were signed and dated by the Chair and retained at the school**

**4.2 MATTERS ARISING**

All actions completed.  
Item 4.2.1 refers: Home School Agreement amended.  
HSA is agreed and ready to go out. Social media protocol to be updated. The final copy will be circulated to governors.

**Action: Ms Wilson**

**5. SAFEGUARDING**

Ms Harris visited the school as part of her link governor role. The Single Central Record was checked and signed as up to date and correct.

**6. HEAD TEACHER'S REPORT**

Ms Augustin had circulated the report to governors and summarised:

- Year 6 pupils have started their transition process to their Secondary Schools.
- The Maths team led a second Inset with staff to share Maths Mastery resources and best practice.
- Handsworth was moderated by the Local Authority across EYFS and Key Stage 1. The feedback from the Local Authority was very positive and it was noted that the data for both phases was judged to be accurate.
- Governors commended teachers for their knowledge of the children and their understanding of next steps progress.

- The school has a full complement of staff.
- All new and existing pupils have met their new teachers.
- Community cohesion activities were highlighted as detailed in the report.

Governors noted the progress made in results at all Key Stages, particularly Year 6 and this will be discussed further under agenda item 12.

Ms Harris thanked Ms Augustin for her report.

## 7. CHAIR'S ACTION

There were no Chair's actions to report.

## 8. LINK REPORTS

### 8.1 PE:

Mr Tromans circulated his report and summarised:

- All Year 6 pupils represented the school in at least one sporting competition.
- Achieved Gold Medal in Gymnastics.
- Achieved Gold Sports Mark and will look at working towards Platinum.

Ms Harris thanked Mr Tromans for his report.

### 8.2 Pupil Premium:

Ms Wilson presented her report:

- The 2018/19 Pupil Premium Strategy was sent to all staff and staff feedback was included in the Link Governor report.
- There are 75 Pupil Premium children at Handsworth (18%) and their progress, attainment and well-being are closely monitored.
- Interventions and support in place for our Pupil Premium children is reviewed termly at the Pupil Progress Meetings.
- 37% of our PP children are also identified as SEND which is much higher than the school average (17% of children at Handsworth have been assessed as SEND).
- The Pupil Premium strategy has identified early oral language acquisition, behaviour, SEND, poor attendance and limited access to resources which contribute to lower aspirations, progress and attainment.
- The positive impact of Speech and Language intervention, with PP children making good progress in the Early Years in reading and writing was highlighted. All staff have consistently focused on reinforcing positive behaviour, resulting in improved behaviours for learning. There has been significant support for SEND PP pupils and a positive SEND review by the Local Authority.
- Attendance of PP children continues to be monitored. Year to date attendance for pupil premium to June 2017/18 was 94.8%. This has now shown improvement, where year to date attendance for pupil premium to June 2018/19 has risen to 95.3%.

Ms Wilson reported on her attendance at the Pupil Premium Conference as follows:

It was noted that, since its inception in 2011, the gap between PP and non-PP attainment has reduced very little: 3.3% to 2.9% in primary schools and most of this was in 2012.

Ofsted:

- will not look at a school's internal monitoring or attainment data
- will not require detailed information about pupil premium spending
- will not require schools to monitor or publish information related to within-class or within school attainment gaps.

- It will use "the learning and progress of disadvantaged pupils, as shown by published outcomes data" to help form its judgements.

#### Pupil Premium Statement

- All local authority maintained schools and most academies are required to publish an annual statement setting out their pupil premium spending plans and the impact in the previous year.
- There is no mandatory format for doing this. The Teaching School Council has published a template in case schools want guidance to meet the requirements.
- From September 2019 schools may wish to consider a medium term (e.g. three year) strategy for the pupil premium and update it annually. This is an option for schools, not a requirement.
- The TSC will publish a simplified template in September in case schools find it helpful

#### Education Endowment Foundation

- We should focus where we think the biggest difference can be made: teaching and learning.
- The EEF, following all their research, recommend a three-tiered approach:
  1. TEACHING (professional development, recruitment & retention, support for early career teachers)
  2. TARGETTED ACADEMIC SUPPORT (structured interventions, one-to-one support, small group)
  3. WIDER STRATEGIES (behaviour, attendance, breakfast clubs)
- Pick a small number of approaches and ensure that implementation is correct. PP Strategies can be too cumbersome and too long. The strategy should be short, focussed and 3-year.

Ms Wilson will apply the learning from the Pupil Premium conference and develop, with all stakeholders, a draft Pupil Premium Strategy for 2019-20.

**Action: Ms Wilson**

Ms Harris thanked Ms Wilson for the report.

#### **9. GOVERNOR TRAINING**

Governors were encouraged to attend the training offered by LA.

Ms Bromley, Mrs Harris and Ms Smith attended the last Governors' Briefing

Ms Harris attended Chairs' meeting

Ms Wilson attended National Leaders' of Governance Hub meeting

#### **10. POLICY REVIEW**

Policy reviews deferred to autumn term.

Ms Smith will undertake a review of the Equality Policy, in line with wider objectives around equality and inclusion and also the Complaints Policy.

**Action: Ms Smith**

#### **11. CONDUCT SELF-REVIEW OF GB EFFECTIVENESS**

At the next meeting, Ms Wilson will share the External Review of Governance framework employed by the National Leaders of Governance. Governors agreed that they should go through the self-evaluation process with a view to a facilitated session at the December 2019 meeting.

## 12. PROGRESS OF SDP / END OF YEAR DATA

### Key Stage 2

Ms Wilson presented the data report which had previously been emailed to governors. It was noted that Key Stage 2 provisional data showed that attainment and progress were above national averages in Reading and Writing. Attainment at greater depth was significantly above national average across all subjects. In Maths, the progress made was slightly below national average but it was noted that there were a number of pupils who joined Handsworth in Key Stage 2 and also that disapplied pupils impacted on overall progress measures. Significant investment is being made in Maths Mastery and the impact of this is beginning to be evidenced. The teaching and learning of Maths will be a Key Priority for 2019-20.

It was noted also that there were a number of pupils in this cohort who had complex SEND.

Governors discussed the gender gap in English at Key Stage 2 and noted that the gap was in line with the national gap but that girls at Handsworth had attained significantly above provisional national averages. The gender gap has reduced from last year. The impact of significant investment in boys' reading and writing is being seen in school with the gender gap less significant, or none at all, in other year groups.

Key Stage 2 data will be discussed in more detail in the autumn term, when it is published by the Department for Education. Data is currently provisional.

### Key Stage 1

Reading 80% (27% greater depth)

Writing 65% (17% greater depth)

Maths 74% (22% greater depth)

Governors noted that the year 2 teachers had attended the Local Authority moderation and that all judgements were agreed to be accurate.

### Phonics – Year 1

98% of pupils achieved the expected standard in Phonics.

### Early Years

75% of pupils achieved a 'Good Level of Development' (73% last year) with significant progress made during Reception. Only 36% of pupils were meeting the expected standard at On Entry in the autumn term.

Governors noted that Early Years were also moderated by the Local Authority and that all judgements were agreed to be accurate.

Ms Harris thanked Ms Wilson for her report.

Governors wished to thank the staff for their hard work and noted the achievements of the pupils in their SATs and all other assessments. Governors discussed at length the outcomes and provisional key priorities for 2019/20. These would be discussed with Claire Nairne at the first governing body meeting of 2019. Governors agreed that key priorities should include Maths, Mental Health, Resilience and Equality, Diversity and Inclusion.

## 13. AGREE SCHEDULE OF MEETING DATES

A schedule of meeting dates has been circulated. These dates had been published on the school website and had been shared with Governor Services.

**14. ANNUAL GOVERNANCE STATEMENT - PUBLISH ANNUAL REPORT ON EFFECTIVENESS AND PUBLICATION OF GOVERNOR DATA**

All statutory data is published on the website. An Annual Governance Statement is not a statutory requirement. The minutes are published on the website and key information is available to parents. Governors are committed to their communication and engagement strategy.

**15. VOLUNTARY FUND QUESTIONNAIRE**

Governors had shared a questionnaire with parents and carers asking them their views on a potential Voluntary Fund. The questionnaire had only just be sent and, so far, 27 responses had been received. Ms Wilson will analyse the responses received until the end of the summer term and the responses will be discussed at the next full governing body meeting in the autumn term.

**Ms Wilson**

**16. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION**

The website is up to date and all statutory information is published.

**17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

Date of next meeting to 10 September 2019 6.45pm

**18. CONSIDER ROLE OF CHAIR FOR SEPT 2019**

Ms Harris confirmed her intention to resign as Chair. Clerk requested that Governors give thought to nominations for Chair, to be considered at the meeting on 10 September 2019.

**19. AOB / CONFIDENTIAL ITEMS**

Confidential

Ms Harris thanked governors for attending and the meeting concluded at 7.45pm.

**Signed**.....

**Dated**.....