

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 24 MARCH 2020  
AT 5PM  
BY TELEPHONE CONFERENCE CALL**

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  
Ms Alina Harris

**Headteacher:**

Ms Claire Nairne

**Local Authority Governor:**

Ms Stacey Dobbs

**Parent Governor:**

Ms Anna Devereux-Murray

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
3.1.1	Parent Governor recruitment to be arranged	Headteacher	When possible
3.1.2	Staff Governor recruitment to be arranged	Headteacher	When possible
4.1	Minutes of Meeting held on 10 December 2019 to be amended and signed.	Ms. Mary Wilson and Chair	ASAP
8.1.4	Safeguarding dissatisfaction to be noted	Governor Services	ASAP
8.1.5	Safeguarding Training to be determined	All Governors	ASAP
	Date of next meeting: 12 May 2020 – 6.30pm	All /GS	Immediate

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 In the absence of the Chair, the Vice Chair welcomed all those present to the meeting.
- 1.2 There were no Apologies for absence received.
- 1.3 No apologies for absence were not received and not accepted.

- 1.4 The Clerk confirmed that the meeting was quorate with ten Governors present.
- 1.5 Notice of Any Other Business/Confidential items

**2. DECLARATIONS OF INTEREST**

- 2.1 Pecuniary Interest Forms had been completed previously by all Governors.
- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. GOVERNING BODY**

**3.1 To appoint One Co-opted Governor**

- 3.1.1 The Full Governing Body agreed to appoint Ms Jennifer Smith as Co-opted Governor which left a Parent Governor vacancy.

**ACTION: Parent Governor appointment process to commence  
Headteacher to arrange**

- 3.1.2 Mr. Robert Troman’s term of office had expired on the 14 March 2020 which left one Staff Governor vacancy.

**ACTION: Staff Governor appointment process to commence  
Headteacher to arrange**

**3.2 Clerk to confirm Governing Body membership**

- 3.2.1 The clerk confirmed that there were currently one Parent Governor and one Staff Governor vacancy at the present time. There were no terms of office due to expire in the Summer Term 2020.

**3.3 To consider disqualification due to non-attendance**

- 3.3.1 The clerk advised that no governors were eligible for disqualification due to non-attendance.

- 3.4 The Clerk confirmed that DBS checks have been completed by all Governors and details are currently held on file by Governor Services

**4. MINUTES**

- 4.1 Governors received the Minutes of the Governing Body Meeting held on the 10 December 2019 and agreed these to be an accurate record of the meeting subject to some highlighted amendments to be actioned. The Chair agreed to sign the Minutes once an amended copy was available which would be retained by the school.

**ACTION: Mary Wilson and Chair**

**4.2 Matters arising:**

Minute Ref:	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date:
3.1	Liaise with Governor Services and publish pecuniary interest information on the Website	Ms Mary Wilson	Completed
4.1 & 4.2	Election of Jennifer Smith as Chair and Liz Winder as Vice Chair of Governors	Governor Services	Completed

Chair’s Initials:
-------------------

7	Ms. Claire Nairne to invite Link Governor to Philosophy for Children training	Ms. Claire Nairne	Completed (awaiting rescheduled date)
9.	Gabriel Gottlieb & Robert Trainor to be booked on to January Safeguarding Training	Ms Mary Wilson	Completed
10.	'Vision Statement' to be revisited as an agenda item at an appropriate future GB Meeting	All Governors	Ongoing
10.	Compare other Schools' data to be circulated to Governors by the end of the week.	Ms Mary Wilson	Completed
10.	A structured staff organogram to be creased	Ms Mary Wilson	Ongoing
10.	The impact of Governance on outcomes for children to be revisited as an agenda item at an appropriate future GB Meeting	All / GS	Ongoing
11.	Investigate the possibility of a visit to the Royal Opera House	Mr. Gottlieb	Dealt with under AOB
13.	Governor Services to be advised to remove Statement of Internal Control from future agendas.	Governor Services	Completed

#### 4.3 Minutes/Reports from Committees

4.3.1 The Minutes of the Resources Meeting held in March 2020 were shared with Governors by Ms. Elizabeth Winder (Chair of this Committee). The following points were highlighted:-

- The Budget had been reviewed which showed an unsustainable deficit. It was agreed that further cuts would be required and in the meantime this would be reviewed again with the Headteacher. It is hoped that a balanced Budget will be agreed at the next Resources Committee Meeting.

4.3.2 There had been two Meetings of the Teaching and Learning Committee and these were shared with Governors by Mr. Gabriel Gottlieb. The following points were discussed:-

- Recycling Bins and Food Waste
- RSHE Policy. It was noted that the arranged RSHE Training had been cancelled and was put on hold last Friday. It would be necessary to obtain a guidance Model on how this subject would be delivered. This Policy is an ongoing working document at the present time.
- SDP was discussed together with the new Project "Magnificent 7" which will be carried forward due to the present Coronavirus Climate and the School Closure.

**All Committee Minutes were noted by the Full Governing Body.**

*At this point, Ms. Jennifer Smith arrived at the Meeting and took over as Chair.*

#### 4.4 Matters arising:

4.4.1 Nothing to report.

## 5. HEADTEACHER'S REPORT

5.1 The Headteacher referred Governors to her Report previously circulated. The following points were highlighted and questions were invited from Governors:-

5.2 The School Roll is current 443 (including Nursery pupils)

5.3 LAC and EAL pupils were also shared with Governors

5.4 Pupil Premium was noted by Governors and the Three Year Pupil Premium strategy had been published on the Website. This would be evidence based and written in line with the advice from the Education Endowment Foundation (EEF):

- Supporting training and continuous development to improve the quality of all teaching
- Targeting support for disadvantaged pupils through evidence-based interventions
- Supporting whole-school strategies to improve attendance, behaviour and readiness to learn

The Three Year Strategy was summarised as follows:-

1. Invest in effective CPD so that all staff are supported to keep improving and therefore there is consistent excellent teaching and learning which improves the outcomes for all pupils including the disadvantaged.
2. Provide targeted support for disadvantaged pupils to reduce the attainment gap in reading, writing and maths combined between Pupil Premium children at Handsworth Primary School and their non-PP peers nationally.
3. Develop the curriculum so aspirations are raised and that disadvantaged pupils are acquiring the knowledge and cultural capital they need to succeed and be prepared for secondary school and in life.

5.5 Pupil Progress Meetings have taken place this term and the feedback, during the 'well-being' lunchtime session was that the longer two hour meetings were really valuable. In line with government guidance, the school will monitor Pupil Premium attainment and progress at these meetings but will no longer scrutinise Pupil Premium versus Non-Pupil Premium in-school attainment data.

Governors were invited to email the Headteacher should they have any questions relating to Pupil Premium.

5.6 Ms. Mary Wilson met with the Matthew Oakley and Ms. Afua Addai to discuss the 'supporting whole-school strategies to improve attendance, behaviour and readiness to learn' element of the Pupil Premium strategy and looked at ways to raise aspirations and provide opportunities for broader experiences. The School has drafted a "Magnificent 7" proposal which is a whole-school strategy aiming to address these barriers to learning.

5.7 Attendance was reported at 96.6%.  
The School continues to track, monitor and issue penalty notices relating to Attendance.

5.8 It was noted that there had not been any Pupil Exclusions this term.

5.9 The School has started to work towards developing and refining the Curriculum. The Creative Curriculum Lead has been working on developing Knowledge Themes which will provide a structure for the school's curriculum. A Specialist visited the School to work with Subject Leaders on a 1:1 basis. This gave them the opportunity to discuss their subject in a supportive environment. The Leaders had discussions about coverage and progression of skills and knowledge of their subjects. A summary of the discussions and action plans to collectively develop and refine the Curriculum were shared with Governors.

5.10 Maths continues to be a priority for the School as last year's SATs results identified a negative progress score and below National. Maths Mastery is progressing well within the School.

5.11 It was noted that during progress meetings, the School tracks individual children from their Year 2 (for Key Stage 2) or EYFS (for Key Stage 1) results. This has allowed the School to identify children who are at risk of not making the expected progress. Teaching is then targeted to focus on the areas children need most support.

5.12 Investors in Diversity  
Staff and Parent surveys have now been completed and the diagnostic result is in the process of being analysed. An update will be provided next term.

5.13 School Council  
The School Council meets every two weeks and seeks to improve the school experience for students by listening to their ideas and opinions. Every term, the School Council undertakes a flagship project which involved the entire school and attempts to strengthen links within the wider community.

During the Autumn Term their project was a collection for the local foodbank. Initially, School Council members assisted in assemblies and encouraged everyone to become involved in this project.

During the Spring Term the project is based around the recycling of food. This gives the opportunity for children to become involved in different projects and develop teamwork and leadership skills.

5.14 Personal Development  
Progress Meetings include in-depth conversation and action points for the children who are Pupil Premium and strategies are discussed to help these children using the funding received from the Government. It was decided last term to create a series of special, age-specific experiences; all carefully selected to introduce children to new things, develop existing talents and acquire new skills. These experiences were shared with Governors.

5.15 SEND  
The following areas were detailed in the Report and shared with Governors:-

- Send Support
- EP Visits
- Education Health Care Plans and Additional Funding
- SaLT Intervention
- SEND Register which was updated for the Census

- SEND Mentoring
- A report to Governors from the Integrative Child Psychotherapist and her role within the School.

5.16 Leadership and Management

5.16.1 A great deal of CPD had taken place and a list from 17 August 2019 to the 5 March 2020 was shared with Governors for their information.

5.17 Budget

5.17.1 Governors were informed on the 3 March 2020 of the Period 11 Budget Monitoring Report. The Budget is currently projecting an in-year deficit of £8,004 which will be paid from reserves. Capital accounts were closed on the 29 February 2020 and the 2019/20 capital income was £46,621, (£9,015 Devolved Capital, £18,526 Accessibility funding and £18,720 Waltham Forest Arts Award).

5.17.2 The School purchased a new Server, resurfaced an area of the playground making it wheelchair accessible and are working on the "Hide, Seek and Discover Arts Project".

The School will carry forward £17,516 devolved capital and £11,629 WF Arts capital funds to 2020/21.

5.18 Premises

5.18.1 It was noted that some windows were replaced during February half term and paid for by the Local Authority. The Nursery Toilets are due to be refurbished during the Easter holiday. The School is still waiting for the Local Authority to replace the water fountains.

5.18.2 The School will be applying to the Local Authority for Match Funding to install gas cut-off valves to the main school boilers; a porta-cabin workshop for the Site Manager and installation of partition doors to the Library. It is hoped that the School will obtain Match funding for a soundproof and fire resistant door.

5.19 Staff Absences were reported to Governors and the School continues to closely monitor staff absence; following the School's Staff Absence Policy.

5.20 Reports were also shared with Governors from the SLT., EYFS Phase Leader, KS1 Phase Leader, KS2 Phase Leader and noted by Governors.

Thanks were conveyed to the Headteacher for her very informative Report.

**6. CHAIR'S ACTION**

6.1 It was noted that the School closed as soon as the Government sent their instructions to do so. The School has followed Government advice on a daily basis and all procedures are being followed correctly.

6.2 It was noted that it has been necessary to create staff rotas to avoid too many staff attending the School during the closure. There were quite a few members of staff self-isolating.

6.3 The Safeguarding Lead is on site at all times.

6.4 Parents have been sent a document about the required guidelines – especially washing hands four times per day which they have been doing within the School.

**Question:** With regard to numbers how do you calculate how many teachers should be on site each day?

**Answer:** We look at individuals and their needs are assessed. We general have 1:10 pupils if pupils are able to cope. If there are issues the School ensures that the pupils receive 1:1 support if required. However, the numbers of children attending the School do change on a daily basis.

Thanks were conveyed to everyone – the School is doing a superb job!

## 7. LINK GOVERNOR REPORTS

Governors were encouraged to arrange their Link Governor visits and provide their reports accordingly.

### 7.1 Safeguarding Report

7.1.1 Governors noted the Safeguarding Report from Ms. Alina Harris (Safeguarding Link/Governor). The following points were highlighted from her recent visit to the School:-

- Staff Files were checked for full contents via a checklist and this was shared with the Headteacher.
- The SCR was checked and showed evidence of being a very comprehensive document. This document will be signed off next term when an electronic signature could be done remotely.

### 7.2 SEND

7.2.1 Ms. Jenny Smith had established a relationship with the SENCO on a recent visit and will follow up accordingly. The Chair informed Governors that the effort and input from the SENCO has been phenomenal and really impressive.

7.3 Mr. Richard Trainor was nominated Maths Link Governor and this was seconded by Ms. Mary Wilson.

**The Full Governing Body agreed to this nomination**

## 8. GOVERNORS' TRAINING

### 8.1 Training Link/Governor to report on courses attended by governors for the term

8.1.1 Ms Katherine Bromley reported that she had attended "Understanding Challenging Behaviour" at Milton Keynes College and the SFVS training carried out by the Local Authority.

8.1.2 Ms. Mary Wilson had attended the recent Governors' Briefing which was informative.

8.1.3 Ms. Elizabeth Winder reported that she had attended "Domestic Abuse Training" which was considered very interesting.

8.1.4 It was noted that all Governors had attended the Safeguarding Training. However, Governors were very disappointed; and felt the content was not beneficial to them. They required more advice on Governor Responsibilities in respect of Safeguarding. This was fed back to Governor Services and it is hoped that further training would be available to compensate.

**ACTION: Governor Services to note**

8.1.5 It was agreed that Governors would circulate ideas on what they required to Ms Mary Wilson who agreed to collate and assess accordingly.

**ACTION: Governors to email ideas on training required**

## 9. 2020-2021 TERMS DATES

9.1 The 2020/2021 term dates were agreed and circulated by email.

It was agreed that Inset Days would take place on the 3 and 4 September 2020 with pupils commencing School on the 7 September 2020.

9.2 However, the present climate, regarding the coronavirus, may have an impact on the above commencement dates.

In answer to a question it was undecided when and what would happen with regard to the new Reception Pupils in September 2020 due to the coronavirus issues.

## 10. FINANCE

10.1 It was noted that the SFVS Document had been reviewed by the Resources Committee and it was recommended that this document be ratified.

**The Full Governing Body ratified the SFVS Document accordingly.**

### 10.2 Health and Safety

10.2.1 Ms. Mary Wilson advised Governors that going forward she is studying her responsibilities in this role and works had been previously mentioned in the Headteacher's Report under Items 5.18.1 and 5.18.2.

10.2.2 It was noted that a Year 6 Deep Clean of Classrooms had taken place this term.

### 10.3 Scheme of Delegation

10.3.1 It was noted that this document had previously been updated.

### 10.4 Financial Regulations

10.4.1 It was noted that this document had been discussed and reviewed by the Resources Committee recently. The School Business Manager is working with Ms. Elizabeth Winder on this document.

### 10.5 Voluntary Fund Update

10.5.1 It was reported that the School had sent a letter to all Parents at end of January 2020 asking for a suggested donation of £30. The School has had a reasonable response to this request and this will be monitored by the Resources Committee. Hopefully this will help, in some way, to reduce the budget deficit.

### 10.8 Draft 2020/2021 Budget Plan

10.8.1 The School Business Manager had previously presented the draft Budget to the Resources Committee and it was agreed that further savings would have to be made in order for it to balance. It was noted that this was a working document at the present time.

## 11. POLICY REQUIREMENTS – SPRING 2020

Governors to be advised that the DFE have introduced the requirements for the following policies:

### 11.1 Looked After Children (LAC) – Designated Teacher and Previous Looked After Children

11.1.1 It was noted that the Looked After Children Policy was sent to Governors for their perusal and the guidance from Waltham Forest Virtual School had been included in the Policy.

**The Full Governing Body ratified the Looked After Children Policy**

### 11.2 Newly Qualified Teacher (NQT) Induction

11.2.1 It was noted that this Policy had been reviewed according to the Model Policy from the 'Key'.

**The Full Governing Body ratified the NQT Policy**

### 11.3 Protection of Children Biometric Information

11.3.1 It was noted that the School did had a Data Protection Policy which included a paragraph stating that the School does not use biometric data at all. However, if the School did have the use of biometric data then the GDPR Regulations would be followed at all times.

**It was noted that this Policy had already been ratified by Governors**

### 11.4 Children with Health Needs that cannot attend School

11.4.1 It was noted that the School were awaiting a Model Policy from the Local Authority to be able to produce a Children with Health Needs that cannot attend School Policy.

## 12. POLICIES FOR RATIFICATION



12.1 Relationships, Sex and Health Education Policy

12.1.1 Ms. Mary Wilson informed Governors that this Policy had been written but will be sent to Governors for their perusal.

**ACTION: Ms. Mary Wilson**

12.2 Attendance Policy

12.2.1 Ms. Mary Wilson informed Governors that this Policy is presently being reviewed and will be emailed to all Governors on completion.

**ACTION: Ms. Mary Wilson**

12.3 Staff Expenses Policy

12.3.1 Governors had been sent this draft Policy previously.

**The Full Governing Body ratified the Staff Expenses Policy accordingly**

Thanks were conveyed to Ms. Mary Wilson for her input in reviewing the Policies itemised.

**13. STAFFING UPDATE**

13.1 The Headteacher provided a staffing update as follows:-

13.1.1 Advertisements had been placed for four teachers and the School is currently fully staffed with an NQT commencing in September 2020.

13.1.2 The School has one member of staff on long term sickness absence but it is unsure when or whether they will return to work. It was noted that this absence is being covered.

13.1.3 One support member of staff will be retiring at the end of this term.

Thanks were conveyed to the Headteacher for her Staffing update.

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

14.1 Full Governing Body Meeting 12 May 2020 6.30pm  
(Budget ratification)

Apologies for Absence: Anna Devereux-Murray

14.2 Agenda items

Budget 2020/21

Vision and Values Session – Summer Extra Ordinary Meeting.

Headteacher's Report to Governors – including Coronavirus update

14.3 Governors noted the Governors' Briefing to be held from 6pm at Waltham forest Town Hall (Council Chamber), Forest Road, E17 4JF on Wednesday 6 May 2020.

**15. VISION AND VALUES SESSION ON SUMMER AGENDA**

15.1 Governors noted this reminder accordingly.

**Agenda item**

**16. ANY OTHER BUSINESS**

16.1 Governors were informed that Ms. Mary Wilson and Mr. Gabriel Gottlieb had liaised together and had managed to book 70 tickets (60 children plus 10 Adults) for a Performance "Frozen The Musical" at the Theatre Royal in Drury Lane in May 2021 which coincides with World Book Day. This will form part of the Magnificent 7 experience.

Thanks were conveyed to Ms. Mary Wilson and Mr. Gabriel Gottlieb for managing to book this Performance.

- 16.2 Thanks were conveyed to Mr. Robert Tromans for his commitment to governance over the past four years (and his heart-warming Video that he compiled for his Year 5 Class).
- 16.3 Coronavirus Issue – Vulnerable Children update  
Governors were informed that the School have been making weekly phone calls to vulnerable children and their parents. Added to this is the fact that the School have continued to provide packed lunches for Free School Meal Children.
- 16.3.2 Governors were reminded that a full detailed Safeguarding Report will be sent out with the Headteacher’s Report which was considered a very good document to engage with.
- 16.3.3 With regard to offering support to staff in isolation; the teams had created a ‘What’s App’ group and these may become more of a Support Network. The Headteacher clarified the ‘What’s App’ Network Group to Governors.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 6.40pm

Chair: ..... (print)

..... (sign)

Date: .....

Chair’s Initials:
-------------------