

**MINUTES OF THE MEETING OF THE
HANDSWORTH SCHOOL GOVERNING BOARD
HELD ON TUESDAY 11 SEPTEMBER 2018
AT 6.45 PM
AT THE SCHOOL**

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

Co-opted Governor(s)

Mr Gabriel Gottlieb
Ms Elizabeth Winder
Ms Katherine Bromley
Ms Mary Wilson

Headteacher

Ms Jill Augustin

Parent Governor(s)

Ms Jennifer Smith

Staff Governor

Mr Robert Tromans

Clerk to the Governors: Ms Jacky Potts

Meeting started at 18.50pm

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
17.	To upload the Working Party minutes.	Ms Wilson	Autumn term 2018
21.	To carry out GDPR training for all staff	Ms Wilson	10 October 2018
2	Declarations of Interest forms to be sent to governors absent from this meeting.	Governor Services/ Governors	1 week
3	Governor Services to note the election of Alina Harris as Chair and Simon Jarvis as Vice Chair of Governors	Governor Services	1 week
4.2	To amend draft notice for the election of governor vacancies To contact Governor Services to enquire about available governors with legal and communications experience. Amend notice to be emailed to parents and publicised on the school's website.	Ms Smith Ms Wilson Ms Wilson	Email to parents by 14 September 2018

Chair's Initials:

4.3	Confidential item	Chair	Before October half term
5.1	<i>Item 20.4</i> - Mr Tromans to provide additional information to Ms Wilson in order to capture the comments made regarding boys' writing. Action: Ms Wilson to amend minutes of the meeting of the 19 July before uploading onto the school's website.	RT MW	14 Sept 2018 Publish on website by 19 September 2018
8.	Governors to consider the training programme offered by Governor Services and to book places on relevant training sessions.	All	Immediate
13.	Ms Harris to circulate link to all governors to an update to changes in Keeping children Safe in Education. Governors to read Section 1 of the Keeping Children Safe in Education (2018) guidelines. Ms Wilson to circulate.	AH/All MW/All	One week One week
15.	Agreed Ms Winder and Ms Wilson to review the Governing Body Annual cycle.	EW/MW	Meet 12 October 2018 with SBM
16.1	Governor Services to note the election of Chairs and Vice Chairs to the Resources; Pay and Teaching & Learning Committees.	GS	Immediate
	Date of next meeting:	All /GS	11 December 2018

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Simon Jarvis.
- 1.3 No apologies for absence were received from Donna Carby and therefore these were not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with 8 governors present.
- 1.5 There was notice of one item of Any Other Business to be discussed at the end of the meeting

2. DECLARATIONS OF INTEREST

- 2.1 The clerk issued all present governors with copies of the personal and pecuniary interest form. Governors present completed these forms and duly returned them to the clerk for processing. Simon Jarvis and Donna Carby were not present and were therefore required to complete and return pecuniary interest forms. Ms Wilson agreed to pass the relevant forms to Simon Jarvis and Donna Carby for completion and return to Governor Services.

Action: Governor Services and Governors

2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

3. APPOINTMENT OF OFFICERS

3.1 Election of Chair for the academic year 2018/2019

The Clerk welcomed nominations for the position of Chair of Governors. All Governors unanimously proposed that Ms Alina Harris be elected as Chair of Governors for the 2018/2019 academic year. With no other nominations and no objections Ms Alina Harris was duly elected as Chair.

3.2 Election of Vice-Chair for the academic year 2018/2019

The Clerk welcomed nominations for the position of Vice Chair of Governors. All Governors unanimously proposed that Mr Simon Jarvis be elected as Vice Chair of Governors for the 2018/2019 academic year. With no other nominations and no objections Mr Simon Jarvis was duly elected as Vice Chair.

ACTION: Governor Services to note the election of the Chair and Vice Chair.

4. GOVERNING BOARD

4.1 The clerk confirmed that due to the resignation of Mr Mike Fear there was currently a vacancy for a parent governor, as well as a vacancy for a co-opted governor.

4.2 Governors agreed that there was a need to have people with legal and communications experience in order to fill the identified skills gap. Ms Smith agreed to amend the draft notice to enable Ms Wilson to send this onto parents and publicise the parent governor vacancy on the website. Ms Wilson agreed to again contact Governor Services to enquire if they had anyone available with these skills.

Action: Ms Smith to amend draft notice.

Action: Ms Wilson to contact Governor Services and to send amended notice for vacant governor positions to parents and upload onto the school website.

4.3 To consider disqualification due to non-attendance

Confidential item

4.4. The Clerk confirmed that DBS checks have been completed by all governors and details were held on file by Governor Services. It was noted that Ms Harris' DBS check was due to expire in December 2018 and that Mr Tromans' DBS was in the process of being updated.

5. MINUTES

5.1 Governors received the minutes of the governing board meeting held on 19 July 2018, subject to typing corrections and the following amendments. Ms Harris signed a copy of the minutes and these were retained by the school for filing.

6. Headteacher's Report – Table to include attendance target 97% in header row. Mr Tromans to provide additional information to Ms Wilson in order to capture comments made in relation to the improvements in boys' writing in year 6.

9. Correction to the spelling of Marianna Jordaan's name.

14. Pooled Funding for the Trade Union Facility - Governors were concerned that this point did not adequately reflect what had been discussed. Governors had raised concerns around the perceived benefits of pooled funding for the trade

union facility in light of an increasingly tight budget. The Senior Leadership Team and governors actively encourage all staff to join a Union and staff members receive support and representation when it is required.

15. Schedule of meeting dates for the academic year 2018/19 – It was clarified that there is no Governing Body Meeting scheduled for the 15 January 2019 and this should be deleted from the table/calendar.
- 21.2 Numbering of items after 21.2 was out of sequence.
- 21.4 SEND Budget Review – It is unclear in the minutes what period this relates to. It was noted that the Resources Committee had **reviewed the SEND Budget for the year ended 31 March 2018.**

Governors stressed that the minutes of the Governing Body published on the school website should be an accurate reflection of the meeting. Governors agreed that following clearance by the Chair and Head, draft minutes should be sent to Ms Wilson who will distribute to all governors for final clearance prior to being sent to Governor Services. This would ensure that any minutes published on the website were an accurate record of the meeting and any amendments were picked up in a timely manner and did not have to wait until the next meeting for ratification.

Action: Mr Tromans to provide additional information to Ms Wilson in relation to boys' writing

Action: Ms Wilson to edit the minutes of the meeting of the 19 July 2018 to capture these amendments before uploading onto the school's website.

5.2 MATTERS ARISING

It was noted that all actions from the previous meeting had either been completed or have been carried forward for action.

6. GOVERNING BOARD CODE OF CONDUCT

Governors reviewed the Governing Body Code of Conduct and signed copies were returned to the Clerk to be retained by Governor Services. Ms Wilson to email copies to Mr Jarvis and Ms Carby for their signature and return.

ACTION: Ms Wilson, Mr Jarvis and Ms Carby

7. CHAIR'S ACTION

There had been no items for Chair's Action since the last meeting.

8. GOVERNORS' TRAINING

Governors noted that accredited training is being offered by Governor Services and all governors were encouraged to log on and book appropriate courses. It would be an expectation that all new governors would be required to attend. Ms Wilson confirmed that the governors' accreditation programme was now included as part of the Silver Service SLA that the school had entered into with Governor Services. Ms Wilson had sent a link to all governors to the 2018/19 training programme which is now saved to the school website. Ms Wilson also confirmed that she would be attending the GDPR training session on the 20th September 2018 and would be taking GDPR training for staff on the 10th October 2018.

Governor Chair Training is included within the programme and is scheduled for 30 October 2018, 7 – 8pm. Any governors who wished to attend should book a place with Governor Services.

Action: Governors to consider the training programme offered by Governor Services and to book places on relevant training sessions.

9. ALTERNATIVE MEETING ATTENDANCE OPTIONS

Governors reviewed the document and following debate agreed that alternative methods for governors' participation would be limited to telephone conference calls and video/conference calling, with a requirement of minimum 24 hours notice and Chairs discretion to overrule. Governors agreed that voting by proxy would not be permitted and being part of the discussion at the meeting was integral to making an informed decision and subsequent vote. The Options Paper was duly signed and dated for forwarding to Governor Services for retaining.

10. DATA 2017/18

10.1 Ms Wilson had circulated national data and that for Waltham Forest, which showed a larger increase in Greater Depth. The school's Greater Depth attainment data was very slightly below that of the borough and national average in Reading and Maths. However, in all combined subjects and in Reading, Writing, Maths and GAPS the school was above the borough and national averages at the expected standard and in progress demonstrated from KS1.

Governors noted that there is gender gap in attainment nationally wherein girls are outperforming boys, particularly in Reading and Writing. There was a larger gender gap in Handsworth's year 6 attainment data in all subjects but it should be noted that the boys at Handsworth's outperformed their peers nationally. 100% of the girls in year 6 achieved the expected standard in Reading.

In-year data tracking shows that in some cohorts there is very little gap in attainment between boys and girls. There are more significant gender gaps in the current year 3 and year 6 cohorts.

Q. Governors queried the reason for this.

A. In years 3 and 6 there are groups of identified boys who are significantly below where they should be academically. Appropriate and considered interventions are in place for these cohorts which are being continually reviewed. A number of children in these cohorts have complex needs and are also pupil premium.

Q. What is the reason for the national gap?

A. It is evident that the trend continues through secondary school. The school does a lot to encourage and inspire boys around reading and writing and to promote learning. However, this gap did not apply to all cohorts, as there were some groups where the boys were achieving higher. Governors felt that it would be interesting to see the impact of not streaming this year. The Head advised that, in a number of cases, the overuse of IT and social media such as gaming amongst boys was not helping their attitude to learning. Attainment and progress of boys has been identified as a whole school key priority and will be addressed as part of the curriculum action plans.

10.2 Pupil Premium

The data circulated included the previous Year 6 pupils. There was a key focus on securing the expected standard and combined outcomes last year and this had produced good results. Pupil Premium children at the end of KS2 attained higher and made greater progress than 'all pupils' nationally.

Governors acknowledged the good feedback from the recent trip to Suntrap. It was felt that the trip was engaging and helped with setting expectations early in the new academic year for the year 6 cohort.

11. **KEY PRIORITIES 2018/19**

The governors discussed the data/outcomes and the subsequent perceived key priorities for the upcoming academic year. The Head Teacher tabled the key priorities for the new academic year, which were agreed as follows by governors:

- Placing a continued rigorous focus on teaching and learning in Maths, to ensure that good progress is made by all learners.
- Ensuring that there is consistency in the teaching of comprehension to secure the expected standards in Reading.
- Ensuring that children working towards Greater Depth across all subjects receive the required challenge and support to succeed.
- Implementing strategies to reduce the attainment gap between boys and girls across Reading, Writing and Maths.

Q. Governors asked how these would be detailed and what 'sat beneath' them.

A. Key priorities will be shared with teachers on the 12th September 2018. Subject leads and curriculum teams will agree actions and plans will be drawn up based on this. Those action plans will be included within the draft SDP and presented to committees in October, for governors' input. Teachers will speak to pupils about the child friendly version of the key priorities, which will be laminated for display in all classrooms.

12. **SEF/SDP**

These were being drafted and would be presented to committees in October, to allow governors input before being formally adopted at the full governing body meeting in December 2018.

Included in the SDP was the need to undertake a condition report of the premises and prioritise identified items. Ms Bromley advised that a health and safety audit was due to take place on Thursday 13th September that included premises. The borough requires the school to produce a School Assessment Management Plan.

Q. Do we have a specialist who comes in to inspect for health and safety issue?

A. Yes, the school had just replaced some fire extinguishers and installed new fire doors. This is documented and included in the H&S plan.

13. **SAFEGUARDING AUDITS**

These will be undertaken by Ms Harris who is the link governor for safeguarding.

The safeguarding policy will need to be updated in order to comply with the amended Keeping Children Safe in Education 2018 guidelines. As a minimum both staff and governors should read Section 1. The Policy will be updated and circulated.

The Head advised that she and the Deputy Head were attending Safer Recruitment training in December run by the borough. The Deputy Safeguarding lead is due to attend refresher training for Designated Safeguarding Leads in January 2019.

Action: Ms Harris to circulate a link to video clip advising of the changes to keeping children safe in education to all governors and review updated policy
Action: Ms Wilson will circulate Part 1 of Keeping Children Safe in Education (2018) guidelines to all governors.

Action: Governors to read Section 1 of the Keeping Children Safe in Education (2018) guidelines

14. **SKILLS ANALYSIS**

This was completed at the end of the 2018 Summer Term by all Governors. Governors agreed that skills specialist experience is required in legal and communications. However, the analysis did demonstrate that the governing body demonstrates a broad and balanced skill set. Mr. Gottlieb volunteered to speak to one of his contacts who has legal experience to determine if they would be interested in becoming a governor.

15. **GOVERNING BOARD ANNUAL CYCLE**

The annual business cycle is published on the Information Governance pages on the school website. Governors agreed that Ms Wilson and Ms Winder would review this with Carol Carroll.

ACTION: Agreed Ms Winder and Wilson to review 12th October 2018.

16. **GOVERNING BOARD COMMITTEES**

- 16.1 Governors considered the establishment of committees and unanimously agreed to the following committee structures and memberships:
Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.

Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.

Headteacher's Performance Management – This will be undertaken by Ms Elizabeth Winder and Mr Simon Jarvis. It was noted that this was scheduled for the 14th November 2018. An in-year review is scheduled to take place on the 28th September 2018. The review period runs from December to December each year.

Resources Committee – Membership was agreed as: Ms J Augustin, Ms Elizabeth Winder, Ms Katherine Bromley, Ms Mary Wilson, Mrs Donna Carby and Ms Jenny Smith. It was also noted that two non-staff governors must be present along with Head Teacher in order for the meeting to be quorate. Governors elected Ms Elizabeth Winder as Chair and Ms Katherine Bromley as Vice Chair. Terms of reference had been circulated in advance and, with amendments, agreed by governors.

Pay Committee – Membership is Ms Donna Carby, Ms Elizabeth Winder and Ms Jennifer Smith. Governors elected Ms Jennifer Smith as Chair and Ms Elizabeth Winder as Vice Chair. The committee would be required to meet twice per year, in October and then following the Head Teacher’s performance management. Terms of reference had been circulated in advance and agreed by governors.

Teaching & Learning Committee – Membership to be Mr Simon Jarvis, Mr Gabriel Gottlieb, Ms Alina Harris and Mr. Rob Tromans. A vacant position could be filled by one of the new elected governors. Governors agreed Mr. Simon Jarvis as Chair and Mr. Gabriel Gottlieb as Vice Chair. Terms of reference had been circulated in advance and agreed by governors.

ACTION: Governor Services to note the election of Chair and Vice Chair to the Resources; Pay and Teaching & Learning Committees.

16.2 Link Governors

Governors agreed to the following link governor appointments for the academic year:
SEND and Inclusion – Ms Jennifer Smith
Safeguarding – Ms Alina Harris
Health & Safety and Reading – Ms Katherine Bromley
Spirituality, Philosophy for children - Elizabeth Winder
Early Years – vacant
PE and Sport – Mr Rob Tromans
Creative Curriculum, which will also incorporate the role of Culture Champion - Mr Gabriel Gottlieb
Pupil Premium and maths, behavior and attendance - Ms Mary Wilson
Communications and writing, school website – Mr Simon Jarvis
HR – Donna Carby

17. **SCHOOL POLICIES**

17.1 Policy review cycle

Ms Wilson to amend policy review schedule to indicate that Ms Harris is responsible for reviewing the safeguarding policy and Ms Winder for the Equality and Pay policies and to resend to governors. Any amendments should be sent back to her to enable ratification at the next Governing Body meeting on the 11th December 2018. Current versions are on the website. All governors are to review the two policies to which they are allocated to review per the review schedule and their link governor expertise. Governors should consider Model policies available on The Key and ensure that school policies meet all statutory responsibilities. All governors have access to The Key as part of the school’s membership.

17.2 The Home School agreement has been renewed, circulated and is compliant with GDPR. Governors agreed to set an ambitious Attendance target of 97% again.

17.3 The Head advised that the Staff handbook has been updated and shared with staff.
Q. Are new members staff members included in it.
A. Ms Wilson advised that she would check and action this.

Action: Ms Wilson to ensure new staff members were included in the staff handbook.

18. **SUMMER CLUB AT HANDSWORTH**

The Head advised that the 2018 Summer Club at Handsworth School had been very well attended, with up to 60 children and childminders per session and had raised £3,500 for the school. Feedback from the borough was that they were delighted with the take up. The numbers would help to justify the Summer Club being held again at the school.

19. ACADEMISATION CONSULTATION

Governors agreed that the Working Party should continue to explore some robust options and discussed their commitment to an improved engagement and communication strategy with parents and the wider community. The Working Party agreed to investigate further some of the options previously considered and their feasibility in light of the school's and the Local Authority's financial position. First meeting of the Working Party to be held at **8.00am on 9 November 2018** with the following membership Ms Winder, Ms Bromley, Mr Gottlieb, Ms Smith, Ms Augustin and Mr. Jarvis. Ms Smith volunteered to email details to Mr. Jarvis.

20. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

20.1 Date of next meeting

11 December 2018. Apologies received in advance from Mr Gottlieb.

20.2 Agenda items:

- Academisation Consultation
- Policies
- SDP
- Headteacher's performance management
- Update from Pay Committee
- Business Plan
- GDPR

The meeting closed at 20.45pm.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
