

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 3rd DECEMBER 2013 AT 7.00PM
AT THE SCHOOL**

Present: **Authority Governors**

Community Governors

Mr Tony Bell
Mr Andrew Dodd
Mrs Denise Whyman

Parent Governors

Mrs Christine Dean
Ms Christine Rose
Mrs Mary Wilson (Chair)

Staff Governors

Ms Jill Augustin (Head Teacher)

Also Attending: Mr John Bishop, Deputy Head Teacher
Clerk to the Governors: Mr Michael Andrews

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

The Chair welcomed everyone to the meeting.

1.2 Apologies Accepted

Apologies were received and accepted from Ms Marianna Jordaan, Mr Malcolm Shykles, Ms Nadina Roncevic and Mrs Natalie McDermott.

1.3 Apologies not accepted

None

1.4 Quorum

The meeting was quorate.

2. DECLARATION OF INTEREST

2.1 There were no declarations of interest.

3. GOVERNING BODY

3.1 It was noted that there were currently two Parent Governor vacancies. A vote has been organised and will be held during the last two weeks of the Autumn Term. There were no members whose term of office was due to end before the next meeting.

To Note

- 3.2 There was no one to consider for disqualification due to non attendance.

4 MINUTES

- 4.1 The minutes of the meeting held on the 10th September 2013 were received and agreed by the Governors as an accurate record of the meeting. The Chair signed the minutes and they were retained by the Head Teacher for the School File.

To Note

4.2 Matters Arising

- 4.2.1 There were no matters arising.

5 HEAD TEACHER'S REPORT

- 5.1 The Head Teacher's Report was circulated in advance of the meeting. The following was highlighted with questions and comments welcomed afterwards.

- 5.1.1 Following the Pupil PE and Sports Funding, further to the Olympic Legacy, it was noted that in terms of OFSTED, it would be key to observe PE Lessons. It was also noted that Jane Pattimore was the lead for PE and was formulating a programme of events. This will also tie in with Pupil Premium children.
- 5.1.2 The Chair requested an update on Pupil Premium. The Head Teacher responded that the School has been given an additional £10,600 and must re-assess its distribution further to the increase. The School has 45 pupils with FSM and it has a duty to track them. The School Improvement Consultant has visited the School and looked at the FSM data by year group and will do a similar exercise on her next visit. The statutory page on the School website has been updated. If additional support is required, in terms of gaps in learning, then it will be added.
- 5.1.3 Ms Dean asked if the demographic of the School had changed. The Head Teacher responded that it had in Reception and demographics were changing for those coming in to Years 5 & 6 late.
- 5.1.4 Mr Bell asked what the previous number of children was with FSM. The Chair responded that the previous total was 34. The Head Teacher noted that the new total number was still a low figure and was below the national average.
- 5.1.5 Ms Rose asked why the School had to focus on FSM children. The Head Teacher responded that it is a key OFSTED area. Ms Rose noted that the School was below the national average on the Data dashboard and the Head Teacher responded that the Data Dashboard referred to 2012 figures, which does show a dip; this was due to the cohort. However, the School are able to demonstrate this over a three year period. Mr Bishop noted that this data is related to Year 6 and the trajectory is looking better than before and also shows an improvement on 2011 figures. The School has a strong current Year 6 cohort and feel confident in their abilities. The Head Teacher also noted that the current Year 3 cohort were also strong, whilst the current Year 4 cohort require some additional work. Overall, the School has a good level of confidence in terms of data.

6 LINK GOVERNORS' REPORTS INCLUDING SAFEGUARDING

6.1 Safeguarding Link Governor Report

Ms Dean circulated her report on her safeguarding link visit and noted that she was provided an update on the Annual Audit, which has been completed and actions have

been updated. Training has been booked for 2014 and Ms Dean also found that policies were now in line with the new safeguarding changes. Ms Dean also reported that she had attended a Safeguarding Surgery last week, which she found very informative; a brief summary can be found in her report. A more detailed report will be included in Ms Dean's next report to Governors.

The Head Teacher noted that refresher training in safeguarding will be done for both staff and Governors in either April 2014 or June 2014.

6.2 Eco Link Governor Report

The Chair noted that she had circulated a report further to her visit with the Eco-Council. The Chair reported that the Eco Council will be involved in a project in conjunction with Tesco to encourage the re-usage of plastic bags. This will be a poster campaign. The Head Teacher noted that the children have already started to create posters for the project.

6.3 Attendance Link Governor Report

The Chair noted that she had circulated a report further to her visit on attendance. The Report looks at trends over the last five years; in 2008 the School achieved 92% attendance and last year the School achieved 96.2%. The target for this academic year is 97%, which the School has been achieving and exceeding since September 2013.

7 GOVERNORS' DASHBOARD AND RAISEONLINE

7.1 It was noted that papers on the data dashboard and RaiseOnline were circulated in advance of the meeting. Questions and comments were welcomed.

7.1.1 The Chair felt that the data presents a very positive picture in the results and it is clear the Level 5 target for writing is also a target for the whole School. It was noted that the OFSTED Dashboard should be available after the RaiseOnline data is validated soon.

8 SELF EVALUATION SUMMARY (SES) / SCHOOL DEVELOPMENT PLAN (SDP) / SCHOOL PRIORITIES

8.1 It was noted that the SES and the SDP were circulated in advance of the meeting.

8.1.1 The Chair noted that she attended Outstanding and Beyond training for Governors recently and took both the School Development Plan and the Self Evaluation Form with her. The message from the training focused on ensuring the School has smart targets which can be measurable. Following her training, the Chair then spent time with the Head Teacher, Mr Bishop and Ms Dean to work on the SDP. The format was changed, but used the same information. The format now includes all Governors being linked to the key priorities for the link Governor roles so that each individual is able to monitor their link area easily.

8.2 Governors then spent some time reviewing their areas in the SDP.

8.2.1 Ms Dean asked if Karate was no longer going ahead. The Head Teacher responded that it should be starting mid January.

8.2.2 Mr Bell asked which teacher was in charge of the creative curriculum. The Head Teacher responded that this was now Jill Leftwich.

8.2.3 Mr Bell noted that there was nothing in the SDP about the community. The Chair noted that this could be added to the Leadership and Management section. Mr Bishop made the change online during the meeting to incorporate this.

To Note

8.2.4 Ms Dean asked when monitoring should take place. The Head Teacher noted that it should take place termly. Ms Dean suggested a monitoring schedule. The Chair noted that if Governors aim to organise a link visit for their area once a term, Governors will be able to monitor during these visits.

To Note

8.2.5 Ms Rose suggested that a communication commitment could be included in the School Development Plan, which could tie in with Reading, Writing and Phonics. The Chair suggested that this could fit in with the Success Criteria and with Monitoring and Evaluation. Ms Rose also suggested including it under Quality of Teaching. It was noted that the Head Teacher and Mr Bishop would add something appropriate.

Action: Head Teacher and Mr Bishop to add something appropriate on communication commitment

8.2.6 Governors agreed that they liked the new format. The Chair thanked everyone for their constructive comments.

To Note

9 SCHOOL IMPROVEMENT CONSULTANT (SIC) REPORT

9.1 The report from the School Improvement Consultant's recent visit to the School was circulated to all in advance of the meeting. The Chair noted that the report painted a very positive picture. Comments and questions were welcomed.

9.1.1 Ms Whyman asked if sample work was taken from every year group. The Head Teacher responded that there was, which gave the SIC a good overview of the standards in the School.

9.1.2 The Chair asked what the predictions were based on and the Head Teacher responded that the predictions were based on RaiseOnline data and own data. The Head Teacher added that she will ensure that they tie in with the SIC's predictions.

10 GOVERNORS' TRAINING

10.1 The Chair noted that she continued to keep track of all training attended by Governors. Governors were asked to update the Chair of any new training that they had taken or if they have any requests for training, to go through her.

To Note

11 CHAIR'S ACTION

11.1 There was no action to report.

To Note

12 STANDARDS AND TARGET SETTING

12.1 It was noted that standards and target setting were discussed in detail at the last Curriculum Committee meeting and further information could be found in the SDP.

To Note

12.2 It was noted that Pupil Premium impact evaluation was discussed earlier in the meeting.

To Note

13 PERFORMANCE MANAGEMENT REVIEWS

13.1 It was noted that all teachers' targets has been set in line with the School priorities. The Head Teacher also noted that she had taken all staff through the Pay Policy. Targets will set next for the LSAs and SSOs as, although not mandatory, it was felt to be good practice.

To Note

13.2 It was noted that the Head Teacher's Performance Management Review would be taking place on 16th December 2013 with Mr Dodd, Ms Dean and the SIC.

To Note

14 SCHOOL POLICIES

14.1 Governors noted that the following policies had been reviewed and then agreed to ratify them.

Data Protection Policy
Health & Safety Policy
Whistleblowing Policy (included in the Safeguarding Policy)
Anti-Bullying Policy
Child Protection Policy

14.1.1 Governors agreed that all policies would be reviewed in July 2014 or 2015 as agreed.

14.2 It was noted that the Race Equality and ICT Policies were still outstanding.

To Note

15 HEALTH AND SAFETY AT SCHOOL

15.1 It was noted that there were no health and safety matters to be considered. The Annual Report has been completed and submitted.

To Note

15.2 Educational Visits

Governors were reminded of their requirement to approve the arrangements for all residential visits.

15.2.1 It was noted that the next residential trip was being planned to take place from 21st to 24th October 2014. Governors were in agreement with the plan.

15.2.2 Governors were informed that the last residential trip was very successful. The Chair added that communication on the website about the trip was excellent. It was noted that the website had received 62,000 visits this year, with the most popular pages being the home page and the dates page. The next phase for the School website is to develop an App that will be usable on all devices. It is also hoped that the 360 degree view of the School was still in the works and it is hoped that a small promotional video of the School will also be produced.

To Note

16 OFSTED PARENT VIEW

16.1 The Chair noted that she had been encouraging parents to complete OFSTED's parent view of the School and that parents had been encouraged at parents' evening to do so. So far, 77 individuals have submitted their views. Overall 98% state that their child is happy and safe and 97% would recommend the School. These are by far the most positive results of any primary school in the borough.

16.1.1 The Head Teacher noted that parental views have also been received through the School website and some suggestions have been acted upon already. The Head Teacher noted that it was important to remember that OFSTED's Parent View can be used as a way to make complaints also.

16.1.2 The Chair noted that parents must be made aware of Parent View before OFSTED's next visit and encouraged all Governors to promote it.

17 DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 It was noted that the date of the next meeting would take place on 25th March 2014 at 7.00pm at the School.

17.2 Agenda Items
To be agreed.

17.3 Governors noted the upcoming Governors' Briefing dates for the forthcoming year

18 ANY OTHER BUSINESS

18.1 Admissions

18.1.1 It was noted that a full update was available in the Head Teacher's Report, but the Head Teacher wanted to highlight that Reception was now over roll by 5 pupils due to a procedural error at the Local Authority. This takes the total figure for Reception to 65. The Head Teacher did not feel that this was a good sign for parents in the local area on the waiting list for the School. However, it was highlighted that the Early Years team had handled the matter excellently. As a result of this, the School will now need to look at outdoor area provision to possibly increase the size of the shelter.

18.1.2 It was noted that two appeals have been submitted and the School is awaiting outcome, which should take place on 12th December 2013.

18.2 Tesco S106 Funding

18.2.1 Further to the new Tesco development in Highams Park, it had been previously reported that £500,000 would be donated to the Local Authority for education in the area (section 106 money). The Chair informed Governors that she had requested information on how the section 106 money had been spent, through the Freedom of Information Act, and found that the money was split as follows:

Oakhill received £133,000
Chapel End received £269,000
Hillyfield received £143,000

The Chair highlighted that no schools in the Highams Park area received any of the

funding. Governors felt it was important that a complaint be logged and the Chair responded that she had raised this with the Local Authority, who informed her that the funding was not ringfenced. Mr Bell noted that he would raise this at the Highams Park Plan meeting.

18.3 Higham's Park Dam

18.3.1 The Chair informed Governors that the Dam in Highams Park will be rebuilt, with the boathouse being knocked down. It is hoped that it will be moved to another part of the lake. The project also hopes to engage local schools with activities such as canoeing. Further information will be provided when it is received.

To Note

18.4 School Break-In

18.4.1 The Head Teacher reported that School was broken into on Saturday morning and unfortunately 33 laptops were stolen. 16 of these laptops were of old provision. The School are currently looking into means of replacing them. The police attended and the School have received a crime reference number. It was believed that this was a targeted attack as many other schools in the Borough have suffered a similar experience recently.

18.5 Cross Country

18.5.1 It was noted that the Cross Country Team had recently performed well. It was also noted that the School was doing well on many sporting events and was taking part in many competitions.

The meeting ended at 20h50