

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 10th SEPTEMBER 2012 AT 7.00PM
AT THE SCHOOL**

Present: **Authority Governor**
 Ms Nadina Bailey
 Mr Malcolm Shykles

Community Governor
 Mr Andrew Dodd
 Mrs Denise Whyman

Parent Governors
 Mr Tony Bell
 Mrs Christine Dean
 Ms Christine Rose
 Mrs Mary Wilson (Chair)

Staff Governors
 Ms Jill Augustin (Head Teacher)
 Ms Natalie McDermott (Staff Non-Teaching)

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.

1.3 Apologies not accepted

None

1.4 Quorum

The meeting was quorate.

2. DECLARATION OF INTEREST

2.1 Pecuniary interest forms were circulated and Governors completed their forms and returned them to the Head Teacher for the School File.

To Note

2.2 There were no declarations of interest in relation to the agenda items.

3. APPOINTMENT OF OFFICERS

- 3.1 Election of Chair for the academic year 2012/2013
Mrs Whyman nominated Mrs Wilson for the position of Chair and Mrs Dean seconded this. Mrs Wilson was happy to accept and Governors were in agreement.

To Note

- 3.2 Election of Vice Chair for the academic year 2012/2013
The Chair nominated Mrs Dean for the position of Vice Chair and Mr Bell seconded this. Mrs Dean was happy to accept and Governors were in agreement.

To Note

4. GOVERNING BODY

- 4.1 The Clerk confirmed the current membership, noting that with Mr Bell becoming a Community Governor when his current term of office ends, as agreed at the last meeting, there would be two Parent Governor vacancies. The School will organise an election. There were no terms of office coming to their end before the next meeting.

To Note

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

4.3 Self Declaration Forms

Governors noted that they must ensure that Governor Services have updated information on all Governors. It was confirmed that this was the case.

To Note

4.4 Local Authority Governor Appointment Eligibility

Governors noted that they were able to consider setting eligibility criteria for Local Authority appointments.

5 MINUTES

- 5.1 The minutes of the meeting held on the 16th July 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

5.2 Matters Arising

- 5.2.1 Further to the action on item 7.5.4 for the School to investigate how other Schools deal with issues surrounding attendance, it was noted that this action was outstanding and needed to be carried forward.

Action: School to investigate how other Schools deal with issues surrounding attendance

- 5.2.2 Further to the action on item 7.8.2 for the Chair to update the appendices in the Health and Safety Policy and Mr Dodd to review the policy again, it was reported that this had been completed and was available for perusal on the School website.

To Note

- 5.2.3 Further to the action on item 7.8.4 for the Chair to investigate Code of Conduct, it was reported that this had been completed and was available for perusal on the School website.

To Note

- 5.2.4 Further to the action on 7.8.8 for Mrs Dean to review the Child Protection and Safeguarding Policies before September's meeting, Mrs Dean noted that she had completed a partial review following new guidance that was released on 15th April 2013. Mrs Dean noted that she needs to meet with the Head Teacher in the next two weeks to update and fully review.

Action: Mrs Dean to meet with Head Teacher to review and update Child Protection and Safeguarding Policies

5.3 Minutes/Reports from Committees

- 5.3.1 The Resources Committee met on 11th June 2013. These minutes will be agreed at the next meeting.

To Note

- 5.3.2 The Teaching and Learning Committee met on 20th June 2013. These minutes will be agreed at the next meeting.

To Note

5.4 Matters Arising

There were no matters arising.

6 SELF EVALUATION FORM (SEF)

- 6.1 The Head Teacher informed Governors that the SEF will be updated in the next fortnight and then circulated to all for Governors' comments. The SEF will also be discussed at the first sub committee meetings of the term.

To Note

7 CHAIR'S ACTION

- 7.1 The Chair informed Governors that TEN Governance had sent her a link, which was subsequently sent to Governors noting that they have provided free subscription until 20th October. The Chair noted that this was a very useful resource and encouraged all to take advantage of this.

- 7.1.1 Mrs Dean asked what the cost would be after the 20th October if Governors wished to continue with the subscription and the Chair responded that Governor Services are currently looking in to part funding it. More information will follow when it is available.

To Note

8 STANDARD AND TARGET SETTING

- 8.1 The Head Teacher circulate the Key Stage 1 and Key Stage 2 results to Governors for their perusal and suggested that full discussion takes place at the next Teaching and Learning Committee meeting. Governors were in agreement.

- 8.1.1 In addition to this, the Head Teacher circulate the Key School Priorities for 2013/2014.

- 8.2 It was noted that the Head Teacher wished to discuss targets with the Chair this week and to then discuss them at the Teaching and Learning Committee meeting before presenting them to Governors for their agreement. Governors agreed.

To Note

- 8.2.1 The Head Teacher informed Governors that Early Years data would follow further to an analysis by Mary Jones being done.

8.3 It was noted that the results in all areas were very pleasing.

9 GOVERNING BODY COMMITTEES

9.1 The following Governing Body Committees were agreed:

Resources Committee (will meet on a Tuesday at 08h00) half termly

Mr Dodd
Mr Shykles
Mrs Whyman
Mrs Wilson

Teaching and Learning Committee (will meet on a Thursday at 17h00) half termly

Ms Bailey
Mr Bell
Mrs Dean
Ms Jordaan
Mrs McDermott
Ms Rose

Pay Committee

It was agreed that the Pay Committee would be formed from a pool of Governors made up of the Resources Committee.

For Governor Discipline Committees, Staff Discipline Committees and any other Grievance Committees, it was agreed that the Governing Body would act as a pool from which three Governors would be picked should the need arise.

To Note

9.2 Terms of References

9.2.1 Governors noted that they had reviewed and agreed the terms of references for the Committees mid year last year and agreed that they could continue as they were. The Terms of References can be found on the School Website.

To Note

9.3 Link Governors

9.3.1 The following Link Governors were agreed:

Creative Curriculum & Eco Schools	Mr Bell
Attendance & Eco Schools	Mrs Wilson
Safeguarding	Mrs Dean
Writing	Ms Bailey
Reading	Ms McDermott
Maths	Mrs Whyman
Science	Mr Shykles
Inclusion/SEN	Ms Rose
Health & Safety	Mr Dodd

Governors were reminded that Governor Visit Forms and the policy for visiting school could be found on the School website under the Governor section.

10 SCHOOL ITEMS

10.1 Silver Travel Award

Autumn Term 2013

10.1.1 The Chair reported that the School was the only school in the Borough to have achieved the Silver Travel Award from TfL. This demonstrates the School's commitment to travel to School, such as walking and cycling initiatives.

10.2 Reception Places

10.2.1 Further to discussions at the last meeting noting that the Local Authority had made a procedural error, the Head teacher confirmed that due to this, Reception was over numbers by four places. This takes the final number for Reception to 64 children. The Head Teacher noted that the School will be remunerated by the Local Authority for both Autumn term and Spring Term; the School were currently in discussions with the Local Authority to resolve the long term financial implications.

10.2.2 Mr Dodd asked if the School were able to accommodate the extra four children comfortably. The Head Teacher responded that it is working through solutions to accommodate the children in Reception, but could foresee more substantial issues as the cohort go through the School. With such a low turnover, this will affect those on the waiting list. The Head Teacher noted that there was currently one child on the waiting list who has siblings in the School already, but this child will have to wait for five children to leave before they can be considered.

11 **PERFORMANCE MANAGEMENT REVIEWS**

11.1 The Head Teacher reported that lesson observations had been organised, which will form part of the Staff's performance management reviews. In addition to this, the Head Teacher will take all staff through the new Model Pay Policy.

To Note

11.2 It was noted that Mary Jones, School Improvement Consultant, would be conducting the Head Teacher's performance management review and it was agreed that Mrs Dean and Mr Dodd would join Ms Jones as Governor representatives during the review.

Action: to agree date in December for HT PM review

12 **SCHOOL POLICIES**

12.1 The Chair noted that all statutory and additional policies had been updated further to all Governor reviews and submissions. A spreadsheet has been created to show where all policies can be found (e.g. website / staff shared drive), when they were last reviewed and when they are due to be reviewed next. Michelle Boyce has uploaded all updated policies to the website. The following policies are remaining to be reviewed:

Premises Management Documents (Mr Dodd)
Child Protection/Safeguarding (Mrs Dean)
Sex Education Policy (Mrs Wilson)
ICT Policy (Mrs Wilson)
Race Equality (Ms McDermott)
Attendance (Mrs Wilson)

The Chair noted her thanks to all Governors for their help in reviewing and ensuring all policies were up to date.

To Note

13 **HEALTH AND SAFETY AT SCHOOL**

Autumn Term 2013

- 13.1 It was noted that the Annual Health and Safety Report would be completed and reviewed this term by Mr Dodd. The Chair and Head teacher will then sign after Governor perusal.
Action: Mr Dodd and Head Teacher to complete and review Annual Report
- 13.2 Mr Dodd reported that he continued to review Health and Safety matters at the School and noted that there was nothing to report at this time.
- 13.3 Educational Visits
Governors were reminded of their requirement to approve the arrangements for all residential visits.
- 13.3.1 Governors agreed to this year's residential to take place on the Isle of Wight..
To Note
- 14 DATE AND AGENDA ITEMS FOR THE NEXT MEETING**
- 14.1 It was noted that all dates for the forthcoming year would be circulate to all Governors in due course by the Chair.
Action: Chair to circulate dates to all
- 14.2 Agenda Items
Standards and Target Setting
Head Teacher's Report
Head Teacher's Report on Progress of Staff Reviews
Health and Safety Annual Report
- 14.3 Governors noted the upcoming Governors' Briefing dates for the forthcoming year. In addition to this, the Chair noted that she would circulate Cate Duffy's termly update to all Govenorrs.
Action: Chair to circulate Cate Duffy's termly update to Governors
- 15 ANY OTHER BUSINESS**
- 15.1 Mr Dodd informed Governors that the Schools Cross Country event would take place on 9th November should the School wish to enter any of the Children. Mr Dodd also noted that the Tour De France would be passing nearby the School on Woodford High Road on 7th July 2014 and suggested that the School note this and try and make arrangements to include the children.
To Note
- 15.2 Mrs Whyman asked if there was a new directive for the Government on taking children out of School. The Head Teacher noted that she would investigate. It was noted that the School achieved 96.2% attendance for the last academic year.
To Note
- 15.3 The Head Teacher noted that the theme for this coming academic year for the whole School was the Four Cs; Care, Courtesy, Co-operation and Consideration.
- 15.4 The Head Teacher informed Governors that there was a potential teacher strike taking place on 17th October, which had been backed by two of the Unions. The Head Teacher was unsure of the Staff view as yet, but will be talking to all Staff on Monday 16th September. It was noted that, should the need arise, the Head Teacher

will feed back to Governors urgently and assess the best way forward.

To Note

15.5 **Confidential Item**

15.6 The Head Teacher reported that Music Tuition fees were currently running at a loss of £1,800 per year. As a result of this, a cost comparison had been done with other Schools in the Borough. The current cost to children is £50 per term. The Head Teacher suggested that Governors agree to raise this to £60 per term, with a view to review this next year. This would be at a competitive rate in comparison to other local schools. Governors were in agreement.

To Note

15.7 It was noted that Miss Chetty's class recently took part in a Barry McGwiggen Boxing class and as a result, the foundation have sent the School £1,000 of sports/fitness equipment.

15.8 Mr Bishop reported that the School now have an ICT apprentice, who has proved to be very beneficial. This allows Mr Bishop to be able to focus on the curriculum side of ICT and to look at the promotion of the provision. An e-Safety workshop will be organised for Staff, Children and Parents, which will advise guidance on what is appropriate in terms of social networking. The Head Teacher reported that an issue had arisen recently on Facebook at Higham's Park School that was dealt with quickly. It is hoped that the workshop will help in the avoidance such situations and it is hoped that it will take place in November.

15.9 It was noted that the new School Website would be ready by the end of next week and photos of the School will be taken so that visitors will be able to take a virtual tour of the School if they wish to. This will hopefully be done by half term.

15.10 Lego In School have been contacted and proposals have been received. The Head Teacher reported that she was still pursuing the matter with them as the School is looking at lego for After School Clubs for Key Stage 2.

To Note

15.11 **Confidential Item.**

The meeting ended at 20h05