

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 13<sup>th</sup> DECEMBER 2011 AT 7.00PM  
AT THE SCHOOL**

Present:

**Parent Governors**

Mr Tony Bell  
Mrs Christine Dean  
Ms Avril Lincoln  
Ms Christine Rose  
Mrs Mary Wilson (Chair)

**Community Governors**

Mr Andrew Dodd

**Staff Governors**

Ms Jill Augustin (Head Teacher)  
Ms Marianna Jordaan (Staff Teaching)  
Mrs Denise Whyman (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 Malcolm Shykles and George Webster.

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 The Clerk confirmed the current membership, noting that there was one Community Governor vacancy and one Authority Governor vacancy. There were no terms of office coming to their end before the next meeting.

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

3.3 List 99

It was noted that Governor Services provided a List 99 report for the Chair for her records.

**4 MINUTES**

The minutes of the meeting held on the 27th September 2011 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.

4.1 Matters Arising

4.1.1 With reference to the action on item 4.1 for Mr Shykles to seek interest in the Community Governor vacancy, it was noted that this should be carried forward to the next meeting due to Mr Shykles' absence.

**Action: Mr Shykles to seek interest in the Community Governor vacancy.**

4.1.2 Further to the actions on item 5.1.1 for the Head Teacher to pass a copy of the email on class capacity to Mr Dodd, and for the Chair to count toilets available for the children's use; it was noted that both actions had been completed.

The Chair noted that after further investigation, it seemed that the only requirement was for children under 5 required one toilet for every ten children. Should the School wish to increase reception admissions, there would not be enough facilities.

**To Note**

4.1.3 With regard to the action on item 17.7 for the Head Teacher to invite Ms Mumme to the Nativity Play along with an open invitation for forthcoming events, it was reported that this had been completed. Unfortunately Ms Mumme is unable to attend the nativity as she will be in New Zealand.

**5 SAFEGUARDING**

5.1 Ms Dean reported that she had met with the Head Teacher earlier in the day and discussed the CAF (Common Assessment Framework) process, any child protection concerns, of which there were none and Ms Dean noted that all CRBs were up to date.

5.2 Ms Dean also discovered that CAF training was taking place and Ms Dean has asked for feedback of the training when complete, along with a copy of the framework.

5.3 Ms Dean provided a report for her visit to the Chair which was then placed in the Governors' File.

**6 LINK GOVERNORS' REPORTS**

6.1 Mr Bell distributed a report of his recent visit in his capacity as the Gifted and Talented Link Governor. A copy was held for the Governors' File.

6.1.1 Mr Bell noted that a number of more able children had been identified on the G&T register; there were currently 50. He also noted that gifted and talented was also referenced in teachers' lesson plans. There is a website link for the various subjects, which all are able to access, for the Gifted and Talented pupils.

6.1.2 Mr Bell discovered that a notably large area for gifted and talented was the Maths Challenge. The Head Teacher noted that Kathrine Chetty had trialled this during the

lunchtime club, but found that it was not so highly attended as it could have been as the children were choosing to use the time for play instead. The children that did attend the club responded well, so this will now be done as an after School club in the New Year. Mr Bell asked if the Chess Club and Science Club was still planned to start in the New Year and the Head Teacher responded that both were still on the wish list to do and teachers were still identifying children.

- 6.1.3 Mr Bell noted that Gifted and Talented also forms part of the lesson observations and through the workbooks. He asked the Head Teacher for further information on how this was done. The Head Teacher noted that if a formal lesson observation was being conducted, the lesson plans would be looked at to see how the gifted and talented children were being challenged ensuring accelerated learning. This is also monitored through pupil progress meetings. Using Maths as an example, Teachers will look at the following year's planning in order to challenge their more able pupils. Mrs Whyman asked how children in Year 6 were challenged and the Head Teacher responded that they were challenged by looking at Level 6 planning. The Head Teacher also noted that it was an ongoing work in progress.
- 6.1.4 Mr Bell asked what the future was for Gifted and Talented children in relation to the current Government's plans. The Head Teacher responded that a budget has been identified for it, recognising the importance of the area. The budget will continue to be ringfenced.
- 6.1.5 Ms Lincoln asked how parents were included and the Head Teacher responded that assessments took place this term and will be followed up with pupil progress meetings in the New Year. Parents have already been met with to demonstrate what is available. The Head Teacher suggested that this could be looked at further at the next Teaching and Learning Committee.  
**Agenda Item: Teaching and Learning Committee.**
- 6.2 Ms Rose reported that she had met with Angela Struthers in her capacity as Inclusion Manager and will be writing a report for the next meeting.  
**Action: Ms Rose to write a report on her Inclusion visit at the School for the next full Governors meeting.**
- 6.2.1 Ms Rose reported that she had discussed the changing IEP process and noted that the changes had taken place successfully; teachers found it a useful process.
- 6.2.2 Ms Rose felt that more work was needed on the IEP format, which Angela was looking in to.
- 6.2.3 Ms Rose also reported that Suntrap was discussed and found that Governors can find information and photographs of the Year 6 trip to Suntrap on the School website.
- 6.3 Ms Lincoln reported that she plans to visit the School in her capacity as Foundation Stage Link Governor in January.  
**To Note**
- 6.4 The Chair distributed a report further to her visit in her capacity as Attendance Link Governor. A copy of the report was placed in the Governors' File.

- 6.4.1 The Chair reported that attendance for the first half term of this term was 97.8%, which exceeds the target of 96%, noting it to be an outstanding achievement. In the Summer Term attendance was 96.5%. The Chair felt that these achievements were the result of a combination of rewarding the children with praise for good attendance and discouraging parents from taking holidays during term time. The Head Teacher reiterated the positive impact of the improvement.

## **7 CHAIR'S ACTION**

- 7.1 The Chair informed Governors that as a result of a holiday request from a member of staff during term time, requiring a quick decision, action was taken. After careful consideration with the Vice Chair, the Chair did not agree to the request on this occasion as she felt that it would not be a good precedent to set. However, the Chair highlighted that exceptional circumstances would still be considered.

## **8 HEAD TEACHER'S REPORT**

- 8.1 It was noted that the Head Teacher's Report was circulated in advance of the meeting and the Head Teacher highlighted the following:

- 8.1.1 It was noted that the Kitchen facilities were now complete and there had been a good uptake of School Meals. The current number was 167. The uptake of Free School Meals (FSM) was 5.1%. The Head Teacher felt that there was capacity to take the number to 200 and that this would be likely in the Spring Term.

- 8.1.2 The Local Authority have found that the School offer best practice in pupil progress in the transition from Early Years to Year 1. This is further to an external monitoring visit by the Local Authority, who will return in the Spring Term for further monitoring. Helen Walter has been requested to share this best practice with other schools.

- 8.1.3 The Head Teacher reported that she had met with Janice Eacott, the School's Advisor, to discuss targets for 2012/2013. Whilst there was no longer a requirement to set targets, it has been recommended that Schools continue to do so by the Local Authority. The Head Teacher then informed Governors of the following recommendations:

90% to achieve Level 4 in English and Maths

### ***English***

93% to achieve Level 4 in English

95% to achieve two sub levels of progress in English

### ***Maths***

91% to achieve Level 4 in Maths

93% to achieve two sub levels of progress in Maths

The Head Teacher asked if Governors were happy to agree these targets. Governors unanimously agreed to ratify these targets for 2012/2013.

### **To Note**

- 8.2 YMCA Lettings Policy

- 8.2.1 The Head Teacher noted that the YMCA have provided them with their lettings policy for Governors to agree. It was agreed that the Head Teacher and Chair would review it with a view of giving their recommendations at the next full Governors meeting.

**Action: Head Teacher and Chair to review the YMCA Lettings Policy.**

**Agenda Item**

8.3 School Lettings Policy

8.3.1 The Head Teacher noted that this was now ready for Governors' perusal. It was agreed that this would be circulated to the whole Governing Body with a view to agreeing it at the next full Governors meeting.

**Action: Head Teacher to circulate the School Lettings Policy to Governors**  
**Agenda Item**

8.4 Community Cohesion

8.4.1 The Head Teacher informed Governors that the School has raised approximately £3,000 through fundraising events. Events included Tea and Cakes for friends of family at the end of each half term, School Disco for all pupils, School Quiz, Christmas Shopping Night and the Holly Jolly Christmas Party. All events were very well attended and were thoroughly enjoyed. Future events will be listed on the Friends of Handsworth pages of the School website.

**9 SCHOOL ITEMS**

9.1 Sickness/Absence Policy

9.1.1 It was noted that this policy had been reviewed at the Resources Committee meeting and it was their recommendation that the full Governing Body agreed it. Governors unanimously agreed to ratify the policy.

**To Note**

9.2 Accessibility Plan

9.2.1 It was noted that this plan had been reviewed at the Resources Committee meeting and it was their recommendation that the full Governing Body agreed it. Governors unanimously agreed to ratify the policy.

**To Note**

9.3 Substance Misuse Policy

9.3.1 It was noted that this policy had been circulated in advance of the meeting for Governors perusal. Governors agreed to ratify the policy unanimously.

**To Note**

9.4 Race Equality Policy

9.4.1 It was noted that this policy had been circulated in advance of the meeting for Governors perusal. The Chair noted that the principles of the 2010 Equality Framework were reflected within the policy. Governors agreed to ratify the policy unanimously.

**To Note**

9.5 Social Media Policy

9.5.1 It was noted that this policy had been circulated in advance of the meeting for Governors perusal. Further to the Chair and Mrs Whyman's recommendations, Governors unanimously agreed to ratify the policy.

**To Note**

9.6 SEF

The Head Teacher noted that this had been circulated in advance of the meeting and asked for any questions or comments from Governors.

- 9.6.1 Ms Dean noted that the SEF refers to the most common mother tongue language did not list English. The Head Teacher noted the error and informed her that it was a typing error.  
**Action: Head Teacher to correct the language section.**
- 9.6.2 Mrs Whyman referred to page 3 of the SEF and noted that Numicon was in use in Year 2 as written in the SEF, however, it was now used throughout the School. The Head Teacher noted the error.
- 9.6.3 Mrs Whyman then referred to the section on Quality of Teaching and felt that there should be an additional bullet point for teachers who were unsatisfactory. It was agreed that the Head Teacher would include a bullet point noting that unsatisfactory teachers would be given targeted support and procedures would follow if necessary, for example capabilities.  
**Action: Head Teacher to add bullet point to the section on Quality of Teaching.**
- 9.6.4 Ms Jordaan noted that the extra curricular activities that were listed in the SEF were not necessarily held in PPA time. The Head Teacher agreed and noted that she would correct this.  
**Action: Head Teacher to correct the comment on extra curricular activities.**
- 9.6.5 Mrs Whyman referred to page 13, section 8.2 and noted that there were no reasons listed.  
**Action: Head Teacher to add reasons to section 8.2**
- 9.6.6 Mrs Whyman referred to page 17 and noted that the figures listed seemed inconsistent. The Head Teacher noted that all data should be current, but would double check.  
**Action: Head Teacher to double check data on page 17**
- 9.6.7 Governors were happy to agree the SEF pending all changes were made as per the agreed above.  
**To Note**
- 9.7 Statement of Internal Control
- 9.7.1 The Chair noted that the Finance Committee had reviewed this thoroughly in their recent meeting. It was their recommendation that Governors accept it. Governors accepted the Committee's recommendation and agreed to ratify it. The Chair then signed the document.  
**To Note**
- 9.8 School Lunches
- 9.8.1 The Head Teacher reiterated to Governors that the uptake was currently 167, with the capacity to go to 200, and informed them that the current price being charged was £1.75 per meal. The cost to the school to provide each meal is £2.00 per head, which equates to a loss of £208 per week to the School. The Head Teacher asked that Governors agree to raise the price to £2.00 per meal so the School is able to cover its costs. The Head Teacher noted that the Finance Committee had discussed the rise in their meeting and it was their recommendation also to increase the price.
- 9.8.2 The Chair noted that a draft letter had been prepared to send out to parents to notify them of the rise, should Governors agree, and read the letter to all. Governors

recommended that the letter be more specific that the School was unable to subsidise any child as this is not providing equal opportunities to all. Governors also suggested using it as an opportunity to promote Free School Meals again. The Head Teacher and Chair agreed to redraft the letter incorporating Governors' recommendations.

**Action: Head Teacher and Chair to amend the communication to parents and carers to incorporate Governors recommendations.**

- 9.8.3 Governors agreed that the School should raise the price of School meals to £2.00 and they also agreed for the letter to be sent to parents pending the Chair and Head Teacher redrafting the communication.

**To Note**

## **10 SCHOOL POLICIES**

### **10.1 Model Pay Policy**

- 10.1.1 The Head Teacher reported that the Local Authority had sent a new model pay policy for Governing Bodies to agree, but noted that the policy includes items in the recent terms and conditions changes that the Governing Body had rejected. The Head Teacher noted that as a result of this she sought the advice of Human Resources; their recommendation was to accept the policy omitting paragraph 31.3 which makes specific reference to the altered terms and conditions of support staff. Governors were happy to accept this recommendation and agreed to ratify the policy. The Chair then signed the policy.

**To Note**

- 10.2 The Chair noted that all School policies were now up to date. In light of this, the Chair will be reviewing all policies that would be appropriate to be placed on the School website.

**Action: Chair to review policies to go on to School website.**

## **11 STANDARDS AND TARGET SETTING**

- 11.1 This item was covered under the Head Teacher's report.

**To Note**

## **12 PERFORMANCE MANAGEMENT REVIEWS**

- 12.1 The Head Teacher reported that all staff have received their performance management reviews with the exception of the Office Manager and Site Services Officer. Both will be done imminently.

**To Note**

### **12.2 Head Teacher's Performance Management Review**

- 12.2.1 Ms Dean reported that she had attended the Head Teacher's performance management review with Mr Webster and Janice Eacott where targets were set. All were in agreement with the targets for this year.

## **13 HEALTH AND SAFETY**

### **13.1 Annual Report**

- 13.1.1 It was noted that the Health and Safety Report was circulated in advance of the meeting and that Mr Dodd submitted his recommendations to the Head Teacher. Mr Dodd informed Governors that he would be happy to submit the report in its current state.

13.1.2 The Head Teacher noted that a list of priorities was attached to the Health and Safety Report and noted that she would be incorporating Mr Dodd's recommendations.

13.1.3 Ms Dean raised her concerns over the older playground equipment. It was noted that this had been recently assessed and fixed by the Site Services Officer. The Head Teacher noted that she would double check that the equipment had been fixed where appropriate. The Chair noted that she had seen that a bolt was missing from the new equipment in the playground and the Head Teacher noted that she would ask the Site Services Officer to take a look at it.

**Action: Head Teacher to ask the Site Services Officer to check all Playground equipment again.**

13.1.4 Mr Dodd asked if a fire alarm test was only carried out once a term. The Head Teacher responded that the system was checked on a monthly basis.

13.1.5 Governors were happy to accept the Annual Report and the Chair signed it.

**To Note**

13.2 Fire Risk Assessment

Ms Jordaan noted that there had been a recommendation for new fire doors following the fire risk assessment. The Head Teacher noted that this would be looked at in detail at the next Resources Meeting.

**Agenda Item: Resources Committee**

**14 OFSTED**

14.1 The Chair noted that the School's last inspection was in February 2009. Ordinarily, OFSTED carry out their inspections approximately every three years; this could happen before or after that time though. The Chair also noted that the new OFSTED framework comes into practice in the New Year.

14.2 The Head Teacher informed Governors that there would be an away day on 11<sup>th</sup> January with the Senior Management Team that Governors would be welcome to attend. This will form part of the preparation for OFSTED where data will be studied and further details on OFSTED's expectations will be discussed. An agenda will be prepared. The Head Teacher noted that if Governors were unable to make this date, further briefing meetings will take place. Those Governors that do attend will be able to feed back to other Governors.

**To Note**

**15 DATE OF NEXT MEETING**

15.1 It was noted that the next meeting would take place on Tuesday 27<sup>th</sup> March 2012 at 7.00pm at the School.

**To Note**

15.2 Agenda Items  
School Policies

**16 ANY OTHER BUSINESS**

16.1 School Website

16.1.1 Ms Lincoln noted that she had been receiving some positive feedback from other parents on the website, but noted that there was frustration over missing information. Mr Bishop responded that from 1<sup>st</sup> January 2012, the School will have full control of



the website. Until then the School has had limited access which explains the lack of information in some areas. Ms Lincoln offered her help in uploading information should it be required.

**To Note**

16.1.2 The Head Teacher noted that in addition to this registered access was being worked on in order to be able to share School videos securely.

16.2 Additional Classes

16.2.1 Governors were informed that the Local Authority have approached the Head Teacher and Chair to ask for the School to take on an additional reception class in 2012. However, the School is currently at capacity. Governors expressed their concerns over this request and the inevitable impact of standards. Governors agreed that the Head Teacher and Chair should write to Leora Cruddas opposing the request outlining the reasons why.

**Action: Head Teacher and Chair to write to Leora Cruddas and circulate the final draft to Governors.**

The Meeting closed at 20h55.