

**MINUTES OF THE MEETING  
OF HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON  
14<sup>th</sup> MAY, 2013  
AT THE SCHOOL – 7PM**

**PRESENT:** Mrs. Mary Wilson (Chair - Parent Governor)

**Community Governors:**  
Mr. Andrew Dodd

**Authority Governors:**  
Mr. Malcolm Shykles

**Parent Governors:**  
Mr. Tony Bell  
Mrs. Christine Dean

**Staff Governors (Non Teaching):**  
Mrs. Natalie McDermott

**Headteacher:**  
Ms. Jill Augustin

**Clerk to Governors:** Mrs. Pauline Dorney

The Chair welcomed everyone to the Meeting this evening.

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Apologies for Absence were received from Mrs. Denise Whyman, Ms. Avril Lincoln, Ms. Marianna Jordaan and accepted.
- 1.2 There were no Apologies not accepted.
- 1.3 The Meeting was quorate.

**2. DECLARATION OF INTEREST**

- 2.1 Nothing to report.

**3. GOVERNING BODY**

- 3.1.1 The Chair reminded Governors that after advice taken at the last Governors' Briefing by Ms. Cate Duffy and from Governor Services, it was agreed that the Governing Body would reconstitute Parent Governor categories as follows:-

Three Parent Governors would be elected  
Two Parent Governors would be co-opted

This was proposed by Andrew Dodd and seconded by Malcolm Shykles and unanimously agreed by the Governing Body. Other than this change, the constitution of the Governing Body remains the same (5 parent governors, 3 community governors, HT, 1 staff non-teaching, 1 staff teaching and 2 LA governors – 13 in total).

- 3.1.2 The Clerk confirmed membership and there was three terms of office due to expire in the Summer Term 2013:-

Mrs. Christine Dean 16<sup>th</sup> June, 2013  
Mrs. Mary Wilson 16<sup>th</sup> June, 2013  
Ms. Avril Lincoln 16<sup>th</sup> June, 2013

It was noted that Mrs. Mary Wilson and Mrs. Christine Dean were re-elected as Parent Governors.

Governors agreed that Mrs. Mary Wilson continue as Chair of the Governing Body for this academic year.

- 3.1.3 It was noted that the Chair conveyed her thanks, on behalf of the Governing Body, to Ms. Avril Lincoln for her input during the last four years.

- 3.2 It was noted that there is currently one Community Governor vacancy.

- 3.3 There were no disqualifications for non attendance noted.

#### **4. MINUTES**

- 4.1 The Minutes of the Meeting held on the 19<sup>th</sup> March, 2013 were agreed and signed as a true record of that meeting.

##### 4.2 Matters arising:-

##### 4.2.1 Item 4.2.1

This item was deferred due to Marianna Jordaan not being present at the meeting.

##### 4.2.2 Item 4.2.2

This item was also deferred.

##### 4.2.3 Item 12.1.3

This is an Agenda item on this evening's meeting and will be covered under Item 8.1.

##### 4.3 Minutes/Reports from Committees

- 4.3.1 It was noted that the Minutes of the Resources Committee Meeting held on the 19<sup>th</sup> March, 2013 were signed and agreed on the 9<sup>th</sup> May, 2013 by the Resources Committee.

- 4.3.2 It was noted that the Minutes of the Teaching and Learning Committee Meeting held on the 7<sup>th</sup> March, 2013 were signed and agreed on the 2<sup>nd</sup> May, 2013 by the Teaching and Learning Committee.

#### **5. GOVERNOR MARK**

- 5.1 It was noted that Handsworth Primary School had achieved 'Governor Mark'. Ms. Cate Duffy had recently visited the School and had mentioned that she had recognised that this was a great achievement and Handsworth Primary School is the only school within Waltham Forest to have achieved Governor Mark.
- 5.2 It had also been suggested that, in some point in the future, maybe Handsworth Primary School Governing Body could share their best practices with other Governing Bodies.

## 6. SCHOOL BUDGET 2013/14

6.1 It was noted that this item had been previously discussed in detail by the Resources Committee and the following figures were noted:-

Outturn 2012/13: (Revenue Outturn 2012/13 being £67,632)	£ 85,442 (including Capital)
School Budget Share 2013/14 :	£ 1,907,555
Expenditure 2013/14:	£ 1,903,200
Predicted Carry forward 2013/14: (Revenue carry forward 2013/14 being £ 71,987)	£ 89,797 (including Capital)

The following earmarked items were noted which were to be addressed in this financial year:-

- ❖ Nursery overhaul – including Kitchen Area
- ❖ Resurfacing to the outside area of Nursery
- ❖ Shade for Playground
- ❖ Address the Heating System issue in Years 5 and 6.
- ❖ Fixed Electrical Survey
- ❖ Alarm Panel
- ❖ Years 2 to 4 classrooms – lighting to be renewed
- ❖ Ongoing Redecoration Programme – Years 5 and 6 to be done.
- ❖ Finalisation of window replacement.

**The Full Governing Body unanimously approved and ratified the Outturn for 2012/13.**

**The Full Governing Body unanimously approved and ratified the School Budget Share for 2013/14 accordingly.**

Thanks were conveyed to Mrs. Denise Whyman for her input in this item.

## 7. AGREEMENT OF THE GOVERNOR SERVICES' CONTRACT 2013/14

7.1 The Full Governing Body agreed to renew the Governor Services' Contract for 2013/14 – Bronze Level together with the clerking services already provided.

7.2 It was noted that a thorough and comprehensive online survey on Governor Services had been completed by the Chair accordingly.

## 8. POLICY REVIEWS

8.1 The Chair had previously allocated three Policies for review to everyone and these are on the school website for referral. The deadline for Policy Review is the next meeting in July, 2013. Any suggested amendments should be emailed to the Chair.

**ACTION: Chair to email the Policy Review to Governors.**

8.2 It was noted that Mr. Malcolm Shykles had already reviewed his allocation of Policies.

## **9. SKILLS AUDIT**

- 9.1 This item was deferred to September, 2013.  
**Agenda Item – Autumn Term 2013.**

## **10. CHAIR'S ACTION**

- 10.1 The Chair reported that the School was not successful in their application for funding from Tesco Stores this year. However, a further application will be made next year.
- 10.2 It was suggested to apply to Jack Petchey for funding.  
**ACTION: Andrew Dodd agreed to investigate this issue.**

## **11. ACADEMY STATUS UPDATE**

- 11.1 It was noted that although the Governing Body agreed unanimously under Item 7.1.8 at the last meeting to make an application to convert to academy status, Mr. Tony Bell wished to the clerk to minute that although he was absent from the last meeting he would have voted not to convert to academy status.
- 11.2 The Headteacher reported that there had been two meetings of the Academy Working Party with a view to preparing the consultation documents for parental, staff and community feedback for Governors to make a final decision on whether to convert to Academy status. A letter from Michael Gove had been received stating that, in principle, it had been approved that Handsworth Primary School could convert to academy status if they so wished.
- 11.3 It was noted that the Working Party had suggested that drop in sessions would be arranged before and after school for everyone to ask questions and share ideas, etc.
- 11.4 The Chair advised Governors that a visit had been made to the Headteacher at Yardley Primary School who had previously converted to academy status two years ago. Views on conversion were obtained which was considered very helpful. The Project Manager from Strictly Education has also been contacted for advice. The Headteacher informed Governors that she had also been in contact with the contact from the DfE who has also been very helpful.
- 11.5 The Headteacher stated that the reason for having an initial discussion in the first place on this issue is that 98% of Handsworth's pupils attend Highams Park Secondary School who is currently an Academy School and there may have been a possibility to enter into a Joint Trust with them. Unfortunately, this is not possible due to the financing arrangements.
- 11.6 It was noted that an initial questionnaire was placed on the school website and out of 467 pupils there were only 17 responses from parents and one from a child. Out of the 17 responses the majority were positive to convert to academy status with three against converting to academy status.
- 11.7 One Governor expressed his concern that currently there are only approximately 6% of the primaries who has converted. There is a danger that single academies will either be pushed by the DfE., or will find themselves in financial problems and will move to bigger clusters of schools where the freedom is not available. The Headteacher stated that schools cannot be forced to convert – it is up to the Governors to make this decision. The School may not benefit longer term if they convert to academy but they will not be worse off. Discussion took place amongst Governors accordingly.
- 11.8 Terms and Conditions of staff together with Pay and Conditions were also discussed.

- 11.9 It was envisaged that possible conversion could take place in January, 2014.  
11.10 Mr. Tony Bell agreed to obtain pros and cons from the NUT regarding academy conversion.

**ACTION: Tony Bell to obtain.**

**12. 2013/2014 SCHOOL CALENDAR**

- 12.1 The following inset days were agreed by the Full Governing Body:-  
2<sup>nd</sup> September, 2013  
3<sup>rd</sup> September, 2013

**The Full Governing Body approved the above dates accordingly.**

Further dates were proposed:-

- 4<sup>th</sup> November, 2013 - To be confirmed  
6<sup>th</sup> January, 2014 - To be confirmed  
22<sup>nd</sup> April, 2014 - To be confirmed

**ACTION: The three dates above would have to be confirmed after liaising with Highams Park School.**

**The Full Governing Body unanimously agreed to delegate approval by the Headteacher and Chair on this issue.**

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

- 13.1 Full Governing Body Meeting 16<sup>TH</sup> July, 2013 7pm

**14. ANY OTHER BUSINESS/ANY CONFIDENTIAL MATTERS**

- 14.1 Confidential Item – See attached sheet.  
14.2 It was noted that the School are currently applying for the Gold Arts Mark.  
14.3 The School has joined the North London Partnership to be an International School. This means that the School could get the International Award and start working with the British Council to twin with other Schools abroad.  
14.4 It was reported that the Year 5 and 6 Swimmers did very well in the Swimming Gala with boys gaining 1<sup>st</sup> and the girls gaining 2<sup>nd</sup> with the School coming 3<sup>rd</sup> overall. Congratulations were conveyed accordingly.

The Chair thanked everyone for attending the meeting this evening.

The Meeting closed at 8.05pm.