

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 15th JULY 2014 AT 6.15PM
AT THE SCHOOL**

Present: **Local Authority Governor**
 Mr Malcolm Shykles

Co-opted Governors
 Mr Andrew Dodd
 Mrs Denise Whyman
 Mrs Mary Wilson (Chair)

Parent Governors
 Mr Simon Jarvis
 Ms Elizabeth Winder

Staff Governors
 Ms Jill Augustin (Head Teacher)
 Ms Marianna Jordaan
 Ms Natalie McDermott

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 Mrs Christine Dean, Ms Christine Rose and Mr Tony Bell.

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 noted that there were no terms of office due to end before the next meeting. It was also noted that there was one Local Authority Governor vacancy.

4. MINUTES

4.1 The minutes of the meeting held on 14th May 2014 were received and agreed and accepted as an accurate record of the meeting, noting one amendment that Mrs Dean was not an attendee. The minutes were signed and dated by the Chair. These were

retained by the Head Teacher for the School File.

To Note

4.2 Matters Arising

4.2.1 There no matters arising.

4.3 Minutes/Reports from Committees

4.3.1 The minutes of the Resources Committee meeting held on 29th April 2014 were approved at the following meeting held on 8th July 2014. Governors noted that they had received the minutes from both committee meetings by email in advance of the full governing body meeting and that the Resources Committee had reviewed the budget outturn. Governors were all in agreement and there were no questions.

To Note

4.3.1.1 It was noted that the Committee agreed to the following works to be held over the Summer holidays following the consideration of at least three quotes where appropriate;

The canopy outside Year 1 and Reception will be replaced with outside learning cubes,
Pipe Installation works,
Drain works,
First phase of the School Kitchen building programme will commence,
Nursery redecoration.

To Note

4.3.2 The minutes of the Teaching and Learning Committee meeting held on 1st May 2014 were approved, by the T&L committee, at the following meeting held on 9th July 2014. Both sets of minutes have been shared by email with all governors.

To Note

5. OFSTED

5.1 The Head Teacher reported that the Report had not yet been published. The complaint from Tribal was still being investigated and the School expects a response in early August.

5.1.1 Mrs Winder asked if an update would be sent to parents on the delay of the Report. The Head Teacher responded that a letter has been prepared for when the Report is published. The Head Teacher also noted that she would be able to email parents to notify them of the delay in the meantime and added that the Report was still confidential until it is published.

Action: Head Teacher to notify parents of OFSTED Report delay via email

6. DATA

6.1 It was noted that the School Data, included in the Head Teacher's Report, was circulated in advance of the meeting. Governors reviewed the data and the following was noted;

6.1.1 It was noted that Year 1 Phonics exceeded expectations with results of 88%. For those that were re-tested in Year 2, it was noted that 62% passed. The School was pleased with the results. It was also noted that the same scheme for Phonics was

taught from Nursery upwards.

- 6.1.2 The Head Teacher highlighted that the Early Years data was moderated by the Local Authority. 78% achieved a good level of development. Speech and Language support has been implemented.
- 6.1.3 For Key Stage 1, it was noted that 90% of children achieved Level 2 and above.
- 6.1.4 Mr Dodd asked why the School did not measure Science. The Head Teacher responded that science is assessed but there was not a statutory requirement to undertake science SATs.
- 6.1.5 Mrs Whyman asked if it was measured internally. The Head Teacher confirmed that it is.
- 6.1.6 It was noted that Key Stage 2 had done very well, with 100% achieving Level 4 and above in Reading. It was noted that only 2% achieved Level 6; it was felt that this low figure was due to the paper being more difficult this year.
- 6.1.7 The Chair asked for Key Stage 2 data for Writing and Maths for Level 6. The Head Teacher responded that 12% achieved Level 6 in Writing and that she would circulate the results for Level 6 Maths.

Action: Head Teacher to circulate data for Level 6 Maths to Governors

- 6.1.8 It was noted that 87% achieved Level 4 and above in Maths.
- 6.1.9 The Chair noted that she would be updating the target plans, but highlighted that all targets had been exceeded with the exception of Level 4 Maths. It was also believed that the results were above national figures in all areas.

To Note

7. HEAD TEACHER'S REPORT

- 7.1 The Head Teacher's Report was circulated in advance of the meeting and the Head Teacher noted that her report summarised what had been discussed in the recent Committee meetings for Resources and Teaching and Learning. Questions and comments were then welcomed.
- 7.1.1 Mrs Winder asked if there had been any further appeals for Reception places. The Head Teacher responded that there had been and that she would expect more to be submitted over the Summer holidays. Mrs Winder asked if the School were legally able to say no to successful appeals. The Head Teacher responded that if the School loses an appeal, it is unable to contest it legally. The Chair added that a full statement on appeals is provided for the Appeals Panel to consider. The current figure for Reception remains at 61.

To Note

- 7.1.2 Mr Jarvis asked what a Long Term Teacher was. The Head Teacher responded that this would be a position to cover maternity leave and would be sourced through supply agencies and the individual will be offered a fixed term contract to cover the maternity leave.

- 7.1.3 Further to the unsuccessful appointment of Mr Bishop's replacement, Mrs Winder asked if it would be possible to review the pay premium of the role to attract more applicants. The Head Teacher responded that this was something that could be considered, but did not feel that the applicants received were the right calibre for the position. In addition to this, the Head Teacher felt that the timing for sending this position to advert was not ideal and believes that re-advertising in September would attract a wider range of candidates. The Chair asked if this would be with the view of the successful applicant commencing in January and the Head Teacher confirmed that this would be the case.

To Note

- 7.1.4 It was noted that the SIC Report had been circulated in advance of the meeting for Governors' perusal.

To Note

8. LINK GOVERNOR REPORTS

- 8.1 Two Link Governor Reports were circulated in advance of the meeting. The first being from Mr Bell on the Creative Curriculum; it was noted that Mr Bell would provide further information on his link visit at the next meeting. The second was from the Chair on her Eco-Schools visit. The Chair noted that Assessors would be visiting the School on Friday to assess whether the School is eligible for the Green Flag award. If the School is successful, it will be the only one in the Borough to achieve this.

To Note

9. GOVERNORS' TRAINING

- 9.1 Mr Dodd, Mrs Dean and the Chair attended Safer Recruitment training. All found it to be very interesting and beneficial. However, Mr Dodd noted that the course would no longer be running due to it no longer being a mandatory requirement.

- 9.2 The Chair announced that there would be Child Protection training for all staff on the Inset Day to be held on 2nd September in the morning. It was noted that all Governors were invited to attend this training.

To Note

10. CHAIR'S ACTION

- 10.1 There was none to report.

11. RECONSTITUTION OF GOVERNING BODY

- 11.1 The Chair informed Governors that the Governing Body were required to reconstitute by 1st September 2015. Information on this was circulated in advance of the meeting. The Chair noted that under new guidance, there could only be one Local Authority Governor on the Instrument. In addition to this, there could only be more than one Staff Governor on the Instrument (in addition to the Head Teacher), if the total does not make up more than a third of the Governing Body. There must be a minimum of two Parent Governors and Community Governors will become Co-Opted Governors.

- 11.1.1 The Chair noted that with their being one Local Authority Governor vacancy on the Governing Body and one in post, suggested that this post does not get filled in the meantime and proposed that Governors reconstitute the Governing Body from 13 to 12 taking this in to consideration. Governors were in agreement and requested that Governor Services draw up a new Instrument of Government with this consideration for agreement at the next full Governors' meeting.

Action: Governor Services to draw up new Instrument of Government to be approved at the next full Governors meeting

- 11.1.2 It was asked if Terms of Office would be renewed when the Governing Body reconstituted. The Clerk noted that he would seek advice from Governor Services.
Action: Clerk to seek advice on terms of office on reconstitution from Governor Services

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 12.1 It was noted that the next meeting would take place on 9th September at 19h00 at the School. It was also noted that a schedule of dates for all meetings for the next academic year would follow.

To Note

- 12.2 Agenda Items
To be confirmed

13. ANY OTHER BUSINESS

- 13.1 It was noted that the Head Teacher's performance management took place on 13th December 2013 and was conducted by Mrs Dean, Mr Dodd and the SIC, Mary Jones.
To Note

- 13.2 It was noted that the Resources Committee reviewed the SEN Budget and recommended its ratification to the full Governing Body. It was highlighted that the total expenditure for 2014/2015 would be £97,082. Governors unanimously agreed to ratify the SEN Budget as per the Resources Committee's recommendation.
To Note

- 13.3 Following the receipt of the draft audit report June 2014, it was agreed that a plan of what needs to be approved, by whom and by when would be produced. Upon receipt of the final audit report, the Chair will circulate this once it has been drafted.
Action: Chair to draft and circulate a plan of what needs to be approved, by whom and by when to all Governors

- 13.4 The Head Teacher reported that she had received two requests from parents for their children to be flexibly schooled. The Head Teacher explained that Flexible Schooling was an option for children who start School under the age of 5 that can be accepted or declined by Schools. The Head Teacher felt that requests should be considered whilst considering the needs of the School and also felt that in terms of continuity of learning it could be disruptive. In addition to this, the Head Teacher was not keen to set precedent on this matter as it could cause major disruption should further requests follow.

- 13.4.1 The Chair asked if Governors were able to decline requests for flexible schooling. The Head Teacher confirmed that this was the case.

- 13.4.2 Governors considered and discussed this matter at great length, but ultimately were in agreement with the Head Teacher that this could prove to be disruptive to learning and would be setting the wrong precedent for other pupils. Governors also noted their concern over potential disruption to attendance, which the School would continue to monitor. It was agreed that the Head Teacher should decline both

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requests for the reasons discussed.

To Note

The meeting ended at 19h55