

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 16<sup>th</sup> JULY 2013 AT 7.00PM  
AT THE SCHOOL**

Present:       **Authority Governor**  
                  Ms Nadina Bailey

**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)  
                  Mrs Natalie McDermott

Also Attending:               Mr Jon 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 Mr Malcolm Shykles and Ms Mariana Jordaan.

1.3       Apologies not accepted

None

1.4       Quorum

The meeting was quorate with seven Governors present.

**2.       DECLARATION OF INTEREST**

2.1       There were no declarations of interest.

**3.       GOVERNING BODY**

3.1       The Clerk noted that Mr Bell's term of office would be ending on 18th November 2013. In light of this, the Chair proposed that Governors co-opt Mr Bell as a Community Governor when his term of office as a Parent Governor expires. Mrs Whyman seconded this. Mr Bell noted that he would be interested in becoming a

Community Governor and all Governors were in agreement.

**To Note**

3.1.2 It was noted that the School would be required to hold a Parent Governor election after Mr Bell's current term of office ends on 18th November 2013. This election would be for both Parent Governor Vacancies, after which the Governing body would have no vacancies.

3.2 The Chair noted that the Instrument of Government had been sent to the Town Hall to be rubber-stamped.

**To Note**

**4 MINUTES**

4.1 The minutes of the meeting held on the 14<sup>th</sup> May 2013 were received and agreed by the Governors as an accurate record of the meeting.

4.2 Matters Arising

4.2.1 Further to minute 10.2, it was noted that Mr Dodd had sent an email and was awaiting a response.

4.2.2 Further to minute 12.1, it was noted that the Inset Days were **agreed** as they stood.

**To Note**

4.3 Minutes/Reports from Committees

4.3.1 It was noted that the minutes of the Resources Committee held on 9th May 2013 were agreed at the following meeting held on 11th June 2013.

**To Note**

4.3.2 It was noted that the minutes of the Teaching and Learning Committee held on 2nd May 2013 were agreed at the following meeting held on 20th June 2013.

**To Note**

4.3.3 It was noted that the minutes of the meetings held on 11th June 2013 and 20th June 2013 would be agreed at the next respective Committee meeting dates.

**To Note**

4.4 Matters Arising

4.4.1 There were none.

**5 CHAIR'S ACTION**

5.1 The Chair reported that she had signed off the first quarter budget figures, which have been sent to the Local Authority by the School; it was noted that these were signed off after a full discussion with Michelle Boyce, Officer Manager. First Quarter budget figures had been sent to the Resources sub committee for their perusal, by email.

**6 ACADEMY STATUS UPDATE**

6.1 The Chair reported that it was the recommendation of the Working Party and the Resources Committee to not go ahead with the application for Academy Status at this time. It was felt by all that this would not be an appropriate move for the School at this time and initial reasons for considering the application have now dissipated. The Chair reported that the School has the option to defer their application for 18 months; should governors wish to initiate the consultation during this time, another

application will not be required. Governors were in **agreement** with the Working Party's and Resources Committee's recommendations.

**To Note**

**7 SCHOOL ITEMS**

7.1 SATS Data

7.1.1 The Head Teacher reported that the SATS data had been included within the Head Teacher's Report, which had been circulated in advance of the meeting. The Head Teacher noted the highlights to Governors;

7.1.2 For Key Stage 1, 70% passed statutory Phonics. It was noted that the national average was 58% last year and whilst it looks like there has been a drop from last year's achievement of 74%, this was due to a higher number of children with a much higher level of need this year.

**To Note**

7.1.3 It was noted that the SATS figures were currently invalidated, but initial reports from the Department for Education have been very good.

7.1.4 For Key Stage 2, 81% of children achieved Level 5 in Spelling, Punctuation and Grammar. In Numeracy, 90% of children achieved Level 4 or above, with 48% achieving Level 5 or above. Eight pupils achieved Level 6.

7.1.5 Writing was externally moderated by Cambridge Education and it was found that 92% of children achieved Level 4 or above, whilst 23% achieved Level 5 or above.

7.1.6 For Reading and Comprehension, 96% achieved Level 4 or above. 63% of children achieved Level 5 or above and three children achieved Level 6.

7.1.7 It was asked when RaiseOnline would be updated with the new data. The Head Teacher noted that this usually takes place in October. The School improvement Consultant will be preparing the School to be OFSTED ready in the meantime, but no concerns have been raised. In addition to this, Cate Duffy has written to the School and congratulated it on its results.

7.1.8 The Head Teacher reported that the Key Stage 1 results were also good, but a full analysis will be done in September. Initial findings are that there have been some improvements in Level 3s. Early Years data will be shared next term; it was noted that the data has been submitted to the Local Authority and the School is awaiting a contextual report. It was noted that the criteria was very different this year, which will make it hard for the School to compare current data to last year's data. However, the Head Teacher believes that the data will be strong.

**Agenda Item**

7.2 Head Teacher's Report

7.2.1 The Head Teacher highlighted that the School have applied for a Silver Award travel plan and that the School hopes to link in with more schools abroad next year. Staff have volunteered to go to Spain for networking opportunities, which it is hoped will pave the way for more. The School will be receiving two Teaching students from Valencia at no extra cost to the School.

7.2.2 With regard to admissions, the Head Teacher noted that there were 60 places for two reception classes. The School has received ten appeals and there were 74 children currently on the waiting list. The Head Teacher also reported that there had been an error discovered within the admissions brochure issued by the Local Authority concerning distance from schools. It used to be that distance from schools was measured from a central point within a school, but the distance is now measured from the school gate; and miscalculations have been made. The Head Teacher noted that those children that should have been offered places based on distance will still be given places. In those schools required to take the children on, due to the administrative error, Reception classes will be forced to go over 30.

7.2.3 The Chair commented that this could affect the School disproportionately because all those offered a Reception place at Handsworth at this late stage, will almost certainly accept the place. Exceeding infant class size can have a detrimental impact on standards and on staff well-being. The Head Teacher noted that the full impact was still unclear, as we have not yet been informed of the number of additional children to be admitted into Reception.

7.2.4 With regard to premises, the Head Teacher noted that the School hopes to have electrical works commence in Years 2 - 4; refurbishment of Nursery is also due to take place. In addition to this, the Local Authority have agreed to fund drainage works over the summer holidays, along with replacement windows for the School Hall and to have the flat roof replaced. The School has also had a visit from Surveyors who are looking at replacing the Nursery windows. The Head Teacher noted that she would keep Governors updated.

7.2.5 The Head Teacher also reported that there had been some flooding outside the School reception area. Thames Water have fixed the problem, but there are now issues over liability being raised with the Local Authority. It was noted that the mains water is managed by Highams Park School; the School will be approaching the Local Authority to assist with the cost in moving the stop cock to be within the School's own grounds.

**To Note**

7.2.6 It was noted that Handsworth Children featured on the BBC television programme, Eat Well For Less. This can be found on the BBC iPlayer.

7.3 Summer School

7.3.1 The Head Teacher reported that Mrs McDermott had successfully run the Summer School last year with 40 attendees. This year Mrs McDermott will be managing 80 children. The Summer School will start from 28th July 2013 and will be staggered for all year groups. The Head Teacher noted that the School have been able to invite Pupil Premium children and have some great activities planned. The Summer School will end on 9th August.

7.4 Staffing Restructure

7.4.1 It was noted that the staffing restructure went to formal consultation on TLRs and was now closed. The School consulted with Unions, the Local Authority and the Staff. Governors all **agreed** to ratify the restructure to commence from September 2013.

**To Note**

7.5 Attendance Target

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- 7.5.1 It was noted that last year's attendance target was 96% and the School has achieved 96.6%. Further to discussions at the Resources Committee, it is their recommendation that the target for the forthcoming academic year be set at 97%. However, the Committee recognised that this was an ambitious target and felt that there was still a need to look at unauthorised holidays being taken. The Head Teacher noted that a workshop on attendance had been attended by those that monitor the School's attendance data and have some good ideas to move forward with. In addition to this, monthly meetings continue to be held with repeat offenders for lateness and attendance, which has been acting as a deterrent.
- 7.5.2 It was suggested that parents could present their holiday requests during term time to a panel of Governors. The Head Teacher noted that this was a good idea, but noted her stance has remained that whilst she is sympathetic to parents' reasons for taking their children on holiday during term time it is still not authorised.
- 7.5.3 Governors considered that if penalty notices were to be issued, these would be done by the Local Authority. The Chair suggested that this be looked into further.  
**To Note**
- 7.5.4 Mr Bell asked what other Schools do about this issue. The Chair responded that different Schools handle the same situation in varying different ways. It was agreed that investigations be undertaken into how other Schools deal with this issue.  
**Action: School to investigate how other Schools deal with issues surrounding attendance**
- 7.5.5 It was noted by all that if the School does not achieve 97% attendance next year, it is unlikely to be judged outstanding by OFSTED.
- 7.5.6 Ms Rose noted that it had already been made clear that Governors did not want holidays authorised and was concerned that this had not made an impact. Mrs Dean suggested that the School could explain the impact to the School to parents, noting that the School will not be able to achieve an outstanding judgement from OFSTED if it does not achieve its attendance target.
- 7.5.7 Governors **agreed** that the School set an aspirational target of 97% attendance.  
**To Note**
- 7.6 Philosophy for Children
- 7.6.1 It was noted that an inspirational inset day for staff had been organised to take place on the first inset day of next term in order to give them creative ideas for deeper discussions for learning with Children. It was noted that this would result in a credible qualification for staff to have.  
**To Note**
- 7.7 Link Governor Reports
- 7.7.1 It was reported that Ms Mc Dermott had submitted a report to Governors, which was circulated by the Chair. It was noted that the visit took place during the Summer Term 2013.
- 7.7.2 Mr Bell noted that he had visited the School on 19th June 2013 and tabled his report on the Creative Curriculum for Governors' perusal. Mr Bell reported that he had found his visit very interesting with the Creative Curriculum Leader. Mr Bell then went

over highlights from his report and suggested that the School use the Website to gather both children and parent comments on the creative curriculum.

7.7.3 The Head Teacher noted that the School hopes that the creative curriculum will continue to evolve and informed Governors that Year 5 had recently completed an Architecture in Schools programme. Children designed their own habitat for their pet including design, cost and how to market it. Three of the Children who completed the Programme are presenting their work in Canary Wharf this evening. The School have been asked to work with the Greater London Authority to further develop their Maths.

7.7.4 Mr Bell noted that it was important to consider how the School can integrate the Creative Curriculum with the demands of the new upcoming national curriculum. The Head Teacher noted that the new curriculum would be considered at an upcoming staff inset day. It was noted that the new curriculum was to be implemented from 2014. The Head teacher also reassured Governors that the School will be keen to continue a creative curriculum when the new curriculum is implemented.

Mr Bell was thanked for his report.

Ms Rose left at 20h05.

## 7.8 Policies

7.8.1 The Chair recorded her thanks to all Governors that had reviewed policies and fed back to her. It was noted that some of the statutory policies do not need to be reviewed on an annual basis and the Chair will maintain a schedule of review dates for all School policies, which will be kept in the school file and on the website.

### **To Note**

7.8.2 Mr Dodd noted that the dates within the Health and Safety Policy requires to be updated for the appendices. The Chair noted that she would make the amendment and it was agreed that Mr Dodd would review the policy again afterwards.  
**Action: Chair to update appendices in Health and Safety Policy and Mr Dodd to review policy again**

7.8.3 It was noted that with regard to the Lettings Policy there was a need to ensure that incoming companies and persons have their own public liability insurance. For the Charging Policy, it was noted that it should include the costs of music tuition. It was agreed that the Head Teacher will come back to Governors with her recommendations on this next term.

7.8.4 It was noted that the Parent Consent form for Internet use was given to new pupil joiners. The Staff Code of Conduct for Internet use must also be included for new staff joiners. It was noted that the Chair would investigate this.  
**Action: Chair to investigate Code of Conduct**

7.8.5 It was noted that e-safety workshops may be an OFSTED requirement to be done annually with the e-Safety Policy.  
**To Note**

7.8.6 The Head Teacher highlighted that the Local Authority had provided a new Pay Policy, in conjunction with a group of Head Teachers from the Borough. The Head Teacher recommended that Governors ratify this policy. Governors **agreed** to ratify

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the new Model Pay Policy.

**To Note**

7.8.7 Mrs Dean noted that there was new guidance's in terms of safeguarding and due to this, is reviewing the Safeguarding and Child Protection Policies again to ensure that the School is covered. There has not been any advice from the Local Authority as yet.

7.8.8 It was noted that DfE list child protection as a statutory policy, but not safeguarding. It was agreed that Mrs Dean will investigate and review what policy the School has.  
**Action: Mrs Dean to review the child protection and safeguarding policies before September's Meeting**

**8 DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

8.1 It was noted that the date of the next meeting would take place on 10<sup>th</sup> September 2013 at 7.00pm at the School.

**9 ANY OTHER BUSINESS**

9.1 There was no other business discussed.

The meeting ended at 20h25