

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 18<sup>th</sup> April 2012 AT 7.00PM  
AT THE SCHOOL**

Present:       **Authority Governor**  
                  Mr Malcolm Shykles

**Community Governor**  
                  Mr George Webster

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

**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 Ms Avril Lincoln and Mr Andrew Dodd.

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  
All List 99 checks were up to date.

#### **4 MINUTES**

- 4.1 The minutes of the meeting held on the 13<sup>th</sup> December 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.

#### 4.2 Matters Arising

- 4.2.1 Further to the action on item 13.1.3 for the Head Teacher to ask the SSO to check all playground equipment again, it was reported that all equipment has now been tested. Two pieces of equipment were taken off site to be repaired and will be re-installed on Friday.

#### 4.3 Minutes/Reports from Committees

- 4.3.1 The minutes of the Resources Committee, that took place on 17<sup>th</sup> January 2012, were received and agreed by Governors. It was noted that these minutes were signed by the Chair of the Resources Committee at the following meeting. The minutes of 6<sup>th</sup> March 2012 will be reviewed at the following Resources Meeting.

#### **To Note**

- 4.3.2 The minutes of the Teaching and Learning Committee, that took place on 19<sup>th</sup> January 2012, were received and agreed by Governors. It was noted that these minutes were signed by the Chair of the Teaching and Learning Committee at the following meeting. The minutes of 8<sup>th</sup> March will be reviewed at the following Teaching and Learning meeting.

#### **To Note**

#### 4.4 Matters Arising

- 4.4.1 There were no matters arising.

#### **5 LINK GOVERNORS' REPORTS**

- 5.1.1 Ms Rose reported that she had visited the School on 23<sup>rd</sup> March 2012 and reviewed the SEN Audit, IEP meetings and the case studies for OFSTED. Ms Rose found that most Staff are now doing the IEP meetings and will be ensuring that all do them. Ms Rose informed Governors that Angela Struthers had completed her SENCo training and would like to develop further the IEP model.

- 5.1.2 The SEN Audit has been completed and the School received good feedback from the external auditor. It is hoped that all SEN information will be placed on the School website and Angela informed Ms Rose that the Student Social Worker was very beneficial.

- 5.1.3 Ms Dean reported that she had visited the School and would produce a report for Governors before the next meeting.

#### **Action: Ms Dean to produce report on Link visit**

- 5.1.4 The Chair reported that she had visited the KS2 Literacy Subject Leader and noted that she had circulated her report to Governors via email before the meeting. It was noted that the Chair would look at progress across Key Stage 1 and Key Stage 2.

#### **Action: Chair to look at progress across Key Stage 1 and Key Stage 2**

## **6 SAFEGUARDING**

6.1 Ms Dean noted that she had received a useful document on safeguarding and had recently reviewed related policies on the Department for Education website. Ms Dean will be reviewing the School's safeguarding policies to ensure that they are up to date.  
**Action: Ms Dean to review the School's safeguarding policies**

6.2 Mr Webster asked if all Safeguarding contacts were placed on the relevant notice boards and the Head Teacher responded that all contacts were placed on notice boards throughout the School. The Chair added that there was also a list of contacts (with photographs) provided in Reception.

6.3 The Head Teacher reported that Mr Bishop was undertaking Safer Recruitment training.

6.4 The Head Teacher also informed Governors that the School had held an information session with volunteers. Induction Packs for supply teachers, student teachers and teachers also being completed.

## **7 HEAD TEACHER'S REPORT**

7.1 It was noted that the Head Teacher's report had been circulated to Governors in advance of the meeting. The Chair asked for questions and comments from Governors.

7.2 The Head Teacher noted that attendance was 96.2% for the Spring term which was above the national average and exceeding the school's target of 96%.

## **8 CHAIR'S ACTION**

8.1 **Confidential Item**

## **9 MODEL FINANCIAL REGULATIONS**

9.1 The Chair informed Governors that she had reviewed the model financial regulations thoroughly. The Chair noted that the named signatories are the Head Teacher, Mr Bishop, Ms Jordaan and Ms Boyce; the School Office holds a pecuniary interest folder which is updated annually; the School office holds a receipt of any hospitality; the maximum petty cash held is £250 and maximum purchase is set at £100. It was noted that Governors do not claim expenses.

9.2 In Julie Huff's absence, Michelle Boyce will be undertaking a large part of her role and the School has acquired additional support from Strictly Education. The addition of Ms Boyce has been added to the Regulations.

9.3 Governors formally accepted the Model Financial Regulations.  
**To Note**

## **10 SCHOOL ITEMS**

10.1 Absence Policy: Child Agency Work

10.1.1 The Chair noted that she had distributed a letter from Amanda Goodwin from Act 2 to Governors in advance of the meeting. Ms Goodwin runs a Performance Arts School on the School premises and has recently started up a performing arts agency. Parents have been requesting special leave for their children to take part in auditions during the school day. The School is currently recording these requests as noted but unauthorised absence. Children are required to obtain a licence from the Town Hall.

The Town Hall have advised if the School are not authorising the absences they should not be accepting them. Ms Goodwin is asking that the School authorise absences. It was noted that the school's attendance policy states that absence during term time is only authorised under exceptional circumstances.

- 10.1.2 Ms Rose asked if other Schools have a similar problem of a large amount of requests. The Head Teacher responded that they were not as significant as the amount of requests received at Handsworth due to its position of having a performing arts school run on the premises.
- 10.1.3 The Chair noted that some of the Children, for whom the absence requests are being made, have attendance below the governing body's target of 96% and felt that such absence would inevitably have an impact on their progress.
- 10.1.4 Ms Jordaan noted that the expectation of attendance should be 100%.
- 10.1.5 Mr Webster asked if each case could be looked at individually and felt that these requests should be authorised. The Chair felt that, if this were possible, there should not be one rule for one child and a different one for another.
- 10.1.6 Ms Dean asked if the School were to not accept absences if the Children would still be able to obtain their licences to work. It was noted that the Children would not be able to obtain a licence to work in school time.
- 10.1.7 The Chair noted that the School's Absence Policy was not in question, but asked Governors to decide on whether they accept unauthorised absence for children to attend auditions in school hours. Mr Webster agreed that he would like the Absence Policy to remain as it is.
- 10.1.8 Governors agreed to uphold the School's current policy and reiterate to Act 2 their appreciation for the good work that they do with the Children. It was agreed that the Chair and Head Teacher would draft a response to Ms Goodwin with the Governors' decision to uphold the policy and only accept unauthorised absences under exceptional circumstances. This would be shared with governors for input prior to sending.

**Action: Chair and Head Teacher to respond to Ms Goodwin's letter**

## 10.2 Para-Olympics

- 10.2.1 The Head Teacher noted that the Para-Olympics will run for two days during the Autumn Term and the Local Authority have advised that if Schools were in the direct route of the games to postpone the Autumn Term start date. Governors felt that the School would not be affected by this as the LA have advised that Handsworth School is not in the direct route for the Olympic Site.
- 10.2.2 It was also noted that Staff who may have volunteered for the Para-Olympics should apply for unpaid leave, as per the Local Authorities recommendations.
- 10.2.3 Governors acknowledged the Local Authority's guidelines and noted that they would apply them should they become relevant.

## 10.3 Annual Ratification of all Statutory and Other School Policies

- 10.3.1 Mr Webster reported that he had reviewed the **Behaviour Policy** and gave his comments to the Head Teacher. Mr Webster recommended that Governors agree the policy. Governors unanimously agreed to ratify the Behaviour Policy.  
**To Note**
- 10.3.2 It was agreed that Mr Webster would look at the **Complaints Policy** and that the Chair would send it to him in a Word document format. The Head Teacher noted that the Policy must include the appendices.  
**Action: Chair to send Complaints Policy to Mr Webster for his review.**
- 10.3.3 The Resources Committee recently reviewed the **Accessibility Plan** and it was their recommendation that Governors accept it. Governors unanimously agreed to ratify the Accessibility Plan.  
**To Note**
- 10.3.4 The Chair informed Governors that she had reviewed the **Admissions Policy** and noted that only minor date amendments were required. The Chair recommended that Governors agree the Policy. Governors unanimously agreed to ratify the Admissions Policy.  
**To Note**
- 10.3.5 It was noted that the **Instrument of Government** was kept in the School file and the Register of Pupils was up to date.  
**To Note**
- 10.3.6 The Chair noted that she had reviewed the **Attendance Policy** and had some queries surrounding the section within the Policy on Travellers and wondered if it affected equal opportunities. The Chair noted that she would seek further advice. The Head Teacher noted that there were no Traveller children registered at the School. The Chair recommended Governors agree the Policy as it currently stood, with a view to making alterations if necessary once she had sought advice. Governors unanimously agreed to ratify the Attendance Policy and noted that attendance targets of 96% had been agreed previously.  
**To Note**  
**Action: Chair to seek advice on the Attendance Policy**
- 10.3.7 It was noted that Mr Dodd had reviewed **the Health and Safety Policy** and had recommended that Governors accept it.
- 10.3.7.1 Mr Bishop noted that the **First Aid Policy** was part of the Health and Safety Policy under item 3.2. Governors unanimously agreed to ratify the Health and Safety Policy.  
**To Note**
- 10.3.8 Governors were unsure of what **the Freedom of Information Publication Scheme** was that was listed in the list of mandatory policies from the Department for Education and wondered if the Local Authority retained a model policy that could be adopted.  
**Action: Clerk to seek advice**
- 10.3.9 Ms Jordaan had reviewed the **Charging Policy** and recommended that Governors agree it. Governors unanimously agreed to ratify the Charging Policy.  
**To Note**

- 10.3.10 It was noted that the **Staffing Structure** was recorded in the Staff Handbook and would be updated in September to reflect all leavers and joiners.
- 10.3.11 Ms Jordaan reviewed the **Anti-Bullying Policy** and recommended that Governors agree it. Governors unanimously agreed to ratify the Anti-Bullying Policy.  
**To Note**
- 10.3.12 Mr Shykles noted that he had reviewed the **Sex Education Policy**, the **Science Policy** and the **Prospectus** and recommended that Governors agree them all. Governors unanimously agreed to ratify the Sex Education Policy; Governors unanimously agreed to ratify the Science Policy; Governors unanimously agreed upon the School Prospectus.  
**To Note**
- 10.3.13 It was agreed that Ms Dean would review the **Allegations of Abuse Against Staff Policy**, the **Central Record of Recruitment & Vetting Checks Policy**, the Whistle Blowing Policy and Safeguarding Policy.  
**Action: Ms Dean to review all above policies**
- 10.3.14 Mrs Whyman noted that she had reviewed the model **Staff Discipline, Staff Grievance and Teachers' Pay Review Policies** and recommended that Governors agree them. Governors unanimously agreed to ratify the Staff Discipline Policy; Governors unanimously agreed to ratify the Staff Grievance Policy.  
**To Note**
- 10.3.15 It was noted that the Terms of Reference for the Pay Committee had been circulated to Governors in advance of the meeting. Governors unanimously agreed to ratify the Terms of Reference for the Pay Committee with the addition that the Pay Committee meet once a year. The Head Teacher recommended that the meeting take place in the Autumn Term.  
**To Note**
- 10.3.16 Mrs Whyman informed Governors that she had reviewed the **ICT Policy** and had shared her amendments with governors by email prior to the meeting and recommended that Governors agree it. Governors unanimously agreed to ratify the ICT Policy.  
**To Note**
- 10.3.16.1 The Chair noted that the new lap tops had arrived and that there were 15 on each trolley (four in total) that will be used for two year groups. The lap tops will be locked away at the end of each school day. Ms Dean asked what the ICT suite would be used for that the Head Teacher responded that the space will be used as Learning Zones.
- 10.3.17 Mrs Whyman noted that she had reviewed and updated the **e-safety Policy** and recommended that Governors agree it. Governors unanimously agreed to ratify the e-safety Policy.  
**To Note**
- 10.3.18 Mr Bell reported that he had reviewed the **Collective Worship Policy**, **Community Cohesion Policy** and the **Curriculum Policy**; it was his recommendation that Governors agree them. Governors unanimously agreed to ratify the Collective

Worship Policy; Governors unanimously agreed to ratify the Community Cohesion Policy; Governors unanimously agreed to ratify the Curriculum Policy.

**To Note**

- 10.3.19 Ms Rose informed Governors that she had reviewed the **Inclusion Policy** and the **Race Equality Policy**; it was her recommendation that Governors agree them. Governors unanimously agreed to ratify the Inclusion Policy; Governors unanimously agreed to ratify the Race Equality Policy.

**To Note**

- 10.3.20 It was agreed that the Head Teacher would review the Home School Agreement.

**Action: Head Teacher to review the Home School Agreement**

- 10.3.21 The Chair reported that Ms Lincoln had reviewed the **Lettings Policy** and it was her recommendation that Governors agree it. Governors unanimously agreed to ratify the Lettings Policy.

**To Note**

- 10.3.22 It was noted that that the **Early Years Foundation Stage** follows the statutory guidelines.

**To Note**

- 10.3.23 The Chair noted that a **Register of Pupils** is a statutory requirement and, as such, had been into school to meet with Mrs Boyce to discuss how SIMS is used as the system for registering pupils.

- 10.3.24 The Chair thanked everyone for their hard work reviewing all of the policies.

10.4 Budget

- 10.4.1 It was reported that the budget for 2011/2012 was closed down on Monday. This will be reviewed in detail at the next Resources meeting. This will then be reported at the next full Governors meeting when Governors will be asked to ratify the budget for 2012/2013.

**To Note**

**Agenda Item**

**11 SCHOOL SUPPORT SERVICES – FRAMEWORK AGREEMENTS 2012/2013**

- 11.1 It was noted that the School has agreed all of the Service Level Agreements. Strictly Education will continue to manage the School's human resources and payroll.

**To Note**

**WALTHAM FOREST PERSON CENTRED REVIEWS**

- 11.2 The Head Teacher reported that the School currently undertake IEP meetings and the Head of Inclusion has reported that all is going well and all was in place.

**To Note**

**12 DATE OF NEXT MEETING**

- 12.1 It was agreed that Governors would hold an extra-ordinary meeting to ratify the budget for 2012/2013 on 15<sup>th</sup> May 2012 at 7.00pm. Governors were reminded that a quorum was required to ratify the budget.

**To Note**

Summer Term 2011

12.1.1 It was noted that the next full Governors meeting would take place on 17th July 2012 at 7.00pm.

**To Note**

12.2 Agenda Items  
Budget Ratification: 2012/2013

**13 ANY OTHER BUSINESS**

13.1 Terms of References of all Committees

13.1.1 It was unanimously agreed that the Terms of References of all committees be altered to include attendance of either the Head Teacher or Deputy Head Teacher at each meeting rather than just the Head Teacher.

**To Note**

13.2 **Confidential Item**

13.3 Recruitment Campaign

13.3.1 The Head Teacher noted the School has a shortage of Mid Day Assistants, so an advertisement has been made. In addition the School are advertising for 2 teacher vacancies; one full time post and one part time post. The School have received a high amount of interest in both positions, which is encouraging.

13.3.2 The Head Teacher also reported that there was also a TLR vacancy; the responsibility is for Science. This has been advertised internally and interviews will be held on Monday.

13.3.3 The Chair reported that OFSTED have written to the School to postpone their visit for a year. In the meantime, the Chair suggested that the Governing Body could continue to work towards being an outstanding Governing Body by obtaining an accreditation from Governor Mark. There would be a cost to the School of £650 and if they were successful, would be the first Governing Body in Waltham Forest to do so.

13.3.4 It was asked how long the process would take and the Chair responded that it requires a lot of evidence, but felt it could be achieved in a year. The Chair then distributed further information to Governors and asked that all Governors review before the next full Governors meeting in July.

**Agenda Item**

**Action: All to review Governor Mark literature**

13.4 Ms Rose gave her apologies for the Teaching and Learning Committee meeting on 3rd May 2012.

The meeting ended at 21h00.