

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 25th MARCH 2014 AT 7.00PM
AT THE SCHOOL**

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

Community Governors
Mr Tony Bell
Mr Andrew Dodd
Mrs Denise Whyman

Parent Governors
Mrs Christine Dean
Mr Simon Jarvis
Ms Christine Rose
Mrs Mary Wilson (Chair)
Ms Elizabeth Winder

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

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 Mrs Christine Dean.

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.

2.2 The Clerk noted that the new Parent Governors would be required to sign pecuniary interest forms. The Chair provided these, which were signed and returned to be kept on record in the School File.

To Note

3. GOVERNING BODY

3.1 The Clerk noted that there was currently one Local Authority Governor vacancy, for which there was no update. The Clerk also noted that Mr Dodd's term of office would come to an end on 19th April 2014. Mr Dodd expressed an interest in staying for another term. The Chair proposed that Governors' co-opt Mr Dodd for another term and this was seconded by the Head Teacher. Governors agreed unanimously to co-opt Mr Dodd for another term of office to commence on the completion of his current term.

Governor Services To Note

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

4 MINUTES

4.1 The minutes of the meeting held on the 3rd December 2013 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.

To Note

4.2 Matters Arising

4.2.1 Further to minute 18.4 concerning the break in and the laptops being stolen, Ms Winder asked if there was any data to be concerned about on the laptops. The Deputy Head Teacher responded that there was no data to be concerned about as all data was stored on the main server.

4.2.2 Further to minute 18.1.2, Ms Winder asked if any of the appeals submitted were successful. The Head Teacher responded that they were not.

To Note

4.3 Minutes/Reports from Committees

4.3.1 It was noted that there were two meetings held for the Resources Committee on 14th January 2014 and 11th March 2014. The minutes of the first meeting were approved at the second meeting, and the minutes of the second meeting will be approved at the next Resources Committee meeting.

To Note

4.3.2 It was noted that there were two meetings held for the Teaching and Learning Committee on 16th January 2014 and 13th March 2014. The minutes of the first meeting were approved at the second meeting, and the minutes of the second meeting will be approved at the next Teaching and Learning Committee meeting.

To Note

4.3.3 The Chair welcomed the new Parent Governors to join either of the Committees. Ms Winder opted for Resources and Mr Jarvis opted for Teaching and Learning. Governors agreed the additional membership to each of the Committees.

Governor Services To Note

5 CHAIR'S ACTION

5.1 The Chair reported that there had been no specific action since the last meeting other than her continuance to meet with the Head Teacher on a regular basis.

To Note

6 LINK GOVERNORS' REPORTS

It was noted that seven Link Governor visits had taken place since the last meeting and that all reports had been circulated to Governors in advance of the meeting. All reports will be filed in the Governors' Folder.

6.1

Safeguarding

In Mrs Dean's absence, the Chair went through the Safeguarding Link Report with Governors. It was noted that Mrs Dean had met with the Head Teacher to discuss safeguarding and child protection within the School. In addition to this Mrs Dean reviewed and signed the Single Central Record.

It was noted that Child Protection training for the whole School had been organised to which governors were invited and Safer Recruitment training has been organised for Mrs Wilson, Mrs Dean, Mr Dodd, Ms Augustin and Mr Bishop to take place on 17th June 2014.

To Note

It was also noted that Mrs Dean had completed Child Protection training already.

6.2

SEN

Ms Rose took Governors through the report of her recent visit where she had met with the SENCo. Ms Rose saw that the provision was looked at very carefully and found that there was an ongoing issue concerning the transfer of data from other schools; this has started to improve since Summer 2013.

6.3

Science

Mr Shykles noted that he had met with Kathrine Chetty in November and found that the statutory teaching programme was being followed. Mr Shykles also saw how parents were being involved through the end of term project. Evidence of lesson content was seen and found to be impressive. Mr Shykles also noted that new schemes of work were being introduced in September for Years 3 and 4. Finally, Mr Shykles highlighted in his report that the lessons he viewed were well presented and that the children were well behaved.

6.4

Reading/Writing

Ms McDermott reported to Governors that she had done an observation in this area in January and reviewed the assessment process. It was noted that Ms McDermott found the tracking spreadsheets to be very detailed and looked at what can be improved on. It was found that improvements could be made in accelerated progress. Ms McDermott also noted in her report that she reviewed the Phonics Programme, which she found to be more intense in Key Stage 1 and saw excellent progress in it.

6.5

Pupil Premium

The Chair reported that further to her visit as Link Governor for Pupil Premium, she had found that the School has a low percentage of children that register for Free School Meals (FSM). The Chair also found that Pupil Premium money was spent on reading recovery groups, interventions, booster classes, mentoring and other essential support programmes. It was found that with this support, all FSM children were exceeding the national average figures. The Chair noted that it was a strong and healthy picture at the School in this area.

- 6.5.1 Ms Winder asked if the low percentage of up take was due to the demographics and the Head Teacher confirmed that it was.
- 6.5.2 Ms Rose asked how tracking will be done from September, when all KS1 children will be entitled to a FSM, and the Head Teacher responded that she was yet to receive advice on the matter, but expected some soon.
- 6.5.3 The Head Teacher noted that achieving Level 6 was more of a challenge, which made the School's results higher. It was noted that Level 4B was a satisfactory result at the end of Year 6. The cohort for reading are exceeding this currently, making it more challenging to reduce the pupil premium gap.
- 6.6 Philosophy for Children
As newly appointed Link Governor to this area, Ms Winder provided Governors feedback on her recent visit. Ms Winder met with Claire Dale and found excellent practice. The Head Teacher noted that important debate is practiced on topics that are both part of the curriculum and outside of the curriculum; in the view of the Principle Instructor that recently visited the School it was outstanding practice. Mr Bishop added that the impact can be seen around the School.
- 6.7 School Communications
As newly appointed Link Governor to this area, Mr Jarvis provided Governors feedback on his recent visit. He noted that he had met with Mr Bishop to look at how to better communicate with parents and saw how technically advanced the School already is in communication. Mr Jarvis noted good feedback on email communications, but highlighted that one issue is that not all parents get emails and those that do can experience spam emails. All messages to and from teachers go through a single point, which is found to be effective.
- 6.7.1 Staff Briefings take place weekly on a Friday morning, which look at upcoming events and how they can be communicated to parents in a timely manner.
- 6.7.2 Ms Whyman asked if a texting service can be used as a means to better communicate. Mr Bishop responded that the School were waiting for the School App to be developed, which will have the push application function.
- 6.7.3 Mr Bishop noted that he was considering how to combat spam and noted for those to receive email updates, they must register.
- 6.7.4 Mr Jarvis asked what would happen if the School needed to communicate to parents about any possible closures and Mr Bishop responded that the School website is always updated in such circumstances, which has a high volume of traffic.
- 6.8 The Chair thanked all Governors for their Link Reports and noted that they would be filed in the Governors' Folder.
- To Note**
- 7 **HEAD TEACHER'S REPORT**
- 7.1 The Head Teacher's Report was circulated to Governors in advance of the meeting. The Chair welcomed comments and questions.

- 7.1.1 Mrs Whyman noted that the Head Teacher's Report highlights that there are a lot of Looked After Children. The Head Teacher noted that this was due to a criteria change, which is excellent as the Children are being provided with the correct funding support.
- 7.1.2 Mr Jarvis asked how the School dealt with unauthorised absences. The Head Teacher responded that all attendance is monitored. If a child's attendance drops below 95% then letters are sent to the parents. If absences are unauthorised, then the School refers to the Attendance Policy if it is more than three days. The Chair added that current attendance was at 97.2%; the target for the year is 97%.
- To Note**
- 7.1.3 Mr Bell asked about the proposed kitchen expansion and if Highams Park would be able to assist the School if works are not completed by September as currently hoped. The Head Teacher noted that there was an issue in completing works due to there being 23 schools in the Borough who have similar plans. The Government have provided the Local Authority with funding for Free School Meals and it is their responsibility to share this out. All proposals being submitted to the Local Authority are subject to delay due to this, however it has been noted that the School is the Local Authority's number one priority. It is still hoped that works will be completed by September. However, contingency plans will be looked into in the event that works are not completed in time.
- 7.1.4 The Chair asked for more information on the performance monitoring lesson observations. The Head Teacher noted that observations take place once a term. Current judgements are correct following participation in a four day OFSTED training course. A triangulation exercise was carried out, which looked at Teaching and Learning, Work Booklets and Grading. For a school to be judged as outstanding, 35% of teachers will require an outstanding grade. Observations were also carried out with an OFSTED trainer. A similar process was followed in the Autumn Term also where it was found that 29% of teachers were outstanding, with 71% found to be good. This term 41% were found to be outstanding and 59% found to be good. A high majority of teachers achieving good were of a high standard. Teachers are fed back to clearly. In the Summer Term peer observation will take place, which will be about challenging each other rather than grading each other.
- 7.1.5 Mr Dodd asked how many do the Booster Week. The Head Teacher responded that there were 25 available places and the intention is to invite borderline students to push them from Level 4 to Level 5.
- 7.1.6 Mr Dodd asked how children would be transported to the hockey games. The Head Teacher responded that children would be transported by public transport.
- 7.1.7 The Chair asked about the new Primary Curriculum and how it will fit in with the Creative Curriculum. The Head Teacher responded that some objectives have been altered in English and Maths; some of which are statutory. The Creative Curriculum will be reviewed to ensure that there are no duplications and to ensure that expectations are met. The process has been started and all information will be uploaded to the School website for parents to see before September. All staff are involved.

- 7.1.8 The Chair then asked about parental feedback from class representatives. Mr Bishop noted that the key area of discussion was on anti-bullying and that the aim was to get class representatives, staff and children to look at the anti-bullying policy. The Head Teacher added that the School follows a process if there is a bullying incident. Parents are not always aware of lower level incidents, so it was beneficial to receive feedback that can be worked on. The School follows all procedures and correct protocol. The next meeting will take place on 6th May.
- 7.1.9 Ms Winder asked about the £29,500 claw back. The Head Teacher responded that unfortunately the School was overpaid by the Local Authority and was not aware. However, the School will still be challenging this and will be meeting with the Local Authority next week where it is hoped the situation will be resolved. It was noted that a number of schools within the Borough are in the same situation. It was also noted that the Chair will also attend this meeting. The Head Teacher added that this was a frustrating situation as the School is always accurate and timely in reporting data on a termly basis. In addition to this, the Local Authority also needs to agree Reception funding for the Summer Term.

To Note

8 FINANCE

- 8.1 It was noted that the following had been discussed and recommended for ratification at the recent Resources Committee meeting;
- 8.1.1 Financial Regulations; the Local Authority will be producing a new document, but the School will continue to use the existing one with the correct dates and updated and an increase to petty cash to £500. Governors agreed to ratify the Financial Regulations.
- To Note**
- 8.1.2 School Financial Value Statement (SFVS); the Financial Audit will take place in June. SFVS was amended and agreed at Resources. Governors agreed to ratify the SFVS.
- To Note**
- 8.1.3 Hospitality Regulations; it was noted that this had been signed by the Chair with a nil return. Governors were in agreement with this.
- To Note**
- 8.1.4 Statement of Internal Control; Governors agreed to ratify this, which was signed for submission to the Local Authority.
- To Note**
- 8.1.5 Pre-Certificate Checklist for Governors; this was agreed to be ratified by all and was signed.
- To Note**

9 PUPIL PREMIUM DATA

- 9.1 Further to discussions earlier in the meeting, Mr Bishop added the gap for progress in Maths has decreased since 2011; 88% of children have made expected progress (this was all children minus one). In Writing, 88% of children (this was all children minus one) had made expected progress. In Reading, 100% of children had made expected progress.
- 9.1.1 It was also noted that in depth reporting is done for Pupil Premium data.

To Note

10 GOVERNOR SERVICES' SERVICE LEVEL AGREEMENT (SLA)

10.1 Governors agreed to continue with Governor Services at the Bronze level for 2014/2015. The SLA will be signed and returned to Governor Services.

To Note

11 STAFFING

11.1 It was noted that a new Site Services Officer had been recruited and the School was very pleased with the appointment. Governors commented on how tidy the School was looking.

To Note

12 OFSTED PREPARATION

12.1 The Chair noted that a document on this had been circulated in advance of the meeting for Governors' perusal. It was noted that a skills audit for Governors was still to be completed and the Chair asked all to email her with their skills, which will then be fed into the document.

Action: Governors to email their skills to the Chair

13 GOVERNORS' TRAINING

13.1 Ms Winder and Mr Jarvis reported that they had both completed Governors' Induction training. Both found the course to be useful, but felt that the trainer was a little negative.

Governor Services To Note

13.1.1 The Chair, Mr Shykles, Ms Winder attended the last Governors' Briefing. The Chair noted that the Local Authority have organised access for Governors' to The Hub and TEN Governors Support. Both are very useful resources and the Chair recommended that Governors register. The Chair noted that she will circulate the link.

Action: Chair to circulate links for The Hub and TEN Governors Support to Governors

13.1.2 Ms Rose noted that she had completed training for SEN: Time of Change and noted that the most significant change would be that there would be no statements for children, but will be Educational Health and Care Plans. In addition, the change will mean that parents will have more say in the spend of the funds allocated for their child. With this in mind a new policy will be needed.

To Note

13.1.2.1 The Head Teacher added that this was a huge change and it is hoped that this can be achieved through reviews and professional dialogue with parents.

13.1.2.2 Ms Winder asked how many children had statements. The Head Teacher responded that there were currently five children with statements.

14 GOVERNING BODY RECONSTITUTION FROM SEPTEMBER 2015

14.1 The Chair noted that a consultation continued on this matter and that changes will be statutory from September 2014. This was a drive towards more smaller streamlined Governing Bodies. Further guidance will be released once the consultation has ended.

15 HEALTH AND SAFETY AT SCHOOL

15.1 It was noted that there were no health and safety matters to be considered. The Annual Report has been completed and submitted.

To Note

16 SCHOOL POLICIES

16.1 The Chair noted that the review dates for all statutory polices could be viewed on the School website under the Governors' section. The Chair asked Governors to be aware of this.

To Note

17 HIGHAMS PARK PLAN

17.1 Mr Bell reported that there was a working group for the education side of the plan, which Mr Bell and the Chair take part in meetings with the most recent being the night before. The idea is for the Working Group to influence the Local Authority for what the local area wants. At the meeting it was discussed what the children in Highams Park wanted and there was also discussions on school places. The Chair provided the Working Group with projected required places for Reception; the highest demand is in the north and south of the Borough. Despite the demand for School Places the Local Authority are not considering building any more Schools.

18 AGREEMENT OF TERM DATES AND INSET DAYS FOR 2014/2015

18.1 Governors agreed the inset days suggested in the Head Teacher's Report for the next academic year. In addition to this, Governors also agreed to the Local Authority recommended School dates for 2014/2015.

To Note

19 DATE AND AGENDA ITEMS FOR THE NEXT MEETING

19.1 The Chair noted that there would be an additional meeting to ratify the budget early in the Summer Term and would notify Governors and Governor Services as to when this will take place in due course.

To Note

19.2 Agenda Items

Budget Ratification

20 ANY OTHER BUSINESS

20.1 There was no other business discussed.

The meeting ended at 20h50