

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 27<sup>h</sup> SEPTEMBER 2011 AT 7.00PM  
AT THE SCHOOL**

Present:       **Authority Governor**  
                  Mr Malcolm Shykles

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

**Community Governors**  
                  Mr Andrew Dodd  
                  Mr George Webster

**Staff Governors**  
                  Ms Jill Augustin (Head Teacher)  
                  Ms Marianna Jordaan (Staff Teaching)  
                  Mrs Denise Whyman (Staff Non-Teaching)

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. Marianna Jordaan was welcomed as the new Teaching Governor and Jon Bishop was welcomed as an observer. All introduced themselves.

1.2       Apologies Accepted

There were no apologies received.

1.3       Apologies not accepted

None

1.4       Quorum

The meeting was quorate.

**2.       DECLARATION OF INTEREST**

2.1       Pecuniary Interest forms were distributed by the Clerk for the Governors to complete. All were returned to the Head Teacher to be held in the School file.

2.2       There were no declarations of interest.

**3. APPOINTMENT OF OFFICERS**

3.1 The Clerk asked for nominations for the position of Chair for the 2011/2012 academic year. Ms Dean nominated Mrs Wilson, with the Head Teacher seconding this. Mrs Wilson was happy to accept.

**Governor Services To Note**

3.2 The Clerk asked for nominations for the position of Vice-Chair for the 2011/2012 academic year. The Chair nominated Ms Dean and the Head Teacher seconded this. Ms Dean was happy to accept.

**Governor Services To Note**

**4. GOVERNING BODY**

4.1 Governors noted the requirement to recruit one Community Governor. It was agreed that Mr Shykles would seek interest in the position at the Highams Park Forum.

**Action: Mr Shykles to seek interest in the Community Governor vacancy at the Highams Park Forum.**

4.2 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 term.

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

4.4 List 99

Governor Services to provide a List 99 report for the Chair for her records and to provide a List 99 report for the next meeting for Governors to note.

**Action: Governor Services to send a copy of the List 99 report to the Chair and a List 99 to the next meeting.**

**Agenda Item: List 99**

4.5 Independent Governors

Governors noted the Local Authority's position on Authority Governors.

**5. MINUTES**

The minutes of the meeting held on the 29th June 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.

5.1 Matters Arising

5.1.1 With reference to item 5.1.6 concerning class capacity, Mr Dodd reported that after extensive research there was no readily available information on the matter. The Head Teacher added that she had received an email confirming that there were no statutory guidelines, but there are recommendations. It was agreed that the Head Teacher would pass a copy of this email to Mr Dodd for his reference and further investigation. The Head Teacher also noted that there would be two appeals on Monday concerning admissions; therefore, it was felt that further investigation of the matter was necessary. Mr Dodd also noted that School's facilities should include one toilet per 20 children; it was agreed that the Chair would count the number of toilets currently available.

**Action: Head Teacher to pass a copy of email on class capacity to Mr Dodd.**

**Action: Chair to count toilets with regard to the one toilet per 20 children**

**requirement.**

5.1.2 With reference to item 6.1.2 concerning the action on IEP reviews taking place three times a year, the Head Teacher reported that this had now been addressed. Pupil reviews will take place in November to which parents will be invited.

5.1.3 With regard to item 8 concerning the SEF, the Head Teacher informed Governors that she had amended the SEN information within it and needs to add Key Stage 1 and Key Stage 2 data for 2011. This will be updated and circulated to Governors in advance of the next meeting, with a view to Governors ratifying it at the meeting.  
**Action: Head Teacher to update the SEF and circulate to Governors for their review.**

**Agenda Item: SEF**

5.1.4 With regard to item 9.1 concerning the action for the Chair to devise a short questionnaire for parents to complete, it was agreed to carry forward this action.

**Action: Chair to devise a short questionnaire for parents to complete.**

5.1.5 With regards to the action under item 11.1 concerning Governor Services updating a new Instrument of Government, it was noted that this had taken place but Governor Services still need to update their records.

**Action: Governor Services to update records to reflect the new Instrument of Government**

**6 GOVERNORS' TRAINING**

6.1 It was noted that the Chair, Mr Bell and Ms Whyman had attended the recent Governors' Briefing which all found very interesting and encouraged other Governors to attend the next briefing.

6.2 The Chair noted that if there were any training requirements, Governors should contact the Head Teacher or Chair to discuss and organise.

**To Note**

**7 CHAIR'S ACTION**

7.1 There was no action to report since the last meeting.

**8 STANDARDS AND TARGET SETTING**

8.1 It was noted that targets would be set at the next meeting following the Head Teacher's meeting with the School Advisor.

**Agenda Item: Standards and Targets Setting**

8.2 The Head Teacher circulated the key stage 2 SAT results from last academic year for Governors' perusal. The following was noted.

8.2.1 The Head Teacher highlighted that 95% of the children achieved L4+ for English overall; the Authority's data concluded that overall 78% of Children across the Borough achieved this and 81% nationally. Governors were very happy with this result. The Head Teacher then noted that the Writing result for achieving Level 5 was disappointing; with only 19% achieving this and confirmed this would be an area of focus as outlined in the School Action Plan. The Head Teacher noted that the Average Point Score (APS) was 29.1; again this was above the national and local

averages.

- 8.2.2 Ms Jordaan asked where this data came from and the Head Teacher responded that the information was provided by the Borough through its benchmarking data. Mr Bell asked if there was a gender breakdown of the data available and the Head Teacher responded that there was not a big difference for writing between the genders. However, the Head Teacher has found that the current Year 6 predictions have a big difference; when looking at this cohort, it seems that girls are more able.
- 8.2.3 It was asked what CLPE stood for and the Head Teacher responded that it stood for Centre of Literacy in Primary Education.
- 8.2.4 It was asked how the Year 1 children would be tested. The Head Teacher noted that tests would be done in June. Phonics training will be given in advance to staff in February and parents will be offered a phonics workshop. The testing will help the School with any early intervention that may be required.

## **9 GOVERNING BODY COMMITTEES**

- 9.1 The Chair highlighted that the terms of references of all sub-committees were agreed at the end of the last term and all remained. Governors agreed the following membership for the sub-committees:

### Teaching and Learning

Ms Christine Dean  
Mr George Webster  
Mr Tony Bell  
Mr Malcolm Shykles  
Ms Christine Rose

### Resources

Mr Andrew Dodd  
Mrs Mary Wilson  
Ms Denise Whyman  
Ms Avril Lincoln  
Ms Marianna Jordaan

For Governor Discipline Committees, Staff Discipline Committees and any other Grievance Committees, it was agreed that a the Governing Body would act as a pool from which three Governors would be picked should the need arise.

## 9.2 Link Governors

The following Link Governors were agreed:

Humanities (Including Gifted & Talented)	– Mr Tony Bell
Child Protection & Safeguarding and Literacy	– Ms Christine Dean
Inclusion and Equality	– Ms Christine Rose
Health and Safety (Including P.E. & Sport)	– Mr Andrew Dodd / Ms Marianna Jordaan
Numeracy	– Mr George Webster
Community & Science	– Mr Malcolm Shykles
Foundation Stage	– Ms Avril Lincoln
ICT	– Ms Denise Whyman
Attendance and Assessment	– Mrs Mary Wilson

**10 SCHOOL ITEMS**

10.1 Training (Insets)

It was noted that these were recorded in the last Head Teacher's report and recorded in the last set of minutes.

**11 COUNCIL RECOMMENDATION ON CHANGES TO TERMS AND CONDITIONS FOR SCHOOL SUPPORT STAFF**

11.1 Mr Bell, Ms Whyman and the Chair recently attended a briefing on this subject at the Town Hall. It was Mr Bell's view that there would be no advantage to the School for adopting the terms and conditions. The Chair noted that there only seemed to be a small financial gain to Schools, but it would have a large negative impact upon all staff. It was highlighted at the meeting that Governors decision would have no repercussions upon the Governing Body or their individuals. Following the meeting, the Chair recommended that Governors vote to decline the Council's recommendations and asked for a show of hands in favour of this. Governors voted unanimously to decline the Council's recommendations.

**To Note**

**Action: Chair of Governors to write to Council confirming Governing Body decision**

**12 PERFORMANCE MANAGEMENT**

12.1 The Head Teacher reported that all staff would have their performance management reviews done in weeks commencing 10th October and 17th October 2011.

12.2 It was agreed that Mr Shykles, Ms Dean and Mr Webster would form the Head Teacher's Performance Management Review Committee and would meet with Janice Eacott who would advise them appropriately.

**13 SAFEGUARDING**

13.1 It was noted that the Ms Dean would be meeting with the Head Teacher in her Safeguarding Link Governor capacity. The Head Teacher reported that she would be attending Safeguarding for Lead Professionals training in March 2012.

**14 SCHOOL POLICIES**

14.1 It was reported that the Head Teacher and Chair met to discuss statutory policies and it was noted that all policies were up to date with the exception of the Accessibility Plan, which the Head Teacher was currently working on, and the Race Equality Policy. The Chair was currently seeking advice on retrieving a standard policy, which reflects the requirements of the 2010 Equality Act, which Governors were able to adopt. Ms Whyman volunteered to help research on this policy.

**Action: Chair and Ms Whyman to seek a standard Equality Policy**

14.2 Substance Misuse Policy for Schools

The Head Teacher advised Governors that the Local Authority had distributed a standard policy on substance misuse in Schools with a recommendation that Governing Bodies adopt. It was agreed that the Head Teacher would circulate this policy for Governors to review and adopt at the next meeting.

**Action: Head Teacher to circulate Substance Misuse Policy to all Governors for their perusal**

**Agenda Item: Substance Misuse Policy**

14.3 Sickness/Absence Policy

The Head Teacher reported that she had received a new model policy from the Local Authority which would replace the existing policy. The Head Teacher noted that it was more comprehensive and was more helpful than the existing one; the new policy includes letter templates and clear guidance to both staff and management. The policy will be made available to all staff and will be available on the School Website. Governors requested that changes in this policy be highlighted to Governors and for it to be circulated for their perusal. Governors will review and adopt at the next meeting.

**Action: Head Teacher to circulate Sickness/Absence policy to all Governors for their perusal**

**Agenda Item: Sickness/Absence Policy**

15 **HEALTH AND SAFETY**

15.1 The Head Teacher informed Governors that an external Fire Risk Assessment had recently been completed. There were no priority actions and only a few minor issues. The Head Teacher noted that she would forward the report to Mr Dodd for his review. Ms Dean asked what the minor issues were and the Head Teacher responded that one of the issues was an overuse of door wedges around the School.

**Action: Mr Dodd to review and report back his findings**

15.1.1 Ms Jordaan noted that the quiet area wasn't always safe as the bushes were overgrown and there were a lot of stinging nettles. Ms Jordaan recommended that the area be maintained. The Head Teacher responded that this could be addressed in the Resources Sub-Committee and that she would notify grounds maintenance.

**Resources Agenda Item: Quiet Area**

15.2 Annual Report

It was noted that the Head Teacher was currently reviewing the Annual Report.

**Agenda Item: Health and Safety Annual Report**

15.3 Educational Visits

There are a number of forthcoming visits. It was noted that Ms Jordaan would be attending a training course on educational visit risk assessments. There are no residential visits planned for 2011/2012.

16 **DATE OF NEXT MEETING**

16.1 Governors noted that the next meeting would take place on 13th December 2011 at 7pm. Governors also agreed that Governors would also meet on 27th March and 17th July 2012. It was noted that the Budget Setting Meeting would still need to be organised. It was agreed that the Chair would circulate all dates for the Sub-Committee meetings.

**Action: Chair to circulate dates of sub-committee meetings**

16.2 Agenda Items

SEF

Standards and Targets Setting

Substance Misuse Policy

Sickness/Absence Policy

Health and Safety Annual Report

Statement of Internal Control

**17 ANY OTHER BUSINESS**

17.1 Potential Strike Action

The Head Teacher notified Governors that there would be potential strike action on 30th November with a number of Unions involved. If the strike goes ahead a health and safety risk assessment will be done to see if the School will be able to open.

17.2 Financial Audit

The Head Teacher informed Governors that Deloitte and Touche undertook an audit in July and have sent their final report. The School have done very well and have got substantial assurance for their financial management awareness. This is seen as a Grade 2. There were three priorities:

- Scheme of Delegation – Section 2.6 of page 9 was incomplete. This has now been completed. The Chair then read the full wording of the now completed section to Governors.
- Statement of Internal Control – The report found that Governors had signed this off too early. This has now been rectified and Governors were advised that the statement should be signed off in the Autumn Term. This will be done at the next meeting  
**Agenda Item: Statement of Internal Control**
- Assets – The report found the inventory record to be incomplete. This has now been completed.

The Chair signed and dated the Financial Audit report with approval of all Governors.

17.3 Governors' File

17.3.1 The Chair noted that she was currently updating the Governors' File and asked for Governors to submit any training certificates that they may have to be filed accordingly as evidence. The file will record all Link Governor visits.

**Action: Governors to submit any training certificates to the Chair**

17.3.2 The Chair noted that OFSTED could be visiting the School in the Spring Term and recommended that all Governors read the example summary from OFSTED on an outstanding Governing Body. This can be found in page 5.

**To Note**

17.4 Virements

Governors agreed to the virements presented to them from the School Office. The virements concerned the payment of the School Kitchen and £15,000 was moved to pay for this.

17.5 Kitchen

17.5.1 The Head Teacher informed Governors that match funding from the Local Authority had been agreed and works were scheduled to start on 20<sup>th</sup> October 2011. Food will continue to be delivered by Selwyn for the first week of the next half term to allow for any snagging or incomplete works that will need to take place. The kitchen will currently save the School £1,600 in delivery fees.

17.5.2 It was asked who would be preparing the food once the kitchen was complete and the Head Teacher responded that the Main Server, Mrs Karen Day, was currently

undergoing training to do this work.

17.6 Project Money

It was noted that all project money has now been spent.

17.7 Mr Dodd recommended asking Ms Mumme to attend the Nativity play later in the term and the Head Teacher felt that this was an excellent idea.

**Action: Head Teacher to write to Ms Mumme detailing diary dates of events and an open invitation to visit the school.**

17.8 The Chair noted that the School had been visited by three Olympic Heroes recently and the Head Teacher informed Governors that the Year 2 children had received a letter from the office of Prince William and the Duchess of Cambridge after they wrote to send their congratulations on the recent Royal wedding.

Governors were thanked for their attendance.

The Meeting closed at 20h50.