

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 29TH JUNE 2011
AT 7.00PM
THE SCHOOL**

Present:

Authority Governor:

Mr Malcolm Shykles

Parent Governors:

Mr Tony Bell

Mrs Christine Dean (Vice Chair)

Ms Avril Lincoln

Mrs Christine Rose

Mrs Mary Wilson (Chair)

Community Governor:

Mr Andrew Dodd

Staff Governor:

Ms Jill Augustin Head Teacher

Mrs Denise Whyman

Clerk to the Governors: Mrs Zaka Malm

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the meeting.

1.2 Apologies for absence were received and accepted from Mr George Webster.

1.3 There were no apologies for absence not accepted.

1.4 The meeting was quorate.

2. DECLARATION OF INTEREST

There were none.

3. MINUTES

3.1 All sub committee minutes have been approved with no matters arising.

3.2 FGB Minutes 16th May 2011 and 27th April 2011 approved with no matters arising.

3.3 FGB Minutes 30th March 2011 approved

3.3.1 Matters arising

Minute 2 Pecuniary interest form; Chris Rose to check that she has completed the form and returned it to the school office.

Governor services have sent soft copies of the minutes to all governors.

4. GOVERNING BODY ROLES

4.1 The Governors agreed the roles and responsibilities documentation distributed at the previous GB meeting to be published on the school website.

Action: Mary Wilson to arrange publication on the website with Garip Aksut.

5. HEAD TEACHER'S REPORT

The report was tabled and the following points were highlighted:

5.1 The teacher assessment data was discussed for Foundation Stage and Key Stage 1. The Head Teacher discussed the priorities that need to be addressed in light of this data.

5.1.1 2nd September 2011 Inset day - training by The Centre of Literacy in Primary Education (CLPE). To support key focus on improving standards in writing across the school.

5.1.2 10th February 2012 - Phonics training to take place by Ruth Miskin. The focus of the phonics programme is to start with the whole class then small group interventions and additional support, then 1-2-1 where required. If necessary, at this point, multi agency involvement. Central Government will match fund up to £3K for this phonics training.

Q). Will this support continue into KS2

A). There is an intensive 8 week programme of additional support for an identified group of Year 5 pupils to support and raise pupil levels in writing.

5.1.3 An impact assessment will be conducted on the programme.

5.1.4 Identified TAs have been trained.

5.1.5 The results for KS2 SATS will be out in July and will be discussed at the next FGB meeting in the Autumn term.

5.1.6 The Head Teacher informed the Governors that the recent appeals panel for reception places was heard on 21st June 2011. The School has yet to be notified of the decision. At the moment it is being assumed that they were unsuccessful appeals.

Q). If an appeal for a reception place is successful and the class capacity is at the maximum of 30 pupils what happens?

A). The School would by law have to accommodate the child, there is no legal recourse.

The Head Teacher informed the governors that a comprehensive impact statement has been completed which takes into account the size of the outside space and the net capacity. Tony Bell pointed out that the actual measurements /space of a class may affect the maximum intake. The governors were keen to investigate what the actual legislation states.

Action: Andrew Dodd to research this further.

5.2 The Health and Safety Audit
It was noted that the recent Health and Safety audit conducted on the 22/06/11 was a positive one with no matters arising.

5.3 Avril Lincoln asked if classes would be changed within year groups in the new year.

The Head Teacher does not feel that this is beneficial and believes that unnecessary disruption to children can be created by mixing the two classes within the year group. The Head Teacher will only consider a move if serious issues occur.

5.4 It was noted that with only one intake to the reception in September, the classes are not allocated according to friendship groups. A paper exercise is done ensuring, where possible, each class has a balanced gender mix, a mix of birth dates and consideration of special needs where necessary.

5.5 Staff Absence

The Head Teacher advised Governors that the sick absence monitoring was having a positive impact. It was noted that since the last review in March, there had been no significant staff absence. The Head Teacher will be monitoring sick absence term to term and will feed back to the Governing Body.

5.6 Staffing

Monday 18th July is teacher handover day when children will meet their new teacher for September. The Head Teacher confirmed that the school is fully staffed for the new academic year, with the inclusion of two new GTP teachers.

5.7 Staff Training

It was noted that interactive white board training will be delivered to staff by the end of the summer term.

6. LINK GOVERNOR REPORTS

6.1 SENCO (Chris Rose reported)

It was reported that there is currently 21% of pupils on the SEN register, of this, 8 have been diagnosed with being on the autistic spectrum. There will be more focus on attendance management and punctuality, which will help to engage families. The Learning Support assistants will be less classroom-based and focus more on mentoring specific children and running recovery programmes. From September TA's will deliver programmes and spend quality time with children. A trip is being planned to Sun Trap to help raise self esteem and confidence.

6.1.2 IEP reviews

It was noted that IEP meetings should happen three times per year for every child on an IEP

Action: Angela Struthers to draw up the formal process, circulate and monitor.
JA / Chris Rose to feedback at the next meeting. The IEP process to put be on the SEN link on the school website.

6.2 Attendance (Mary Wilson reported)

The Chair has met with the Head Teacher and is happy to report that attendance figures for the Spring term 2011 are 96.3%; an improvement since the Head Teacher took up post, in comparison to the same period last year. Incentives have been introduced, such as an attendance bear and certificates for 100% attendance. The Head Teacher confirmed that processes were in place to encourage good attendance and that parents were discouraged from taking their children on holiday during term time per the attendance policy. The school was setting positive standards and setting expectations with parents that good attendance promotes good pupil progress and vice versa.

6.3 ICT (Denise Whyman completed a link governor report on ICT and updated GB)

The Governors wish to thank the ICT technicians for their hard work and Denise Whyman for managing the implementation project.

7. SCHOOL DEVELOPMENT PLAN

The Governing body agreed the school development plan and this was ratified.

8. SEF

The Head Teacher tabled the draft SEF and Governors agreed to ratify it at the next meeting to allow time to read the report in more detail.

9. SCHOOL PROSPECTUS

It was noted that the prospectus has been updated and awaiting the final branding. The Governors were advised that the final draft would be ready by mid July. The prospectus sign posts to the school website.

Action: The Chair and the Head Teacher to devise a short evaluation questionnaire for parents to complete re the reception meetings and to look into a link online when new parents register on the Website in September 2011.

9.1 The Governing body agreed the Prospectus and this was ratified.

10. SCHOOL POLICIES UPDATE

10.1 It was agreed by Governors to upload the policies onto the school website.

Action: The Chair to meet with the Head Teacher to review remaining policies and check they are up to date.

11. GOVERNING BODY RECONSTITUTION

11.1 In line with the recent white paper the Governing body agreed a reconstitution of 13 members. The reduction was noted to be one less Staff Governor and one less Community Governor. The Governing body ratified this motion.

In light of the reduction there will be one Community Governor vacancy, one LA governor vacancy and one Staff Governor vacancy. Malcolm Shykles was asked to spread the word at the forthcoming Highams Park Day. It was noted by the Head Teacher that two staff members had put their names forward interested in the staff governor vacancy and an election would take place.

Action: Governor services to draw up a new instrument of governance

12. SCHOOL TERM DATES

12.1 The Governors agreed that the inset days will be the 2nd September 2011, 5th September 2011, 21st October 2011, 10th February 2012 and 16th April 2012. The dates will be on the school website tomorrow.

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1 The next meeting will be 20th September 2011 at 7pm

13.2 Agenda Items:
Training

14. ANY OTHER BUSINESS/ANY CONFIDENTIAL MATTERS

14.1 Support Staff Terms and Conditions

The Vice Chair circulated a draft GB response to the proposals put forward by the Local Authority. The Governors are being asked to dismiss staff and then re employ under a new contract. The LA have agreed to meet with chairs and vice chairs, to

inform not consult. It was agreed that a letter should go out to staff outlining how the Governors have responded to the proposals.

Action: Vice Chair to draft a letter to staff and the local Authority by the 5th August 2011.

14.2 Strike Action

It was noted that the school would be closed for children on the 30th of June 2011 due to strike action. The Head Teacher took this decision for Health and Safety reasons. The School would be open for staff.

14.3 Training

Julie Huff and Mary Wilson attended the Governors Briefing.
Mary Wilson and Denise Whyman attended Child Protection training with all staff.
Mary Wilson, Denise Whyman, Tony Bell and Christine Rose attending staff training on the new Ofsted framework.

14.4 The Finance Audit

In light of the financial audit being carried out in July the following were agreed by the Governing Body and signed off by the Chair:

- Terms of reference (ratified at the previous full GB meeting)
- All Minutes signed off and kept in a central file (per formal process adopted and carried out by the Governing Body at each full GB meeting)
- ICT inventory (as confirmed by ICT link governor and agreed at previous Resources sub committee meeting)
- Instrument of Government (to note that Governor Services are to provide an updated Instrument of Government following reconstitution of the governing body)
- Hospitality register
- The financial regulation document

14.5 The Summer Fête is on the 9th July

14.6 The School came 3rd in the recent Borough sports event.

14.7 Olympians will be visiting the school from September; there will be sessions with each year group.

14.8 It was recognised that significant improvements are being invested within the school on identified projects.

Action: It was agreed to communicate the levels of investment to parents on the Governors' Section of the website and also in the summer newsletter.

14.9 The Kitchen refurbishment is going ahead and it was confirmed that 21K has been allocated for the work and the Local Authority have agreed to match fund. The work will go ahead in the October half Term.

14.10 After tendering to five companies, quotes have been received for the double glazing of some windows to improve security. This is a phased refurbishment project. One preferred supplier has been identified and the work will commence over the summer holidays.

Meeting closed at 9.20pm