

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 30<sup>th</sup> MARCH 2011 AT 7.00PM  
AT THE SCHOOL**

Present:       **Authority Governor**  
                  Mr Malcolm Shykles

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

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

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

Clerk to the Governors:       Michael Andrews

**1.       WELCOME AND APOLOGIES FOR ABSENCE**

1.1       Welcome

The Chair welcomed everyone to the meeting. New Parent Governor, Ms Christine Rose, was welcomed to her first meeting and all introduced themselves. The new Head Teacher, Ms Jill Augustin, was also welcomed to her first full Governors meeting. It was noted that Ms Augustin would be a voting member of the Governing Body.

1.2       Apologies Accepted

Apologies were received and accepted from Ms Avril Lincoln and Mr Louis Feldman. Apologies were not received from Mr Joslin.

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. It was noted that Ms Rose was still to complete a Pecuniary Interest form.

**Action: Governor Services/School to ask Ms Rose to complete a Pecuniary Interest form to be retained by the School Office.**

**3.       GOVERNING BODY**

3.1 The Clerk noted that there were currently two Community Governor vacancies and one Authority Governor vacancy. The Chair raised the issue that the White Paper was recommending reductions in Governing Bodies and suggested that Governors explore this further in September. Ms Augustin noted that she would ask if Highams Park School could recommend anyone to apply for a Community Governor vacancy.  
**Future Agenda Item**

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

3.3 List 99

It was noted that Ms Rose was still to complete a List 99 form. The Clerk issued Ms Rose with a List 99 to be completed.

3.4 The Chair noted that the new structure of the Committees was proposed last term. A copy of the proposal was distributed to Governors. Governors unanimously agreed to the new format.

3.5 The Chair noted that Terms of Reference for all Committees had been circulated via email before the meeting. A hard copy was distributed at the meeting. Mrs Whyman noted that there was an error under the quorum section of the Terms of Reference, making reference to the Deputy Head Teacher. It was noted that there was no Deputy Head Teacher in the School and it was noted that the document would be amended accordingly. Pending the change to the Terms of Reference, Governors agreed to ratify the document.

3.6 It was suggested that Governors agree the Chairs of the Committees for the remainder of the academic year and all agreed on the following.

Teaching & Learning Committee:  
Chair – Christine Dean  
Vice Chair – Tony Bell

Resources Committee:  
Chair – Mary Wilson  
Vice Chair – Andrew Dodd

3.7 Link Governors

3.7.1 The Chair distributed a list of proposed Link Governors for consideration. The following was agreed:

Humanities (Including Gifted and Talented)	– Tony Bell
Child Protection and Safeguarding and Literacy	– Christine Dean
Inclusion and Equality	– Christine Rose
Health and Safety (Including P.E. and Sport)	– Andrew Dodd
Numeracy	– George Webster
Community	– Malcolm Shykles
Foundation Stage	– Avril Lincoln
ICT	– Denise Whyman
Attendance and Assessment	– Mary Wilson
Training	– Brian Joslin (To be confirmed)
Science	– Louis Feldman (To be confirmed)

- 3.7.2 The Chair highlighted that within the pack of documents that had been distributed at the meeting, it included a document on the role of a Link Governor and a copy of a form to complete after visiting the School, to be kept in the School File with the minutes. The Chair asked all Governors to read this information in their own time with a view to agreeing any amendments at the next meeting. In the meantime, Governors were informed that visits can be organised through the Head Teacher. It was requested that all Governors make a Link visit before the next full Governors meeting.
- Action: Link Governors to organise visit with School before next full Governors' meeting.**

#### 4. MINUTES

- 4.1 The minutes of the meeting held on 1<sup>st</sup> December were received and accepted by the Governors. The Chair signed a copy and they were then retained by the Head Teacher for the School File.

- 4.1.1 Mr Dodd asked if the minutes could be emailed to Governors in addition to a hard copy. The Clerk advised that this would be possible once the minutes had been agreed by the Chair and Head Teacher.

**Action: Governor Services to send soft copy of minutes to Governors in advance of future full Governor meetings.**

#### 4.2 Matters Arising

- 4.2.1 Mr Bell asked if the Head Teacher could update Governors on the Cleaning Contract. The Head Teacher noted that the contract was agreed and signed to start from 1<sup>st</sup> April 2011. Strictly Education managed the contract and there will be no difference in service to the School. The existing cleaners will continue working at the School following consultation with Union. The only change to pay and conditions was to the pension. This only affected one out of the three as they were not eligible.

- 4.2.1 There were no further matters arising.

#### 4.3 Minutes from Committees

The minutes of all committees were circulated via email in advance of the meeting.

- 4.3.1 The minutes of the Teaching and Learning Committees held on 10<sup>th</sup> January 2011 and 10<sup>th</sup> March 2011 were received and accepted by Governors. The Chair signed a copy of each and the Head Teacher retained them for the School File.

- 4.3.2 The minutes for the Resources Committees held on 7<sup>th</sup> December 2010, 11<sup>th</sup> January 2011 and 8<sup>th</sup> March 2011 were received and accepted by Governors. The Chair signed a copy of each and the Head Teacher retained them for the School File.

#### 4.4 Matters Arising

- 4.4.1 Mr Bell referred to the Resources Committee minutes of 8<sup>th</sup> March and asked how the School Meals would improve community links. The Head Teacher responded that the School would be able to hold community events, for example International Food evenings. A cookery club will be started after half term.

- 4.4.2 Mr Dodd also referred to the Resources Committee minutes of 8<sup>th</sup> March and asked if the Head Teacher could update Governors more about the Service Level Agreements being lost with the Local Authority. The Head Teacher responded that the School

would be losing their Educational Welfare Officer from 12<sup>th</sup> April 2011, but noted that the Local Authority were obliged to provide a statutory service still. The implication of the School losing services means that the School will be obliged to pay for certain services that they did not have to pay for before. Ms Rose asked if the School were obliged to buy into the Local Authority's services and the Head Teacher responded that they did not and would be able to look elsewhere. Ms Dean asked if the School had made an assessment of cost to the loss of certain services and the Head Teacher responded that £3,000 had been put aside in the budget. It was also hoped that the School would be able to manage without an Educational Welfare Officer.

## **5. HEAD TEACHER'S REPORT**

5.1 The Head Teacher noted that her report had been circulated via email in advance of the meeting and informed Governors that she had made the report as detailed as possible. The Head Teacher proposed that her report would have a different emphasis each term; for example next term would be more data orientated following the upcoming SAT examinations. The Head Teacher highlighted the following from this term's report and invited any questions from Governors on the report.

### **5.1.1 Free School Meals**

It was noted that the Budget was based on the amount of Free School Meals that the Children have registered for. The Head Teacher hopes to do some promotion to encourage those eligible to sign up for Free School Meals as pupil premium was low. Ms Rose asked how many children had not signed up who were eligible. The Head Teacher responded that she was unable to access this information as it depended on household income. Following a recent questionnaire, it was discovered that 174 were in favour of their children having school dinners – this is 90% more than the current take up of meals. The Local Authority has match funded the acquisition of more tables and chairs for the Dining Hall.

5.1.2 The Chair asked what the difference was between a School Action Plan and a School Action Plan Plus. The Head Teacher responded that a School Action Plan was children identified as needing a level of additional support (up to 5 hours) and a School Action Plan Plus were identified children with needs that required external agency involvement/assessment e.g. Speech and language or occupational health.

### **5.1.3 Pupil Progress**

The Head Teacher noted that she had been looking at pupil progress with teachers and the Inclusion manager to assess the needs of those that were already on the register. This has been based on data, parents' meetings and teacher assessment. The Head Teacher highlighted that she was looking to assess the real SEN needs of the School.

5.1.4 Mr Dodd asked if the Head Teacher was aware of any historical issues surrounding bullying and racist behaviour. The Head Teacher was not aware of any issues, but assured Governors that an Anti-Bullying Policy had been prepared and informed them that the NSPCC would be visiting the School next term to do workshops and an assembly.

### **5.1.5 Attendance**

The Chair asked if the Head Teacher could expand on attendance and the Head Teacher noted that OFSTED have advised that Schools are no longer required to report on attendance. However, should a School drop on or below 94% it could place

them into a category. In light of this, the Head Teacher will continue to report on attendance. The Head Teacher informed Governors that an Absence Policy had been devised which informs parents that holidays in School time will not be authorised with the exception of exceptional circumstances. Any unauthorised holiday will be recorded as such. Prizes for attendance will be introduced for Key Stage 1 and termly certificates will also be produced for the Children's attendance.

Ms Rose was concerned that if Children were ill they would not receive a certificate and the Head Teacher assured her that those individuals would not be penalised.

5.1.6 Mr Bell was concerned about certain classes having an excess of 30 children and the Head Teacher noted that there was a demand for additional places within the Borough. Governors then went on to discuss Appeals and it was noted that any appeals on School places were dealt with by the Appeals Forum. The Head Teacher commented that Waltham Forest were very good at upholding appeals. Mr Shykles noted that there used to be an issue concerning the surrounding catchment areas. Mrs Whyman asked if anything had changed for families moving out of the area and wondered if that would affect siblings. The Head Teacher noted that siblings still have rights. The Head teacher also noted that there has been a change to the Nursery admissions to bring in line with the School admissions policy so siblings will get precedence over distance.

5.1.7 Schemes of Work

Ms Dean asked the Head Teacher about the cost of the Schemes of Work and the Head Teacher responded that a lot of the Schemes were old and required updating. The Music Scheme of work cost £1,200, French cost £35 and ICT has not cost anything. It was noted that there was a need to look at ICT as it had not been looked at for a number of years. This would be approached later in the meeting.

5.1.8 Curriculum Plan

It was noted that the Head Teacher had met with the Chair and Ms Dean to ensure both were happy with the measures in place to address satisfactory and inadequate lessons. The Head Teacher informed Governors that good practice had already begun in Key Stage 1. Ms Dean asked how the data compared to last year and the Head Teacher responded that she had only been able to assess from looking at previous performance management documentation. Ms Dean felt that it would be beneficial for Governors to have comparative data to reference. It was noted that the School Improvement Partner had visited the School and the Head Teacher expects a full programme of targeted support.

5.1.9 Travel Plan

It was noted that all Children have been targeted to encourage them to walk to School as per the School's travel plan.

5.1.10 Extended Services

Ms Dean noted that there seemed to be a lack of After School Clubs. The Head Teacher noted that a lot of Extended Services funds could have been tapped into for things such as After School Clubs over the years and the School has not been as proactive as they could have been. Unfortunately, these funds have now ceased. The Head Teacher informed Governors that the School would still like to increase provision and noted that an Art Club had recently started. For the 20 available places, 80 children applied. More clubs are being introduced over the summer term

to meet pupil demand.

- 5.1.11 Governors extended their thanks for all the hard work that Staff put in this term with regards to meeting companies and requesting ICT quotes. The Head Teacher also thanked Mrs Whyman for all of her support.

## **6. GOVERNORS' TRAINING**

- 6.1 It was noted that the Chair and Ms Dean undertook the recent Taking the Chair training that was run over two Saturdays. Ms Dean commented that she found both days to be very good and was preparing a summary on ideas and good practice learnt at the training sessions. Ms Dean informed Governors that she would share this summary once complete. The Chair noted that part of the training had included a dramatization and role play which she found both interactive and thought provoking.

The Chair noted that she had taken the Finance for Governors course and found it very useful.

Ms Rose noted that she had undertaken part 1 of Governors Induction.

## **7. CHAIR'S ACTION**

- 7.1 The Chair noted that there was nothing to report.

## **8. AGREEMENT OF THE GOVERNOR SERVICES' SERVICE LEVEL AGREEMENT (SLA) 2011/2012**

- 8.1 The Chair proposed that Governors sign up to the Bronze Level SLA and retain the Clerk for the forthcoming financial year. All were in agreement.

### **To Note**

## **9. SAFEGUARDING POLICY**

- 9.1 It was noted that the Safeguarding Policy was adopted by Governors at the last meeting and can be viewed on the website.
- 9.2 The Safeguarding Link Governor, Ms Dean, distributed a copy of her report to Governors and highlighted the following.
- 9.2.1 In line with the Policy, the Head Teacher carried out a Safeguarding Audit in February 2011.
- 9.2.2 Safeguarding training has been organised for all Staff on 6<sup>th</sup> June 2011 between 9.30am and 12.30pm. Governors were invited to attend.
- 9.2.3 Safeguarding procedures have been discussed at a recent staff meeting and the Head Teacher has confirmed that all safeguarding checks had been carried out on all existing members of staff. The Central Record for checks was held in the School Office and Ms Dean viewed them on 2<sup>nd</sup> March 2011. It was noted that procedures were also in place for casual and regular visitors to the School.
- 9.2.4 Children were aware of safeguarding through the PSHE curriculum, School Council and themed assemblies. It was also noted that the future visit from the NSPCC would be to promote their Stop It Campaign. There will also be an Anti-Bullying Week in November. E-Safety training has also been scheduled for Years 3-6, along with e-safety workshops for parents.

- 9.2.5 The Head Teacher was confident that the Safeguarding Policy was being implemented by all Staff from her observation around the School. Emergency information regarding the designated CP officer is also written on the Staff White Board in the Staff Room. Both Safeguarding and Emergency Policies are kept in the Staff Room, with soft copies being stored on the Admin Shared Drive.
- 9.2.6 A policy in relation to photographs and social media needs to be drawn up and shared with parents. It was noted that there had been one issue of the School Christmas play being uploaded to Youtube.com, but was quickly resolved. The Chair asked if anyone would like to volunteer to work on this policy and Mrs Whyman noted that she was already working on one. It was agreed that a Working Party to assist Mrs Whyman should be organised consisting of Mrs Whyman, Ms Dean and the Chair. This will then be shared for Governors to agree once complete.
- 9.2.7 Health and Safety Risk Assessments are to be carried out to ensure all that is needed is in place. Mr Dodd has been appointed Health and Safety Link Governor and will be addressing this. It was noted that the Risk Assessment forms would be reviewed and updated.
- 9.2.8 Ms Dean noted that she would complete a Link Governor visit form that the Chair had circulated earlier.

**10. SCHOOL POLICIES (ICT POLICY AND ALL SCHOOL POLICIES UPDATE)**

- 10.1 It was noted that the ICT Policy was being worked upon by Mrs Whyman. It was agreed that this would be deferred to the next meeting for ratification then.
- 10.2 It was noted that the Resources Committee had reviewed the following policies and each were recommended for ratification by Governors:

Complaints Policy  
Charging Policy  
Attendance Policy

Governors accepted the Resources Committee's recommendations and agree to each policy.

**To Note**

It was noted that the Teaching & Learning Committee had reviewed the following policies and each were recommended for ratification by Governors:

Anti-Bullying Policy  
Child Protection Policy  
Admissions Policy  
Whistle Blowing Policy  
Safeguarding Policy

Governors accepted the Teaching & Learning Committee's recommendations and agree to each policy.

**To Note**

The Head Teacher noted that all statutory policies were being reviewed and once complete, they would be circulated to Governors for their review. It was also noted that Subject Leaders would be updating Subject Policies. It was agreed that the Committees would continue to review all policies and it was also agreed that Policies would be a rolling agenda item.

**Standing Agenda Item: Policies**

**11. PRIVACY NOTICE**

11.1 It was noted that the Privacy Notice was a new version of the Fair Processing Process and how information was now to be shared. Governors were informed that the Privacy Notice was available on the website, will be included in the School Prospectus and will be sent to new Parents.

**12. SCHOOL ITEMS**

12.1 ICT Proposal

Governors were informed earlier in the meeting that there was a need to update the ICT equipment in the School. Mrs Whyman noted that she had investigated some quotes for some new Smart Boards for all class rooms. As part of this project, Mrs Whyman approached the City Learning Centre (CLC) to assist with recommendations for updating the equipment. This was a free service that the CLC offered. The CLC recommended three companies for the School to obtain quotes from and Mrs Whyman found that the best quote was received from Joskos of £45,415. This quote included 14 class rooms, the group teaching room and the Nursery; it also included the removal of existing equipment; something neither of the other quotes included.

In order to house the new products, the projection points will need to be changed. This will mean an additional cost of re-carpeting, but making the required changes will improve the quality of the viewing boards.

The Head Teacher noted that there needed to be a significant investment in ICT and there was the money available to do so within the budget. It was also noted that the bids have been very complex and comprehensive.

Mr Webster asked if there would be a training need for the new equipment and the Head Teacher responded that there would be. A lot of the training would be free and a lot of training would be received through the Smartboard software. The Head Teacher informed Governors that the Teachers were keen to train and currently don't have sufficient facilities. Mr Bell noted that training has such an impact and was concerned that it may not be full enough. The Head Teacher responded that this was why the new Schemes of Works were being introduced and the training that will be provided will be exceptional. Mr Bell asked if there would be any 'champions' of the new equipment and the Head Teacher responded that a lot of the Schools' younger teachers had access to similar equipment at University.

Mr Webster asked what the timetable of installing the new equipment would be. The Head Teacher responded that the installation could be turned around in an 8 week period.

The Head Teacher proposed that Governors agree to the implementation of this ICT Proposal and all were unanimously in agreement. Governors also agreed for the



required re-carpeting of areas following the installation.

**To Note**

12.2 Improvement to the Indoor/Outdoor Environment

It was noted that there was a proposal for improvements to be made to the Nursery and Key Stage 1 playgrounds. The School has received three quotes to include multi activity equipment for Key Stage 1 and for the Nursery, a fixed sandpit, an allotment area and a creative play area. The cost of the favoured quote was £30,000 and the Head Teacher asked if Governors were happy for the School to go ahead with the works. Governors unanimously agreed.

**To Note**

12.3 Refurbishment of Kitchen

The Head Teacher noted that there was currently no kitchen on the premises. The cost to the School presently was £5,000 per annum to ship lunches from Selwyn Primary School and an additional £1,600 per annum in fuel costs. The Head Teacher proposed a refurbishment of the School's kitchen and informed Governors that, should they agree, the Local Authority will provide the maintenance and a Chef. The cost would be £21,000 for the refurbishment and the Head Teacher asked for Governors' approval. Governors agreed unanimously to the proposal.

**To Note**

**NOTE: Governors were informed that initiatives had been discussed at the recent Resources Committee with full details in the minutes.**

12.5 **Confidential Item**

12.6 One to One Tuition

The Head Teacher reported to Governors that this was a national initiative for which the School received £9,000. A programme has been implemented for those Children that require the extra one to one tuition. The scheme was due to finish at the end of this term and the Head Teacher was unsure if it would be continuing.

12.7 School Profile

Governors noted the requirement for the School Profile to be up to date.

**13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

13.1 It was noted that the next Full Governors' meeting would take place on 29<sup>th</sup> June 2011 at 7.00pm.

Governors were also informed that there would be an extra-ordinary full Governors meeting to ratify the budget on 16<sup>th</sup> May 2011 at 7.00pm. All were asked to attend.

13.2 Agenda Items

Ratification of Budget.

**14. ANY OTHER BUSINESS**

14.1 The Chair noted that the previous Head Teacher's Performance Management took place in December. This was done by Mr Shykles and the Chair. Both agreed that Ms Mumme's objectives and targets had been met.

14.1.1 Following the advice of the School Improvement Partner, soft targets will be set for the new Head Teacher in May. A members/members of the Pay Review Committee

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will be asked to join the chair to perform this task. It was noted that the members were Mr Shykles, Mr Dodd and Mr Webster.

14.2 Mr Dodd noted that the Waltham Forest Cross Country Championships took place two weeks ago and unfortunately only half a team from the School was sent out. The Head Teacher noted that she was trying to raise the P.E. profile in the School and has applied for the Get Set 2012 programme through the Olympics Team. The Head Teacher suggested that the next Teaching and Learning Committee could discuss Olympic Themes that the School could do.

14.3 **Confidential Item**

The Meeting closed at 21h25.