

MINUTES OF A MEETING OF THE HANDSWORTH PRIMARY SCHOOL GOVERNING BODY HELD ON TUESDAY 9TH SEPTEMBER 2014 AT 7PM AT THE SCHOOL

Present: Mrs Mary Wilson (Chair) -Co-opted Governor

Local Authority Governor

Mr Malcolm Shykles

Parent Governors

Mr Simon Jarvis

Ms Christine Rose

Ms Elizabeth Winder

Co-opted Governors

Cllr Tony Bell

Mr Andrew Dodd

Mrs Christine Dean

Staff Governors

Ms Jill Augustin (HT)

Mrs Natalie McDermott

Ms Marianna Jordaan

Clerk to the Governors: Mrs Caroline Russell

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome: All were welcomed to the meeting.

1.2 Apologies for Absence: These were received and accepted from Mrs Denise Whyman.

1.3. Quorum: The meeting was quorate.

1.4 Notice of Any Other Business/Confidential Items: It was **AGREED** to consider the outcome of the recent OFSTED inspection.

2. DECLARATIONS OF INTEREST

2.1 Pecuniary Interest Forms

2.1.1 Those governors present completed their forms and handed them to the Clerk.

2.1.2 The following governors need to complete the Pecuniary Interest Forms:
Mrs Denise Whyman.

2.2 Governors to Declare Any Interests They Have in Any of the Following Agenda Items: There were none.

3. ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY:

3.1 Election of Chair for the Academic Year 2014/2015: Mrs Mary Wilson was elected unopposed for the current academic year. (Proposed by Mr Andrew Dodd and seconded by Ms

Christine Rose).

- 3.2 Election of Vice-Chair for the Academic Year 2014/2015: Mrs Christine Dean was elected unopposed for the current academic year. (Proposed by Mrs Mary Wilson and seconded by Ms Christine Rose).

4. GOVERNING BODY RECONSTITUTION

- 4.1 Governing Body Skills Analysis: This issue was considered it being noted that the Governing Body had recently reviewed its operation via the Governor Mark process and considered that a broad and competent range of skills are represented on the Governing Body.
- 4.2 To Consider a Proposed Instrument of Government for the Governing Body of Handsworth Primary School: This was considered it being **AGREED** to accept this as maintaining a Governing Body of reasonable but effective size and complying with the criteria for reconstitution. (Proposed by Mrs Mary Wilson and seconded by Mr Andrew Dodd). Re staff governor membership Ms Natalie McDermott volunteered to step down and to be considered for cooption.
- 4.3 To Agree an Effective Date for the Reconstitution of the Governing Body: This was **AGREED** as the 9th September 2014.
- 4.4 Surplus Local Authority Governor: This was not considered, there being one only Local Authority Governor, Mr Malcolm Shykles.
- 4.5 Parent Governors: It was noted that two existing parent governors will continue in their current terms of office (Simon Jarvis and Liz Winder). Chris Rose agreed to be considered for co-option.
- 4.6 Surplus Staff Governor: Mrs Natalie McDermott volunteered to step down and to be considered for co-option (**AGREED**).
- 4.7 Governors to Vote on the Election of up to 7 Co-opted Governors: It was **AGREED** that the 5 existing co-opted governors continue in post and that Natalie McDermott and Christine Rose should also be co-opted.
- 4.8 Governors **AGREED** to reconstitute as above and to comprise a total of 12 members.
Action – Governor Services to provide updated instrument of government and governing body membership list
- 4.9 Self- Declaration Forms: Governors were asked to complete and return these to Governor Services as soon as possible where applicable.

5. MINUTES

- 5.1 Minutes of the Governing Body Meeting Held on 17 July 2014: These were received and **AGREED** to be an accurate record of the meeting subject to amendment to reflect that Mrs Mary Wilson and Mrs Christine Dean are co-opted governors and that governors listed as community governors are co-opted. Mrs Wilson signed a copy of the minutes for retention by the school for file.
- 5.2. Matters Arising:

- 5.2.1. OFSTED Inspection and Standards: These will be considered elsewhere on the agenda.
- 5.2.2. Revised Instrument of Government: This has been considered.
- 5.2.3. Governing Body Cycle of Business: This is being devised.
- 5.3. Minutes/Reports from Committees: There were none as there have been no committee meetings since the last full governing body meeting held at the end of last term.

6. CHAIR'S ACTION

There was none reported.

7. GOVERNORS' TRAINING

- 7.1 Annual Training Programme: It was noted that details may be accessed via the Council website.

ACTION: Governor Services are asked to email to all governors.

- 7.2. Analysis of Training Needs: It was noted that this had been considered per the last GB minutes, noting that the following governors had recently attended Child Protection training in school: Mr Simon Jarvis, Mrs Mary Wilson, Mrs Natalie McDermott, Ms Marianna Jordaan, Ms Christine Rose and Mrs Denise Whyman.

8. STANDARDS AND TARGET SETTING

- 8.1 Governors to consider standards attained in national assessments including SATs outcomes and public examinations, with agreed strategies for continued improvement:

- 8.1.1. The Headteacher reported that full contextual reports have been received from LBWF and will be shared with Senior Leadership Team and governors.

Action: chair to email to governing body

It was noted and commended that results at the end of key stage 2 were almost all at or above local and national averages with particularly good results achieved by more able pupils working at levels 5 and 6. Results in maths at level 4 were 1% lower than the LA and only 1% higher than the provisional national average so this will be a priority for school improvement by review of teachers' skills, homework and extra curricula support + additional support for less able pupils. This will be reflected in the School Development Plan.

- 8.1.2. Results of assessments at the end of key stage 1 and for the year 1 phonics test were received and commended including good maths results. Assessments for the Early Years Foundation stage exceed LA averages except at 'exceeding' level so internal assessment procedures will be reviewed.

- 8.2 Governors to consider and agree the school's targets for 2015/2016: These were **AGREED** as follows:

- 8.2.1. **Current Year 5 Cohort 2014:**

88% Level 4+ in English and Maths

88% Level 4+ in English

90% making 2+ levels of progress in English

90% Level 4+ in Maths

92% making 2+ levels of progress in maths

These targets are based on data from the Fischer Family Trust and individual pupil progress data.

8.2.2. **Current Year 6 Cohort:**

- 90% Level 4+ English and Maths
- 93% Level 4+ English
- 92% 2+ levels of progress in English
- 92% Level 4+ Maths
- 94% 2+ levels of progress in Maths

Additional support will be offered as necessary to support attainment.

8.2.3 Governors can refer to the end of year review in the 2013 School Development Plan for further data on 2013 actuals vs targets. This will be discussed further at the next GB meeting. **Agenda item**

8.3 Governors to Consider the Attainment Targets for Ethnic Minority Pupils and Looked After Children: The Headteacher reported that she has reviewed the contextual reports and that no numerically significant groups are underperforming with all pupils expected to achieve well. The progress of Looked After Children is tracked individually. Contextual reports (anonymised) will be shared by email with any questions considered by the Teaching and Learning Committee.

8.4 Pupil Premium Impact Evaluations: There is no gap between the attainment of pupils in receipt of pupil premium and other children following detailed analysis.

9. GOVERNING BODY COMMITTEES

9.1. Membership of Governor Discipline and Statutory Committees: It was **AGREED** that the whole Governing Body form a pool from which committees may be convened on an ad hoc basis as necessary subject to availability and eligibility i.e.

- Governor Discipline
- Staff Discipline, Grievance and Dismissal Appeals
- Admissions (for VA & Foundation schools)
- Head Teacher's Performance Management

9.2. Governing Body Committees: It was **AGREED** that membership of these i.e. resources including pay review and teaching and learning remain as last academic year.

9.3. Headteacher's Performance Management: Mr Andrew Dodd and Mrs Christine Dean **AGREED** to serve as reviewers for this process + consultancy support. Mrs Wilson will act as reviewer in case of appeal. It was noted here that governors can be briefed regarding this process and that training is available for reviewers.

9.4. Committees Terms of Reference: It was **AGREED** that these remain as last year and are posted on the school website.

9.5. Link Governors: Governors **AGREED** to serve as follows:

**Early Years Foundation Stage/
Philosophy for Children:**

Ms Liz Winder

Maths	Mrs Denise Whyman
Pupil Premium/Special Educational Needs	Ms Christine Rose
Writing/Communications	Mr Simon Jarvis
Creative Curriculum	Cllr Tony Bell
Science	Mr Malcolm Shykles
Health and Safety/PE	Mr Andrew Dodd
Attendance/Assessment	Mrs Mary Wilson
Safeguarding	Mrs Christine Dean
ACTION: Link governors asked to visit and report to next (December) full Governing Body meeting.	

10. SAFEGUARDING

Recent attendance at Child Protection training was noted by governors and staff.

11. LINK GOVERNOR REPORTS

- 11.1. Cllr Tony Bell: Cllr Bell reported regarding creative curriculum themes 2014/15, allowing for the development of an engaging, creative, skills and knowledge based curriculum. This may include community based events e.g. local art exhibition, student/pupil councils, work with other schools including Joseph Clarke, Oakhill and Selwyn Primaries.
ACTION: Cllr Bell to liaise further with school and chair of governors.

- 11.2. Ms Liz Winder: Reported re the school's recent Philosophy for Children bronze accreditation.

- 11.3. Mrs Mary Wilson: Reported re the school's recent Eco Schools Green Flag accreditation reflecting hard work in school by the Eco Council. Purchase of a flag pole to display the flag was approved by the Governing Body.

12. SCHOOL POLICIES

- 12.1. Schedule of Policies: This has been circulated for the information of governors.

- 12.2. Policies for Review by Governors:

Admissions: Ms Marianna Jordaan

Equalities, Information and Objectives: Ms Christine Rose

Health and Safety: Mr Andrew Dodd

Home School Agreement: Cllr Bell

Safeguarding/Disclosure and Barring Service Policy: Mrs Christine Dean

School Information Published on Website: Mr Simon Jarvis.

Attendance: Mrs Mary Wilson. A 97% good practice attendance target was **AGREED** here. In discussion, the Headteacher advised of national legislation that term time absence be only approved in exceptional circumstances. The great majority of the schools' parent body accept this ethos which is important for pupils' overall social and emotional development. All families are treated similarly.

- 12.3. School Disclosure and Barring Service Policy: This will be circulated for ratification at the next meeting.

Action: Chair to circulate by email to Governing Body

13. HEALTH AND SAFETY AT SCHOOL

- 13.1. Annual Report: Consideration of this will be delegated to the resources committee for authorisation by the Headteacher and chair of governors with submission to the Local Authority in November.
ACTION: Delegate to resources committee.
- 13.2. Educational Visits: The meeting noted that arrangements for visits with a residential element had been approved. (Year 6 to Isle of Wight).
- 14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**
- 14.1. Date of Next Meeting: This will be held on Tuesday 2nd December 2014 at 7pm at the School+ committees as advised. (Resources Committee on 14/10 and Teaching and Learning Committee on 15/10).
The full Governing Body will meet termly + a budget ratification meeting in May.
- 14.2. Agenda Items: To be determined at a later date.
- 15. ANY OTHER BUSINESS**
- 15.1. Spanish Student Teachers: Placements were noted and welcomed for student teachers 10th September-10th December 2014 to be based in year 4 classes and supporting the teaching of Introductory Spanish.
- 15.2. Recent OFSTED Inspection: It was noted that the report has not yet been published although contact has been made by the school with OFSTED and Tribal. The gradings given were upheld following the submission of a formal complaint by the school. Concern was expressed about factual inaccuracies remaining in the report e.g. re data. A supportive email from Ms Cate Duffy (Divisional Director of Education School Improvement) was received and noted. This acknowledged the high quality of education and leadership provided by the school and this will be communicated to staff.
- 15.3. Universal Free School Meal Entitlement at Key Stage 1:
It was noted that a number of parents continue to claim which allows the school to continue to claim pupil premium funding. The kitchen phase 1 development was completed over the summer holiday period with additional staff and equipment now employed. Phase 2 will provide additional kitchen space. Work has also been completed to resurface the hall floor and refurbish lighting. An extended serving period is in operation at present which can be extended if necessary.
- 15.4. Chess: This is going well and has been introduced to year 3.
- 15.5. Computer Coding; this forms part of the National Curriculum and will be included in class teaching and learning and via a Coding Club. There are currently investigations into the possibility of Google providing some training.
- 15.6. School SATS Results: These will be posted on the school website and advised to parents.
- 15.7. Special Educational Needs Code of Practice Local Authority and School Offer: It was noted that details of these should be published by the school.
- 15.8. Deputy Head Teacher Recruitment: The post will be readvertised.
- 15.9. Parental Requests for Flexible Schooling for Rising 5s: These were noted, the school ethos being that children start school together if possible.

The meeting ended at 9.00 p.m.

Print:.....

Signed:.....

Date:.....