

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON  
6 SEPTEMBER 2023  
AT 18.30 PM AT THE SCHOOL**

**Present:** Katherine Buckee (Chair - Parent Governor)

**Co-opted Governors:**

Kathryn Ball  
Candice Thorpe  
Molly Hall  
Lauren Banks

**Staff Governor:**

Vacancy

**Headteacher**

Claire Nairne

**Parent Governor:**

Leslie Kulesh  
Vacancy

Clerk to the Governors: Notes taken by Governing Body  
Typed into Minutes by Pauline Dorney

Also present: Afua Addai-Diawou-Deputy Head

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
	Find a LA governor, Parent governor and a staff governor	CN	
	Circulate minutes from 18/07/23 - to be agreed next meeting	CN	
	Governors to review the code of conduct	All Governors	By next meeting
	Governors to consider and agree an annual cycle of business for the academic year	All Governors	By next meeting
	Share the policies that need to be reviewed.	AA	By next meeting

	Governors to review policies by 24th October	All Governors	24th October
	Vice chair to be elected at next FGB		Next Meeting
	Confirm DBS status for all governors	Clerk	Next Meeting
	All governors to complete safeguarding training	All Governors	By next meeting
	All governors to complete declaration of interest	All Governors	By next meeting
	Share information regarding training What does a good link visit look like?	LK	By email to Governors

# 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 Richard Trainor and Louise Augustine-Fraser.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Meeting was quorate.

# 2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 Nothing to report.

# 3. DECLARATIONS OF INTEREST

- 3.1 Register of Business Interests –there were no new interests reported.
- 3.2 No governors declared any interests in any of the agenda items.
- 3.2 Governors to go onto Governor hub and familiarise themselves with its workings.

# 3. APPOINTMENT OF OFFICERS

- 3.1 Appointment of Chair for the academic year 2023/2024
- 3.1.1 Katherine Buckee was nominated as Chair by Lauren and this was seconded by Kathryn Ball.  
**The Full Governing Body agreed that Katherine Buckee be Chair for the academic year 2023/2024.**

# 4. GOVERNING BOARD

- 4.1 The following vacancies were confirmed:-

One Staff Governor  
One LA Governor  
One Parent Governor Vacancy

- 4.2 It was agreed to co-opt Katherine Buckee as a Co-opted Governor leaving a Parent Governor vacancy above. Kathryn Ball nominated and this was seconded by Lauren Banks.

# 5. MINUTES

It was noted that Governors were not in receipt of the Minutes of the Meeting held on the 18 July 2023 and these would be circulated to Governors after the Meeting.

## **6. KEEPING CHILDREN SAFE IN EDUCATION 2023**

6.1 All staff had received Safeguarding Training last Monday. They were made aware of the importance of reading KCSIE Part 1 and the importance of reading annexe B.

6.2 The Headteacher confirmed that a safeguarding audit from the Local Authority had been completed in the Summer Term 2023. The School were waiting to hear on whether the Local Authority would be visiting the School.

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

7.1 It was suggested to discuss the Vision and the Priorities etc.

The Deputy Headteacher clarified the Vision, Values and Priorities of the School.

It was suggested to change 'unique gifts' to 'uniqueness'

Governors shared feedback accordingly.

Katie Ball advised Governors that it should be considered important to share and celebrate things that staff had done to teach out of their comfort zone during staff meetings. It was also considered important not to rush the small things and expressed the importance of building the relationships and making you present in the moment. Governors agreed with the messages, and focus would be to ensure follow up with the staff and encourage them to share.

7.2 Governors asked questions relating to online safety

Question:

'Are parents informed about how to keep children safe online;

Answer:

'Yes we run workshops and we use the newsletter to inform parents'

Governors discussed children's use of ipads and phones. How are we making sure children do not need constant connection with computers and technology? Molly suggested days teaching where the computer isn't needed, using flip charts, reading outside. Teachers being innovative and using resources other than computers.

Molly Hall suggested to add about staff workload and wellbeing; also add that the School have a collaborative SLT who seek the views of staff.

It was also suggested to add about staff wellbeing in the values section as this was something to be celebrated

Leslie Kulesh shared concerns with smart watches and ensuring that they are not being used inappropriately in class.

Governors were happy with the vision, values and priorities

The Vision, Values and Priorities were agreed by the Full Governing Body.

## **8. GOVERNING BOARD CODE OF CONDUCT**

8.1 Not all Governors had reviewed this document.

**ACTION : All Governors**

**Agenda item**

## 9. GOVERNING BOARD ANNUAL CYCLE

Not all governors have reviewed this

**ACTION: All Governors**

Agenda item

## 10. GOVERNING BOARD COMMITTEES

10.1 Not all governors had reviewed these

**ACTION: All Governors**

Agenda item

## 11. LINK GOVERNORS

Governor Name	End of term	Committee	Link Area	Buddy
Claire Nairne		All		
Katherine Buckee	Reappointed 06/09/2023	Resources, pay	Early years	
Richard Trainor	25/03/27	Resources, pay	Leadership and Management	
Lauren Banks	23.01.26	Teaching and Learning, pay	Safeguarding	
Louisa Augustine	23.01.26	T&L	Maths and curriculum	
Katie Ball	23.01.26	T&L, HT performance management	Inclusion	
Leslie Kulesh	TBC?	T&L	Science	
Candice Thorpe	TBC?	Resources	Personal Development	
Molly Hall	TBC?	Teaching and Learning	English and Curriculum	
staff??	TBC?	TBC?	TBC?	

LA??	TBC?	TBC?	TBC?	
Parent??	TBC?	TBC?	TBC?	

## **12. GOVERNORS' TRAINING**

12.1 Governors agreed to review available training and book accordingly.

## **13. SAFEGUARDING AUDIT (termly item)**

Lauren Banks discussed her recent visit to school and actions from the meeting with the School Business Manager.

## **14. SCHOOL POLICIES**

Policies to be reviewed by the end of the half term

## **15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

Full Governing Body meeting 6th December 6.30pm  
Some governors will meet with staff on the 6th December  
Governors discussed the importance of staff meeting the governors

## **16. ANY OTHER BUSINESS**

Nothing to report.

The Chair thanked everyone for attending the meeting.

The Meeting finished at 8.20pm

Signed: .....

Date: .....