

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON  
6 DECEMBER 2023  
AT 6.30 PM AT THE SCHOOL**

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

**Co-opted Governors:**

Candice Thorpe  
Molly Hall  
Lauren Banks  
Richard Trainor  
Louisa Augustine-Fraser

**Staff Governor:**

Marianna Jordaan

**Headteacher**

Claire Nairne

**Parent Governor:**

Leslie Kulesh  
Beth Billington

Clerk to the Governors: Pauline Dorney

Also present: Afua Addai-Diawou (Deputy Headteacher)  
Amir (Potential LA Governor) (Virtual)

**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>
4.3	DBS to be logged on Governor Hub	Beth Billington	ASAP
4.4	KCSIE 2024 document to be read and acknowledged on Governor Hub	Louise Augustine-Fraser Candice Thorpe Molly Hall Lauren Banks	ASAP
4.5	Governors to log their Diversity on Governor Hub	All Governors	ASAP
5.2.2	Meeting to be arranged relating to the Cycle of Business	Richard Trainor/Mrs. Mary Wilson	ASAP
5.2.3	Policies to be reviewed and Governors to report back to the Deputy Headteacher	All Governors	ASAP

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed everyone to the Meeting including new attendees.
- 1.2 Apologies for absence were received and accepted from Kathryn Ball.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Meeting was quorate with eight Governors present.

**2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

- 2.1 One Confidential Item to be reported to Governors.

**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 New Governors to go onto Governor hub and familiarise themselves with its workings.

**4. GOVERNING BOARD**

- 4.1 The Clerk confirmed membership of the Governing Body. It was agreed that Governor Services should take the necessary action to apply for Amir to be the Local Authority Governor. An Application Form had been forwarded to the School for completion.

**ACTION: Governor Services to make the necessary application**

- 4.2 There were no disqualifications due to non attendance noted.
- 4.3 The Governing Body welcomed Beth Billington as Parent Governor and Marianna Jordaan as Staff Governor.

It was noted that Beth Billington agreed to log her DBS on to Governor Hub.

**ACTION: Beth Billington to log her DBS on Governor Hub**

**ACTION: Governor Services to note**

- 4.4 Keeping Children Safe in Education 2023/2024:

It was noted that Louise Augustine-Fraser, Lauren Banks, Molly Hall and Candice Thorpe were still required to confirm that they had read this document.

**ACTION: Louise Augustine-Fraser, Lauren Banks, Molly Hall and Candice Thorpe.**

- 4.5 Governors noted the item on Governing Board diversity.

**ACTION: All Governors**

**5. MINUTES**

- 5.1 The Minutes of the Meeting held on the 6 September 2023 were agreed as a true record of that meeting and the Chair agreed to sign these Minutes accordingly.

5.2 Matters arising:

- 5.2.1 The outstanding actions were as follows:-

5.2.2 Governors to consider an Annual Cycle of Business

**ACTION: Richard Trainor to meet with School Business Manager**

5.2.3 Governors to renew Policies

It was noted that this was 'work in progress'.

The Chair confirmed that the Policies had been shared previously.

**ACTION: All Governors to peruse and report back to Afua Addai-Diawou marking the Google Document accordingly.**

5.2.4 Vice Chair to be elected for the academic year 2023/2024:

Mr. Richard Trainor was nominated by Kathryn Buckee to be Vice Chair of the Governing Body and this was seconded by Lauren Banks.

**The Full Governing Body unanimously elected Mr. Richard Chair as Vice Chair of the Governing Body for the academic year 2023/2024.**

5.3 Minutes/Reports from Committees:

5.3.1 The Teaching and Learning Committee had met recently and the Chair gave a summary report to Governors. The following points were highlighted:-

5.3.2 The Deputy Headteacher had shared CPD feedback to the Committee.

5.3.3 SEND was discussed in detail especially the funding levels which were not adequate. The OAP strategy was clarified in detail. There were a high level of pupils with additional needs within the School which has been very challenging. General discussion took place amongst Governors.

5.3.4 There were a high number of pupils with EHCP Plans within the School.

5.3.5 The Headteacher clarified that Governors should be talking to teachers about what reasonable adjustments they are making for pupils on the SEND Register. The School must adapt their Provision to meet the pupils' needs. The School must ensure that all children are being challenged in their learning environment. The Presentation Notes were included within the Minutes.

Question:

Our second priority is children with SEND to make at least expected progress from their starting point. How do you know or assess what is their expected progress of a child with SEND?

Answer:

You have to be very Individual as you have to take into account what the challenges are for that child; sometimes it could be social and emotional needs not always linked with attainment as well. It would be set with the teacher to ensure that the School has smart targets so that the progress can be measured from their Early Years Assessment.

Children on the Inclusion Register would have a Learning Passport. Teachers would have an extended meeting with the parents of their child who would be on the Inclusion Register.

This was clarified in detail to Governors by the Headteacher.

General discussion took place amongst Governors.

Thanks were conveyed for the Teaching and Learning Report.

5.3.3 The Resources Committee had met recently and the Chair gave a summary report to Governors.

5.3.4 Mr. Richard Trainor advised Governors that he had met with the School Business Manager recently and the current update was reported as follows:-

There were no major concerns and the Budget is similar to previous years.

2022/2023: Revenue deficit In-year of £25,000  
This left the School with reserves of £60,000.

2023/2024: A balanced Budget had been set which relied on assumptions which was difficult to predict such as Staff absence and Additional SEND expenditure which has now increased. As a result the School is £21,000 negative which would take the School's reserves down to £39,000. This is similar to last year.

It was noted that it was uncertain on whether the School's Model is sustainable. At the present time the level of reserves allows the School to

do this each year but there is concern that the Budget is not totally realistic. The School are currently spending 95% on Staff Expenditure when, in fact, it should be 85%.

An Analysis is currently being prepared by the School Business Manager relating to the Nursery Expenditure and this would be reviewed by the Resources Committee in January 2024.

Energy Costs would also be an issue in the future. The Governing Body discussed the installation of Solar Panels and whether this would be an option.

**ACTION: Solar Panels to be re-investigated by the Resources Committee**

Thanks were conveyed to the Chair of the Resources Committee for his verbal Report.

## **6. HEADTEACHER'S REPORT**

6.1 The Headteacher referred Governors to her Report which had previously been shared. Questions were invited to Governors and the following points were highlighted:-

6.1.1 Question:

Mr. Richard Trainor referred to the section of Data of Concerns and it was noticed that there were fewer concerns logged this term compared to last year. Are you confident that this reflects fewer things to be concerned about rather than any decline in people's use of the system.

Answer:

During the Autumn Term last year we were seeing a lot more unregulated behaviour with pupils struggling to settle into their new classrooms. On the whole this term has been a lot calmer than previously. We have identified pupils in the Summer Term who were going to struggle with the transition and mentoring strategies were put in place to support these pupils from September 2023.

Along with this we have changed the way the School use MY CONCERN – it is used primarily for the safeguarding issues and not included behavioural issues.

This was clarified in detail to Governors by the Headteacher.

Question:

Where are the behavioural issues being logged?

Answer:

The Teacher would monitor behavioural issues and deal with it should the pupil re-offend again. Teachers do keep their own logs regarding Behaviour.

The Headteacher clarified this issue in detail to Governors.

Question:

Your comments on KS2 – you state that “Emotional Support is continuing to take up more time for teachers”. Can you explain please.

Answer:

The KS2 Phase Leader reported teachers comments to Governors in their meetings and how they are feeling. It was considered important that Governors read comments from the teaching staff instead of the Headteacher. These Phase Meetings provide an opportunity for teachers to offload their concerns. We are not overly concerned and meet with teachers to decide on strategies to put in place accordingly.

The Headteacher clarified this issue to Governors.

Autumn Term Data for Attainment

Question:

Year 1 is shown as ‘low’. Can you clarify this please?

Answer:

Year 1 will be going on to a whole new Curriculum and moved on from the Early Years where they are being measured on the prime areas. We have worked closely with Year 1 and they are making very good progress. It is imperative that the approach to assessment is consistent all the way through the Year Groups. The Year 1 cohort are a particularly ‘low’ cohort anyway.

The Headteacher clarified this item in detail to Governors.

It was noted that the KS1 cohort are currently 22% at the right level and other pupils are on their way to achieving.

General discussion took place amongst Governors.

Question:

Where is this Attainment Information coming from?

Answer:

Teacher Assessment.

The Headteacher advised Governors that challenge in Maths had been discussed and the School had completed a lot of work relating to SEND and more work could be done with the higher attaining Maths pupils. The focus is to challenge this pupils in the future. This was clarified in detail to Governors.

Question:

What is the cost to the School for the Tribunal?

Answer:

Depends on what the issues are.

The Headteacher, Local Authority and Angela meet together relating to issues.

Question:

When the School went over numbers in the Pupil Roll – did they make a mistake here?

Answer:

No. If a child with an EHCP Plan wants to be admitted to the School the Local Authority would consult with us. The School had previously replied stating that the School could not meet the child's needs and it would have an impact on the children within the cohort but unfortunately the Local Authority send the child to the School anyway. The School are currently over in numbers in Years 3 and 4.

- 6.1.2 General discussion took place amongst Governors relating to SEND and EHCP Plans. The Calm Therapy has been a great success with pupils reading and stroking Honey, the dog.

It was noted that the atmosphere in the staff meetings had been positive and a Staff Wellbeing Survey and Parents' Survey would be compiled for distribution in the Spring Term 2024.

- 6.1.3 Confidential Item – reported separately.

The Chair thanked the Headteacher for her very informative Report.

**7. DATA SHARING AGREEMENT**

- 7.1 It was noted that this document had been placed on Governor Hub for Governors' perusal.

**The Full Governing Body ratified the Data Sharing Agreement**

**8. FINANCIAL RISK REGISTER**

- 8.1 This document was noted by Governors.

**9. REVIEW GB STRATEGIC PLAN/SELF EVALUATION**

- 9.1 It was agreed to form a Working Party for this item.

**10. SCHOOL TERM DATES**

- 10.1 School Term Dates 2024/2025

- 10.1.1 **The Full Governing Body ratified the School Term Dates for 2024/2025.**

- 10.2 School Term Dates 2025/2026

- 10.2.1 **The Full Governing Body ratified the School Term Dates for 2025/2026.**

It was also agreed that the Inset Days for both academic years would take place as follows:-

Two days in September  
One day in March/April  
One day in May  
One day to be advised.

**11. FEEDBACK ON SKILLS AUDIT**

- 11.1 Governors were requested to complete this document on Governor Hub. Once this had been completed it would be possible to do an analysis of the Skills Audit.

**ACTION: All Governors to complete on Governor Hub**

## 12. LINK GOVERNOR REPORTS

12.1 Thanks were conveyed to the Link Governors for their completed Visits. The following Link Governor Roles were confirmed by the Chair:-

Early Years	Kathryn Buckee
Leadership & Management	Richard Trainor
Safeguarding	Lauren Banks
Curriculum and Maths	Louisa Augustine
Inclusion	Katy Ball
Science	Leslie Kulesh
Personal Development	Candice Thorpe
English and Curriculum	Molly Hall
Behaviour & Attitudes/Attendance	Beth Billington
Health and Safety	Marianna Jordaan
Premises/Finance	Amir (when appointed)

### 12.2 Link Governor Visits:

12.2.1 The following Link Governor Visits had taken place and brief reporting was provided to Governors:-

- Lauren Banks - Safeguarding Visit
- Louisa Augustine - Maths and the Curriculum
- Leslie Kulesh - Science
- Candice Thorpe - Personal Development

The Link Governor Visit Reports would be forwarded to the School and there were no concerns noted.

## 13. STANDARDS AND TARGET SETTING

13.1 The following Attainment data was reported in the Headteacher's Report:-

Reading	Whole Cohort	SEND	EAL	PP
Year 1	36%	6%	43%	33%
Year 2	66%	8%	45%	40%
Year 3	47%	21%	0%	36%
Year 4	68%	41%	44%	50%
Year 5	63%	35%	71%	27%
Year 6	75%	57%	76%	59%

Writing	Whole Cohort	SEND	EAL	PP
Year 1	29%	0%	14%	0%
Year 2	69%	17%	64%	40%
Year 3	36%	7%	9%	18%
Year 4	40%	9%	22%	20%
Year 5	40%	6%	36%	18%
Year 6	59%	43%	63%	35%

<b>Maths</b>	<b>Whole Cohort</b>	<b>SEND</b>	<b>EAL</b>	<b>PP</b>
Year 1	22%	0%	14%	0%
Year 2	81%	42%	82%	40%
Year 3	45%	14%	0%	45%
Year 4	66%	36%	55%	40%
Year 5	73%	41%	85%	36%
Year 6	60%	43%	74%	41%

**The Full Governing Body noted the above data.**

#### **14. FINANCIAL DOCUMENTATION**

##### **14.1 Statement of Internal Control**

##### **14.1.1 The Full Governing Body ratified the Statement of Internal Control.**

##### **14.2 School Financial Regulations**

##### **14.2.1 The Full Governing Body ratified the School Financial Regulations**

##### **14.3 Scheme of Delegation**

##### **14.3.1 The Full Governing Body ratified the Scheme of Delegation**

##### **14.4 Best Value Statement**

##### **14.4.1 This is not a statutory document.**

##### **14.5 Whistle Blowing Policy**

##### **14.5.1 The Full Governing Body ratified the Whistle Blowing Policy**

#### **15. COMMITTEE TERMS OF REFERENCE**

##### **15.1 The Resources Committee recommended the ratification of their Terms of Reference.**

**The Full Governing Body ratified the Terms of Reference for the Resources Committee.**

##### **15.2 The Terms of Reference for the Teaching and Learning Committee had to be reviewed.** **Agenda item**

#### **16. PUBLICATION OF GOVERNOR INFORMATION**

##### **18.1 School Website Review**

##### **18.1.1 This had been completed and there were no concerns noted.**

##### **18.2 Governing Board/Body publication of information**

##### **18.2.1 Completed.**

##### **18.3 Attendance 2022/2023**

##### **18.3.1 Completed.**

##### **18.4 Declaration of Interest 2022/23 and 2023/2024**

##### **18.4.1 Completed.**

##### **18.5 Current Governing Board/Body membership**

##### **18.5.1 Completed.**

#### **17. PERFORMANCE MANAGEMENT REVIEWS**

##### **17.1 Headteacher to report on staff reviews**

Confidential item – reported separately.

##### **17.2 Headteacher Performance Management Report**

Confidential item – reported separately.

#### **18. HEALTH AND SAFETY AT SCHOOL**

##### **18.1 Governors to receive a Report from the Health and Safety Link Governor**

##### **18.1.1 Nothing to report. Marianne would meet with the School Business Manager.** **This was considered ‘work in progress’.**



18.2 The Premises Safety Health Check document (PHHC) to be completed

18.2.1 This would be checked accordingly.

18.3 Educational Visits

18.3.1 Nothing to report.

18.4 Update on Link Governor Roles

18.4.1 The following Link Governor Roles and Committee Membership was re-confirmed:-

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	
Marianna Jordaan		Teaching and Learning		

Local Authority Governor – potentially Amir		Resources	Premises/Finance	
Beth Billington			Behaviour & Attitudes/Attendance	

## 21. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

21.1	Full Governing Body Meeting	20 March 2024	6.30pm
	Resources Committee Meeting	26 January 2024	8am (Zoom)
	Teaching & Learning Meeting	6 March 2024	8am (Zoom)
	Full Governing Body Meeting	20 March 2024	6.30pm

## 22. ANY OTHER BUSINESS

- 22.1 Confidential Item – reported separately.

The Chair thanked everyone for attending the meeting.

The Meeting finished at 8.45pm

Signed: .....

Date: .....

**Minutes**  
**Handsworth FGB Meeting**  
**6-12-2023**