

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 11 MAY 2023 AT 6.30PM  
AT THE SCHOOL**

Present: Ms. Katherine Buckee (Vice Chair – Parent Governor)

**Co-opted Governors:**

Ms. Kathryn Ball

Ms. Louisa Augustine-Fraser

**Parent Governor:**

Ms. Leslie Kulesh

**Staff Governor:**

Ms. Fiona Buckley

**Headteacher:**

Ms. Claire Nairne

Clerk to the Governors: Mrs. Pauline Dorney

Also Present: Ms. Afua Addai-Diawuo – Deputy Headteacher

**Summary of Agreements/Actions**

Minute Ref.	Formal Agreements and/or actions identified	Named person(s) for action(s) identified	Completion Date
4.2	Confidential Item – to be investigated with Governor Services	Governor Services	ASAP
7.1	Governors to review their training needs	All Governors	ASAP
	Agenda item - Governor training – standing item	Governor Services	July meeting
	Agenda item - Safeguarding Link Governor Report	Governor Services	July meeting
	Agenda item - SEN Provision	Governor Services	July meeting
	Agenda item - <b>Review Link Governor Roles</b>	Governor Services	July meeting

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting. There were no new members to welcome; they agreed to attend the next Full Governing Body Meeting.
- 1.2 Apologies for Absence were received from Richard Trainor, Mary Cheung, Lauren Banks, Afua Addai-Diawuo and accepted.
- 1.3 There were no Apologies for Absence not accepted.
- 1.4 The Meeting was quorate.
- 1.5 There were no Confidential Items to discuss.

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

- 2.1 There was nothing to report.

**3. DECLARATIONS OF INTEREST**

- 3.1 Governors were requested to complete their declarations of interest on Governor Hub as soon as possible – this item was brought up by the Auditor.

**4. GOVERNING BODY**

- 4.1 The Clerk confirmed Membership of the Governing Body. There were two Co-opted Governor vacancies and one Local Authority Governor vacancy.

- 4.2 It was noted that Fiona Buckley would not be employed by the School at the end of the Summer Term 2023. A request was made by the Full Governing Body to enquire with Governor Services whether she could be offered the Local Authority Governor position on the Governing Body.

**ACTION: Governor Services to confirm this possibility**

- 4.3 It was agreed to re-appoint Richard Trainor as Co-opted Governor.

**The Full Governing Body ratified this appointment**

**5. MINUTES**

- 5.1 The Minutes of the Meeting held on the 28 March 2023 were agreed as a true record of that Meeting. Ms. Lesley Kulesh had to be inserted on the Attendee Page. These Minutes were signed by the Chair for retention at the School.

- 5.2 Matters arising:

- 5.2.1 Items 7.3 and 12.1 still outstanding.

- 5.3 Minutes from Committees

- 5.3.1 The Resources Committee met on the 4 May 2023 and the main areas of discussion related to the Budget 2023/2024 and the Outturn for 2022/2023.

- 5.4 Matters arising:

- 5.4.1 Nothing to report.

**6. CHAIR'S ACTION**

- 6.1 The Chair was absent this evening so nothing to report.

**7. GOVERNOR'S TRAINING**

- 7.1 The list of the training that had been completed had been circulated. It was noted that Governors were required to attend training especially the Safeguarding Training.

**ACTION: All Governors**

**Agenda item – standing item**

**8. LINK GOVERNOR REPORTS INCLUDING SAFEGUARDING REPORT**

- 8.1 The Safeguarding Link Governor Report would be presented to Governors at the next Meeting. There was concern that the Single Central Register is not checked as often as it should be. A new online system is now in force which allows this document to be checked from home.

**Agenda item**

- 8,2 Leslie Kulesh visited the Science Department and would be working with the Subject Leader closely.

- 8.3 It was agreed to reconfirm the Link Governor Roles at the next Meeting.

**Agenda item**

**ACTION: Review Link Governor Area at the next Meeting.**

**9. SCHOOL TERM DATES 2023-2024**

9.1 This item had previously been completed and agreed.

**10. FINANCE**

**10.1 School Budget 2023/2024**

10.1.1 Governors were referred to the CFR Report. The following points were highlighted:-

10.1.2 It had been assumed that there would be three vacancies each year going forward in relation to Years 5 & 6.

10.1.3 It had been assumed similar Budget Share assumptions in comparison to last year.

10.1.4 Grants and in particular with High Needs; some assumptions had been made for EHCP Funding: the final and draft stages.

10.1.5 The Pupil Premium expected had been assumed

10.1.6 It has been assumed that the School would receive £38,000 for Lettings which had not changed from last year. It should be noted that this income was not definite just an assumption.

10.1.7 Changes had been to School Meals – Governors were reminded that in London all pupils would receive free school meals.

10.1.8 Donations had been assumed to be £25,000 – Friends of Handsworth donations as in previous years. Governors were reminded that this figure was uncertain and purely an assumption.

10.1.9 It was noted that a very high proportion of expenditure is related to Teaching and Staff costs. The School had included the increases that were forecasted.

**The Full Governing Body ratified the 'balanced' Budget for 2023/2024**

**10.2 Outturn 2022/2023 (inc. Devolved Capital Outturn) and earmarked funding**

10.2.1 The Outturn was reported as £60,215 which would be carried forward to 2023/2024.

10.3 The Outturn Capital Income was reported as £9,076.

This was considered a very good Budget outcome and thanks were conveyed to the School Business Manager and the Headteacher for their very hard work in compiling and balancing the Budget for 2023/2024.

General discussion took place amongst Governors.  
Questions were answered as they arose.

It was pleasing to note that a restructure had not been necessary this year. The PPA Teachers would be working within the classroom. An HLTA would be employed who is a qualified teacher. This employee would also cover sickness absence as and when required.

**The Full Governing Body ratified the Outturn for 2023/2024**

**10.4 Governor Services SLA for 2023/2024**

10.4.1 The Full Governing Body ratified the decision to retain the Gold SLA with Governor Services for 2023/2024; including the appointment of the clerk.

**10.5 Financial Risk Register**

10.5.1 This document was circulated to Governors for their completion. Governors were reminded to complete this document. It would be submitted to the Local Authority by the 31 May 2023.

- 10.5.2 A discussion took place on SEN Provision within the School. It was noted that should the SEN rises within the School it maybe necessary to have an SEN Provision within the School. However, the workload may be a concern.

**ACTION: All Governors**

**Agenda item**

- 10.6 School Fund Audit

- 10.6.1 This item was not applicable.

- 10.7 Business Continuity Plan to be reviewed

- 10.7.1 This item had not been completed. Discussion took place amongst Governors.

**Agenda item**

- 10.8 Review of the Asset Register and Asset Disposals (SFVS)

- 10.8.1 This Register was in place within the School. The School uses a barcode system to log all items.

**11. ALLOCATE GOVERNOR TO AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION**

- 11.1 It was noted that the School required an allocated Governor to deal with this item. Leslie Kulesh agreed to take on this role.

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

- 12.1 The following Meetings were agreed:-

Teaching & Learning Meeting	14 June 2023 8am (Google Meet)
Resources Meeting	13 July 2023 8am (Google Meet)
Full Governing Body Meeting	

- 12.2 Agenda items:

- 12.2.1 To be advised.

- 13.3 Governors noted the Governors' Briefing date as follows:-

Wednesday 24 May 2023

All Briefings would be held at 6pm via TEAMS

**18. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

- 18.1 Nothing to report.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 7.45pm

Chair: ..... (print)

..... (sign)

Date: .....

Summer Term 2023

**Handsworth Primary School**  
**Draft Minutes**  
**11-05-2023**