

**MINUTES OF A MEETING OF THE HANDSWORTH PRIMARY SCHOOL GOVERNING BODY HELD ON WEDNESDAY 11 SEPTEMBER 2024 AT 6.30 P.M. AT THE SCHOOL**

Present: Katherine Buckee (Chair)-Co-opted Governor

**Co-opted Governors:**

Katheryn Ball  
Molly Hall  
Nick Wright

**Head Teacher:**

Claire Nairne

**Parent Governors:**

Beth Billington  
James Baxter

**Staff Governor:**

Marianna Jordaan

Clerk to the Governors: Caroline Russell

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1	Attendance: Letters to be sent as minute 1.	Governor Services	As soon as possible
5	Membership: Remove Lauren Banks from membership list asap. GS assistance sought with co-opted governor vacancy (non-parent, local person requested).	Governor Services	As soon as possible
6.1	Minutes of Previous Meetings: <b>DBS Check Number for Marianna Jordaan:</b> School to email to Governor Services to amend records. Link Governor Reports: Sent by James Baxter, c/f for Louisa. Audit of School Website: HT c/f . <b>Policy Review:</b> Agenda item for next meeting <b>List of Training Courses Attended by Governors:</b> GS to update GovernorHub.	School/GS  Louisa A-F  HT Governor Services Governor Services	As soon as possible As soon as possible Ongoing Next meeting  As soon as possible
7	Keeping Children Safe in Education 2024: All to read link on GovernorHub.	All	As soon as possible

10	Skills Analysis: All to complete on GovernorHub.	All	As soon as possible
16	Date and Time of Next Meeting: Next FGB meeting on 11/12/2024 at 6.30 p.m. at the School. Governor briefing reps per minute	All to note. School/GS to action.	11/12/2024

1. **WELCOME:** All were welcomed to the meeting. Apologies for absence were received from Louisa Augustine-Fraser and Candice Thorpe.

**ACTION:** Requested that letters be sent by Governor Services to Amir and Louisa reminding them of the importance of regular attendance and informing of non attendance in good time. Also update of interests on Governor Hub.

2. **NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS:** No any other business or confidential items were advised.

3. **DECLARATIONS OF INTEREST:** All were reminded to confirm their declarations of pecuniary and personal interest on Governor Hub and to declare any interests in any of the current agenda items (there were no declarations of interest in the current agenda items).

4. **ELECTIONS OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY:**

4.1. Election of Chair of the Governing Body for the Current Academic Year 2024/5 (Elections Conducted By Clerk): Katherine Buckee was proposed and elected unanimously with no other nominations received. (Proposed by Beth Billington and seconded by James Baxter).

4.2. Election of Vice Chair of the Governing Body for the Current Academic Year 2024/5: Candice Thorpe was proposed and elected unanimously with no other Nominations received. (Proposed by Katherine Buckee and Seconded by Nick Wright).

5. **GOVERNING BODY:**

5.1. Membership: The resignation of Lauren Banks was noted. Governor Services assistance is requested with the consequent vacancy for a co-opted governor. **ACTIONS:** Remove Lauren Banks from membership list as soon as possible and GS propose a replacement (non-parent local person requested).

5.2. Ends of Terms of Office: There were no terms of office ending before the spring term 2025.

5.3. Disqualification due to Non-Attendance: This was noted.

5.4. Disclosure and Barring Service Checks: These were noted for all governors currently in post except Marianna Jordaan.

6. **MINUTES:**

6.1. Minutes of the Last Meeting Held on 22-07-2024 and Earlier Actions Carried Forward: Actions:

**DBS Check Number for Marianna Jordaan:** School to email to Governor Services.  
**Link Governor Reports:** James Baxter's report sent, c/f action for Louisa Augustine-Fraser.

**Audit of School Website:** HT to c/f.

**Policies:** Document sent from School listing documents, link governor and staff member responsible.

**ACTION:** At next meeting, governors to review and comment re policies and clerk to minute for amendment by School.

**Contributions to Visits:** Link governor discussed with School.

**Election of Chair of Resources Committee:** Nick Wright was elected.

**List of Training Courses Attended by Governors to Date:** **ACTION:** GS to update Governor Hub.

**Link Governor Reports by Katie and Beth:** These have been done.

**Complaints Policy:** This has been reviewed by Candice.

**7. KEEPING CHILDREN SAFE IN EDUCATION 2024:**

**ACTION:** All to read link on GovernorHub.

- 8. CHAIR'S ACTION:** This reported that a welcome video had been made to welcome children to the School for the start of the new academic year. Mobile phone policy had been discussed with the Head and governors and Year 6 groupings discussed with the parents concerned. Information was noted re a pupil bereavement, need for funding and referral to CAMHS (Child and Adolescent Mental Health Service).

**ACTION:** Agenda item next meeting re mobile phone usage on School site.

**9. GOVERNING BODY CODE OF CONDUCT:** This was noted.

**10. SKILLS ANALYSIS:**

**ACTION:** All to complete on GovernorHub.

**11. ANNUAL CYCLE OF BUSINESS:** This was noted on GovernorHub.

**12. GOVERNING BODY COMMITTEES:**

- 12.1. Statutory Committees-Governor Discipline and Staff, Discipline, Grievance and Appeals: It was **AGREED** to form a pool of the entire Governing Body from whom statutory committees could be constituted from eligible governors on an ad hoc basis as necessary.

- 12.2. Resources Committee: Nick Wright (Chair), Katherine Buckee, Candice Thorpe, Amir Suleman and Head Teacher.

- 12.3. Teaching and Learning Committee: Kathryn Ball, Louisa Augustine-Fraser, James Baxter, Marianna Jordaan, Beth Billington and Molly Hall.

- 12.4. Head Teacher Performance Management: Katherine Buckee and Louise Augustine-Fraser.

- 12.5. Pay Committee (for Threshold Applications): Kathryn Ball, Candice Thorpe and Nick Wright.

- 12.6. Committee Terms of Reference: These are on the website. Resources Committee have reviewed and readopted, Teaching and Learning Committee will review.

**13. LINK GOVERNOR RESPONSIBILITIES:** Governors **AGREED** to serve as follows:

**Beth Billington:** Behaviour/attitudes/safeguarding/Single Central Record.

**James Baxter:** Wider curriculum and well-being.

**Molly Hall:** English and curriculum.

**Amir Suleman:** Attendance.

**Katherine Buckee:** Early Years.

**Candice Thorpe:** Personal development.

**Kathryn Ball:** Inclusion including special educational needs.

**Louisa Augustine-Fraser:** Maths and curriculum.

**Marianna Jordaan:** Health and Safety.

**Nick Wright:** Leadership and management (per OFSTED framework).

Governors agreed that they would aim to visit twice per annum and to submit reports.

14. **GOVERNOR TRAINING:** Details of courses attended by governors are requested to be put on Governor Hub by Governor Services.
15. **SCHOOL POLICIES:** All to review before and at next meeting. Policies re attendance and complaints have been forwarded to Amir Suleman and Candice Thorpe respectively.
16. **DATES AND TIMES OF FUTURE MEETINGS:**
  - 16.1. Date and Time of Next Meeting: Next FGB meeting is on 11 December 2024 at 6.30 p.m. at the School (preceded by food with staff).
  - 16.2. Agenda Items:
    - Head Teachers' report;
    - Policy review;
    - Mobile phone usage on school site;
    - Internet Usage: To review controls re use on school site.
  - 16.3. Governor Briefings: 02/10/2024 (Chair-Katherine Buckee); 12/02/2025 (Marianna Jordaan) and 21/05/2025 (Kathryn Ball). LBWF newsletters were noted as useful.
17. **ANY OTHER BUSINESS:** There was none.

**THE MEETING CLOSED AT 7.30 P.M.**