

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON  
11 DECEMBER 2024  
AT 6.30 PM AT THE SCHOOL**

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

**Co-opted Governors:**

Kathryn Ball  
Candice Thorpe  
Louisa Augustine-Fraser  
Nick Wright  
Mano Emmanuel

**Headteacher**

Claire Nairne

**Parent Governor:**

Beth Billington  
James Baxter

Clerk to the Governors: Pauline Dorney

**Summary of Agreements/Actions:**

Minute Ref:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion date:
2.3	Check Attendance Register on GovernorHub	SBM	ASAP
5.5	Check that details have been provided to the Secretary of State GIAS.	SBM	ASAP
11	Review of Risk Register to be completed	Nick Wright	By Next Meeting
14.1	Standards to be emailed to all Governors for their information.	Headteacher	ASAP

**1. HEMISPHERE BUILDING RACIAL LITERACY PRESENTATION**

- 1.1 The Meeting commenced with a Presentation relating to the Hemisphere Project. Governors found this very informative and will now complete the Building Racial Literacy training module 1 and 2.

A Summary of the Actions relating to the Project was requested and this would be shared with Governors once available.

## **2. WELCOME AND APOLOGIES FOR ABSENCE**

2.1 The Chair welcomed everyone to the Meeting and all Governors introduced themselves. New Governor, Mano Emmanuel was welcomed to the Meeting.

2.2 Apologies for Absence were noted and accepted from Molly Hall and Marianna Jordaan.

2.3 There were no apologies for absence received from Amir Suleman and it was agreed to check his attendance previously as he had not attended meetings for some time.

**ACTION: Check Attendance Register on Governor Hub**

2.4 The Meeting was quorate with nine Governors in attendance.

2.5 There were no confidential items to discuss.

## **3. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

3.1 Nothing to report.

## **4. DECLARATIONS OF INTEREST**

4.1 Register of Business Interests –there were no new interests reported.

4.2 No governors declared any interests in any of the agenda items.

## **5. GOVERNING BOARD**

5.1 The Clerk confirmed membership of the Governing Body and there were no terms of office due to expire in the Spring Term 2025.

5.2 New Governor, Mano Emmanuel was appointed as a Co-opted Governor and officially welcomed to the Governing Body.

5.3 There were no vacancies noted.

5.4 There were no DBS Enhanced Checks outstanding.

5.5 It would be necessary to check with the School Business Manager whether details of Governors had been provided to the Secretary of State via GIAS.

**ACTION: Check with School Business Manager**

5.6 Governors were reminded to log their Governing Board diversity on GovernorHub.

## **6. MINUTES**

6.1 The Minutes of the Meeting held on the 11 September 2025 were agreed signed by the Chair for retention at the School.

6.2 Matters arising:

6.2.1 It was noted to check the status of the Skills Analysis on GovernorHub.

6.3 Minutes/Reports from Committees

6.3.1 The Resources Committee met recently. There were no concerns noted.

6.3.2 The Teaching and Learning Committee met recently and the Chair of this Committee gave a brief summary of the Meeting. These Minutes would be uploaded to GovernorHub for Governor retrieval.

6.3.3 There were no matters arising outstanding.  
General discussion took place amongst Governors.

## **7. HEADTEACHER'S REPORT**

7.1 The Headteacher referred Governors to her Report which had previously been circulated. Questions were invited from Governors and answered as follows:-

Question:

I had been looking at the "My Concern" numbers for all of the years and they seemed quite high in Years 2 and 4. I was concerned about the strain on teachers.

Answer:

We had to get an extra LSA in. In Years 2 and 4 we have extremely challenging behaviour. There is a high level of dysregulated behaviour and trauma whereby pupils are experiencing a 'tough' time.

Question:

What do we have in place, as a school with regard to both teacher and pupil support?

Answer:

We have conducted family meetings, mentoring and play therapy for some pupils, a part time timetable for one of the pupils and we have had an emergency Annual Review for one pupil, some online trauma therapy and additional adults in the class for those Year Groups.

Question:

Is there a breakdown on the time of day, for example, breaks, lunches or in class.

Answer:

This is not shown in my Headteacher's Report but this normally takes place during playtimes and lunchtimes and relate to friendship issues. There are large emotions from a few pupils within the classroom which become dysregulated. There is now an opportunity to log specific behavioral issues in 'My Concern' which staff have been instructed to log.

General discussion took place amongst Governors.

Question:

I notice that there have been some pupils absconding – ten incidents? Is there something we should be changing?

Answer:

We ensure that all staff have their passes around their necks and ensuring resources are put away in drawers. We have had changes where pupils no longer work in school corridors where they can escape from the school building. The last two weeks have been difficult. This was clarified in detail to the Governors.

It was noted that one of these pupils is currently at Hawkwood PRU School and the other pupil on a part time timetable with medication. The Headteacher clarified this issue to Governors.

Question:

Do you rotate challenging pupils to alleviate stress on teachers?

Answer:

We get 1:1 support for challenging pupils (although not funded on many occasions) and teachers accept this as part of their job. The School do provide support to help the staff in every way. This was clarified in detail to Governors.

Question:

Would you like more support from the Governing Body?

Answer:

It is nice to know that the Governing Body are always there for support. I will, at some point, will provide the SENCO costings for Governors.

The Headteacher clarified the SENCO roles within the School. It was noted that the Year 6 teacher would be supporting the SENCO within the School.

Question:

Have you had any feedback on the Government's funding that has been allocated?

Answer:

No – I have not heard anything at all.

Question:

What is the Training Plan for staff next year; in terms of the increased number of SEND pupils the School has?

Answer:

We have had some Grief CPD training and Trauma CPD will take place in the New Year. We have had a couple of Behaviour Training Sessions. I am going to do a session with the LSA's on restraining pupils, etc.

This was clarified to Governors for their information.

There were no further questions from Governors.

- 7.2 The School has a new Wellbeing Ambassador Lead and is doing very well.
- 7.3 The Winter Wonderland will take place next Friday.
- 7.4 One Representative is campaigning to make Handsworth Avenue a 'school street' and has met with the School Council today. Posters had been made with photos taken of the pupils with the posters. The Headteacher has also met with a parent who is presently working with a group of other parents relating to the Smart Phone issue which is very positive.
- 7.5 One injury was reported relating to a Reception child who had a fractured ankle injury. This issue is presently being dealt with; with the parent and the School Team. This was clarified in detail to the Governing Body.

The Full Governing Body noted the Headteacher's Report.

Thanks were conveyed to the Headteacher for her very informative Report.

**8. CHAIR'S ACTION**

- 8.1 It was noted that the Chair had met with the Headteacher a couple of times.
- 8.2 It was noted that the Chair and Katie Ball had visited the School and met the staff during a Christmas Celebration recently.
- 8.3 A Parent Representative received a positive reaction from Parents relating to the Mobile Phone issue within the School. This was clarified in detail to Governors by the Chair. It was suggested that a Newsletter to Parents would be informative.
- 8.5 Governors discussed the issues raised by parent in relation to 'unhealthy' food being provided at Friends of Handsworth fundraising events. Governors discussed the concerns at length and noted the following:
  - Governors recognised the importance of fostering a healthy school environment and supporting children in developing healthy eating habits.

- The school follows DfE guidelines on school food standards
- The school manages any individual dietary requirements for students.
- Governors recognise that Friends of Handsworth make a significant financial contribution.
- The Governors believe that a balanced approach is crucial. While they support the provision of healthy choices, they also acknowledge that fundraising events can be an occasion for celebration and community building.
- The decision of what a child consumes at these events rests with the parents and there are healthy options available.
- The Governors will continue to work with Friends of Handsworth to explore ways to further enhance the provision of healthy options at school events.

## **9. POLICY REVIEW**

### **9.1 Mobile Phone usage on School Site**

9.1.1 It was agreed to Monitor this for the time being and maintain the current policy.

### **9.2 Data Protection Policies and Procedures**

9.2.1 This item was deferred.

### **9.3 Freedom of Information Policy/Publication Scheme**

9.3.1 This item was deferred.

### **9.4 Model Pay Policy 2024/2025**

9.4.1 The amendments were noted accordingly.

**The Full Governing Body ratified this Policy.**

### **9.5 Complaints Policy**

9.5.1 The amendments were noted accordingly.

**The Full Governing Body ratified this Policy.**

## **10. INTERNET USAGE: TO REVIEW CONTROLS RE USE ON SCHOOL SITE**

10.1 It was noted that Beth Billington had produced a Filtering Report and this item was considered to be in order.

## **11. FINANCIAL RISK REGISTER**

11.1 It was noted that Nick Wright would review this document and report back to the Full Governing Body at the next Meeting.

**ACTION: Nick Wright**

**Agenda item**

## **12. SCHOOL TERM DATES 2025/2026**

~~12.1 The Headteacher emailed the Local Authority but these had not been received.~~

~~It was confirmed that the dates would be aligned accordingly.~~

These were agreed in line with LBWF dates and INSET days as follows:

Monday 1st September 2025 - Inset

Tuesday 2nd September 2025 - Inset

Monday 3rd November 2025 - Inset (day after the October half term)

Friday 2nd January 2026 - Inset (disaggregated) (first day of the spring term after the Christmas holiday)

Tuesday 24th March 2026 - Inset (Parent Consultations) (Tuesday before the Easter holidays)

**Agenda item**

### **13. LINK GOVERNOR REPORTS**

- 13.1 It was noted that the SEND Link Governor gave a verbal report from her visit which took place on the 8 November 2024. There were no major concerns noted.
- 13.2 It was noted that the Safeguarding Link Governor had checked the SCR on her recent visit and there were no major concerns noted.
- 13.3 Governors were reminded to arrange their Governor Link Visits as soon as possible.

### **14. STANDARDS AND TARGET SETTING**

- 14.1 There was no information available for Governors. The Headteacher agreed to email the Governors with this information accordingly.  
**ACTION: Headteacher**
- 14.2 It was noted that no targets had been set – the School tracks and monitors the pupils very closely and look at prior attainments.
- 14.3 It was confirmed that the Pupils and Sports Premium Funding impact evaluations were available on the School Website.

### **15. FINANCIAL DOCUMENTATION**

- 15.1 Statement of Internal Control
- 15.1.1 **The Full Governing Body ratified this document and noted its contents.**
- 15.2 School Financial Regulations
- 15.2.1 **The Full Governing Body ratified this document.**
- 15.3 Scheme of Delegation
- 15.3.1 **The Full Governing Body ratified this document.**
- 15.4 Whistle Blowing Policy
- 15.4.1 This item was deferred.  
**Agenda item**

### **16. COMMITTEE TERMS OF REFERENCE**

- 16.1 It was agreed that this would be discussed and agreed at the individual Committees.  
**Agenda item – Resources and Teaching & Learning Committee Meeting**

### **17. PUBLICATION OF GOVERNOR INFORMATION**

- 17.1 Governing Body publication of information
- 17.1.1 It was noted that this was in order.
- 17.2 Attendance 2024/2025
- 17.2.1 It was noted that this was in order.
- 17.3 Declaration of Interest – 2023/2024 and 2024/2025
- 17.3.1 It was noted that this was in order.
- 17.4 Current Governing Body Membership
- 17.4.1 It was noted that this was in order.

### **18. PERFORMANCE MANAGEMENT REVIEWS**

- 18.1 Progress Staff Reviews
- 18.1 The Headteacher confirmed that this task had been completed with members of staff progressing accordingly. Details were provided to Governors accordingly.
- 18.2 Headteacher Performance Management Reviews
- 18.1 It was noted that the Chair and Katie Ball had met with the Headteacher and Minutes of the Meeting had been passed to the School Business Manager for the school records. All targets were met and new targets were set for the next academic year.

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

19.1	Resources Committee Meeting	24 January 2025	8AM (Virtually)
	Teaching & Learning Meeting	5 March 2025	8AM (Virtually)
	Full Governing Body Meeting	26 March 2025	6.30pm (At the School)

19.2 Agenda Items:

- 19.2.1 Data Protection Policies and Procedures to be ratified
- 19.2.2 Freedom of Information Policy/Publication Scheme to be ratified
- 19.2.3 Whistle Blowing Policy to be ratified.
- 19.2.4 Financial Risk Register
- 19.2.5 School Term Dates 2026/2027 to be agreed

19.3 Governors noted the Governors' Briefing dates as follows:-

Wednesday, 12 February 2025	6pm	via TEAMS
Wednesday, 21 May 2025	6pm	via TEAMS

**20. ANY OTHER BUSINESS**

- 20.1 The Headteacher reported that the School had experienced difficulties with Strictly Education Limited – Payroll Department and this Company had given notice to cease this Service. This will be effective from 31.03.25 when the service will no longer be available.

It was noted that this had also applied to most of the school within London Borough of Waltham Forest as their contracts are also with Strictly Education. A new Payroll Provider would have to be sought.

It was noted that the School have now acquired a Payroll Service Provider accordingly and the governors agreed the procurement waiver shared in relation to this purchase considering the considerable time pressure under which the school had been placed and the amount of work required to ensure a smooth transition within three months.

- 20.2 The School reported that a 'write off' had been requested for £82.90 being an unpaid dinner money debt.  
**The Full Governing Body agreed to write of this debt accordingly.**

- 20.3 It was noted that a SIP Visit had taken place recently which had proved very fruitful and informative.  
**The Full Governing Body ratified the School Development Plan.**

Governors were thanked by the Headteacher for their input and support provided to her. Governors thanked the Headteacher and her staff for their hard work this year. The Chair passed on her best wishes for Christmas and the New Year.

- 20.4 Governors were reminded that a Finance/Budget Training would take place in January 2025 organised by the Local Authority..

The Chair thanked everyone for attending the meeting.

The Meeting finished at 8.15pm.

Signed: ..... (Chair)

Date: .....

**Handsworth Primary School**  
**Minutes**  
**11-12-2024**