

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON  
14 MAY 2025  
AT 6.30 PM AT THE SCHOOL**

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

**Co-opted Governors:**

Candice Thorpe  
Molly Hall  
Mano Emmanuel  
Kathryn Ball

**Headteacher**

Claire Nairne

**Parent Governor:**

Beth Billington

**Staff Governor:**

Marianna Jordaan

Clerk to the Governors: Pauline Dorney

**Summary of Agreements/Actions:**

<b>Ref. No:</b>	<b>Formal agreements and/or actions identified:</b>	<b>Named person(s) for action(s) identified:</b>	<b>Completion Date:</b>
c/f item 26/3/2025	New Calendar Dates to be emailed to all Governors	Headteacher	ASAP
4.2	Attendance Register to be sent to the Chair regarding Amir Suleman's attendance	Governor Services	ASAP
4.3	Co-opted Governor Vacancy to be filled	Governor Services	ASAP
5.5	Teaching and Learning Meeting dates to be circulated to all Governors	Kathryn Ball	ASAP
6.17	Possibility of sharing/borrowing Resources with other Schools	Chair/SBM	ASAP
6.18	<b>AGREED</b> – Budget 2025/2026, Expenditure and Outturn 2024/2025	All Governors	Completed
6.19	<b>AGREED</b> – SFFC Recovery Plan	All Governors	Completed
6.19	<b>AGREED</b> – Governor Services SLA 2025/2026 including the services of the Clerk	All Governors	Completed
6.20	<b>AGREED</b> – Financial Risk Register	All Governors	Completed
8.5.2	Update Governors on Behaviour Plan <b>Agenda item</b>	All Governors	Next FGB Meeting
8.5.6	Feedback on recent Fire Drill to be shared with Governors <b>Agenda item</b>	All Governors	Next FGB Meeting

9.1	<b>AGREED</b> - School Term Dates 2026/2027	All Governors	Completed
10.1	Training List to be supplied to the Chair.	Clerk	By Next FGB Meeting
	<b>Date of Next Meeting: 16 July 2025</b>	Noted by all Governors	Completed.

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

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 Apologies for Absence were noted and accepted from Louisa Augustine-Fraser and James Baxter.
- 1.3 There were no apologies for absence received from Amir Suleman and his unexplained non attendance was not accepted.
- 1.4 The Meeting was quorate with eight Governors in attendance.
- 1.5 There were no confidential items to discuss.

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

- 2.1 Nothing to discuss.

# 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.

# 4. **GOVERNING BOARD**

- 4.1 The Clerk confirmed membership of the Governing Body and there were no terms of office due to expire in the Spring Term 2025.
- 4.2 There had been no notification from Amir Suleman due to his non attendance at Meetings.  
**ACTION: Governor Services to investigate**
- 4.3 There was one Co-opted Vacancy noted.  
**ACTION: Governor Services**
- 4.4 There were no DBS Enhanced Checks outstanding.

# 5. **MINUTES**

- 5.1 The Minutes of the Meeting held on the 26 March 2025 were agreed and signed by the Chair for retention at the School.
- 5.2 The Confidential Minutes of the Meeting held on the 26 March 2025 were agreed and signed by the Chair for retention at the School.
- 5.3 Matters arising – Minutes 26 March 2025::

## **Summary of Agreements/Actions:**

Ref. No:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion date:
1.3/4.2	Check Attendance Register on Governor Hub relating to Amir Suleman's membership.	Governor Services	Ongoing – item c/f
c/f: 14.1	Teaching Standards to be emailed to all Governors.	Headteacher	Completed
8.3	Written Reports to be sent to	Candice Thorpe	Completed

	the School	Molly Hall	
8.4	Link Governor Visits to be arranged.	Kathryn Buckee Manu Emmanuel James Baxter	Governors noted. These had been placed on the Whats App Group
11.1	New Calendar Dates 2026/2027 to be emailed to all Governors	Headteacher	Ongoing – item c/f
16.1	Whistleblowing Policy to be reviewed in Autumn Term 2025	All Governors	Autumn Term 2025
17.1	Health and Safety Health Check to be completed; the deadline for this item to also be checked	School Business Manager	Ongoing – Item c/f
Confidential Item 6.3.4	School to write to research this facility further	School Business Manager	Ongoing - item c/f

5.4 The Resources Committee met on the 9 May 2025 and discussed the Outturn for 2024/2025 and the forthcoming Budget for 2025/2026. This will be summarised in detail under Item 6 of this Agenda.

5.5 It was agreed to circulate the Teaching and Learning Meeting dates for the next Academic Year.

**ACTION: Kathryn Ball to circulate (once the dates are established)**

## 6. FINANCE

6.1 The Chair advised Governors that the School Business Manager had uploaded the key Finance Documents on to GovernorHub for their perusal.

6.2 The School's carry forward was reported as £130,384 from the 2024/2025 Budget.

6.3 The School's Capital carry forward was reported as £4,031.70 from the 2024/2025 Budget.

6.3 The 2025/2026 Budget showed an In Year Deficit of £130,000 but with the carry forward from 2024/2025 this would leave the Budget in a 'balanced' position going forward.

6.4 It was noted that it was predicted that the School would have an In Year deficit of £125,000 for 2026/2027 which continues through the ongoing years. There were always many 'unknowns' which makes budgeting very difficult to predict in the following years ahead.

6.5 It was noted that the School Business Manager had to complete a Schools' Facing Financial Challenges (SFFC) Recovery Plan and Governors were invited to peruse this Plan accordingly. An overview was shared with Governors and all items listed were discussed by the Resources Committee recently.

6.6 The factors were also listed which contributed to the School having a deficit budget going forward. Some of these were highlighted as follows:-

- The increase in Staff Costs due to the changes to the Pay Policy
- increase in EHCP Numbers
- Pupils without EHCP Plans who require 1:1 support
- Increase in Agency Staff Costs due to the increased Employer's National

- Insurance Contribution
- Increase in all Service Contracts due to the increase in Employer's National Insurance Contributions

It was noted that the Staffing Costs at Handsworth Primary School, were a very high proportion of the overall School Budget. This was clarified in detail to Governors.

- 6.7 It was noted that various ideas had been discussed by the Resources Committee in order to assist the School to balance the School Budget, moving forward, or may have to be implemented. One item related to the TLR's (Teaching and Learning Responsibility Points). The Headteacher clarified this item in great detail to Governors whereby the School would like to move to a model for Core Subject TLR's only.

Question:

With regard to TLR's – if the payments for those roles will cease will the responsibilities at work be the same? The roles and responsibilities would need to change?

Answer:

We would ensure that staff are aware of the situation regarding the payments and would work with LBWF HR.

All teaching staff would have more PPA time than is statutory.

Question:

If we go ahead with this and you state that staff who do not have TLR's anymore would have additional PPA time; who would be doing the PPA within the classes? Would the School have to get supply teachers and spend more money in this area – this is not saving money to cover their classes.

Answer:

We are looking at all options to try and address the deficit budget and maintain high standards. Ideas are being considered at the present time.

- 6.8 It was noted that the NOPAL payments had been accounted for as liabilities. The School had tried to be prudent with the figure allocated into the School Budget – this figure may have been over-estimated. This would be monitored accordingly.
- 6.9 The EHCP and SRP Funding would have to be reviewed and it would be necessary to request additional funding for these pupils for their particular needs.
- 6.10 The Resources Committee also discussed the increase in the Letting Charges Revenue from September 2025.
- 6.11 It was noted that the PPA time would have to be discussed and reviewed to coincide with the allowance within the School Budget.
- 6.12 The costing for Teaching Supply and coverage for absence. There is a small allowance for this within the School Budget but the School is usually placed in a situation where there are unanticipated happenings and endure an extra cost to the School Budget. It was suggested for the Inclusion Manager and Deputy

Headteacher supply some coverage to avoid using Supply Cover which is very expensive.

6.13 The Nursery Income and Expenditure had now been removed from 01.09.25.

6.14 The Voluntary Fund would continue to run at the assumed same levels.

6.15 The Friends of Handsworth Income would possibly remain at the same level for the years ahead. This aspect relies on parents driving this income.

6.16 The cost relating to Office Hours would be reduced by one day from September 2025.

It was noted that the School and the Governors were trying to reduce all additional costs and had a comprehensive list of items to be discussed and considered going forward.

There were no concerns with the Pupil Roll as the School would hopefully be full.

6.17 Financial Risks

It was noted that there were some risks related to the assumptions that the School had made. Some of these were highlighted as follows:-

- Any potential loss of lettings due to the price increase
- NOPAL compensation proves to be more than assumed
- The funding is not sufficient to support pupils that require 1:1 support.
- Loss of Funds raised by Friends of Handsworth
- Negative impact on staff morale if the School were to remove some of the PPA or change the TLR System
- Any falling roll should this happen

Question:

Is there any way that the School could share/borrow resources with other Schools?

Answer:

Yes. This subject had been discussed at the Headteacher's Conference recently. Schools discuss this on a regular basis

General discussion took place amongst Governors.

**ACTION: Chair to discuss with the School Business Manager relating to the possibility of Sharing/Borrowing Resources from other Schools to be added.**

6.18 It was noted that the Resources Committee had discussed the reduction to the Learning Support Assistants in Years 2, 5 and 6 during the remainder of the Summer Term 2025. This was clarified in detail to Governors.

**The Full Governing Body reviewed the School Budget Share, the Expenditure, and the 2024/2025 Outturn and ratified accordingly.**

**The Full Governing Body reviewed the SFFC Recovery Plan and agreed to the contents therein.**

6.19 Governor Services SLA – 2025/2026

6.19.1 **The Full Governing Body agreed to purchase this SLA – same as last year – GOLD package including the services of the clerk.**

6.20 Financial Risk Register

6.20.1 Governors were informed that this Register had been placed on GovernorHub. Governors were reminded to peruse this document so that they were aware of the Risks listed. Staff sickness levels were presently being monitored. This had also been discussed under Item 6.17.

**The Full Governing Body noted the Risk Register accordingly.**

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

7.1 The Chair had visited the School and met with the Headteacher on some occasions. Discussions had taken place relating to the School Budget.

7.2 The Chair had also responded to emails received from parents relating to the Nursery Department.

7.3 The Chair reported that there was quite a lot of activity relating to the Smart Phone community. There was doubt mentioned relating to whether all parents were aware that the School DO collect the phones in from pupils on a daily basis. This would have to be clarified. This topic would be managed carefully.

7.4 The Chair suggested that two Governors were required to volunteer to undertake the Exit Interviews of five members of staff in the Summer Term 2025.

## **8. LINK GOVERNOR VISITS**

8.1 Governors were reminded to arrange their Link Governor Visits for the remainder of the Summer Term 2025.

8.2 Safeguarding Visit

8.2.1 It was noted that Beth Billington had undertaken a Safeguarding Learning Walk recently and there were no concerns noted. The processes carried out at Handsworth Primary School were considered to be secure. A summary of the Visit was provided to all Governors and a written Report would be created for the School records.

8.2.2 An Inspection of the Single Central Register had been undertaken with no concerns noted.

8.2.3 Staff had undertaken Safeguarding Training which was considered informative and updates were received by staff regularly.

8.2.4 Discussions took place on the OPAL Playground Project.

8.2.5 It was noted that the Headteacher/DSL Team do work through challenging situations and all members of staff work above and beyond which was very reassuring to know that all pupils within Handsworth Primary School were 'safe'.

8.3 SEN Visit

8.3.1 Kathryn Ball advised Governors that following the complexities of the challenges that were encountered last term with the SEN Pupils she attended the Inclusion Meeting of the Leadership Team. Ideas were given relating to how the School could be more precise in recording information about the pupils and have fixed items on the Agenda. All High Needs Pupils should be addressed within these Meetings individually in order to be more pro-active.

8.3.2 A Site Risk Assessment was also perused and discussed.

- 8.3.3 Behaviour was also discussed.
- 8.4 A Meeting with Angela took place recently and went through a variety of ways of working; and her workload in managing and managing and identifying any risks which should contribute to a good working practice in the future.  
Feedback would be provided to the Headteacher accordingly.
- 8.5 School Site Health and Safety Inspection
- 8.5.1 A very valuable Visit with Marianna Jordaan took place relating to Health and Safety. A Learning Walk of the whole School Site took place and was considered to be very useful. The following 'hot spots' on the site and the timings when those times are that the site is practically exposed we found areas where equipment would need tidying up and areas where pupils could hide – which related to the Absconding Policy. However, it is not a Policy that the School would require; it is a Protocol Document that would be required.  
Thanks were conveyed to Marianna Jordaan for her input in this Visit and it was noted that this area would be discussed and produced with the Headteacher. This Document should be in place within two weeks.
- 8.5.2 Discussions took place on a specific Behaviour Plan. It would be necessary to support pupils with complex needs with a very individualised Support Plan. This would be a training need and could be undertaken in the near future.  
**ACTION: Headteacher to update Governors at the next FGB Meeting**  
Agenda item
- General discussion took place amongst Governors.
- Thanks were conveyed to Kathryn Ball for her input on this Visit which was very informative and beneficial to the School.
- 8.5.3 Marianna Jordaan advised the Governing Body that the last Health and Safety Audit carried out by the Local Authority took place in January 2024. In October 2024 the Local Authority advised the School that they would undertake their next Survey in January 2025. This had not taken place and the School is still awaiting a new date for this Audit to take place.
- 8.5.4 The following work had taken place recently:-
- The Year 4 Corridor had been repaired and completed.
  - A Tree Survey had taken place. Some trees in the Reception and Year 1 Playground had been cut down due to them being a health and safety hazard.
  - In the Year 1 and Reception Playground there were some 'bumps' because of the roots of the trees. The SSO is working on this hazard. It was noted that the OPAL Project would consist of a sandpit and this should be sorted out under this Project. No discussions had been held to date but this would be covered by the OPAL Project.
  - The Water Risk Assessment was carried out in the Easter Holiday. Feedback had been received and the SSO is presently dealing with some issues raised.
  - The Fire Risk Assessment had been completed and the SSO would deal with the actions to be taken. It was suggested to separate the two Year 6 classrooms by installing a door between the two Year 6 classrooms but if

there should be a fire in the corridor and they cannot get through there they could go through one of the classrooms.

- It was also suggested to have individual lockers for the pupils to store their coats.
- The Fire Fighting Equipment had been checked.

8.5.5 The repair of the Nursery Gates may be undertaken by the Local Authority and Match Funding would be applied for accordingly.

8.5.6 The School had an unexpected Fire Drill during lunch time last week for the Reception, Year 1 and Year 2 Groups. The pupils did very well and there were no major concerns noted. Feedback was requested from all staff.

General discussion took place amongst Governors.

**ACTION: Feedback to be circulated at the next FGB Meeting**

8.6 Teaching and Learning Visit

8.6.1 Molly Hall visited the School in the areas of Art and DT. This was considered to be a very enjoyable and informative Visit. Year 5 were making stuffed animals and she was impressed with the pupils' creativeness.

8.6.2 A Report would be provided for the School Record.

Thanks were conveyed to Molly Hall for her Visit.

## 9. **SCHOOL TERM DATES 2026/2027 TO BE AGREED**

9.1 **The Full Governing Body agreed the School Term Dates for 2026/2027.**

## 10. **GOVERNORS' TRAINING**

10.1 The Full Governing Body do not have a Training Governor at the present time. It would be necessary to obtain the List of Training undertaken by Governors from GovernorHub.

**ACTION: Clerk**

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

11.1	Teaching and Learning Meeting	8 June 2025	8am (Virtually)
11.2	Resources Committee Meeting	11 July 2025	8am (Virtually)
11.3	Full Governing Body Meeting	16 July 2025	6.30pm (at the School)

11.4 Agenda items:  
To be confirmed

## 12. **SCHEDULE OF MEETING DATES FOR ACADEMIC YEAR 2025/2026**

12.1

Note: Kathryn Ball to discuss the dates with the Teaching and Learning Committee and advise the FGB accordingly.

**Agenda item**

## 13. **ANY OTHER BUSINESS**

13.1 There was nothing to report.



The Chair thanked everyone for attending the meeting.

The Meeting finished at 7.45pm.

Signed: ..... (Chair)

Date: .....

**Handsworth Primary School**  
**Draft Minutes**  
**14-5-2026**