

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

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

Co-opted Governors:

Kathryn Ball
Candice Thorpe
Molly Hall
Lauren Banks (Virtual)
Louisa Augustine-Fraser

Local Authority Governor:

Amir Suleman (Virtual)

Staff Governor:

Marianna Jordaan

Headteacher

Claire Nairne

Parent Governor:

Beth Billington (Virtual)
James Baxter

Clerk to the Governors: Pauline Dorney

Also present: Afua Addai-Diawou Deputy Headteacher
Nick Wright Observer (Potential New Governor)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
7.6.13	Income – Contributions for Visits to be clarified further.	School Business Manager	ASAP
7.7.2	Chair of Resources Committee to be elected.	Resource Committee	ASAP
9.1	Training Report to be obtained for the next Meeting.	Clerk	By Next Meeting
10.1	Link Governor Visit Reports to be produced for the School.	Katie Ball Beth Billington	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting and all Governors introduced themselves. There were no Apologies for Absence noted.
- 1.2 There were no apologies for absence not accepted.
- 1.3 The Meeting was quorate.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 Nothing to report.

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. APPOINTMENT OF OFFICERS

- 4.1 Appointment of Vice Chair for the remainder of the academic year 2023/2024
- 4.1.1 Candice Thorpe was nominated as Vice Chair by Kathryn Buckee and this was Seconded by Katie Ball.

The Full Governing Body agreed to appoint Candice Thorpe as Vice Chair for the remainder of the academic year 2023/2024.

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 Summer Term 2024.
- 5.2 There was one Co-Opted Governor vacancy which it was hoped that Mr. Nick Wright (Observer Governor) would be appointed to.
- 5.3 It was noted that Amir Suleman had completed his DBS documentation.
- 5.4 Instrument of Government
- 5.4.1 Nothing to report.

6. MINUTES

- 6.1 The Minutes of the Meeting held on the 20 March 2024 were agreed and signed by the Chair to be placed on GovernorHub.
- 6.2 Matters arising:
- 6.2.1 All Matters Arising items had been completed.

7. FINANCE

- 7.1 Governors were referred to the School Budget Documents which had previously been placed on GovernorHub. The following points were highlighted:-
- 7.2 The School were presently interviewing for Learning Support Assistants in readiness of the new Academic Year.
- 7.3 The Pupils had commenced their SAT's Examinations and the School were anxious to ensure that all Pupils would do their best during this challenging time for them.
- 7.4 It was noted that Governors' Day would take place on the 12 July 2024 at 9.30am to 3pm with a Resources Meeting at 8.15am at the School.
- 7.5 It was noted that the School would see a reduction in Support Staff during the next Academic Year which would go towards balancing the Budget.
- 7.6 Outturn 2023/2024
- 7.6.1 This was reported as £131,000 carry forward. This carry forward would avoid the School going into deficit over the next three years. It was reported that the carry forward at the

end of the next Financial Year was predicted to be £78,000 and £7,000 at the end of the following financial year.

- 7.6.2 An Assumptions Report had been prepared by the School Business Manager which had previously been reviewed and discussed by the Resources Committee.
- 7.6.3 There is an assumption that the School would be full on Census Day next October 2024 which was considered to be a very good achievement. The Headteacher reminded Governors that the School receive £4500 per pupil and it is considered crucial to ensure that the School were as full as possible during Census Day.
- 7.6.4 It was also noted that the reason for the School being over in Pupil Numbers is because parents of children with EHCP Plans have the ability to place their child in a school of their choice. Letters had been sent to the Local Authority stating that the School presently had a high level of SEND Pupils and were finding it very challenging to meeting Pupils' needs.
- 7.6.5 The assumption of pupils taking Free School Meals was also clarified in detail by the Chair.
- 7.6.6 The assumption of Teachers, Support Staff, Employers and Pension Rates had also been included in the School Budget. The guidance issued by the Local Authority had been applied in the Assumptions Report.
- 7.6.7 The risk of Staff Sickness and Absence was clarified to Governors. Unfortunately, the School did not have much contingency to deal with this issue which could use up the School's reserve more quickly than planned.
- 7.6.8 The School has also assumed that the Nursery Numbers would be full which had been placed on a separate budget line. Discussions had taken place previously relating to the Nursery as it was considered imperative that the Nursery should not be making a loss. It was noted that there was one child that would be joining the Nursery with an EHCP Plan without the sufficient funding and the School would have to make some alterations to enable this child to have clear accessibility within the Nursery Building. This would have an impact of the Budget.

A Meeting had taken place with the Early Years Funding Group; they were very surprised in the lateness of the Local Authority providing the School with the funding for Early Years. The School were informed that the School Budget should not be used to support this child. It would be necessary to inform the Parent that the funding the School has only allows the School to provide 1:1 support for two or three days per week – unless funding is received. This was clarified to Governors in detail.

- 7.6.9 It was noted that the Lettings Income amounted to £39,000 last year and the same assumption had been made for this year's School Budget. The Headteacher reported that the YMCA had shown interest in using the Nursery Building for a regular Letting. New Reception parents had expressed an interest in using this After School Facility.
- 7.6.10 The income from Friends of Handsworth was also expected.
- 7.6.11 Governors were informed that there was a high need for SEND Pupils and EHCP Plans which would impact on a need for extra Support Staff.
- 7.6.12 There were no assumptions in the School Budget for key Health and Safety works and reliance on the Local Authority to carry out these works was noted. Building issues were mentioned to Governors.
- 7.6.12 Governors were informed that the Server would need replacing within the next two years. A Five Year Plan in relation to the ICT requirements across the School had been created accordingly.
- 7.6.13 It was reported that the School do have staffing costs which represents 90% of its School Budget (last year it was 95%). It was realised that the School needs Teachers and Support Staff in place to support the children appropriately and Governors had

previously agreed to this. The guidance does state that this figure should be 80% and this was considered to be a challenge that many schools were facing.

Question:

With regard to the SEN Pupils; is it possible that the School allocate pupils to groups with the same needs?

Answer:

Yes – we need to be more creative in this area. This has been done in Years 2 and 3. We have some interventions and support that go across these pupils. It would depend on the pupils' EHCP Plans.

General discussion took place amongst Governors.

Question:

The Income (I12) from Contributions for Visits – does this completely net off of the Expenditure?

Answer:

This question would be clarified by the School Business Manager.

ACTION: School Business Manager

- 7.6.14 It had been assumed that Pupil Premium would be £100,000. Every Pupil Premium Child brings in £1800 per year to the School Budget. This funding would also be used to go towards Educational Trips, Music Lessons and Clubs, etc., to support Pupil Premium Pupils.

There were no further questions from Governors in relation to the Assumptions Report.

- 7.6.15 It was noted that there had been a change in Energy Costs. The School had received a quotation which was slightly lower than expected.

Thanks were conveyed to the School Business Manager for her time in compiling the Balanced School Budget for 2024/2025.

The Full Governing Body ratified the Outturn for 2023/2024

The Full Governing Body ratified the School Budget for 2024/2025

- 7.7 Schools Financial Value Standard Document (SFVS)

- 7.7.1 It was confirmed that this document had been completed and sent to the Local Authority. The feedback stated that the school's submission was very thorough and demonstrates the school's commitment to providing the assurance required by the Local Authority that Handsworth Primary School is achieving a good level of financial health and resource management. The submission was excellent, concise and relevant.

Thanks were conveyed to the School Business Manager for her excellent work in this regard.

- 7.7.2 The Chair advised Governors that a Chair of the Resources Committee would have to be established in view of Mr. Richard Trainor's resignation from the Governing Body.

ACTION: Resources Committee

Agenda item

- 7.8 Governor Services SLA 2024/2025 (including the services of the Clerk)
- 7.8.1 **The Full Governing Body agreed** to buy into the Gold Package as in previous years including the services of the Clerk.
- 7.9 Agreement of School Development Plan Funding Allocation for 2024/2025
- 7.9.1 It was agreed that this would be completed after the Governors' Day arranged on the 12 July 2024 when this item would be discussed in detail.
- 7.10 Financial Risk Register
- 7.10.1 It was confirmed that this document had been agreed. Governors were reminded to review this document and be aware of its contents and suggest any items that should Be included. This document had been placed on GovernorHub for Governors' perusal.
- 7.11 School Fund Audit
- 7.11.1 This item was not applicable as the School does not have a School Fund Account.
- 7.12 School Business Continuity Plan
- 7.12.1 Nothing to report.
- 7.13 Asset Register
- 7.13.1 This had been previously reported. The Headteacher clarified the logging process and the Asset Register System.

8. CHAIR'S ACTION

- 8.1 The Chair reported that she meets with the Headteacher every three weeks to discuss issues accordingly.
- 8.2 A Site Walk had been arranged to take place on the 14 June 2024 (AM)
- 8.3 It was agreed to complete an Annual Review of Governor Contribution and Governors were requested to complete a form of their actions and projects during the Academic Year.
- 8.4 The School had received two Parental Complaints and these would be dealt with accordingly. The nature of the complaints were clarified to Governors.

With regard to Smart Phones it was suggested to arrange an online safety chat with Parents.

General discussion took place amongst Governors.

9. GOVERNORS' TRAINING

- 9.1 A Report would be required relating to all Training attended.
ACTION: Clerk to obtain this for the next Meeting.
Agenda item
- 9.2 The Headteacher offered to assist Governors by providing her own Safeguarding Training to Governors.
- 9.3 Governors were reminded that the School now pay into the Key Website which was considered to be a very informative Website for Governors.
- 9.4 Governors were reminded that the KCSIE Training should be undertaken on a yearly basis.
- 9.5 The Governors' Accreditation Training was recommended to Governors.
- 9.6 Katie Ball informed Governors that she would be attended the Governors' Training next week and would place all documents/handouts on to GovernorHub,

10. LINK GOVERNOR REPORTS

- 10.1 Katie Ball advised Governors that she had visited the School relating to the SEND data within the School. A summary of her Visit was shared with Governors. It was noted that the standard of teaching was excellent and the SEND Pupils were doing very well which was very pleasing. This was clarified in detail to Governors.

Question:

Are there particular Risk Assessments for the SEND children discussed?

Answer:

Yes – definitely.

- 10.2 A Report would be produced and sent to the School.

ACTION: Katie Ball to produce a Report for the School.

- 10.3 Beth visited the School recently relating to Pupil Behaviour. This was a very good visit and the pupils were very calm. Observation of a Magnificent Seven Event was undertaken which was very informative. Pupils enjoyed their classes and were very engaged. Positive comments from pupils was also evident and a great day was had. The School's Behaviour Policy was followed.

General discussion took place amongst Governors.

ACTION: Beth to produce a Report for the School

11. POLICIES

- 11.1 It was noted that all Policies were up to date. There was nothing to report.

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- | | | | |
|------|-------------------------------|--------------|------------------------|
| 12.1 | Full Governing Body Meeting | 17 July 2024 | 6.30pm (AT THE SCHOOL) |
| | Resources Committee Meeting | 12 July 2024 | 8.15am (AT THE SCHOOL) |
| | Teaching and Learning Meeting | 12 June 2024 | 8am (AT THE SCHOOL) |
| | Governor Away Day | 12 July 2024 | 9.30am (AT THE SCHOOL) |

12.2 Agenda items:

- 12.2.1 Headteacher's Report.

- 12.2.2 Governors' Training

- 12.3 Katie Ball agreed to represent the Governing Body at the next Governors' Briefing.

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 thanked everyone for attending the meeting.

The Meeting finished at 8.15pm

Signed: (Chair)

Date:

Handsworth Primary School
Final Minutes
15-5-2024