

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON
22 JULY 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

Local Authority Governor:

Amir Suleman

Staff Governor:

Marianna Jordaan

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:
4.3	Resignation of Lauren Banks noted.	Governor Services	ASAP
4.3	Assistance in recruiting a Co-opted Governors requested.	Governor Services	ASAP
4.4.3	DBS details to be logged on GovernorHub. If a problem is experienced then contact with Governor Services would be necessary.	Marianna Jordaan	ASAP
12.2	Link Governor Report to be sent to the School for their records.	James Baxter	ASAP
12.3	Link Governor Report to be sent to the School for their records.	Louisa Augustine-Fraser	ASAP

14.1	Audit of School's Website and Statutory Publication of Information	Headteacher/SBM	ASAP
16.2	Policies for Review to be allocated to Governors	Headteacher/SBM	ASAP
16.2	Policies to be reviewed by allocated Governors.	Allocated Governors	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting and all Governors introduced themselves. Apologies for Absence were noted and accepted from Molly Hall and Lauren Banks.
- 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. GOVERNING BOARD

- 4.1 The Clerk confirmed membership of the Governing Body and there were no terms of office due to expire in the Summer Term 2024.
- 4.2 There was one Co-Opted Governor vacancy at the present time.
- 4.3 It was noted that Lauren Banks had resigned from the Governing Body due to work commitments.

Thanks were conveyed to Lauren Banks for her contribution to the Governing Body.

ACTION: Governor Services to note

ACTION: Governor Services to assist in pursuing a Co-opted Governor Candidate.

- 4.4 The following outstanding GovernorHub actions from Governors were noted:-

- 4.4.1 Louisa Augustine-Fraser - Confirmation of reading the KCSIE 2023 document
- James Baxter - Confirmation of reading the KCSIE 2023 document
- Amir Suleman - Confirmation of reading the KCSIE 2023 document
- Nick Wright - Confirmation of reading the KCSIE 2023 document
- 4.4.2 James Baxter - Confirm Declarations of Interest
- Amir Suleman - Confirm Declarations of Interest
- Nick Wright - Confirm Declarations of Interest
- 4.4.3 Mrs. Marianna Jordaan was requested to re-confirm her DBS details as GovernorHub showed that this had not been done whereas the Agenda showed that Governor Services had this information. Clarification from Governor Services was requested.

ACTION: Governors/Governor Services

5. MINUTES

- 5.1 The Minutes of the Meeting held on the 15 May 2024 were agreed and signed by the Chair to be placed on GovernorHub.
- 5.2 Matters arising:

- 5.2.1 Item 7.6.13- Completed
- 5.2.2 Item 7.7.2 – Next Meeting
- 5.2.3 Item 9.1 – Completed
- 5.2.4 Item 10.1 – Completed

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

5.3 Minutes/Reports from Committees

- 5.3.1 The Resources Committee met on the 12 July 2024. The Budget was on track and the Vice Chair gave a brief summary of that Meeting which was noted by Governors. The Minutes would be available for Governors to peruse on GovernorHub.
- 5.3.2 The Teaching and Learning Committee met recently and Kathryn Ball gave a brief summary of that Meeting which was noted by Governors. The Minutes would be available for Governors to peruse on GovernorHub.

5.4 Matters arising:

- 5.4.1 It was considered useful if Governors could receive copies of the School Newsletters.

6. HEADTEACHER'S REPORT

- 6.1 The Headteacher referred Governors to her Report which had previously been circulated. The following points were highlighted:-
- 6.2 The Attendance was reported as 95.2%.
The School work with parents and attendance is tracked daily.
- 6.3 Pupil Numbers were very positive. Mobility was clarified and reported.
- 6.4 The Pupil Premium information had been placed on the Website and a link had been provided.
- 6.5 The Three to Five Year priorities were shared with Governors on the Governors' Away Day. This was a beneficial day and provided the opportunity for everyone to discuss where the School is and want to be going forward. There were honest conversations in respect of the challenges within the School but very positive going forward.

- 6.6 It was pleasing to see the Senior Leadership Team and Governors building up relationships.
- 6.7 Three to Five Year Priorities:
- 6.7.1 The first Priority was 'challenging the higher attaining pupils. Excellence was discussed for all areas of the Curriculum and to ensure that the School really do stretch the High Attainers – Handsworth Primary are an Inclusive School and have a great deal of pupils with SEND. As well as providing support for these SEND pupils it must be necessary to ensure the High Attainers are stretching and pushing them forward.
- 6.7.2 The Second Priority was the 'importance of professional growth' to ensure that all staff were learning and trying to improve; which should link with the work that the Deputy Headteacher had been undertaking with regard to Teaching and Learning. It was considered a good way to challenge and support each other by working in the triads together in groups. Teachers feel supported within their groups and comfortable enough to be able to discuss their strengths and weaknesses. Additional Lesson Observations would be undertaken during the next Academic Year. This was clarified in detail to Governors.
- 6.7.3 The Third Priority was 'Communication'. It would be necessary for the School to communicate well and have an actual strategy and the Headteacher is trying to build links with an Advisor to assist and support in building this issue.
- 6.7.4 The Fourth Priority was 'the equality objectives' and it was felt that this had to run alongside everything that the School does as well.

From the above information the SLT and Governors identified their Priorities for the next Academic Year, as a School:-

- The Monitoring Cycle and looking for that excellence in all subjects; making sure that the High Attaining Pupils were being challenged.
- The School needs to ensure that Gender Stereotyping is something that teachers are aware of and undertaking. The School needs to be reflective and ensure that the staff are aware of any unconscious bias and how this is challenged. The School must ensure that the School provides every opportunity to become successful.
- Maximised Learning and Development Opportunities during Playtime
The School would be introducing OPAL to the School. This is an organisation that would work with the School, their Midday Assistants to provide more creative playtimes for the pupils. The School do see a great deal of playtime behavioural issues and having tried many initiatives, the School feel that this has not been successful with many behavioural issues. This was clarified in detail to Governors.
- Communication links as above.

6.8 SAT's Examinations

- 6.8.1 The School were very impressed with the current Year 6, especially where it had been previously difficult for these pupils with the COVID Pandemic and the high number of pupils with SEND. The School's results were an improvement compared to last year and the School Combined Result was 71% (69% compared to last year). General discussion took place amongst Governors.
- 6.8.2 The Progress for Pupils in Years 1 to 6 was also shared with Governors. From these results the Leaders would identify the areas that need to be followed up and track.

- 6.8.3 The current Year 3 were low attaining at the end of Key Stage 1 and it was noted that the gap is now closing and the pupils are making steady progress.
- 6.8.4 The Early Years were measured in seventeen different areas. This was clarified in detail to Governors. It was noted that there had been a 10% increase compared to last year.
- 6.8.5 There had been a slight dip in Phonics Expected Standard but there were no concerns noted.
- 6.9 SEND
- 6.9.1 The Educational Healthcare Plan procedure was clarified to Governors for their information. The School currently had 39 EHCP's, 8 claims awaiting a reply and 9 additional claims to be sent to the Local Authority.

Question:

Why would parents not Appeal when EHCP's are not granted?

Answer:

Sometimes the Parents are not up for appealing but the School always encourage Parents to try and make an Appeal if felt the child needs an EHCP.

General discussion took place amongst Governors.

- 6.10 The Year 6 pupils had written a Book which had been published and they were very proud of their hard work and effort in producing this Book.
- 6.11 The School's Wellbeing Ambassadors had just produced a video for Pupils that may be struggling to return to School in September 2024. This would be sent out to Parents on the Inset Day.

It was thought that the Magnificent Seven Project had created an impression within the School providing great memories for the Pupils. It is hoped to continue this Project next year.

Thanks were conveyed to the Friends of Handsworth for funding this initiative within the School.

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

Question:

There is clearly a lot of good work going on within the School with very strong Leadership. Do you feel you have the support from your colleagues and Governors?

Answer:

Yes I feel I can say what is hard and what we are finding difficult. This is important and makes me feel very confident. It has been great that Governors have been visiting the School and talking to the children and staff to see that they are satisfied.

- 6.12 A breakdown of Safeguarding would be provided to Governors at the next Meeting and would be included in the Headteacher's Report in the Autumn Term 2024.

7. ANNUAL PUPIL PREMIUM REPORT

- 7.1 Nothing to report.

8. TEACHING AND LEARNING/STRATEGIC – AWAY DAY FEEDBACK

8.1 This had been covered under Item 6.

8.2 All Governors were requested to complete the Survey on GovernorHub relating to The Annual Strategy Review.

9. FINANCE RISK REGISTER (STANDING ITEM) (SFVS)

9.1 Governors noted this Document. Governors were reminded to peruse this document on GovernorHub and update accordingly.

10. CHAIR'S ACTION

10.1 The Chair advised Governors that she is always in contact with the Headteacher.

10.2 The Away Day was well attended and was considered to be very beneficial to everyone.

11. GOVERNORS' TRAINING

11.1 The Chair agreed to summarise the Governor Training undertaken this year and a Plan going forward would be available for Governors to peruse in the Autumn Term 2024.

12. LINK GOVERNOR REPORTS INCLUDING SAFEGUARDING REPORT

12.1 It was noted that in respect of the resignation received from Lauren Banks it was agreed that Beth Billington would oversee the Safeguarding Link Role in the meantime.

12.2 It was noted that James Baxter had visited the School on the 4 July 2024 as Wellbeing Link Governor. A brief Summary was reported to Governors and it was agreed that he would send his Report to the School for their records.

It was noted that there were two statements from Year 5 Pupils – relating to issues with friendship problems and pupil behaviour could sometimes impact on their learning.

The Headteacher stated that arrangements were in place to rectify issues with this Year Group.

ACTION: James Baxter

Question:

Will there be a Wellbeing Survey conducted within the School?

Answer:

Yes – A staff and parent survey would be undertaken in the Autumn Term 2024.

12.3 Louisa Augustine-Fraser visited the School recently in her role as Maths Link Governor. A Key Stage 2 Maths Visit Report was summarised to Governors for their information. There were no major concerns noted. A Report would be sent into the School for their records.

ACTION: Louisa Augustine-Fraser

13. SCHOOL TERM DATES 2025-2026

13.1 The Local Authority were currently consulting this item..

Agenda item

14. AUDIT OF SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION

14.1 The Headteacher agreed to complete this item.

ACTION: Headteacher

15. ANNUAL REVIEW OF CHAIR AND INDIVIDUAL GOVERNOR CONTRIBUTIONS (NGA)

15.1 This item had previously been discussed under Item 11.

16. POLICIES

16.1 The School will share all Policies with Governors in the Autumn Term 2024.

16.2 Governors were requested to read through the Policies, make the necessary amendments according to the model policies shared on the KEY.

ACTION: Headteacher/SBM/All Governors (Policies would be allocated too)

16.3 Candice Thorpe agreed to review the Complaints Policy in the Autumn Term 2024.

ACTION: Candice Thorpe

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1	Full Governing Body Meeting	11 September 2024	6.30pm
	Resources Committee Meeting	11 October 2024	8am (Virtual)
	Teaching and Learning Committee Meeting	13 November 2024	8am (Virtual)
	Full Governing Body Meeting	11 December 2024	6.30pm
	Resources Committee Meeting	24 January 2025	8am (Virtual)
	Teaching and Learning Committee Meeting	5 March 2025	8am (Virtual)
	Full Governing Body Meeting	26 March 2025	6.30pm
	Resources Committee Meeting	14 March 2025	8am (Virtual)
	Teaching and Learning Committee Meeting	18 June 2025	8am (Virtual)
	Full Governing Body Meeting	14 May 2025	6.30pm
	Resources Committee Meeting	9 May 2025	8am (Virtual)
	Full Governing Body Meeting	16 July 2025	6.30pm
	Resources Committee Meeting	11 July 2025	8am (Virtual)

17.2 Agenda items

17.2.1 Safeguarding (Standing Item) (SFVS)

Terms of References – Teaching and Learning Committee/Resources Committee

17.3 Schedule of Meeting Dates for the academic year 2024/2025:-

17.3.1 The Schedule of Meeting Dates were listed under Item 17.1 and agreed and noted by Governors.

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 8pm.

Signed: (Chair)

Date:

Handsworth Primary School
Minutes
22-07-2024