

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

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

Co-opted Governors:

Candice Thorpe
Louisa Augustine-Fraser
Mano Emmanuel

Headteacher

Claire Nairne

Parent Governor:

Beth Billington
James Baxter

Clerk to the Governors: Pauline Dorney

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.	Clerk	ASAP
c/f: 14.1	Teaching Standards to be emailed to all Governors.	Headteacher	ASAP
8.3	Written Reports to be sent to the School	Candice Thorpe Molly Hall	ASAP
8.4	Link Governor Visits to be arranged.	Kathryn Buckee Manu Emmanuel James Baxter	Summer Term 2025
11.1	New Calendar Dates 2026/2027 to be emailed to all Governors	Headteacher	ASAP
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	ASAP
Confidential Item 6.3.4	School to write to research this facility further	School Business Manager	ASAP

- 1. WELCOME AND APOLOGIES FOR ABSENCE**
 - 1.1 The Chair welcomed everyone to the Meeting and all Governors introduced themselves.
 - 1.2 Apologies for Absence were noted and accepted from Kathryn Ball who is unwell.
 - 1.3 There were no apologies for absence received from Amir Suleman and his unexplained non attendance was not accepted.
ACTION: Check Attendance Register on Governor Hub
 - 1.4 The Meeting was quorate with nine Governors in attendance.
 - 1.5 There were no confidential items to discuss.
- 2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**
 - 2.1 One item 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. It was agreed to check the Attendance Register accordingly to discuss the possibility of disqualification at the next Meeting.
ACTION: Clerk
 - 4.3 There was one Co-opted Vacancy noted.
 - 4.4 There were no DBS Enhanced Checks outstanding.
 - 4.5 Governors were reminded to log their Governing Board diversity on Governor Hub.
- 5. MINUTES**
 - 5.1 The Minutes of the Meeting held on the 11 December 2025 were agreed signed by the Chair for retention at the School.
 - 5.2 Matters arising:
 - 5.2.1

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	Action c/f
5.5	Check that details have been provided to the Secretary of State GIAS.	SBM	Completed
11	Review of Risk Register to be completed	Nick Wright	Completed
14.1	Standards to be emailed to all Governors for their information.	Headteacher	Action c/f

6. CHAIR'S ACTION

6.1 The Chair had visited the School and met with the Headteacher on occasions. Discussions on future topics had been discussed.

6.2 Mobile Phones – Reported separately – Confidential Item

6.3 Nursery Provision – Reported separately – Confidential Item

7. GOVERNORS' TRAINING

7.1 Beth Billington advised that she had attended the Safeguarding Forum recently. PREVENT Safeguarding was discussed with Governors.

8. LINK GOVERNOR REPORTS

8.1 Louise Augustine-Fraser had planned a Link Governor Visit relating to Maths to take place after the Easter Holiday.

8.2 Candice Thorpe advised Governors that she had carried out a Link Governor Visit relating to Diversity and Inclusion. A brief summary of her visit was reported verbally to Governors and her written Report would be sent to the School for the school records. This was considered to be a very informative and enjoyable visit.

ACTION: Link Governor Visit Report to be submitted to the School

8.3 Molly Hall visited the School in her Handwriting Link Governor Role. She gave a verbal report to Governors and agreed to submit her written Report to the School for the school records.

ACTION: Link Governor Visit Report to be submitted to the School

8.4 It was agreed that Kathryn Buckee, Manu Emmanuel and James Baxter would arrange their forthcoming Link Governor Visits.

ACTION: Kathryn Buckee, Manu Emmanuel and James Baxter

9. HEADTEACHER'S REPORT

9.1 The Headteacher referred Governors to her Report which had previously been circulated. The following points were highlighted:-

9.2 The Attendance was reported as 95.55%.

9.3 The unauthorised absence was reported as 1.22% which had increased.

9.4 There were 24% on pupils on the Inclusion Register.

9.5 The Report referred to the different subjects which Governors noted.

9.6 A great deal of work had been completed in making the Curriculum inclusive for the pupils.

9.7 The Year 6 Mock SATs results were satisfactory. A Gap Analysis of their Examination Papers had been completed and interventions had been set up to get the Pupils to where they should be during this time.

9.8 It was noted that the Pupils were using their own Google Drives so that they could access their own online work..

9.9 Pupils undertake Computing Lessons once per week.

9.10 The School would be having a School Improvement Visit on the 24 April 2025 and this would be focused on English. This Visit would involve a Learning Walk and data sharing from the last few years.

9.11 The work of the School Council was clarified to Governors for their information.

9.12 The OPAL Playground Programme was also clarified to Governors. This Programme had been embraced by the Midday Assistants and pupils were very engaged and positive. It was agreed to thank the School Site Managers for their help in rolling out the OPAL Playground Programme within the School.

- 9.13 The Parent Survey had produced a great deal of interest and comments. Pie Charts were supplied to Governors for their information. Various comments from the Parents were clarified by the Headteacher to Governors.
- 9.14 Behaviour in Year 6 had been very challenging.
- 9.15 One external Exclusion had been reported this term.
- 9.16 School Development Plan
- 9.16.1 It was noted that quotations were requested relating to the Communication Strategy and it was agreed to halt this item at the present time. The School Development Plan continues to be a 'working document' that is added to with updates.

The Full Governing Body noted the Headteacher's Report.

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

10. TO REVIEW AND AGREE ANY STAFFING STRUCTURE CHANGES

- 10.1 There were no Staffing Structure changes noted
- 14.2 It is envisaged that the School may undergo some staffing changes at the end of the academic year with teaching staff leaving to travel abroad.
- 14.3 Two advertisements had been placed – one Reception teacher position (for one year) and one Teaching vacancy.

11. SCHOOL TERM DATES 2026/2027

- 11.1 The School Term Dates for 2026/2027 were discussed with Governors. It was proposed to have two inset days on the 2 September 2026.

The Full Governing Body agreed to this Proposal.

ACTION: Headteacher to email Governors the ratified Calendar 2026/2027

12. THEMED AUDIT REPORT(S)

- 12.1 Data Protection Audit Report
- 12.1.1 This Audit Report was accessible for Governors via Governor Hub. This Report was noted by the Full Governing Body.

13. FINANCE

- 13.1 Budget Monitor Report Q4
- 13.1.1 INCOME

I01 Funds Delegated by LBWF

- I0100 Monthly budget share received for Feb 2025
- Teachers Pay Additional Grant received in full £34,294. Budgeted £31,420
- Teachers' Pension Employers' Contribution Grant received in full £41,553 (as budgeted)
- Teachers' Pay Grant (Early Years) £7,996 received June. Not budgeted for.
- Early Years Funding includes additional SENIF funding for Reception children.
- £42K CSBG 2024-25 Core Schools Budget Grant received in December 2024. Not in budget.
- Expecting SENIF funding + monthly = £8K total
- £44K more than in budget

- Early Years funding – expecting more than LBWF’s prediction but difficult to know accurately. Received monthly £9,722 April to August. Increased to £10,412 in September and then again to £14,056 in October with a back payment for September. £15,689 in Jan and Feb 25.
- £21K more Early Years Funding than in budget
- I03 SEN
- Early Years EHCP funding received for nursery.
- FAP funding received
- @ 03.03.25 assume as budgeted. Two leavers. Awaiting outcomes re higher level funding requests for a number of children.
- I05 Pupil Premium
- As budgeted (-£920 based on current monthly funding).
- I06 Other Government Grants
- £6,280 Final breakfast for learning funding received May 2024 and believed funding to be ceased. Autumn term additional £11,147 received.
- £1,715 National Tutoring Programme – funding has now ceased. Last year coded to 18C – queried LBWF. Possibly a final payment of £1,715 to come this financial year.
- £14K more than in budget
- I07 Other Grants and Payments
- Mayor’s Meals funding as budgeted. All received for financial year. Final £25K expected in May 2025 for this academic year.
- £10K income HEP ringfence and carry forward for 2025-26
- I08 Lettings
- Bank Interest and Lettings as expected.
- Additional classroom for Act2, Evolve tuition, Reuse & Repair Fair, Extra hall SSS. Maths club cancelled. Funky Feet gave notice. £3K more.
- Inclusion Manager to St Marys one day a week until December 2024, then full time at Handsworth. Income £1K more than budgeted.
- Sale of school materials £1K more
- £7K more than in budget
- I09 Catering
- Income from staff meals only. £1.5K less than anticipated. Chasing debt.
- I12 Income from Parents
- School clubs @ 06.02.25 = £5.4K. Assume £6K EOY
- Nursery Fees £1.5K owed @ 03.03.25
- Trips £3k received @ 06.02.25
- Year 6 residential £11.5K @ 06.02.25. £500 outstanding but may not receive. Assume only £12K
- Summer Club income £12.5K (not included in budget)
- Welfare £1K
- Young Voices £4K
- £24.5K total more than in budget
- I13 Donations/Contribution
- £2600 this year via the Voluntary Fund including Faiza Shaheen £900
- FOH donation January 2025 £9,840
- I15 Pupil focused extended school funding or grants
- Summer holiday club funding £21K
- I18C Other grants COVID Catch Up
- £4603 COVID catch up received. As budgeted and final payment received.

- National Tutoring Programme received to I06 this year.
I18DD Other grants
- UIFSM funding received in full. Received £79K and had budgeted £72K.
- Sports Premium received in full for this financial year. As budgeted.

EXPENDITURE

£10K NOPAL 2022-24 not including zero hours contracts' compensation
(February and March payroll)
2018-2022 (50% LBWF / 50% school) still to be awarded
2024-25 still to be awarded

E01 Teaching Staff

Included in budget planning:

- x3 agency teachers moving to contracts 01.08.24
- One agency teacher left 24.07.24
- One contracted teacher left 31.08.24
- Two contracted teachers joined 01.09.24
- Not included:
- Nursery teacher start date 01.07.24 (0.6) + TLR (expenditure budgeted for in E2604 vacant teacher post supply). Partly offset by resignation of teacher 27.10.24 replaced by agency.
- £9.5K teachers' pay for summer holiday club.
- Backdated TLR increase nursery teacher
- Teachers' pay award applied (additional CSBG received December 2024)
- Overspend £34K @ 03.03.25
- NOPAL paid February 2025 for two-year period 2022-2024.
- Assume a further £7K for 2018-2022 (50%) and 2024-25
- £2K Maths teacher liabilities
- £1K overtime
- Total overspend £44K (@ 03.03.25)

E03 LSAs

- £21K underspend at 03.03.25
- One contracted LSA resignation after agreed budget. Replaced by agency.
- 3.5K summer holiday expenditure
- Support Staff Pay Award applied in November and back dated to 01.04.24
- Assumed 5% Support Staff Pay Award in Budget
- £1.5K (with on costs) NOPAL paid February 2025 for two-year period 2022-2024.
- Assume a further £7K for 2018-2022 (50%) and 2024-25
- o/t £3K
- £11K underspend @ 03.03.25

E04 Premises

- £8K underspend at 03.03.25
- Support Staff Pay Award applied in November and back dated to 01.04.24
- £3.5K (with on costs) NOPAL paid February 2025 for two-year period 2022-2024.
- Assume a further £7K for 2018-2022 (50%) and 2024-25
- o/t £1K liabilities
- As budgeted

E05 Admin

- £1.7K underspend at 06.02.25
- TTO compensation mostly paid. £415 outstanding
- £500 (with on costs) NOPAL paid February 2025 for two-year period 2022-2024.
- Assume a further £3K for 2018-2022 (50%) and 2024-25

- Support Staff Pay Award applied in November and back dated to 01.04.24
- £2K overspend
- E07 MDAs
- £12K underspend at 03.03.25
- TTO compensation mostly paid. £2K outstanding
- £2K (with on costs) NOPAL paid February 2025 for two-year period 2022-2024.
- Assume a further £7K for 2018-2022 (50%) and 2024-25 (includes Zero Hours Contracts)
- £1.5K o/t liabilities
- £1.5K underspend
- E08 Indirect Employee Expenses
- £2.5K overspend. Apprenticeship levy etc. Indirect Employee Expenses.
- E09 Staff training
- Potential £3K underspend
- E12 Building maintenance and Improvement
- £3.5K 50% payment for corridor floor. Capital Match funding expected April 2025
- OPAL
- Liabilities for expenditure for maintenance e.g. water checks
- £5 overspend
- E13 Grounds Maintenance
- Expenditure as budgeted. Screwfix chainsaw etc
- £1K overspend
- E14 Cleaning
- Expenditure as budgeted. Lewis and Graves (Atlas) working well. Managed by SSO (NE). One MDA also joined as a cleaner.
- E15 Water & Sewerage
- To monitor. Current underspend projection £2K
- E16 Energy
- Gas x3 more bills Jan-March £1500 each including nursery = £4.5K (possible £13K underspend)
- Electricity x3 more bills Jan-March £3K each including nursery = £9K (possible 7K underspend)
- Possible £20K underspend
- E18 Other Occupational Cost
- Alarms, rubbish collection etc. Commitments made and expenditure as budgeted.
- E19 Learning Resources (Not ICT)
- Includes summer club, Wow days, trips, Young Voices, year group expenditure, transport and Magnificent 7 Expenditure (expected for spring term).
- Printing Stationery and Materials – Photocopier charges direct debit.
- Trips overspend – Stubbers deposit for 2026
- Photocopier lease and printing expenditure
- £6K OPAL storage
- Potential underspend – to monitor £10K underspend
- Curriculum spend - Buying maths equipment spring term?
- Magnificent 7 Year 6 books £2K expenditure
- E20 ICT
- E20A Connectivity – LGFL as budgeted
- E20C IT Learning Resources. £2K underspend to monitor

- E20D Admin Software and Systems (visiosoft, SCR Tracker, ParentPay, SIMS, SG World, My Concern) £3K overspend
- Server next financial year £12K
- E20E 06.02.25 as budgeted plan for £9K chrome books + £13K ipads
- E20F Smartboards £27K overspend at 06.02.25
- E20G IT Support as budgeted
- E22 Admin Supplies
- May be underspend. £3K
- Office refurb, photocopier lease, telephones etc for Feb/March
- E24 Special Facilities
- £2K overspend x2 weeks swimming, FSM places for clubs.
- E25 Catering Supplies
- Paid invoices to (week 43) as of 04.03.25. Spring term (9 weeks) @ £5.2K per week = £46.8K.
- WF Catering increased Mayor's Meals from £2.54 to £3.
- Assume £8K overspend.
- E26 Agency Supply Teachers
- E26100 Emergency teacher cover £22k overspend at 06.02.25, includes £2K emergency supply cover commitment. Outstanding invoices January 25. Assume a further £6K expenditure. £28K overspend
- E2640 underspend as nursery teacher was budgeted as agency but recruited to permanent role 01.07.24. Offset partly by teacher leaving 27.10.24 to be replaced with agency (£12K to end of financial year). £29K underspend.
- To monitor but assume £0 balance.
- E27 Bought in Professional Services
- Q4 two additional LSA (Year 6 and Year 1)
- E2700 LSAs Agency £60K overspend at 04.03.25 includes £3.5K emergency cover
- Overspend due to 6 additional LSAs employed via Agency since budget setting and sickness absence cover.
- @04.03.25 x4 weeks of invoices to pay and x4 weeks left = 8 weeks x £137 = £5480 per LSA x 18 LSAs = £99K. £110 commitment
- £61K total overspend
- E2701 Curriculum Support Services £17K overspend at 06.02.25
- (Magnificent 7, Mentoring, Sports premium expenditure, summer school, YMCA place).
- £3K more expenditure.
- £19K total overspend
- E2704 SEN Support Services £2K overspend at 06.02.25 (including counselling expenditure).
- £2K total overspend
- E2704A Delegated services PRU. Will be £0 balance
- Total overspend £82K
- E28 Professional Services
- Occupational Health, Employee Assistance, Gov Services, HR, Data Protection, School UIFSM checking service, Payroll, Delegated Services LBWF (VAT / School Improvement / Education Functions) / HT PM. SLAs/invoices annually in September – although have requested termly as we were given this option.
- £15K overspend at 04.03.25
- + £1.2K delegated services for March.
- Includes £4K new payroll provider relating to 2025-26

- Overspend £17K
Capital
- £8,959 capital funding received in July for 2024-25
- Capital grant received for healthy eating items BBQ, cooking equipment to use in class etc – as part of HAF funding for summer holiday club. £4K. Items purchased.
- Replacement smartboards £30K (split between E20F and CE04E (other hardware)
- Wifi and server in ICT development plan in the next two years.
- Received the promise of capital match funding for the corridor floor repair

Risks / Variables

- FOH funding
- Staff absence – agency supply LSAs and Teachers
- ICT requirements
- Lettings
- SEND funding
- Inclusion needs
- Teachers' pension opting in and out
- Match funding

13.2 Projected Carry Forward 2025/2026

13.2.1 The School had predicted that, at the end of February, 2025, a £94,000 carry forward would be possible - which was considered to very good. Overall, the School were on track with the School Budget.

13.2.2 The School were very grateful to the Friends of Handsworth for their excellent work and input with regard to raising funds for the School.

13.3 Draft 2025/2026 Budget Plan

13.3.1 It was noted that this was currently being prepared and was 'work in progress'.

13.4 Review the Three Year Forecast

13.4.1 This would be presented to the Full Governing Body at the next Meeting scheduled on 14 May 2025.

Agenda item

14. FINANCIAL RISK REGISTER

14.1 This is presently being completed by Nick Wright.

15. SCHOOLS' FINANCIAL VALUE STANDARDS (SFVS) (Standing item)

15.1 It was confirmed that this document had been previously produced and ratified.

16. SCHOOL POLICIES

16.1 Whistleblowing Policy

16.1.1 This Policy would be reviewed at the commencement of the academic year.

ACTION: All Governors

16.1.2 Play Policy

The Full Governing Body ratified the PLAY Policy.

16.1.3 The process of the Cycle of Business would be discussed at the next Meeting.

Agenda item

17. HEALTH AND SAFETY AT SCHOOL

17.1 The Premises Safety Health Check to be completed

- 17.1 It was confirmed that this document was ‘work in progress’ at the present time.
The deadline to complete this document would be checked.
ACTION: School Business Manager

18. TEACHING AND LEARNING REVIEW

- 18.1 The Headteacher confirmed that the Teaching and Learning Reviews had been very positive. Subject Leaders are invited and discussions are held once per term.

19. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- | | | | |
|------|-----------------------------|--------------|------------------------|
| 19.1 | Resources Committee Meeting | 9 May 2025 | 8am (Virtually) |
| 19.2 | Full Governing Body Meeting | 14 May 2025 | 6.30pm (at the school) |
| 19.3 | Resources Committee Meeting | 11 July 2025 | 8am (Virtually) |
| 19.4 | Full Governing Body Meeting | 16 July 2025 | 6.30pm (at the school) |

19.3 Agenda items:

- 19.3.1 Review the Three Year Forecast
Cycle of Business 2025/2026

- 19.4 The Governors’ Briefing Date would be held on the 21 May 2025 at 6pm via Teams and this was noted by the Governing Body. It was agreed that Louisa Augustine-Fraser would represent the Governing Body at this Briefing.

20. ANY OTHER BUSINESS

- 20.1 These items were discussed under Chair’s Action – Item 6. Reported separately as Confidential Items.
- 20.2 Private Tutoring – Reported Separately as a Confidential Item.

The Chair thanked everyone for attending the meeting.

The Meeting finished at 8.30pm.

Signed: (Chair)

Date:

26-03-2025