

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 28 MARCH 2023 AT 6.30PM
AT THE SCHOOL**

Present: Mr. Richard Trainor Chair – Co-opted Governor)

Co-opted Governors:

Ms. Katherine Bromley
Ms. Mary Cheng (Virtual)
Ms. Kathryn Ball

Observer Governor:

Ms. Stacey Dobbs

Parent Governor:

Ms. Katherine Buckee
Ms Leslie Kulesh

Staff Governor:

Ms. Fiona Buckley

Headteacher:

Ms. Claire Nairne

Clerk to the Governors: Mrs. Pauline Dorney

Also Present: Ms. Afua Addai-Diawuo – Deputy Headteacher

Summary of Agreements/Actions

Minute Ref.	Formal Agreements and/or actions identified	Named person(s) for action(s) identified	Completion Date
4.3	Richard Trainor co-opted by the FGB	Governor Services	ASAP
4.4	Resignation of Stacey Dobbs to be noted.	Governor Services	ASAP
4.5	Governor Applicants to be interviewed by the Headteacher and if suitable invited to the next FGB Meeting.	Headteacher	ASAP
7.3	Review the Impact Action Plans	All Governors	ASAP
12.1	Equality Information to be reviewed by Governors.	All Governors	ASAP
17	Two Teaching and Learning Review Meeting dates to be arranged.	Headteacher	ASAP

- 1.1 The Chair welcomed all those present to the meeting.
1.2 Apologies for Absence were received from Ms. Anna Devereux-Murray
1.3 There were no Apologies for Absence received and accepted from Ms. Louisa Augustine-Fraser.
1.4 The Meeting was quorate.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 There was nothing to report.

3. DECLARATIONS OF INTEREST

3.1 Governors were requested to complete their declarations of interest on Governor Hub as soon as possible – this item was brought up by the Auditor.

4. GOVERNING BODY

4.1 The Clerk confirmed Membership of the Governing Body.

4.2 It was noted that there were three Co-opted Governor vacancies and one Local Authority Governor vacancy.

4.3 It was noted that Mr Richard Trainor was co-opted to the Governing Body for a further term. However, it would not be possible to remain as Chair of the Full Governing Body due to family commitments.

ACTION: Governor Services

4.4 It was noted that Ms Stacey Dobbs had resigned from the Governing Body. The Headteacher and Chair conveyed their thanks to Stacey Dobbs for all her hard work and effort displayed.

ACTION: Governor Services

4.5 It was noted that there had been two Governor Applications and it was agreed that the Headteacher would meet these Applicants to inform them of their roles and responsibilities and if still interested they would be invited to the next Governing Body Meeting.

ACTION: Headteacher

4.6 All DBS applications were in order.

5. MINUTES

5.1 The Minutes of the Meeting held on 13 December 2022 were agreed upon as a true record of that Meeting and were signed by the Chair for retention at the School.

5.2 Matters arising:

5.2.1 Nothing outstanding

5.3 Minutes from Committees

5.3.1 The Resources Committee met on 24 March 2023 and the following was reported:-

- The School's Income was more than expected but the Expenditure was more than the School expected.

- The School's In-Year Revenue balance was -£25,000 and once perused; the income was greater than anticipated for Lettings at £20,000 more than budgeted, there was additional Pupil Premium revenue, more revenue for pupils on EHCP Plans.

- The Expenditure showed overspending mainly on Teaching and Supply Staff which amounted to £28,000 mainly due to long-term sickness cover.

It was noted that the staff costs have been a very high percentage within the budget and would have to be reviewed. This was not an ideal situation but it was evident that the School had so much need.

- The Carry Forward amounted to £60,000 which was better than expected.

- The School has commenced work on the Draft Budget and this would be shared with the Governors at the next Meeting. Staffing Costs had been very challenging. It would be necessary to ensure that the School is not in a position to budget for a situation that is not sustainable.

The Chair congratulated the Headteacher and School Business Manager on ending the year with a Reserves Balance. It was pleasing to note that a Staff Restructure was not necessary.

- It was realised that the School should be proactive in raising Income relating to Lettings and High Needs.

5.4 Matters arising:
5.4.1 Nothing to report.

6. FINANCE AUDIT

6.1 Governors acknowledged the Financial Audit Report which had previously been shared by the Chair of the Resources Committee.

6.2 There were no major concerns noted.

Thanks were conveyed to Ms Mary Wilson and her staff for their hard work and input in preparing for this Financial Audit.

7. HEADTEACHER'S REPORT

7.1 The Headteacher referred Governors to her 'Report to Governors' which had previously been shared with Governors. Questions were invited from Governors:-

Question:

At the last Governors' Meeting the risk of 'falling rolls' was highlighted. The Governor Report shows a waiting list in every year group apart from Year 4.

Why does Year 1 show a very high waiting list?

Answer:

The Prospective Parents' Visits have had a large impact. The School delivers their Presentation to Parents and the pupils take the Parents around the School whilst the School is in progress. Different initiatives have been undertaken to connect with the whole community. The School holds coffee mornings involving parents from other schools. The Newsletter had made a difference – the promotion of the School has been more intense. Recommendations are also evident which has contributed to Handsworth Primary School having a great reputation.

Discussion took place amongst Governors.

7.2 In relation to SEND, Handsworth is above National data. National average for SEND is 13% and Handsworth is 26%. National for EHCP is 4% and Handsworth is 7%. It was suggested to link into other schools who were higher to see if they had other initiatives in place. This could release some pressures encountered.

Discussion took place amongst Governors.

Question:

Relating to the Progress Scores of the Disadvantaged Pupils under the Pupil Premium – are you happy with those?

Answer:

It is not ideal for Reading and Writing we would like to be at least 0 which is average. It is quite difficult because some of the children could have SEND. We ensure that staff are aware of whom their Pupil Premium children are. Progress Meetings are held to monitor the progress of these children. Pupil Premium is used to engage the whole class and raise standards across the board.

Question:

What is the DfE guideline for Attendance now?

Answer:

The Target is 96%. The School builds relationships with parents which has proved very successful. Teachers are encouraged to have conversations with parents relating to Attendance.

General discussion took place amongst Governors.

7.3 The Headteacher reminded Governors to peruse the Impact Plans. Governors were encouraged to talk to staff on their Link Governor Visits. They should ask appropriate questions and the impact made to give them the practice of talking about what staff do. Staff had worked very hard on their Impact Plans which would be tied to the School Development Plan.

ACTION: Governors to review the School Development Plan

7.4 It was noted that the Survey Results were more positive than last year. Behaviour and parents' perception of the children's behaviour in school was very slightly different from last year.

7.5 The SEF Summary had been reviewed showing one page for each of the Ofsted criteria.

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

8. CHAIR'S ACTION

8.1 Nothing to report.

9. LINK GOVERNOR REPORTS

9.1 It was noted that Ms. Kathryn Ball had visited the School on three occasions including SEN and Early Years Department. Although it has been realised that the School do have a high number of SEND Pupils; it was pleasing to note that everything looked very positive. It is hoped to be able to become more involved in an advisory capacity.

A Template had been provided in relation to gathering SEN data which should be reviewed every two weeks.

Planning and Structure was also discussed.

General discussion took place amongst Governors.

9.2 It was noted that Katherine Buckee had visited the Early Years Department. The children were engaged, particularly in Maths; and there were a lot of SEN Pupils within this Department. Overall, the Team had their cohort under control. It was an enjoyable visit.

The Nursery looked very spacious and tidy and was pleasing to see. A new member of staff was very engaged with the Pupils. The Nursery Garden looked untidy with discarded items to be removed.

Link Governor Reports would be provided to be placed on the Governor Hub for Governors' perusal.

Thanks were conveyed to Link Governors for their visits and support.

9.3 Ms. Leslie Kulesh had yet to be appointed a Link Governor Role.

ACTION: Review the committee members

9.4 Teaching and Professional Development

9.4.1 The English Team had been active this term; carrying out Writing Moderations and ensuring the judgements were accurate. Book Looks had taken place in both English and Maths.

Ms. Fiona Buckley addressed Governors accordingly.

Staff had been given a Rosenshine Book which links to SEND.

There was a great deal of processes and techniques that can be used to develop students.

Staff were also made aware of the Workbooks and Videos online that were available.

CPD is linked to the School Development Plan priorities.

Feedback advice was also given to staff when they undertake observations.

CPD was considered a growing strength and there has been very positive feedback from staff.

Thanks were conveyed to Ms. Fiona Buckley for her help and support.

10. GB DEVELOPMENT TRAINING PLAN (TO INCLUDE FINANCE TRAINING FOR GOVERNORS (SFVS))

10.1 Governors were encouraged to attend Training as and when required.

11. APPROVE SFVS FOR SUBMISSION BY 31 MARCH

11.1 It was noted that this Document had been completed and should be submitted to the Local Authority by the 31 March 2023.

The Full Governing Body ratified the SFVS and agreed for it to be submitted to the Local Authority by the 31 March 2023.

12. ENSURE EQUALITY INFORMATION IS REVIEWED AND SCHOOL WEBSITE UPDATED

12.1 This Document had been drafted and it was agreed to circulate to all Governors for their comments.

ACTION: Document to be sent to all Governors

13. ENSURE GENDER PAY GENDER INFORMATION IS PUBLISHED (WHERE APPLICABLE)

13.1 Not applicable.

14. RATIFICATION OF POLICIES REVIEWED BY THE COMMITTEES THIS TERM

14.1 The Resources Committee had reviewed the Data Protection Document and recommended ratification by the Full Governing Body.

The Full Governing Body ratified the Data Protection Document accordingly.

15. REVIEW AND APPROVE ANY CHANGES TO THE SCHOOL'S STAFFING STRUCTURE

15.1 Not applicable.

16. DRAFT BUDGET PLAN (SFVS)

16.1 The Draft Budget Plan would be shared with Governors at the next Meeting.

Agenda item

17. TEACHING AND LEARNING REVIEW

17.1 It was agreed to hold two meetings with one directly after the Easter Holiday (25th April) and the second to take place once the Results were published.

ACTION: Dates to be arranged

17.2 Ms. Leslie Kulesh agreed to join the Teaching and Learning Committee.

18. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

18.1 The following Meetings were agreed:-

Resources Meeting	4 May 2023	8am (Goggle Meet)
Full Governing Body Meeting (Budget Ratification Meeting)	11 May 2023	6.30pm (School)
Teaching & Learning Meeting	14 June 2023	8am (Google Meet)
Resources Meeting	13 July 2023	8am (Google Meet)

18.2 Agenda items:

- Elect a New Chair for the remainder of the academic year.
- Link Governor Roles

18.3 Governors noted the Governors' Briefing date as follows:-

Wednesday 24 May 2023

All Briefings would be held at 6pm via TEAMS

19. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

19.1 Nothing to report.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 8.15pm

Chair: (print)

..... (sign)

Date: