

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 13 JULY 2021  
AT 7.30PM  
BY VIRTUAL ZOOM**

Present: Jennifer Smith (Chair – Parent Governor)

**Co-opted Governors:**

Mary Wilson  
Elizabeth Winder  
Mary Cheng  
Katherine Bromley  
Richard Trainor

**Local Authority Governor:**

Stacey Dobbs

**Parent Governors:**

Anna Devereux-Murray  
Katherine Buckee

**Headteacher:**

Claire Nairne

**Staff Governor:**

Fiona Buckley

Clerk to the Governors: Pauline Dorney

Also present: Afua Addai-Diawuo (Deputy Headteacher - Observer)

**Summary of  
agreements/actions:**

<b>Minute Ref:</b>	<b>Formal agreements and/or actions identified:</b>	<b>Named person(s) for action(s) identified:</b>	<b>Completion Date:</b>
3.1	Resignation of Elizabeth Winder to be noted.	Governor Services	ASAP
7.1	Arrange Link Governor Visits	Link Governors	ASAP
11.1	Clerking extended to Resources Committee Meetings	Clerk/Governor Services	ASAP

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 There were no Apologies for Absence noted.
- 1.3 There were no Apologies for Absence not accepted.

Chair's Initials:

- 1.4 The Meeting was quorate.
- 1.5 There were no Confidential Items to be discussed.

**2. DECLARATION OF INTEREST**

- 2.1 Nothing to report.
- 2.2 It was noted that all Governors had lodged their Pecuniary Interests on the Governor Hub.

**3. GOVERNING BOARD**

- 3.1 It was noted that Ms. Liz Winder had resigned from the Governing Body. Thanks were conveyed by the Chair for her input throughout her term of office.

**ACTION: Governor Services**

- 3.2 The Clerk confirmed membership of the Governing Body and two Co-opted Governor vacancies were noted.
- 3.3 The Chair proposed that she would step aside as Chair and would take up the role of Vice Chair.
- 3.4 Richard Trainor was nominated Chair by Katherine Bromley and this was seconded by Mary Wilson.

**The Full Governing Body agreed to this proposal.**

- 3.5 Stacey Dobbs would remain Chair of the Teaching and Learning Committee and Katherine Buckee would become Chair of the Resources Committee.

**The Full Governing Body agreed to this proposal.**

- Thanks were conveyed to Governors for their commitment this year.
- 3.6 All DBS Checks had been completed.

- 3.7 Committees were confirmed and agreed as follows -

**Resources Committee:**

Katherine Buckee (Chair)  
Mary Wilson  
Mary Cheng  
Richard Trainor  
Claire Nairne

**Teaching and Learning Committee:**

Stacey Dobbs (Chair)  
Claire Nairne  
Jennifer Smith  
Anna Devereux-Murray  
Fiona Buckley  
Katherine Bromley

**4. MINUTES**

- 4.1 The Minutes of the Meeting held on the 11 May 2021 were perused and accepted as a true record of that Meeting and would be signed electronically by the Chair.

4.2 Matters arising:

All actions had been completed.

4.3 Minutes/Reports from Committees

- 4.3.1 The Resources Committee met on the 8 July 2021 and the following points were highlighted:-

It was noted that the budget had been reviewed for the first quarter and all activities were on track.

The Committee discussed the Capital Works that would be undertaken during the summer holidays and felt reassured that the risks had been thought through.

It was noted that the School had sufficient reserves should it be required for these works. Committee minutes will be shared with all governors.

The Teaching and Learning Committee met on the 7 July 2021 and the following points were noted:-

There had been a great deal of discussion on the School's Assessment data and the impact that lockdown had had on Year 1 and Reception especially in Writing in terms of progress and attainment.

Transition was also discussed.

Committee minutes will be shared with all governors

## **5. HEADTEACHER'S REPORT**

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

Attendance had been satisfactory. It had been quite difficult to measure due to lockdown. However, by September 2021 it is hoped that attendance will be back to normal.

Absentees continue to be monitored and the School had provided parents with a great deal of support.

Safeguarding referrals had been made when necessary. Family meetings had taken place and the School has continued to use "My Concern" which had been very effective in recognising the trends. Evidence to hand had been really helpful.

### Question:

With regard to the Safeguarding Audit; would it be possible to receive an update of the actions completed?

### Answer:

We have updated the list of actions and this will be emailed to you.

It was noted that the work on the internal/external security doors had been completed.

### Priorities:

Maths would continue to be a priority and would be a long-term journey. The School had changed their approach to teaching Maths and this will be monitored.

Mental Health and Wellbeing would also continue.

The RSE Policy is up and running and all staff have been made aware of how they should approach the lessons. The teachers had communicated with parents and this had been implemented successfully.

The CPD Programme continues to go well which links with the EDI priority and the way the School is developing equality, diversity and inclusion. The School has had two staff meetings recently with an outside provider who has done a wonderful job in encouraging staff to question their own approaches.

There had been some behaviour issues since lockdown which had proved a very difficult time for the children. The School have worked hard in helping children with relationship issues.

Early Years objectives were also reported where the School continues to improve the provision for the children and the CPD for the Early Years Team.

Question:

Are we tracking the progress against the actions listed in the Action Plan?

Answer:

Yes, the Early Years Lead would be tracking this closely. The impact of these objectives would be monitored accordingly.

All leaders are encouraged to have the confidence to lead their area and a great deal of work had been undertaken in this regard.

Question:

For each of them, as I read them, they sound great it is just understanding how you quantify that and to understand the impact. Will this happen from September onwards?

Answer:

Yes. Our Staff Handbook will be reviewed during the summer holidays.

The online learning was very challenging and draining on the staff. Learning Walks and providing feedback will commence in September together with meetings with subject leaders.

Discussion took place relating to the Reception progress. There were no major concern expressed. The children had shown good attitudes to learning. Interventions would be provided to close any gaps.

The Deputy Headteacher had built two websites for both Nursery and Reception transition which are linked to the School Website.

The Headteacher's Report also included information relating to the budget and Governors noted accordingly.

Contractors had been contacted to hopefully get the building works completed during the summer holiday. Works included the Playground renovation and new surfaces outside the Year 3 and Year 4 classrooms, which had been a health and safety issue. The new boiler and heating system installation would also take place.

It was noted that the Pupil Waiting Lists had been cleared down by the Local Authority. It would be essential to fill the vacancies that the school currently have. The School had been advertising their vacancies to get them filled. The School were confident that the Reception places would be filled.

In reply to a question relating to staff absence the Headteacher advised Governors that should a bubble close they would revert to remote learning. There had been two long term sickness. It was noted that where staff had been double vaccinated would not be required to isolate.

General discussion took place.

Question:

What would remote learning look like for the Nursey?

Answer:

Remote Learning for the Nursery would be stories from the Website and led by the parents.

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

The Chair conveyed congratulations to all staff for their excellent support during another difficult year!

## 6. SAFEGUARDING

6.1 This item was covered in Item 5.

## 7. LINK GOVERNORS

7.1 The School had kept their links successfully and governors were encouraged to make contact with the Headteacher to arrange a visit to the School.

The Headteacher advised Governors that Richard Trainor had visited the School recently and this visit proved very beneficial.

The first meeting of the academic year 2021/2022 would involve discussions on key priorities for 2021/2022 – these priorities could be used to talk to the key areas by Link Governors.

It was hoped that all Link Governor Visits should have been arranged by the 21 September 2021.

**ACTION: Link Governors to arrange an appointment for a Link Visit.**

## 8. SUMMER WORKS UPDATE

8.1 Mary Wilson updated governors on summer works:

Three capital match funding bids were submitted to the local authority prior to 31/03/2021

- Inclusive playground equipment and resurfacing (as part of playground fundraising bid)
- Library accessibility redevelopment (partition wall)
- Playground resurfacing of tarmac (outside year 3 classrooms)

The total bids equalled £50k, the maximum allowed.

Additionally, we submitted a bid to a total of £6,748.23 for ICT.

The request was for the following:

- |  |                 |
|--|-----------------|
| • Dell Optiplex 3080 SFF Computer £448.99 + VAT each x 8 = | £3,591.92 + VAT |
| • Samsung Monitor S24D330 £96.95 + VAT each x 8 =          | £775.60 + VAT   |
| • Laptop trolley to house chrome books =                   | £1,256 + VAT    |
| • Total project costs =                                    | £5,623.52 + VAT |

All match-funding bids were declined but the Local Authority agreed to completely fund the inclusive play equipment (bids 1 & 2) from the Accessibility Fund. The ICT equipment has been purchased from capital funds.

### KS2 Playground Project

The LA will pay for an inclusive roundabout and Net Pyramid 3000 for climbing. They will remove the existing old equipment (which has been inspected and deemed unsafe for use), install the new and 'make good' the wet pour surrounding surface. NPS is managing the project and the contractor is Kirkman and Jourdain (K&J).

We are using some Sports Premium funding to purchase some gym equipment for the KS2 playground. The LA have agreed to cover the cost of installation as part of the overall project.

Contractors commence 26.07.21. Proposed completion date, including installation of all equipment and making good for wet pour, is 27.08.21. We invited the LA to look at the current wet pour surface and are requesting that they fund the complete removal and replacement rather than patching up as it is in poor condition. We are awaiting a decision.

Possible opportunity for FOH fundraising. MW liaising with Max at Friends of Handsworth.

### **Library Project**

The Local Authority will pay for partition doors and an additional door from the corridor by the dining hall, allowing for wheelchair access. The space is to be used for physio, as a sensory space and will be used by pupils who require support for emotional and behavioural needs. NPS are managing the project and the contractor is Kirkman and Jourdain.

The structural engineer will be onsite on 26.07.21 and work commences that week. During the summer holiday the doorway and track for the partition doors will be completed. The partition doors will be fitted in October half term.

### **Foyer cracking**

The contractors will be ascertaining the reason for cracking in the main foyer and 3FB small learning room. They will repair and make good and replace the flooring in the foyer. Works commence 16.07.21.

### **Playground re-surfacing of tarmac (outside year 3 and 4 classrooms)**

Although we were told our capital match funding bid was unsuccessful, NPS have been requested to carry this out. They have been twice to look at the tarmac. NPS confirming with the LA whether or not to proceed. The match funding bid was for £10,000 (75% to be paid by the LA). Awaiting confirmation.

### **Boiler replacement Project**

The Local Authority is replacing the school boiler. It has been identified as one of the oldest in the borough. Both boilers and all radiators/pipework are being replaced. Some radiators are being replaced with high level fan heaters (Early Years corridor). This work is being funded by the LA. NPS is managing the project and the contractor is Purdys.

The project is starting on 12.07.21. Purdys will be onsite in the evenings 4pm to 10pm for two weeks and possibly the weekend. The plan is to have cleared out all classrooms including pipework and radiators by 26.07.21. This will be phased and zoned for two weeks. The boiler will be drained.

From 26.07.21 the asbestos team will be onsite for 12 days, including the weekend. They will be in the boiler room only, as asbestos has been identified and needs to be removed. This may be longer if the concrete plinth needs to be removed. The contractor is Asbestech. Purdys will be onsite for the six-week summer holiday to install the new boilers, radiators, convection heaters and pipework. Planned completion date is end of August including redecoration and making good

### **Risks**

Principal contractor needs to be identified as there are more than one set of contractors onsite at the same time – this should be managed by NPS. Separate welfare spaces for different contractors – toilets / kitchen (especially for the asbestos team)

Site Services Manager – wellbeing and costs of overtime (LA will fund 50% overtime for SSO)

No summer clubs for pupils – loss of income

Tight timeframe for boiler project - risk of no heating in the autumn term  
Staff will be restricted in time in school during the holidays

**9. AUDIT OF SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION**

9.1 It was noted that this item is work in progress and should be completed shortly. Mary Wilson clarified this item to Governors for their information.

**10. SCHOOL PRIORITIES UPDATE**

10.1 This item had been covered in Item 5.

**11. SCHEDULE OF MEETING DATES FOR THE ACADEMIC YEAR 2021/2022**

11.1	Full Governing Body Meeting	21 September 2021	6.30pm
	Resources Committee Meeting	14 October 2021	8am (Virtual)
	Teaching and Learning Committee Meeting	10 November 2021	6.30pm (Virtual)
	Full Governing Body Meeting	14 December 2021	6.30pm
	Resources Committee Meeting	20 January 2022	8am (Virtual)
	Teaching and Learning Committee Meeting	2 March 2022	6.30pm (Virtual)
	Resources Committee Meeting	10 March 2022	8am (Virtual)
	Full Governing Body Meeting	29 March 2022	6.30pm
	Resources Committee Meeting	28 April 2022	8am (Virtual)
	Full Governing Body Meeting	10 May 2022	6.30pm
	Teaching and Learning Committee Meeting	15 June 2022	6.30pm (Virtual)
	Resources Committee Meeting	7 July 2022	8am (Virtual)
	Full Governing Body Meeting	19 July 2022	6.30pm

It was noted that clerking facilities would be required for both Full Governing Body Meetings and Resources Committee Meeting.

**ACTION: Governor Services to note**

**12. ANY OTHER BUSINESS**

- 12.1 Thanks were conveyed to Mary Wilson and Dale (SSO) for their hard work and input with the Building Works carried out in the Summer Holiday.
- 12.2 Governors were invited to a staff get-together on the 22 July 2021 with refreshments provided by the School.
- 12.3 Governors were advised that all yearly statutory policies would be reviewed and sent to Governors for their review and comments during the summer holidays. This will enable them to be ratified at the next Meeting.

**Agenda item**

The Chair thanked everyone for attending the Meeting and conveyed thanks for all the support provided during this challenging year. The Governing Body would certainly miss Elizabeth Winder and their appreciation was conveyed accordingly.

The Meeting closed at 8pm.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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Summer Term 2021

**Handsworth Primary School**  
**Draft Minutes FGB**  
**13 July 2021**

Chair's Initials: