

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 11 MAY 2021
AT 7.30PM
BY VIDEO CONFERENCE**

Present: Jennifer Smith (Chair –Co-opted Governor)

Co-opted Governors:

Mary Wilson
Elizabeth Winder
Mary Cheng
Katherine Bromley

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:**

Minute Ref:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion Date:
8.1	Day to be arranged for future Committee Meetings	Mary Wilson	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. Apologies for Absence were received from Stacey Dobbs shortly after the Meeting
- 1.3 There were no Apologies for Absence not accepted.
- 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.

Chair's Initials:

- 2.2 It was noted that all Governors had lodged their Pecuniary Interests on the Governor Hub.

3. GOVERNING BOARD

- 3.1.1 The clerk confirmed that there were two Co-opted Vacancies.
- 3.1.2 Liz Winder did not wish to renew her term of office and Governors thanked her for all her hard work whilst being on the Governing Body.

Thanks were conveyed to Liz Winder for all her hard work and efforts during her eight-year term.

- 3.1.3 It was noted that Mary Wilson's term of office would expire on the 16 June 2021 and it was agreed to co-opt her for a further four years.
The Full Governing Body co-opted Mary Wilson for a further four-year term.

ACTION: Governor Services to note and amend the Membership List

- 3.2 There were no disqualifications noted due to non-attendance.
- 3.3 It was noted that there were no DBS Enhanced Checks outstanding.
- 3.4 It was noted that the details submitted to the GIAS were up to date.

4. MINUTES

- 4.1 The Minutes of the Meeting held on the 23 March 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 Governors were furnished with highlights from the Teaching and Learning Committee Meeting recently held:-
- Stacey Dobbs had been elected as Chair.
 - The Terms of Reference had been agreed.
 - An update was received on the Wellbeing of Staff.
 - A Presentation was conveyed to Governors relating to what the school is undertaking to ensure that it is looking after the Mental Health and Wellbeing of staff.
 - It was noted that a lot of information has been made available by the Wellbeing Lead and staff know how to access this.
 - Discussion took place on whether to survey staff on their Mental Health and Wellbeing, the committee agreed that this would take place sometime in the future.
- 4.3.2 The Resources Committee met on 6 May and the main discussion was relating to the Budget which would be reported under Item 7.

5. SAFEGUARDING

- 5.1 The Headteacher reported that a Safeguarding Audit took place recently. Both the preparation and findings were useful. The school was given the opportunity to think deeply about how the School deals with Safeguarding and whether the correct Policies and Procedures are in place.

The Auditor made a site visit and the assessment found that the measures in place met a satisfactory level of safety. Continual weekly reminders would be conveyed to staff to close the internal doors, to ensure that anyone in the foyer area is not able to gain access to the corridors. Another addition to the safety of the school is higher fencing around the Nursery gate which obscures the view from the street.

The outcome of the Audit did not result in huge alterations to be put in place and there were no major concerns.

My Concern has proved very valuable as the School have been able to monitor the referrals, monitor patterns in behaviour and follow up on how matters had been dealt with.

Wellbeing and Safeguarding is an Agenda item and is discussed in the weekly SLT/Phase Leader Meetings as well as Governor Meetings to ensure Safeguarding which is of paramount importance.

The Report was very positive.

6. CHAIR'S ACTION

- 6.1 Nothing to report.

7. SCHOOL BUDGET 2021/2022

- 7.1 Liz Winder reported to Governors as follows:-

7.1 Outturn 2020/2021:

- 7.1.1 The School originally planned a small deficit of approximately £4,000. Due to an exceptional year an in year surplus of £53,484 was reported. Within this surplus nearly £25,000 of Sports Grant can only be spent on Sport; and there are other funding streams which were received right at the end of the financial year. For the first time backdated High Needs income of £9,500 had also been received.

- 7.1.2 The above In Year surplus added to the reserves amounts to £176,104.

The Full Governing Body ratified the Outturn for 2020/2021.

7.2 School Budget share (Income) 2021/22:

- 7.2.1 The School Budget Share (Income for 2021/2022 amounted to £2,400,000

7.2.2

7.3 Expenditure2021/2022:

- 7.3.1 The Expenditure predicted for 2021/2022 amounted to £2,500,000. It was noted that the School had allocated a 2% pay rise for all staff in the 2021/2022 Budget as per advice from the Local Authority. However, this may not materialise.

7.4 Predicted carry forward:

- 7.4.1 A in year deficit was predicted of £65,000, reducing projected to reserves to approximately £111k which the Committee believes is an appropriate level of reserves. The main drivers of the in year deficit relate to the decision to retain

additional learning support assistants in two classes with additional needs, and this was felt to be a good use of funds given the current climate.

The Full Governing Body ratified the School Budget for Financial Year 2021/2022.

- 7.5 It was also noted that the 3 year plan indicated that in the next two financial years the School is projecting a £30,000 deficit for each year and this will need to be addressed in due course via either additional fundraising or a cost reduction exercise.

There were no questions from Governors.

Thanks were conveyed to Liz Winder for her very informative reporting.

8. GOVERNOR SERVICES SLA FOR 2021/2022

- 8.1 It was noted that the School would like to buy into the Gold SLA to include clerking for Committee Meetings. The present clerk was requested to clerk these meetings and Governors were flexible with the timing of the committees to acquire the present clerk. It was agreed to have committee meetings around 6.30pm

Teaching and Learning – 6.30pm virtual – flexible regarding day of the week
Resources Meeting - 6.30pm virtual – flexible regarding day of the week

ACTION: Day to be arranged.

9. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 9.1 Full Governing Body Meeting 13 July 2021 6.45pm – Face to Face Meeting
Teaching and Learning Committee Meeting 7 July 2021 8am - Remotely
Resources Committee Meeting 8 July 2021 8am - Remotely

- 9.2 Agenda items:
To be confirmed.

- 9.3 The Governors' Briefing scheduled for 26 May 2021 was noted by Governors.

10. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 10.1 The Headteacher and Mary Wilson reported that they had attended a Governor Recruitment Event recently, arranged by LBWF. There were three Governors of interest and this was reported to Governor Services. Two Governors were selected; both had been invited to attend the FGB Meeting on the 13 July 2021 as observers. They were also invited to visit the School in the meantime. It was intended to co-opt these candidates in September 2021.

- 10.2 Information relating to Link Governor Roles had been placed on the Governor Hub for Governors' perusal. All Governors had been allocated a Link Governor Role. Their school visits must be very focussed and linked to the priorities stated in the School Development Plan which is available on the Governor Hub.

Governors were requested to contact the Headteacher in order to make an arrangement to visit the School. A School Visit Template would also be made available for them to complete after each visit.

Governors were encouraged to access the “Key” which was regarded as a very useful resource.

The Chair thanked everyone for attending the Meeting and conveyed thanks for all the support provided during this challenging year.

The Meeting closed at 8.15pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
