

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 12 MAY 2020
AT 6.30PM
BY VIRTUAL ZOOM**

Present: Ms Jennifer Smith (Chair – Parent Governor)

Co-opted Governors:

Ms Katherine Bromley
Ms Mary Wilson
Ms Elizabeth Winder
Mr Richard Trainor
Mr Gabriel Gottlieb
Ms Alina Harris

Headteacher:

Ms Claire Nairne

Local Authority Governor:

Ms Stacey Dobbs

Clerk to the Governors: Mrs Pauline Dorney

Also present: Ms Afua Addai-Diawuo (Observer)

Summary of agreements and actions:

Minute Ref.	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2.1	Parent Governor Election to be arranged	Headteacher	When Possible
4.2.2	Staff Governor Election to be arranged	Headteacher	When Possible
8.1	Match Funding Bids update to be provided to Governors	Mary Wilson	Next Meeting
15.2	Gift and best wishes card to be purchased for Anna Devereux-Murray's baby girl.	Headteacher	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 Apologies for Absence were received from Ms Anna Devereux-Murray who gave birth to a baby girl.
- 1.3 All apologies for absence were received and accepted.
- 1.4 The Clerk confirmed that the meeting was quorate.
- 1.5 There were no Any other Business/Confidential items to discuss.

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary Interest Forms had been completed previously by all Governors.

2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

3. GOVERNING BOARD

3.1 The Clerk confirmed membership of the Governing Body. There were no terms of office due to expire before the Summer Term 2020. The following vacancies were noted:-

- One Parent Governor Vacancy
- One Staff Governor Vacancy

It was agreed to hold elections when the School returned to normal after the COVID19 Pandemic.

3.2 There were no disqualifications noted due to non-attendance.

3.3 All DBS Enhanced Checks had been completed by Governors and held on the School's Single Central Register.

4. MINUTES

4.1 Governors received the Minutes of the Governing Body Meeting held on the 24 March 2020 and agreed these to be an accurate record of the meeting. The Chair agreed to sign the Minutes for retention at the School when the next face to face meeting took place which would then be retained by the school.

ACTION: Chair

4.2 Matters arising:

Minute Ref:	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date:
3.1.1	Parent Governor recruitment to be arranged	Headteacher	When possible
3.1.2	Staff Governor recruitment to be arranged	Headteacher	When possible
4.1	Minutes of the Meeting held on 10 December 2019 to be amended and signed	Ms. Mary Wilson and Chair	ASAP
8.1.4	Safeguarding training dissatisfaction to be noted	Governor Services	ASAP
8.1.5	Safeguarding Training to be determined	All Governors	ASAP

4.2.1 Item 3.1.1:

Due to COVID19 Pandemic it was agreed that this would be carried out when the School is fully operational.

4.2.2 Item 3.1.2

Due to COVID19 Pandemic it was agreed that this would be carried out when the School is fully operational.

4.2.3 Item 4.1

Mary Wilson confirmed that this item had been actioned.

4.2.4 Item 8.1.4

It was confirmed that this had been reported to Governor Services.

4.2.5 Item 8.1.5

It was agreed to action this item once the School was fully operational.

Chair's Initials:

Governors noted the completed actions above.

4.3 Minutes/Reports from Committees

4.3.1 There was nothing to report.

5. SAFEGUARDING

5.1 This item would be covered under Item 6.

6. HEADTEACHER'S UPDATE

6.1 The Headteacher had not prepared a full Report as this would form part of the Meeting next half term. However, a verbal update was provided as follows:-

6.2 Thanks were conveyed to Governors for the support given to the Headteacher and the School Team. The Team have been very supportive on the whole. The staff have pulled together and supported the children and their families.

6.3 The School has remained open for vulnerable children and for children whose parents are Key Workers. Approximately 13 or 14 children have been attending daily and the School was open during the Easter Holiday.

6.4 It was noted that the School has made telephone contact with vulnerable children and this is being recorded on a spreadsheet to keep track of the contacts made. Home Visits have also been made to families that could not be contacted.

6.5 The School have been issuing School Vouchers for families eligible for school meals. The kitchen has been open and providing food for children attending the School. Packed Lunches have also been made but the vouchers have been very popular.

6.6 With regard to children's learning – the school is maintaining structure so children in school undertake their learning in the mornings and the older children undertake their online learning engaging with the activities that their teachers have set them. The younger children engage in activities already set up on their tables. The afternoons are taken up with creative activities. KS 2 children complete their online learning.

6.7 During the half term the School will be open Tuesday, Wednesday and Thursday and closed on Monday and Friday. This course of action is fully acceptable with the families and could be reviewed if there were problems encountered with this arrangement.

6.8 Work undertaken from the School Website seems to be going well and the pupils are engaging successfully with this work. The School Website has been very positive and working well. The feedback from parents has been very positive – there have been a few anxious Year 5 parents whose children will not be able to attend on the 1 June 2020 so the School has purchased additional resources for Year 5 children. The school have purchased CGP books for children of parents who have requested extra resources.

6.9 If the school is asked to open for more year groups another Risk Assessment would have to be created to plan accordingly. It was noted that the Headteacher had been sending the Guidance Links to the Governors for their perusal.

6.10 The Headteacher had attended a Conference Call with the Local Authority and a working party is considering a borough wide approach to opening schools. A conference call this Friday with Mr. David Kilgannon had been arranged. However,

the School had worked out that children could be divided into Groups of 15 and rooms could be made available for these groups spread across the School. Staff will be split into teams. Start and pick up times would be staggered to adhere to social distancing measures.

- 6.11 Lunch and Play times would have to be planned. Groups cannot mix and need to keep within their groups. Friendship groups would be taken in to consideration and there will be some staff that will not be attending due to self-isolation. There will be enough staff to support these children within School.
- 6.12 The staff self-isolating at home would be given the responsibility of keeping on top of the website work and ensure work is being set and that the children working from home are supported with their online learning.
- 6.13 Parents of the Nursery children would be contacted by email to ascertain how many would be attending and potentially these could be put in with the Reception Pupils. Cleaning equipment is of paramount importance. Half days for Nursery would be more convenient for the School but would not be as helpful for parents working. It is hoped that the Local Authority would provide further guidance. Currently a high proportion of Early Years staff are shielding.
- 6.14 A Survey to Parents was considered a very good idea. General discussion took place amongst Governors.
- 6.15 There will be some children who have not taken part with the online learning but this could be due to only one or no computer within their home. The children's Mental Health and Wellbeing may be a major issue when they return to School. It may be difficult for children to re-adjust to school life upon their return. Anxiety may be very high as some parents have been totally consumed with anxiety during this Lockdown period and this would have an effect on their children. Some families have lost members of their family which will also be an issue to deal with sensitively.
- 6.16 Social distancing would be very difficult and concern was expressed amongst Governors. It was noted that if a child or their family had COVID19 symptoms they would have to isolate for two weeks as per the Guidance.
- 6.17 It was considered of paramount importance that it would be necessary to ascertain the roles and responsibilities of the Governing Body relating to the children returning to School on the 1 June 2020.
- 6.18 Planning ahead during COVID19 Webinar was advised to Governors and a link would be emailed accordingly.
- 6.19 Advice and Guidance must be sought from the Local Authority. It would be necessary to ascertain from Mr. David Kilgallon; if and when the School could get back to full capacity, would the Local Authority fund the shortfall of self-isolating staff to be able to maintain the social distancing. The Headteacher advised Governors that it would be very difficult for the children to social distance. It was noted that the Government do not expect Early Years or Primary aged children to social distance as this would not be possible. There may be some occasions where LSAs may have to take groups of children instead of some teachers.
- 6.20 The Headteacher advised Governors that a Letter to Parents would have to be drafted in the very near future. The School need to be clear on their duty of care in

keeping children and staff safe. The School would do everything possible but this was considered to be a great challenge.

- 6.21 The Headteacher stated that the School must engage with the Parents and obtain their feedback regarding their child's return to school.
- 6.22 A Questionnaire would be created for Parents to give the School some idea relating to their forward planning.

Thanks were conveyed to the Headteacher for her verbal report.

7. CHAIR'S ACTION

- 7.1 Nothing to report.

8. GOVERNORS' TRAINING

- 8.1 The following Online Training had been undertaken by Governors:-

- 8.2 Katherine Bromley

- 26/3/2020 Fire Awareness
- 26/3/2020 Basic GDPR
- 27/3/2020 Health and Safety at Work
- 27/3/2020 Manual Handling

- 6.3 Mary Wilson

- March/April 2020:
Basic GDPR
DSE Users
Equality and Diversity Awareness
Fire Awareness
GDPR for Education
Health and Safety
Manual Handling
Safeguarding and Prevent

- 6.4 Alina Harris

- April 2020:
Fire Awareness
Basic GDPR

9. SCHOOL BUDGET

- 9.1 The following data was reported:-

- 9.1 Outturn 2019/2020: £ 122,000
- Capital Outturn 2019/2020: £ 27,279

The Full Governing Body ratified the Outturn for 2019/2020

- 9.2 Income: 2020/2021 £2,300,000

- 9.3 Expenditure: £2,300,000

The Full Governing Body ratified the 2020/2021 Budget accordingly.

9.4 The Chair of the Resources Committee reported that the School had displayed good financial management and the Budget was very satisfactory. The following comments were conveyed to Governors:

- Spending has been affected by a long term sickness absence.
- The Lettings Income would be affected due to the COVID19 Pandemic.
- It was noted that the Friends of Handsworth would not be able to continue with the fundraising events due to COVID19 Pandemic.
- The loss of 10% relating to EHCP Funding had been taken into account when compiling the 2020/2021 Budget. However, additional Funding may be received for three additional children who are due EHC Plans.
- There may be some savings this term but would not amount to huge amounts.
- Additional support may be required in September 2020 for children requiring 1:1 support in catching up on work missed and additional costs may be incurred accordingly.

9.5 Mary Wilson reported that the School had re forwarded the Match Funding Bids to Angela Ferdinand. These would not be considered as Capital Match Funding Bids and it was noted that the Local Authority would fund the bids relating to inclusion fully. An Assessment Visit would be arranged accordingly. An update will be provided to Governors.

ACTION: Mary Wilson update Governors accordingly

10. GOVERNOR SERVICES SLA FOR 2020/2021

10.1 Governors agreed to renew their SLA – Silver Level and were happy to retain the services of the clerk.

11. BUSINESS CONTINUITY PLAN

11.1 Mary Wilson agreed to peruse this Model Business Continuity Plan to ensure the School is compliant and report back to the Governors.

Agenda item

It was noted that the School were very conscious cleaning requirements and the need to ensure surfaces are cleaned regularly.

12. ANNUAL GOVERNANCE STATEMENT

12.1 An internal review had been completed. Actions have been carried forward.

13. THEMED AUDIT REPORTS

13.1 This was a positive Finance and Governance Audit. There was one minor low priority element relating to Governance stating that the Minutes from last year did not record completed actions. Upon inspection of the previous Minutes it was evident that this statement was considered inaccurate but due to the time consuming aspect; it was agreed not to pursue Governors' dissatisfaction.

14. DATE AND AGENDA ITEMS

14.1	Extra Ordinary Meeting	20 May 2020	6.30pm
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(relating to COVID19 Pandemic)
Full Governing Body Meeting 14 July 2020 6.30pm
14.2 Agenda items:
Business Continuity Plan
Schedule of Meeting dates for the academic year 2020/2021
Investors in Diversity Kite Mark

14.3 Schedule of Meeting dates for the academic year 2020/2021
14.3.1 It was agreed to arrange these at the last Meeting of the academic year.
Agenda item

15. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

15.1 The Deputy Headteacher informed Governors that she had received feedback from Investors in Diversity from various surveys. The results have been positive and the school had qualified for the Investors in Diversity Kite Mark. There were some useful points to consider – moving forward.
Agenda item

15.2 It was agreed to send Anna a gift for her new baby.
ACTION: Headteacher

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 7.55pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
