

**MINUTES OF THE MEETING OF THE  
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY  
HELD ON 23 MARCH 2021  
AT 6.30PM  
BY VIRTUAL ZOOM**

Present: Ms Jennifer Smith (Chair – Parent Governor)

**Co-opted Governors:**

Ms Mary Wilson  
Ms Elizabeth Winder  
Mr. Gabriel Gottlieb  
Ms. Mary Cheng

**Parent Governors:**

Ms. Anna Devereux-Murray  
Ms. Katherine Buckee

**Headteacher:**

Ms Claire Nairne

**Local Authority Governor:**

Ms Stacey Dobbs

**Staff Governor:**

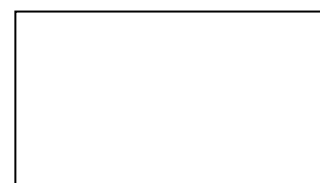
Ms. Fiona Buckley

Clerk to the Governors: Mrs Pauline Dorney

Also present: Ms. 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>
3.1.2	Ms. Mary Cheng and Ms. Fiona Buckley Appointed as Co-opted and Staff Governors.	Governor Services	ASAP
3.1.3	Mr. Gabriel Gottlieb resigned from the Governing Body.	Governor Services	ASAP
3.1.4	There was one Co-opted Governor vacancy noted.	Governor Services	ASAP
8.2	All Governors consider taking on a Link Governor Role	All Governors to email Ms. Mary Wilson/Chair	ASAP



		providing their preferences	
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**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed everyone to the Meeting. New Governor, Fiona Buckley and Observer Mary Cheng. All Governors introduced themselves to the new attendees.
- 1.2 There were no Apologies for Absence noted.
- 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 Ms. Liz Winder advised that she had introduced an EDI Consultant to the School but this was not relevant to the Agenda Items during tonight's meeting.

**3. GOVERNING BOARD**

- 3.1.1 The clerk confirmed that there was one Co-opted Vacancy. There were no expiries noted in the Summer Term 2021.
- 3.1.2 Mrs. Mary Cheng was co-opted to the Governing Body and this was approved by the Full Governing Body.

Ms. Fiona Buckley was appointed as Staff Governor of the Governing Body.

**ACTION: Governor Services to amend the Membership List**

- 3.1.3 Mr. Gabriel Gottlieb advised Governors that he would be stepping as at the end of this Meeting in view of the fact that he had been elected as a Parent Governor at St. Mary's Primary School where both of his children would be attending. Thanks were conveyed to Gabriel Gottlieb for his input and outstanding work carried out on the Governing Body.

**ACTION: Governor Services to amend the Membership List**

- 3.1.4 It was noted that there was one Co-Opted Governor Vacancy.

**ACTION: Governor Services to note**

- 3.1.5 It was noted that the following terms of office would expire:-

Ms. Mary Wilson	16 June 2021
Ms. Elizabeth Winder	14 September 2021

**Agenda item – May FGB Meeting**

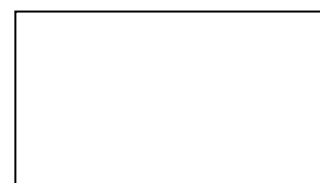
- 3.2 There were no disqualifications noted due to non-attendance.
- 3.3 It was noted that three DBS Enhanced Checks had been made today.
- 3.4 It was noted that the details submitted to the GIAS was up to date.

**4. MINUTES**

- 4.1 The Minutes of the Meeting held on the 15 December 2020 were perused and accepted as a true record of that Meeting and would be signed electronically by the Chair.
- 4.2 Matters arising:

**Summary of agreements and actions:**

	Formal agreements and/or actions identified	Named person(s) for	Completion date
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Minute Ref.		action(s) identified	
10.1	Governor Participation – completing their responsibilities on the Governor Hub	All Governors	Ongoing

#### 4.3 Minutes/Reports from Committees

4.3.1 The Resources Committee met recently. The following points were highlighted:-

4.3.2 A surplus was predicted of approximately £25,000. It was noted that £23,000 of this surplus included an underspend from the Sports Premium Grant due to the COVID Pandemic.

4.3.3 A great deal of time was spent discussing the Three-Year Budget Plan. The School is projecting a deficit of £130,000 next year at first draft stage. It is necessary to look into this further to try and reduce this deficit; although it may be necessary that next year the School should consider that the children would need more support to recover from the COVID era and consider using some reserves to support this. A new Draft Budget would be presented to Governors for ratification at the next Full Governing Body meeting.

#### **Agenda item – Full Governing Body – Budget Ratification**

4.3.4 The School Budget Share for the Financial Year 2021/2022 was 0.6% higher than last year, which is below the inflation rise.

4.3.5 Capital Match Funding Bids had been placed with the Local Authority relating to the Playground. An ambitious fundraising plan had also been discussed.

4.3.6 In terms of Funding the School had received a letter from the Local Authority stating Free School Meals would be funded during the Easter Holidays and £130,000 had been ringfenced for the School Support Project across all schools within the Local Authority.

4.3.7 Ms. Mary Cheng agreed to be a member of the Resources Committee.

4.3.8 It was agreed that Mrs. Liz Winder would remain as Chair of the Resources Committee for the time being.

Thanks were conveyed to Ms. Liz Winder for her Finance Reporting.

4.4.1 The Teaching and Learning Meeting took place on the 11 March 2021. The following points were highlighted:-

4.4.2 Re-establishing routines and relationships was discussed.

4.4.3 Wellbeing of Children was also discussed especially their emotions.

4.4.4 Online Parent Surveys had been sent to parents and feedback was requested relating to improvements required for the future. The responses were very positive and parents were very appreciative of the efforts from the School Staff.

4.4.5 The new CPD tool for staff had also been discussed which was considered very useful. A new approach to CPD based on the opinions of the staff, which would include behaviour relationships, curriculum planning explaining modelling, questioning and feedback and practice and retrieval. This was clarified in detail to Governors.

4.4.6 Focus on the importance of understanding the Ofsted Framework was also discussed. The Headteacher shared a Curriculum Presentation based on Physical Education.



4.4.7 Remote Learning Feedback was also discussed.

4.4.8 The “Magnificent Seven” was also discussed which had been put on hold due to the COVID19 Lockdown.

4.4.9 The “Frozen” Performance was also discussed and confirmed dates had been obtained for 2022 for the children.

4.4.10 The Anti-Bullying Policy was shared with the Committee and considered to be a very good document.

Question:

Is there a general update on how the children have settled back into School?

Answer:

We have had more challenges returning from lockdown this time than we did before. There are more children struggling with emotional needs than we experienced last time. The teachers are adhering to the Foundations of Our Practice in our Behaviour Policy, ensuring relentless routines and calm consistent adult behaviour. Emotional Support will continue for those individual children who are finding it difficult to self-regulate. We have mentoring sessions and our play therapist is currently working with those children who need support.

The Headteacher clarified this in detail to Governors.

Question:

Will our Progress Scores be updated?

Answer:

There is no formal KS1, KS2 or phonics testing again this year and, therefore, published data for the school will remain the same (2018/19). During the Summer Term 2021, the School will undertake some testing in order to assess gaps in children’s knowledge but obviously, the teachers will ensure the children are settled and calm back in school first.

Thanks were conveyed to Mr. Gabriel Gottlieb for his very informative Report to Governors.

It was noted that Ms. Stacey Dobbs would take on the role of Chair for the Teaching and Learning Committee in Gabriel Gottlieb’s absence.

**The Full Governing Body ratified this recommendation.**

**5. HEADTEACHER’S REPORT (VERBAL UPDATE)**

5.1 The Headteacher provided a verbal update to Governors and the following points were highlighted:-

5.2 Pupil Premium

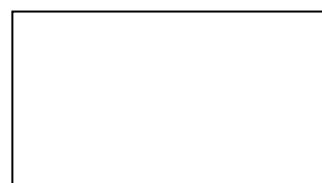
The School remains committed to the Pupil Premium Strategy for 2021 despite COVID-19 and this is being implemented through:

1. supporting training and continuous development to improve the quality of all teaching
2. targeting support for disadvantaged pupils through evidence-based interventions
3. supporting whole-school strategies to improve attendance, behaviour and readiness to learn

The School is focussing on pupils’ well-being during their return to school.

5.3 Attendance & Punctuality

Nov 2019	96.5%
Nov 2020	97%



Dec 2019 96.1%  
Dec 2020 96.7%

During lockdown around 27% of the children attended school at some point. To allow more children to attend the School worked with parents and invited children in for certain days. The aim was to remain at 15 children or under in Years 1 - 6. The School allowed slightly more in EYFS as they were able to use the other reception classroom and had more space for the children. Whilst in school, children followed the learning that was provided online by their class teacher. All parents who requested a place for their child in school were given at least one day a week. We were able to deal with all requests without going over the limit of 15 children in a bubble. When the EYFS bubble reached higher than 20, we opened the nursery and made the groups smaller.

The School continues to monitor individual pupils very closely and continue to have monthly attendance meetings to track attendance and also share a list of children who are absent daily; this allows for members of the office staff to recognise issues on a daily basis.

Coding from 8 March onwards had been revised to hopefully ensure more accurate reporting could take place moving forward. With the figures for January and February as they were, the School were unable to accurately report for the year as a whole.

All attendance in school, other than clinically vulnerable cases, is now mandatory.

5.4 There had been no exclusions this term.

#### 5.5 SDP and SEF

The School continues to engage with the SDP and SEF regularly. These documents were considered to be working documents. The SLT and Governors can now access these documents and add evidence, including impact and next steps to the SDP. It is intended to evaluate the SDP objectives at the end of the academic year.

#### Parental Communications

One of the successes of the lockdown has been how it has led to increased parental engagement. Now all families, including in the Nursery, were registered on the school website and parents were able to use this to stay in contact throughout the lockdown period.

The School has also used Google forms to great success to collect information and feedback from the parents regarding equipment loans, the new RSE Policy, key worker places, concerns about the return to school and provide input on the remote offer. These had all been well received. Parents were also engaging with the weekly newsletters.

The remote learning feedback form allowed the School to identify areas that may have to be amended if the School were to go into another lockdown. It also provided information about what parents found useful in relation to the online offer. The School received very positive feedback with 90% of parents rating the online offer at either a 4 or 5 out of 5.

87% of parents felt we set the right amount of online learning, with 13% feeling it was too much. We are very proud of the remote learning offer, it was a challenging time for teachers but they did a fantastic job.

#### 5.6 Pupil Voice



In December the School asked the students in KS2 to complete a Pupil Voice Survey based on the Ofsted questionnaire. The survey remains open and the School had received 153 responses so far.

Mr Oakley also created a video re-introducing the School Council. This was shared with the children in their classes and with the wider school community in the newsletter. The School Council has also interviewed some members of the governing body. The video of this meeting will also be shared with the school community.

The School would be sharing the pupil voice survey results with the school council and discussing how we can approach any issues identified.

### 5.7 Curriculum

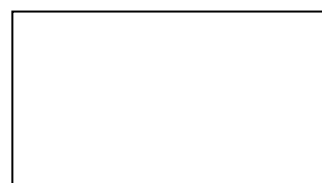
The School contacted the Local Authority to request some sessions with a School Improvement Advisor. Jeff Hart worked with subject leaders over the course of 4 weeks. He covered topics such as remote learning, monitoring and evaluation, high-quality teaching and learning, effective use of resources, improved standards of learning and achievement for all. He was very impressed with the subject leaders, he described them as 'a great group to work with!' These sessions gave subject leaders confidence in leading their subjects and also gave them an opportunity to have an in-depth professional dialogue about their subject. The School is working to promote the role of subject leaders and this is one example of the development opportunities we are providing. This term the School has taken exciting and effective steps forward in developing the subject leaders. They had all designed and developed a PowerPoint presentation.

The Ofsted framework encourages subject leaders to be confident in their knowledge of what is taught in their subject, how it is taught and how knowledge is built upon as a child makes their way through school. That deep understanding of the progression of knowledge and skills in every subject is vital. Giving subject leaders' time to develop, refine and share good practice with staff is very important. They must also be given opportunities to talk about their subjects in depth. Monitoring and giving feedback to other members of staff will also ensure our leaders are aware of the standards and that success is celebrated and improvements are made.

### 5.8 Teaching and Learning

The School is beginning to introduce a Teaching and Learning Policy through a program of high-quality staff CPD resulting in the development of a culture of pedagogical passion across the school, through a process that is gradual, incremental and sustainable. Along with promoting our subject leaders and developing our curriculum we are also working to raise the profile of Teaching and Learning throughout the school through the development of a professional learning community. The School aims are for pupils to consistently experience high-quality lessons that are highly efficient in terms of planning, design and delivery thus maximizing students' long-term learning and success. We believe Staff wellbeing will improve as professional pedagogy grows through our shared journey. Our switch to Professional Growth meetings is a step towards allowing staff to feel empowered and confident to undertake new practice within their year group.

The School believed in the importance of bringing about change through collaboration with colleagues. The Behaviour Team and Equality, Diversity and Inclusion Party are examples of this. It was believed that it was important for all staff to feel supported in their shared commitment to trial, include and establish elements of teaching and learning through collaboration with colleagues in triads. Staff have their triad groups established and have



already started meeting to discuss how they plan to develop. This will lead to staff becoming more comfortable with observing others and being observed.

The introduction of instructional coaching for teaching staff will be facilitated through the Walkthrus scheme.

<https://www.walkthrus.co.uk/>

#### 5.9 Equity, Diversity and Inclusion.

##### Training

The School has contacted Ngozi Lynn Cole who will be providing staff with some initial training in EDI. Ngozi met with Afua and Aoife to discuss creating some sessions to facilitate meaningful conversations for our staff. The training has been arranged for the summer term. The first session is on Wednesday 21 April and the second session is Wednesday, May 12 all Governors were welcome to attend.

##### Action Plan

The EDI working party have met and the School has created a Draft Action Plan

##### Behaviour and Attitudes

The Behaviour Policy was introduced to all staff at the beginning of this academic year. Further training is planned for midday assistants. The Speech and Language therapist had been working alongside the midday assistants this week to support them in implementing the Behaviour Policy. The School has a separate Anti-Bullying Policy which had been shared with the Teaching and Learning committee. Some children were struggling to always show high levels of self-regulation and consistent positive attitudes to their education. In these situations, the School is committed to making intelligent, fair and effective action to support the child. This may mean that the School would introduce mentoring sessions or sessions with the play therapist. The School has strong links with Magic Behaviour Management and work closely with them too. In all situations, the School attempts to work closely with the family and provide support for the child in partnership with them.

SLT will begin to gather information in relation to children's attitudes to learning, resilience and progress during the Summer Term. Currently, the School is allowing children the time and giving them the tools to get back into the routine of school. Plans will be introduced to have interventions across the school and target particular areas of need.

#### 5.10 Personal Development

The RSE consultation has now taken place and results have been analysed. The results have been shared with parents via the newsletter. The next step is to introduce the 1Decision scheme to staff at the beginning of the summer term. Along with this, the introduction of the Religious Education scheme recommended by the Local Authority. The School celebrated LGBTQ+ History Week during lockdown by sharing a variety of inclusive books.

Unfortunately, the development of the Magnificent 7 plans have not taken place during the last year. The School has managed to book a trip to the theatre for a year group to watch Frozen. It is hoped that once restrictions are lifted the School would be able to move forward with the plans for Magnificent 7. Children in Year 6 were currently working towards a performance of The Tempest as part of Shaking Up Shakespeare, this will be recorded and shared with the children's parents and carers. After School Clubs have now started again in school and sports coaches had been invited to work with the Year 2 and Year 6 children during lunchtimes. After school, clubs include Karate, sports activities and computing. The School would be offering a holiday sports club during the second week of the Easter break.



## 5.11 SEND

### EP visits

The School continues to have a good relationship with the Educational Psychologist (EP) Carla Steytler, who is provided through a traded service with Waltham Forest. Her reports are vital in helping the School apply for Education, Health and Care (EHC) Plans. Carla's recommendations also support the School in providing a plan of the provision for the children that require additional support. She has worked throughout lockdown helping with the applications for EHC plans.

The School has started collecting consent forms from parents for the EP work to commence after Easter.

Additional funding was awarded for a child in Year 1 following an application at the Fair Access Panel (FAP). Currently, this child has no learning difficulty or potential diagnosis but has returned from a part-time placement at the Pupil Referral Unit.

### EHC Plans

The School currently have 10 Education Health Care Plans in place for children, two having been awarded from applications last October 2020.

The School currently have 2 applications in progress and we await reports for 2 other children in order to apply for EHC plan assessments. In total, the School has a potential four more EHC plans by the end of this year.

The Local Authority had requested a place for a child with an EHC plan, Handsworth Primary School had been the parent's preferred choice. A letter had been submitted to the SEND panel for consideration. This child currently has ABA tutors. ABA stands for Applied Behaviour Analysis, it is a therapy based on the science of learning and behaviour. His parents will provide the tutors and payments for the provision would be made from the Local Authority directly to the ABA tutors who are employed by a private company.

### SEND register

The SEND register was updated for the school census. We now have 77 children on the SEN register. This is an increase of 7 from the Summer term last year.

### Greta (Integrative Play Therapist)

The School has appointed a new Play Therapist due to the previous therapist being relocated to New Zealand.

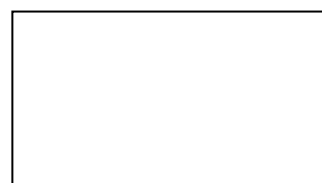
### Mental Health and Well Being – Mentoring Support for children returning to school

The School had increased the potential to offer mentoring with:

two current Student social workers and an additional two being placed here next week. All student social workers are supervised by our inclusion manager. The two current student social workers work with a total of five pupils working 1:1 and two small groups. One is also supporting the behaviour needs within KS1 at lunchtime three days a week.

A staff member is joining us as a mentor from 16 March for one day a week and will be working with four children who have been identified and parents have been informed.

Several parents had been contacted with an offer of support through mentoring for their children. Some of these parents have not consented. If parents do not consent a note is made on My Concern that this support was offered but consent was not given.





The student social worker is investigating bereavement counselling for specific pupils, ZigZag is not currently providing support within the Borough due to COVID-19 restrictions so other avenues of support with Grief Encounters and a COVID support group are being considered to provide support as children have returned with experiences of bereavement.

#### 5.12 Supervision for 1:1 LSAs

Supervision is offered to all support staff working directly 1:1 with children and there is an open-door policy and staff often come to talk to me about issues and difficulties that they require support with. However, we do usually provide a more formal 1:1 session which is recorded and fed back to Claire Nairne. This has not happened due to COVID, this will take place this term.

#### SEND training

SENDSUCCESS have provided free zoom training for all staff. Two sessions were held last term; one on Autism awareness and one on strategies and resources to use with Autistic pupils.

SENDSUCCESS have offered many other free online courses, which Angela Struthers has emailed to all staff. These are free courses they are providing outside of school hours. Quite a few staff have been interested to sign up. Feedback from staff is that some have attended ADHD training, some have enrolled on a 4-week course working with children with Autism and some staff in Year one are to access a course about Pathological Demand Avoidance (PDA) which will help them in supporting a child who has been identified by our speech and language therapist as having PDA traits. All staff have commented that the training has been excellent. As a school we are able to request specific training for all our staff from SENDSUCCESS, we may wish to consider ADHD or PDA training for the future.

#### 5.13 Leadership and Management

##### Safeguarding

We will be having a Safeguarding audit on the 29th March, this will allow us to recognise areas in which we can improve. Havering School Improvement Service will visit the school and will look at site security as part of the audit. Currently, the Designated Safeguarding Leads (DSLs) are working to provide the evidence needed for the audit. MyConcern continues to be effective in allowing us to record and act upon any concerns.

5.14 CPD was shared with Governors for their information.

#### 5.15 Budget

The current 2020/21 Budget monitoring report shows that Handsworth will carry forward in-year revenue funds of £30,000, of which £23k is PE and Sports funding and £3.5k is parent contributions for the Year 6 residential trip. Handsworth also retains revenue reserves of £122,621 from 2019/20.

The 2020/21 Capital budget closed with reserves of £29,681. There are plans to use some capital funding to replace the Early Years and KS1 teacher computers and refurbish the Reception classrooms.

The October 2020 pupil census confirmed 415 pupils on roll, 7 unfilled student places, causing a loss of £24,486 to the 2021/22 school budget share (SBS). Handsworth has been allocated £2,186,800 SBS for 2021/22, a 0.5% increase on 2020/21.

The SLT continues to work on the draft 2021/22, 3-year school budget plan.



### Lettings and Charging

Prior to the pandemic, Handsworth was organising After School Clubs and holiday activities that generated over £12,000 in revenue.

Since returning to school on 8 March 2021, we have been approached by all the usual school club providers who are keen to set up clubs again after the Easter break.

The Charging Policy will be reviewed to ensure that the cost of school hire, clubs and extra-curricular activities cover the cost of administration and bank charges.

### Premises

#### Match funding

The deadline for match-funding applications is 26th March 2021. We will submit another application this year and request match-funding towards the playground equipment, on health and safety grounds, and the development of the library space, for an accessible learning zone.

#### Playground

The final version of the playground bid document is almost complete. One parent is hoping to engage Friends of Handsworth and embark on an ambitious fundraising project to replace the playground equipment in the middle playground. He is hoping to raise £90K. We have spoken with the Local Authority who have instructed us that we will need to submit a project request form at a later date.

#### Decarbonisation/boiler project

Handsworth was identified by the Local Authority as a priority school for the replacement of the old boilers. The Local Authority put a bid into Central Government for funding to replace the old boilers with a more energy-efficient heat pump system. The bid was unsuccessful and, therefore, the boilers will be replaced during the summer holiday with new gas boilers. This will be funded by the Local Authority and works will be managed by NPS. This will be an involved project which is likely to take the full six weeks to complete, as it will include replacing some pipework and radiators throughout the building.

#### 5.16 Fire Risk Assessment

The school had a full fire risk assessment on 15th January 2021. This is carried out by the Local Authority every two years. The assessor reported that he was very impressed with the fire safety measures in place at school. There were four recommendations.

#### 5.17 Water Risk Assessment

The school had a full water risk assessment on 16th February 2021. Actions had largely been completed since the last inspection two years ago. The School queried replacement of flexi-hoses re: any legionella risk. We are awaiting a report.

### Health and Safety

The school had a full Health and Safety audit on 10th February 2021, carried out by the Local Authority and attended by Dale Johnson and Mary Wilson. We had to provide evidence of our Health and Safety compliance in relation to Covid-19, Asbestos, Fire, Stress & Wellbeing, Electricity, Water, Lifting Equipment and Trees. The feedback from the assessor was as follows:

5.18 Staff Absence was shared with Governors for their information.



### 5.19 Early Years

Early years were currently working on creating their vision, improving provision and agreeing on guidelines for children's observations. The whole team will be meeting in the coming week to finalise the vision and then take steps towards improving various areas of Early Years.

#### Question:

What is the Classroom 13 training on the EDI Plan?

#### Answer:

This is a provider for CPD for Inclusion and Diversity. We feel we have more work to do before we proceed on this aspect.

The Headteacher advised Governors that the School were looking into how they could make transition smoother. This was clarified in detail.

Thanks were conveyed to the Headteacher for a very detailed excellent Report.

## **6. SCHOOL SAFEGUARDING REPORT**

6.1 It was agreed to have this Agenda Item as a standing item. The Head teacher confirmed that Safeguarding was also included on the SLT Meeting Agenda and Safeguarding is part of the Phase Meeting Agendas. This was considered a very important factor whereby all staff should communicate all issues that need to be discussed. There was also focus on Safeguarding Training.

6.2 No Report was available to share with Governors. It was noted that a Safeguarding Audit would be carried out during the following week. Various issues would be discussed with this Safeguarding Representative from the Local Authority.

6.3 It was agreed that Ms. Stacey Dobbs would submit her Safeguarding Update at the next Meeting.

#### **Agenda item**

## **7. CHAIR'S ACTION**

7.1 There was nothing to report.

## **8. LINK GOVERNOR REPORTS**

8.1 Ms. Mary Wilson and the Headteacher clarified this role in detail.

8.2 It was agreed that the Link Governor Roles would be reviewed so that they were in line with the School Development Plan. Twice yearly Link Governor Visits would take place to maintain their relationship with the Key Person within the School. It was noted that the following Link Governors were agreed:-

Early Years	Anna Devereux
English	Katherine Buckee
Maths	Mary Cheng

**ACTION: All Governors to consider taking a Link Governor Role and inform the Chair/Ms. Mary Wilson accordingly.**

## **9. GOVERNORS' TRAINING**

9.1 The following training had been attended:-



Elizabeth Winder	-	Unconscious biased training
	-	Inclusive Leadership Training
Anna Deverieux	-	Autism Training
Gabriel Gottlieb	-	Cygnets Course
Claire Nairne	-	Safer Recruitment Training
Mary Wilson	-	Safer Recruitment Training
-		Finance Training

9.2 All Governors were reminded to access the Governor Hub and confirm that all statements had been read and noted.

9.3 Nothing to report.

## **10. THEMED REPORTS**

### **10.1 Fire Risk Assessment**

10.1.1 The School had a positive experience with the Assessor. His comments were:- "he was so impressed, it is one of the best Schools he had seen and the School should let the Local Authority know how good they are".

Overall, there were four actions:-

- 1) To produce a map with the arrows on.
- 2) Recommending all Schools within the Local Authority to have Fire Extinguisher Training.
- 3) There were a couple of doors where the strips were becoming frayed.
- 4) Gas Shutter Valves in the Boiler Room. It was noted that there were plans for replacement in the near future.

It was very pleasing to receiving the above feedback.

### **10.2 Health and Safety Audit**

10.2.1 The School provided all that was requested. The Local Authority were pleased with that the School had met all the requirements from the last Audit.

10.2.2 There were some wooden bird houses in the Boiler Room that had to be removed.

10.2.3 A number of Flexi-Hoses will need to be replaced in the near future.

Overall, the Report was excellent and very pleasing.

10.3 A discussion had been held with the Local Authority relating to the responsibility of a competent person to carry out Health and Safety. The Health and Safety Executive stipulates that a School has to have a competent person in place. After discussion, it was established that the Local Authority would support the School should there be an important situation relating to Health and Safety.

It was noted that there were no major concerns relating to Health and Safety and Fire Risks within the School at the present time.

## **11. SCHOOLS' FINANCIAL VALUE STANDARDS (SFVS)**

11.1 This document was presented to the Resources Committee. This was discussed and reviewed accordingly. Mrs. Elizabeth Winder clarified this document in detail to Governors.

11.2 It was noted that the School were broadly in line with similar schools; however, the following aspects were noticed:-



- 1) The School's spend on Teaching Staff is in the highest 20% of similar Schools which is not sustainable long term.
  - 2) The spending on Resources is placed within the lowest 10%
  - 3) The SLT, as a percentage of the workforce is in the highest 10% of Schools (could be an error in the calculation of this)
  - 4) Teacher contact ratio is much lower than the recommended. (Conscious decision made to give teachers more time for preparation).
- Governors agreed the SFVS for submissions to the Local Authority.

## 12. DRAFT 2021/2022 BUDGET PLAN

12.1 It was noted that this document had been completed.

## 13. SCHOOL DEVELOPMENT PLAN (SEF, SDP, ETC)

13.1 It was noted that these documents were considered as working documents and were up to date.

## 14. STAFFING PLAN

14.1 The Headteacher provided a Staffing Update to all Governors including staff absence and retirement.

14.2 Ms. Mary Wilson is studying for the School Business Manager Apprenticeship and Diploma which has been very enjoyable to date.

A Plan for next term had been introduced to staff which is called "Future Fridays". This would entail that each class would be taught by their teachers that they will be having in September 2021. Every Friday each Year Group Teacher would move up the classes to improve/build up relationships and look to the future. This will allow for a smoother transition and will allow for the handover to be smoother and the School would become proactive and embed the new routines for the children.

General discussion took place amongst Governors.

It was also noted that the Headteacher thought that having Agency Supply Staff would be more beneficial at the present time.

Parents would be informed of this new Plan accordingly

## 15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1 Teaching and Learning Committee Meeting	5 May 2021	8am
Resources Committee Meeting	6 May 2021	8am
<b>Full Governing Body Meeting (Budget setting / ratification) Virtually</b>	<b>11 May 2021</b>	<b>6.45pm</b>
Teaching and Learning Committee Meeting	7 July 2021	8am
Resources Committee Meeting	8 July 2021	8am
<b>Full Governing Body Meeting</b>	<b>13 July 2021</b>	<b>6.45pm</b>

### 15.2 Agenda Items:

- 15.2.1 Re-election of Ms. Mary Wilson and Mrs. Elizabeth Winder
- 15.2.3 Budget Ratification
- 15.2.4 Safeguarding Update

15.3 The Governors' Briefing was noted by Governors.



**16. ANY OTHER BUSINESS**

16.1 Thanks were conveyed to everyone for logging on to Governor Hub. This was explained to new Governor, Ms. Mary Cheng who would have to obtain log on details.

16.2 It was noted that the Skills Audit would be researched.

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

The Meeting closed at 8.30pm

Chair: ..... (print)

..... (sign)

Date: .....

**Handsworth Primary School**  
**23-03-2021**

