MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON
13 MAY 2026
AT 6.30 PM VIRTUAL ONLINE MEETING

Present: Katherine Buckee (Chair – Co-opted Governor)

Co-opted Governors:
Kathryn Ball
Molly Hall
Emma Dartey

Headteacher
Claire Nairne

Parent Governor:
Beth Billington
James Baxter

Local Authority Governor:
Minhaj Rana

Staff Governor:
Marianna Jordaan

Clerk to the Governors: Nasim Patel

Summary of Agreements/Actions:

Ref. No:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion date:
3.1	**BOARD MEMBERSHIP** 2 vacancies to fill.	Chair and HT	Ongoing
4.	Minutes of previous meeting Amendments recorded.	Clerk	Completed
6.5.6	Finance **DECISION:** The projected School balanced budget was approved for 2026/27.	Governing Board	At the meeting
7.2	**Contracts and SLAs** Governor Services SLA for 2026/2027 **APPROVAL:** Governors agreed to renew the SLA for 2026/27 Governor services.	Governing Board	At the meeting
8.1	**POLICIES Ratified:** Data Policy Subject Access Request Procedure	Governing Board	At the meeting

	Data Complaints Procedure. Privacy Notices (Early Years, Pupil and Staff.		

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the Meeting and all Governors introduced themselves. *The meeting commenced at 6.35pm.* Apologies for Absence were noted and accepted from Mano Emmanuel.

1.2 There were absences to note without apology.

1.3 The Meeting was quorate with eight Governors in attendance.

2. DECLARATIONS OF INTEREST

2.1 Register of Business Interests – Governors noted this.

2.2 There weren't any declarations of interest declared for today's agenda items.

3. BOARD MEMBERSHIP

3.1 There are two governor vacancies for the Board to note. There are no office terms that will end before the summer term of 2026.

3.2 non-attendance at meetings not discussed.

3.3 All DBS checks completed and details held on file by Governor Services.

3.4 Chair reminded Governors to complete training flagged up as red.

4. MINUTES OF THE PREVIOUS MEETING

4.1 Governors received the minutes of the previous meeting held on 26 March 2026.

4.2 Matters arising:

4.2.1 **Summary of agreements and actions:**

5.2.1 Abscondment Policy Link Visit completed.
5.2.2 Emma Dartey to be included in all documentation – completed
5.2.3 Terms of Reference agreed for all committees

Minutes amendments related to 25 March meeting:
8.2 Amendment to minutes so it reads Claire Nairne.
9.3 Amendment to minutes so it reads '5 days or over'.
9.9 OPAL update clarified. The action to create a template for visit not right. It should be 'to create a template for subject report for FGB for staff'.
5.3.1 This should read the Curriculum Standards Minutes were shared and not the Teaching and Learning Minutes.

4.2. Minutes approved subject to the amendments above.

4.3 Minutes from Committees

- Teaching and Learning Committee
- Resources Committee

4.4 To consider matters arising – see 4.2

4.5 Matters arising not covered elsewhere on the agenda – none.

5. CHAIR'S ACTION

5.1 The Chair advised Governors that she had met with the Head teacher to discuss the budget, which is on the agenda, and how to fill the Governor vacancies, and bring training up to date.

6. FINANCE

6.1 School Budget Share (Income) 2025-26

Chair advised Governors that this provides a year end position. Handsworth Primary School concludes 2025/26 with a positive, financial position. Despite drawing on opening reserves during the year, the budget closed without a deficit, with a closing revenue balance of £68,316.22.

6.2 Expenditure 2025/26 -

6.3 Outturn 2025-26. Report - Financial Year 2025/26 — Year-End Close (CFR). Report discussed.

1. Summary

Handsworth Primary School concludes 2025/26 with a positive, financial position. Despite drawing on opening reserves during the year, we closed without a deficit, with a closing revenue balance of **£68,316.22.**

Key Indicator	Amount
Opening Revenue Balance (April 2025)	£130,384.54
Total Income (2025/26)	£3,250,215.94
Total Expenditure (2025/26)	£3,312,284.26
Closing Revenue Balance (March 2026)	**£68,316.22**
of which: Committed Reserves	£14,166.00
of which: Uncommitted Reserves	£54,150.22
Capital Closing Balance	£3,502.41
Total Closing Balance (Revenue + Capital)	**£71,818.63**

The school utilised £62,068 of its opening revenue reserves over the course of the year. This is primarily attributable to staffing cost pressures, employer National Insurance increases, and investment in learning resources, partially offset by positive variances in SEN top-up funding, government grants, lettings and voluntary income.

Income — Key Variances

Total income for 2025/26 was £3,250,216 against a budget of £3,168,222, representing a positive variance of £81,994.

6.4 Financial Risk Register (standing item) SFVS – Report on Governor Hub. Chair ran through the report briefly.

6.5 School Budget 2026/27 - The Budget assumptions made when setting a balanced budget was to opt to set a balanced budget not a deficit budget. These assumptions are listed in the paper: Report to Governors Budget Assumptions 2026-27 – pasted below (these were agreed in order to balance the budget and show how fragile the situation is).

Income

I03 High Needs	– x16 Year 6 leavers with EHCPs. Based on knowledge of known EHCPs joining in Reception, in school already, likely to get a higher level of funding, plus £20K of funded that we might hope to get during the course of the financial year. This brings us to the £ 382,084 figure suggested by the LBWF. This is optimistic.
I05 Pupil Premium	– Assumed funding in line with last year. Fewer FSM children at October census but higher rate of funding this year
I06 Universal Infant Free School Meal	– currently funded at £2.61, projected £2.66 from 01.09.26 although this is not confirmed. £81,270 received last year.
I06 Breakfast Club Funding	– Assumed the same as last year but not confirmed.
I07 UPFSM (Mayors' Meals).	Based on 87% take-up at £3 per meal. Confirmed the same as last year.
I07 HAF (Holiday Club) Funding.	Have assumed the same as last year but the department managing the HAF funding for the LBWF has confirmed that their budget has been cut since last year so we cannot be sure.
I08 Lettings	– Based on current lettings, at current rates, assume £94k of lettings income. This assumes that the Pre School is in situ from 01.09.26 and all other lettings remain in place (Saturday and Sunday church group, YMCA, Pre School, Karate, Coding, Language, Evolve Tuition, Yoga, Chess, Act2, Dance, Super Star Sports after school and holiday clubs)
I12 Parental Income	– Assumed increased for school clubs run by Handsworth Staff (Art, running and football). Trips income as last year. Assumed increased income for Summer Club as we have increased the price this year. Year 6 residential income should cover expenditure.
I13 FOH and Donations	– Assumed £25k, received £15k last year.

Expenditure	
E01 to E07 Staffing	Staffing accounts for 98.9% of Section 251 Income (not including additional income e.g. lettings income)
Assumed the following:	· Teachers and Support Staff likely pay awards included per the LWBF Assumptions · One of three M6 teachers will opt to progress through Upper Pay threshold · One new teacher on contract assumed a level M4 but likely to be recruited at a higher rate. · All teachers and support staff remain in the pension schemes · Reduced overtime for OPAL and Midday Play Leaders with the intention of bringing the lunch period back down to one hour from September. · Reduced overtime for Site Services Team · Additional expenditure for staff salaries for Easter Booster and Summer Holiday Club · Reduced budget for teacher emergency cover to £30k. Expenditure was £38k last year. Unlikely that this will cover sickness absence and Early Years home visits. One teacher currently long-term sick. · Reduced budget for LSA emergency cover to £8,881. It is unlikely this will be sufficient although any agency LSA absence does not incur expenditure. · Assumed that agency LSAs will not be in school for Parent Consultation Day and calculated expenditure exactly to the days worked, without contingency · Forest School will continue · Teachers will still be given additional PPA and be able to have one day in a fortnight scheduled.
E09 Staff CPD budget	reduced to £7,500. £8k expenditure last year
E12 Premises Budget	– Annual maintenance and statutory routine works built into the budget (fire, water, asbestos, waste removal, shredding, PE and play equipment audit, lightning protection etc). Redecoration

	and additional premises work budget reduced.
E13 Grounds maintenance budget	reduced from £3k to £2k
E14 Cleaning	– contract prices have increased again this year to accommodate Employers' NI increase and London Living Wage
E15 Water	– price increase this year
E16 Gas and Electricity.	Have budgeted per Zenergi assumptions in new contract. Small contingency for increased use in nursery from 01.09.26. Unit priced was fixed for a three year contract before the onset of war and increased oil prices.
E19 Curriculum	– Magnificent 7 and OPAL have been factored in. Teachers all received their Priority 1 requests for their curriculum areas. Ad hoc SEND budget reduced to £2k from £3k.
E20 ICT Curriculum and Administration.	No additional contracts, as last year and including price increases. Cost of ICT support included.
E25 Catering	Cost of meals is slighter higher than funding. However, Juniper have worked with us to reduce their meal prices, based on a 7.5-hour reduction in hours.
KS1 (Universal Infant Free School Meals):	Government funding is £2.61 (up to £2.66 from 01.09.26). Meal cost £2.70. · KS2: London Mayor's funding is £3 for 87%. Meal cost £2.78
E26 Agency Teachers	Assumed the following: · Forest school and PPA teachers (x3 days per week) · 1 agency teacher from 01.09.26 at Vibe agency rate
E27 Bought in Professional Services(Curriculum)	Reduced LSA agency headcount for 01.09.26 to 7 which is the minimum to cover 1:1 support needs. Staffing update from CN in the gov body meeting (confidential item)
E28 Bought in Professional Services (Other)	· H&S, FFT, Data Protection, HT Performance Management, HR, Governor Services, Payroll, De delegated Services to LBWF, UIFSM Checking Service, Occupational Health, Trade Union Facility time (new this

	year). £40k budgeted as last year.
E30 Revenue Contributions to Capital	Photocopier Lease – reduced price for monthly payments with new five-year lease agreement! Capital · Budget to replace Wi-Fi this year per the ICT development plan

6.5.1 **Governor Questions**

6.5.2 Q:Looks like it is evidence based .Maybe think about alternative provision linked to the curriculum. Advised not to cut home visits.

6.5.3 Q: A governor asked how does the parental contribution work for school trips? Is it pupil premium or parent?
A: It is a voluntary contribution.

6.5.4 Q: Are we going to the government about how the schools are struggling?
A: That's a highly political topic. But discussions are ongoing with the Local Authority. Not sure what the answer is.
Q: The government needs to help the school to meet their expectations.

6.5.5 Q: Teachers are going on strike at a local school next week due to a lack of funding . Don't know how schools stay afloat.
Q: The White Paper consultation is open until 18th May about additionally funding.

6.5.6 **DECISION:** The projected School balanced budget was approved for 2026/27.

6.6 No predicted carry forward

6.7 Agreement of SDP Funding allocations

(Emma left the meeting at 7.05pm)

7. Contracts and SLAs

7.1 <u>Contracts /SLA Register</u>

7.2 <u>Governor Services SLA for 2026/2027</u>
Chair asked Governors if they wish to continue with the Gold package for clerking service?
APPROVAL: Governors agreed to renew the SLA for 2026/27 Governor services.

8. **POLICIES**

8.1 Data Policy –Adopted Local Authority's Policy – **DECISION:** Ratified.

8.2 Subject Access Request Procedure – **DECISION**: Ratified.

8.3 Data Complaints Procedure **DECISION**: Ratified.

8.4 Privacy Notices (Early Years, Pupil and Staff) **DECISION**: Ratified.

10. Confidential Items (If required)
TLR Restructure – confidential item
Consideration of issues raised during the consultation

11. **MEETING REVIEW**

11.1 Chair reminded Governors to read the documents ahead of the meeting if they can and be prepared. Hybrid meetings work well. The Chair thanked everyone for attending the meeting.

11.2 Clerk provided a verbal summary of actions.

12. DATE OF NEXT MEETING

Governors' Briefings

Wednesday 20 May 2026 t 6pm on Teams.

DRAFT MEETING DATES FOR 2026/2027 FOR CONSIDERATION

Date	Time	Meeting
Wed 9 September 2026	18:30	Full Governing Body
Fri 9 October 2026	08:00	Resources Committee Meeting
Mon 12 October 2026	08:00	Resources Committee
Wed 11 November 2026	08:00	Teaching & Learning Meeting
Wed 9 December 2026	18:30	Full Governing Body Meeting
Fri 22 January 2027	08:00	Resources Committee Meeting
Wed 3 March 2027	08:00	Teaching and Learning
Fri 12 March 2027	08:00	Resources Committee
Wed 24 March 2027	18:30	Full Governing Body Meeting
Fri 7 May 2027	08:00	Resources Committee
Wed 12 May 2027	18:30	Full Governing Body
Wed 16 June 2027	08:00	Teaching and Learning
Mon 12 July 2027	08:00	Resources Committee
Wed 14 July 2027	18:30	Full Governing Body

The Meeting finished at 7.15pm.

Signed: …………………………………………………… (Chair)

Date: ……………………………………………………