

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON
15 July 2026
AT 6.00 PM VIRTUAL ONLINE MEETING**

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

Co-opted Governors:

Kathryn Ball
Mano Emmanuel
Molly Hall

Headteacher

Claire Nairne

Parent Governor:

Beth Billington
James Baxter

Local Authority Governor:

Minhaj Rana

Staff Governor:

Marianna Jordaen

Clerk to the Governors: Ron Yip

Observe: Laura Kirby (Prospective Co-opted Governor)

Summary of Agreements/Actions:

Ref. No:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion date:
4.3	<u>MINUTES of the PREVIOUS MEETING</u> Upload the Curriculum and Standards Committee minutes to GovernorHub once finalized	HT	As soon as possible
6.1	<u>Headteacher's Summer Term Report</u> Headteacher to circulate Year 6 statutory results once available	HT	As soon as possible
6.4	<u>Headteacher's Summer Term Report</u> Headteacher to include complaints data in future Headteacher report	HT	On-going

6.5	<u>Headteacher's Summer Term Report</u> Headteacher to include staff absence data in future Headteacher report	HT	On-going
6.8	<u>Headteacher's Summer Term Report</u> Headteacher to share the finalised School Development Plan	HT	As soon as possible
7.2	<u>Safeguarding</u> Chair to liaise with Governor Services regarding recognition of safeguarding training completed through governors' professional roles.	Chair / GS	As soon as possible

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting and all Governors introduced themselves. The meeting commenced at 6.00pm.
- 1.2 Apologies for Absence were noted and accepted from Emma Dartey and Katie Ball.
- 1.3 There were no apologies for absence and not accepted noted.
- 1.4 The Meeting was quorate with eight Governors in attendance.
- 1.5 There were no confidential items to discuss.

2. DECLARATIONS OF INTEREST

- 2.1 Register of Business Interests - No governors declared any interests in any of the agenda items.

3. BOARD MEMBERSHIP

- 3.1 Clerk confirmed that there were 2 vacancies to be filled.
- 3.2 It was confirmed that no Governors had terms of office ending at the close of the current academic year, there was also no disqualification action, due to non-attendance at meetings to consider.
- 3.3 DBS checks have been completed by all Governors.

4. MINUTES of the PREVIOUS MEETING

- 4.1 The Minutes of the Meeting held on the 13 May 2026 were agreed signed by the Chair for retention at the school.
- 4.2 Matters arising:
- 4.2.1 **Summary of agreements and actions:**
 - 4.1 Governing Board 2 vacancies to fill. - Ongoing
- 4.3 The Governors noted that the Curriculum and Standards Committee had a meeting in June 2026. The minutes would be uploaded to GovernorHub when finalized.

ACTION: Upload the Curriculum and Standards Committee minutes to GovernorHub once finalized

5. CHAIR'S ACTION

- 5.1 The Chair advised Governors that she had on-going meeting with the Head teacher to monitor and support around the budget situation and to discuss emerging issues across the schools.
- 5.2 She reported that she had attended several school events and observed the impact of the operation of the school under heatwave. She flagged operational challenge around supervision and safety during heatwave. It was noted that the children went home early. She thanked staff for managing the situation under heatwave professionally.

RY attended the meeting at 630pm. She was not informed the last minute change of time of meeting.

6. HEADTEACHER'S SUMMER TERM REPORT

6.1 Pupil progress and attainment

The Headteacher provided an overall update of the pupil progress and attainment data. She outlined the school's arrangements for monitoring pupil progress through weekly progress meetings held on a rolling programme with each year group. Discussions focus on vulnerable pupils, children in need, pupils with SEND, those with Learning Passports and Education, Health and Care Plans (EHCPs), together with pupil progress data and interventions. Governors noted that these meetings provide effective oversight of pupil outcomes. Governors noted that the Year 6 statutory assessment results were not yet available but would be circulated following publication.

ACTION: Headteacher to circulate Year 6 statutory results once available

6.2 Attendance and punctuality

Governors welcomed the positive attendance figures presented within the report. Although attendance remained slightly below the previous academic year, the Headteacher advised that the school had experienced an increase in term-time holidays and associated penalty notices. Governors acknowledged that this may reflect the financial pressures currently affecting families.

6.3 Behaviour, exclusions and wellbeing

The Headteacher reported that the school had experienced a calm and settled year overall, with positive staff morale and good behaviour across the school. Whilst the final half-term had presented several challenges, governors noted that the school had continued to maintain a positive learning environment.

6.4 Safeguarding update

Governors reviewed the safeguarding section of the report and requested that future reports include:

- the number of formal complaints received;
- the number of low-level concerns raised by parents; and
- the number of complaints escalated to governors.

The Headteacher confirmed that complaint records are already maintained and that this information could be incorporated into future reports.

ACTION: Headteacher to include complaints data in future Headteacher report

6.5 Staffing updates (recruitment, resignations, training)

The Headteacher provided an update on staffing. Governors discussed the current absence of the SENCO and the impact on leadership capacity. The Headteacher advised that key responsibilities were currently being managed but that additional support would be required should the absence continue into the new academic year.

Governors also requested that future Headteacher reports include staff absence data, covering both teaching and support staff, to enable governors to monitor staffing capacity and trends over time.

ACTION: Headteacher to include staff absence data in future Headteacher report

6.6 Curriculum developments

The Headteacher reported continued progress with the school's curriculum development, highlighting positive implementation of the revised English curriculum and phonics programme. Governors noted that improvements in teaching and curriculum delivery had contributed to positive pupil progress during the year.

6.7 Enrichment, trips, and extracurricular summary

Governors received an update on the extensive programme of enrichment activities delivered during the summer term, including:

- the successful Year 6 residential visit;
- Magnificent Seven reward trips;
- Year 2 visit to a trampoline park;
- Year 4 visit to the local park;
- Year 5 end-of-year outdoor water activities;
- Year 6 theatre visit; and
- a range of sporting competitions and wider curriculum experiences.

Governors welcomed the breadth of enrichment opportunities available to pupils.

6.8 School improvement priorities progress

Governors requested that future Headteacher reports include a summary of progress against the School Development Plan priorities, together with relevant success criteria and key performance indicators, to enable governors to monitor progress against the school's strategic objectives throughout the year.

The Headteacher confirmed that the School Development Plan had been reviewed with the Senior Leadership Team and the School Improvement Partner and that an updated version, together with progress against current priorities, would be shared with governors.

ACTION: Headteacher to share the finalised School Development Plan

6.9 Early planning considerations for 2026/27 SIP.

The Headteacher advised that planning for the 2026/27 School Improvement Plan was underway following discussions with the Senior Leadership Team and the School Improvement Partner. Draft priorities were being developed and would be circulated to governors once completed.

7. SAFEGUARDING

7.1 Termly safeguarding report from DSL/Link Governor

The Governing Body received the termly safeguarding report from the Safeguarding Link Governor.

Governors noted that an external safeguarding audit had been commissioned during the summer term following a complaint received earlier in the academic year. The audit concluded that the school has a strong safeguarding culture, with positive relationships between staff and pupils and effective safeguarding procedures.

The Link Governor reported that recommendations from the audit had already been implemented, including improvements to safeguarding recording, monitoring, staff training and strategic oversight. Governors welcomed the Headteacher's prompt response to the recommendations.

The Headteacher advised that the use of the MyConcern recording system had been strengthened to ensure all safeguarding actions, including follow-up communication with external agencies, are fully recorded.

Governors noted that the Single Central Record continues to be monitored regularly and that appropriate oversight arrangements remain in place. They welcomed the external audit as a valuable source of assurance and continuous improvement.

7.2 Confirmation of training undertaken by governors (Training Link report)

The Chair invited governors to confirm any training completed since the previous meeting.

Governors were reminded that induction, safeguarding, finance and cyber security training are mandatory. The Chair encouraged all governors to ensure mandatory training is completed and accurately recorded during the autumn term.

Several governors advised that safeguarding training had been completed through their professional roles but remained outstanding on GovernorHub. It was agreed that the Chair would contact Governor Services to clarify whether this training could be recognized.

Governors also agreed to review planned training at the beginning of the new academic year to ensure appropriate expertise is maintained across the governing body.

ACTION: Chair to liaise with Governor Services regarding recognition of safeguarding training completed through governors' professional roles.

7.3 SCR spot-check outcomes (if conducted).

The Safeguarding Link Governor confirmed that regular checks of the Single Central Record continue to be undertaken and that no concerns were identified.

- 7.4 Review of any updates to statutory guidance (KCSIE).
No further updates to statutory safeguarding guidance were reported.

8. **GOVERNANCE MONITORING REPORTS**

8.1 Feedback from link governors

The Link Governor reported on a recent monitoring visit, noting the wide range of play opportunities available during break and lunchtime. Pupils spoke positively about the provision and valued the opportunity to contribute ideas for future activities. Staff were also recognized for their support of the programme. The Headteacher welcomed the constructive challenge provided by Governors through monitoring visits.

8.2 Identify any visit requirements for the Autumn Term.

Governors agreed that staff engagement visits should be undertaken during the autumn term to gather staff feedback and monitor staff wellbeing. Volunteers were identified and arrangements will be made with the Headteacher. Governors noted the importance of continuing regular monitoring visits throughout the academic year.

ACTION: Governors to arrange an autumn term staff engagement visit.

8.3 Finance & Resources

Governors noted that the balanced budget had been submitted and that the school's financial position continues to be monitored carefully. The Governing Body recognized that securing appropriate High Needs funding remains the school's key financial priority. The Headteacher advised that significant staffing arrangement had already been made and that any further reductions would have a direct impact on educational provision. Governors also received an update on the new nursery provision and noted the importance of income generated through school lettings in supporting the school's financial sustainability.

8.4 Budget monitoring report (summer term review)

Governors reviewed the summer term budget position and agreed that expenditure and financial risks should continue to be closely monitored during the autumn term, particularly staffing costs and any unforeseen expenditure.

8.5 Staffing structure updates for September 2026

The Headteacher reported that recruitment for September had been completed successfully, including the appointment of a new Year 1 teacher with expertise in Early Years practice to support the school's continuous provision approach. Governors noted that transition arrangements for pupils and staff had been completed successfully, including staff handover meetings, pupil transition sessions and engagement with parents to support a smooth start to the new academic year.

The Headteacher advised that preparations for September were well advanced and Governors wished the Year 6 pupils every success as they moved on to secondary school.

9. POLICIES FOR REVIEW AND APPROVAL

It was noted that there were no policies requiring review or approval at this meeting. Governors agreed that policy reviews would be undertaken at the September meeting, with documents circulated in advance to allow sufficient time for consideration.

10. GOVERNOR TRAINING & DEVELOPMENT

Governors agreed to defer discussion of Governor training until the September meeting. At that meeting, governors will reconfirm their roles and link governor responsibilities, review the training available through GovernorHub and identify appropriate training to complete during the forthcoming academic year.

11. SUCCESSION PLANNING & GOVERNANCE HOUSEKEEPING

11.1 Terms of Office Ending in 2026/27

It was confirmed that no governors have terms of office ending in 2026/27. Governors agreed that succession planning, committee responsibilities and Link Governor roles would be reviewed and confirmed at the September meeting when all members would be meeting in person. The Chair advised that efforts would continue to recruit a prospective Co-Opted Governor and, if possible, invite them to observe the September meeting.

12. ANY OTHER BUSINESS

No items of other business were raised.

13. MEETING REVIEW

13.1 Governors Reflect on the Effectiveness of the Meeting

The Chair invited Governors to provide feedback on the effectiveness of meetings and encouraged suggestions for future agenda items. Governors discussed the value of including periodic "deep dive" discussions on key school priorities and agreed that future agendas should continue to evolve to support strategic governance. The Headteacher also welcomed suggestions for future content within the Headteacher's Report.

13.2 Clerk to Provide a Verbal Summary of Actions and Agreements, and Deadlines

It was agreed that the Clerk would circulate the draft minutes, incorporating the additional notes provided by the Headteacher where appropriate, for governors to review. Governors were also asked to review the proposed meeting schedule for the next academic year and notify the Clerk of any concerns.

The Meeting finished at 7.15pm.

Signed: (Chair)

Date:

