

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON
25 MARCH 2026
AT 6.30 PM AT THE SCHOOL**

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

Co-opted Governors:

Candice Thorpe (Virtual Attendance)

Louisa Augustine-Fraser (Virtual Attendance)

Kathryn Ball

Molly Hall

Emma Dartey (Virtual Attendance)

Headteacher

Claire Nairne

Parent Governor:

Beth Billington

Staff Governor:

Marianna Jordaan

Clerk to the Governors: Pauline Dorney

Summary of Agreements/Actions:

Ref. No:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion date:
5.2.1 – c/f item	Link Visit – Abscondment Policy to be arranged	Headteacher	Work in Progress
5.2.2 – c/f item	Emma Dartey to be included on all Governing Body documentation	Governor Services	Immediate
5.2.3 – c/f item	The FGB agreed the Terms of Reference for 2025/2026 for all Committees	All Committees	Completed

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting and all Governors introduced themselves.
- 1.2 Apologies for Absence were noted and accepted from Mano Emmanuel and James Baxter.
- 1.3 There were no apologies for absence not accepted noted.
- 1.4 The Meeting was quorate with nine Governors in attendance.
- 1.5 There were no confidential items to discuss.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

2.1 Nothing to discuss.

3. DECLARATIONS OF INTEREST

3.1 Register of Business Interests –there were no new interests reported.

3.2 No governors declared any interests in any of the agenda items.

4. GOVERNING BOARD

4.1 The Clerk confirmed membership of the Governing Body and the following terms of office had expired on the 26 January 2026:-

Louise Augustine-Fraser 26 January 2026

Kathryn Ball 26 January 2026

4.2 The Full Governing Body reappointed Kathryn Ball to the Governing Body until January 2027. This notion was nominated by the Chair and seconded by Beth Billington.

The Full Governing Body appointed Kathryn Ball to the Governing Body

ACTION: Governor Services to note

4.3 The Full Governing Body appointed Minhaj Rana as LA Governor to the Governing Body. This notion was nominated by Kathryn Ball and seconded by Beth Billington.

The Full Governing Body appointed Minhaj Rana to the Governing Body

ACTION: Governor Services to note

4.4 The Governing Body received a resignation from Candice Thorpe. Best wishes and thanks were conveyed to Candice Thorpe for her input and hard work during her term of office.

ACTION: Governor Services to note

4.5 Thanks and best wishes were conveyed to Louise Augustine-Fraser for her input and hard work during her term of office.

ACTION: Governor Services to note

4.3 With the above actions taken into account it was noted that there were two Co-opted Vacancy

4.4 There were no DBS Enhanced Checks outstanding except for new Governor Minhaj Rana.

4.5 Governors were reminded to log their Governing Board diversity on Governor Hub.

5. MINUTES

5.1 The Minutes of the Meeting held on the 10 December 2025 were agreed signed by the Chair for retention at the School.

5.2 Matters arising:

5.2.1 **Summary of agreements and actions:**

Minute Ref:	Formal Agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion date:
0	Emma Dartey is not listed on the membership for this Meeting	Governor Services	c/f item
2.2	All Governors to update their declarations of interest immediately. Clerk to share link to each member.	Governors/Clerk	Completed

3.3	Agreed: LA Governor appointment subject to pending LA nomination process completion.	Clerk/LA	Completed
5	Agreed: Minutes of the Meeting held on the 10 September 2025 – Chair to sign.	Chair of Board	Completed
5.2	Carry forward action: Governors to update their declarations of interests and confirmations on GovernorHub.	Governors	Completed
5.2	Carry forward action: To arrange a Link Visit including the review and development of the Abscondment Policy, including considering purchasing Walkie-Talkies.	Headteacher	Work in Progress
5.2	Carry forward action: Action: To confirm if Emma Dartey accepts membership of the Resources Committee and Mano Emmanuel the Pay Committee and inform Governor Services if they do not.	GS to update membership on GovernorHub.	Completed.
5.2	Carry forward action: Action: Agenda item – all Committees. Terms of Reference 2025-2026. To be reviewed as change in names of committee.	Headteacher/Clerk/Agenda item.	Completed
5.2	Carry forward action: Action: All members of the board to confirm their acknowledgement of the Code of Conduct.	Governors	Completed
7	Action: Agenda item – Fire Alarm Update	Governor Services	Completed
8.1	Action: School to investigate the accessibility of exits at the Year 2 and 3 classroom exits.	School	Completed
9	Action: All governors to attend Safeguarding Training in advance of the next board meeting	Governors	Completed
10	Agenda item for Spring 2026 – Term dates 2027/2028	Governors	Completed

14	School to publish register of governor interests 2025/2026 once complete	Headteacher	Completed
18	Governors' Briefing on 11 February 2026 – attendance of K Buckee at this event.	Katherine Buckee	Completed

5.3 Reports from Committees

5.3.1 The Teaching and Learning Minutes from the last Meeting were shared with Governors.

5.3.2 The Resources Committee Minutes from the last Meeting were shared with Governors.

5.3.3 Matters arising:

There were no outstanding items noted.

6. **CHAIR'S ACTION**

6.1 The Chair advised Governors that she had met with the Headteacher on a regular basis. There were no major concerns noted.

6.2 It was noted that the School Business Manager had undertaken a thorough job reviewing the potential Nursery organisations that could take over, including the financial status of all concerned in order to make a decision. This decision was agreed by Governors online. The Company chosen was Fyfield whom will commence in September 2026.

7. **GOVERNORS' TRAINING**

7.1 The Chair advised Governors that she had attended the Complaints Process Training last Monday. All documentation would be shared with Governors. Governors were invited to attend this Training accordingly. Emma Dartey volunteered to undertake this Training.

7.2 Governors were asked to check that they had undertaken the Safeguarding Training and logged their completion on GovernorHub.

ACTION: Skills Audit to be checked for all Training undertaken

8. **LINK GOVERNOR REPORTS**

8.1 Beth Billington had sent in her Report relating to the Safeguarding Audit recently undertaken at the School. A brief summary was provided to Governors for their information. There were no major concerns noted. The Auditor advised the School that the Safeguarding within the School was found to be very positive. The Headteacher gave a brief update to Governors on the "My Concern" process and other Safeguarding issues. General discussion took place amongst Governors.

ACTION: Audit Report to be circulated to Governors once received.

Question:

Are we keeping data safe?

Answer:

The Headteacher sees this data only. The IT Consultant tests the filters regularly; staff cannot access private data. Insight and My Concern pupils remain monitored within the School.

- 8.2 Kathryn Ball visited the School relating to SEND. A brief summary by the Headteacher and Kathryn Ball was provided to Governors for their information.

Question:

Do we have any SEND pupils that are 'gifted'?

Answer:

Yes we do – because these pupils have SEND issues they are not 'low' attainers. They may have a medical need or may need reasonable adaptations and work needs to be broken down for them to assist them. SEND pupils would always be children that need the Curriculum to be adapted and scaffolded; a little additional help for things would be necessary.

The provisions we provide should stretch our high attainers and support our low attainers as well. This was clarified in detail to Governors. General discussion took place amongst Governors.

It was considered very important for the LSA's to recognise full support for every SEND child and the coding could be simple. There was a gap on how the School manage dysregulated pupils and this was well received by staff. Kathryn Ball clarified the structure required.

Question:

Where do the Learning Passports go?

Answer:

This is the profile of the child and shows the next stage up. The Passport is also a Behaviour Support Plan and it is about supporting the staff and the child. It is usually the pupils with autism because they have a low awareness of themselves.

This was clarified in detail to Governors for their information.

Question:

When staff hand in their subject reports what happens?

Answer:

I like to give them the autonomy to present it how they wish every Spring Term. I ask them to inform where they are in relation to their Impact Plan; what is going well and what are their next steps, areas of work, etc. It is very much of an update on what the priorities are, etc., and the support required – if any.

General discussion took place amongst Governors.

9. HEADTEACHER'S REPORT

- 9.1 The Headteacher referred Governors to her Headteacher's Report which had been placed on GovernorHub. The following points were highlighted:-
- 9.2 Attendance is currently at 95.9%. This has continually improved. Focus has been on supporting parents.
- 9.3 Fines are imposed on parents going on holidays - Absences over five days. This was clarified in detail to Governors.
- 9.4 A Mock Screening is currently taking place for the current Year 1 pupils and progress is evident.

- 9.5 The update on English was very positive.
- 9.6 Some changes had been made relating to the Year 4 Multiplication Tables.
- 9.7 Early Years is very strong.
- 9.8 Year 6 is currently at National figures.
- 9.9 The OPAL update was pleasing and considered to be a worthwhile Project. However, it was felt that the fence lining was rather expensive. The final Audit would take place in June 2026.

Question:

Would we have to employ additional adults to deal with this Project?

Answer:

We do have many MDA's that we can reposition and place them in various areas to accommodate this new Project.

It was noted that data would be gathered at certain times of the day relating to the improvement in behaviour. Regular meetings with MDA's take place to assist with this monitoring.

A Link Governor Visit would take place relating to the management and structure of OPAL on the 15 April 2026.

ACTION: Molly Hall to create a Visit Template

- 9.10 An update on the recent Exclusion was notified to the Governing Body which has now been resolved.

Thanks were conveyed to the Headteacher for her very informative Report.

10. ADMISSIONS (NGA)

- 10.1 It was confirmed that this had been completed and published.

11. THEMED AUDIT REPORT(S)

11.1 Fire Risk Assessment

- 11.1.1 A new Fire Alarm would be installed with a temporary process being undertaken in the meantime. The School's Asset Management Team has confirmed that they had requested for the replacement of the Fire and Early Warning and Detection System to be added to the remedial works programme (an email confirming this from Tim Sawka (LBWF) dated 25 February 2026 had been placed in the school file for information. It was noted that the School had had their Fire Risk Audit but no Report was evident to date. The Actions from the Health and Safety Audit had been placed on GovernorHub.

12. FINANCE

12.1 Budget Monitor Report

- 12.1.1 The Budget Plan for 2026/2027 would be 'work in progress'. The Budget for 2025/2026 would be closed next week. A Report would be provided after the Easter Holiday.

- 12.2 It was confirmed that Juniper Catering had been awarded the Schools' Catering Contract by the DfE. However, this had become a challenging issue with the School having to negotiate revised meal prices which present a 'risk' at the present time; the funding is less than the cost of a meal. This was clarified to

Governors and it was agreed that an update would be provided to Governors accordingly.

- 12.3 The new Provider for the Nursery would be operating from the 1 September 2026. An Open Day would take place in June 2026. There is currently a Waiting List for the Nursery Provision for September 2026.

It was noted that the previous Nursery had paid the £8,100 for the period that was outstanding.

- 12.4 It was confirmed that there is no Budget Plan for 2026/2027

13. TLR RESTRUCTURE CONSULTATION FEEDBACK

- 13.1 It was noted that the Unions had visited the School and met with the staff and went very well. The Union Lead, whom the School met with, had completely understood the School's situation which was quite common amongst other schools. It was necessary for the School to ensure that they were allowing the 30 days since the Meeting for the Consultation Period.

It was confirmed that the School were working with staff and communicating with them. This Restructure would affect three members of staff and their TLR is protected for three years. As discussed in Meetings previously, the School need to ensure that they were making reasonable adaptations for those staff members to continue undertaking their work with the support required.

14. SCHOOLS' FINANCIAL VALUE STANDARDS (SFVS)

- 14.1 This Document had been perused at the recent Resources Committee Meeting and there were no major concerns noted. It was recommended for the Governing Body to ratify this document.

The Full Governing Body ratified the Schools' Financial Value Standard (SFVS) and the Chair agreed to sign this Document for submission to the Local Authority.

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

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|------|--|--------------|------------------------|
| 15.1 | Resources Committee Meeting | 8 May 2026 | 8am (Virtually) |
| 15.2 | Full Governing Body Meeting
(Budget Ratification) | 13 May 2026 | 6.30pm (at the school) |
| 15.3 | Curriculum & Standards Meeting | 17 June 2026 | 8am (Virtual) |
| 15.4 | Resources Committee Meeting | 13 July 2026 | 8am (Virtually) |
| 15.5 | Full Governing Body Meeting | 15 July 2026 | 6.30pm (at the school) |

- 15.6 Agenda items:

- 15.6.1 To be confirmed once known.

16. ANY OTHER BUSINESS

- 16.1 **The Full Governing Body ratified the Emergency Plan accordingly.**

- 16.2 Appointment of Vice Chair for the remainder of the 2025/2026 academic year

- 16.2.1 The Chair nominated Beth Billington as Vice Chair of the Governing Body. This was seconded by Molly Hall accordingly.

The Full Governing Body appointed Beth Billington as Vice Chair of the Governing Body for the remainder of the 2025/2026 academic year.

The Chair thanked everyone for attending the meeting.

The Meeting finished at 8.15pm.

Signed: (Chair)

Date:

Handsworth Primary School
Draft Minutes
26-03-2025