

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON WEDNESDAY 10th SEPTEMBER 2025
AT 6:30PM
AT THE SCHOOL**

Present:	Katherine Buckee, Chair	Co-opted Governor
	Candice Thorpe, CT	Co-opted Governors
	Kathryn Ball, KB	
	Mano Emmanuel, ME	
	Claire Nairne, HT	Headteacher
	Beth Billington, BB	Parent Governors
	James Baxter, JB	
	Marianna Jordaan, MJ	Staff Governor

Clerk to the Governors: Kathryn Protsiv

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Action: Outstanding governor declarations for 2025/26 to be completed on GovernorHub profiles.	All	Sept.
4.1	Agreed: Katherine Buckee elected as Chair of the GB	-	-
4.2	Agreed: Candice Thorpe elected as Vice-Chair of the GB	-	-
5.2	Action: To confirm Emma Dartey's acceptance of her appointment as a co-opted governor and inform governor services.	Chair	Two Weeks
5.5	Action: School to confirm GIAS has been updated for governance.	HT	Immediate
5.6	Action: Governors to note diversity related questions on GovernorHub profiles	All	Next FGB
6.1	Agreed: 16 th July 2025 minutes, Chair to sign	-	-
6.2.12.11	Discussion with Headteacher regarding Safeguarding (HT report detail)	HT	Next FGB
6.4	Action: To arrange a link visit including the review and development of the Abscondment policy, inc. considering purchasing Walkie-Talkies.	KB/ SLT	October Half Term

7.2	Action: All governors to complete Safeguarding training pre next board meeting.	All	Sept.
9	Action: All members of the board to confirm their acknowledgement of the code of conduct on school website.	All	Sept.
10	Action: Governors were asked to complete the effectiveness questionnaire on GovernorHub.	All	Next FGB
11	Agreed: The template annual cycle, as on the school website.	-	-
12.2	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.	Chair	Two Weeks
12.3	Action: Agenda item – all Committees, Terms of Reference 2025-2026.	Gov. Services/ Cttee Ch.	Next Meeting
13.1	Agreed: Governors agreed to retain current link governor roles and embed recent developments.	-	-
13.2	Action: To contact new governors and discuss potential link governor roles.	Chair	Two Weeks
	Date of next meeting:	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Mano Emmanuel and Molly Hall. A prospective co-opted governor was also not in attendance.
- 1.3 No apologies for absence were received from Louise Augustine-Fraser and therefore these were not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with eight governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

The HT and CT requested confidential items to be heard

3. DECLARATIONS OF INTEREST

- 3.1 Pecuniary Interests – Governors confirmed receipt of the register of interests.

Action: Outstanding governor declarations for 2025/26 to be completed on GovernorHub profiles.

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

4. APPOINTMENT OF OFFICERS

- 4.1 The Clerk welcomed nominations for the position of Chair of the Governing Body for the 2025/2026 academic year, up to the first meeting of the Governing Body in autumn 2026. Katherine Buckee self-nominated and expressed a willingness to carry on in the role. With no other nominations and no objections, The Chair was

unanimously elected as Chair of the Governing Board/Body for the 2024/2025 academic year; up to the first meeting of the Governing Body in autumn 2025.

Agreed

- 4.2 The Clerk welcomed nominations for the position of Vice-Chair of the Governing Body for the academic year 2025/2026.

The Chair proposed CT, who accepted the nomination. With no other nominations and no objections, CT was unanimously elected as vice-Chair of the Governing Body for the 2025/2026 academic year; up to the first meeting of the Governing Body in autumn 2026.

Agreed

5. GOVERNING BODY

- 5.1 The Clerk confirmed the current Governing Body membership – noting that two co-opted governors' terms will end at the beginning of the spring term 2026, LAF and KB.

- 5.2 Emma Dartey, a prospective co-opted governor attended the summer FGB. CT confirmed a willingness to join the GB was expressed to her and relayed this to governors.

Governors **agreed**: to appoint Emma Dartey as a co-opted governor in her absence, subject to the Chair seeking verbal confirmation of her acceptance.

Action: To confirm Emma Dartey's acceptance of her appointment as a co-opted governor, and inform governor services.

The HT stated she is due to meet a prospective Local Authority nominated governor. If this appointment progresses there will be no vacancies on the governing body.

- 5.3 No governors are eligible for disqualification due to non-attendance

- 5.4 The Clerk confirmed that DBS checks had been completed for all governors and details are held on file by Governor Services.

- 5.5 The school confirmed that the Governing Body membership was also published on the DfE GIAS database.

Action: School to confirm GIAS has been updated for governance.

- 5.6 Evaluation of governing body diversity

Action: Governors to note diversity related questions on GovernorHub profiles

6. MINUTES

- 6.1 Governors received the minutes of the meeting held on 16th July 2025 and agreed these to be an accurate record of the meeting. The Chair agreed to sign a copy of the minutes on GovernorHub.

- 6.2 Matters arising

Minute reference	Action	Status update
1.3/4.2	Disqualification of Amir Suleman	Complete
12,2	Emergency Plan	Complete: Fire drill and Intruder Plan learning has been discussed with staff. SLT will continue with H&S updates/ new staff inductions
12.3	Accessibility Plan	Updated

12.4	Safeguarding Policy to be ratified when released from the Haringey Education Partnership	LBWF have advised to continue using the LA model policy, which has been recently released and will be ratified once personalised for the school.
12.11	Discussion with Headteacher regarding Safeguarding	Ongoing: Discussions to be feedback in December FGB

6.3 Minutes/Reports from Committees:

There have been no committee meetings since the last FGB.

6.4 To consider any matters arising:

- The School budget has now been approved by LBWF.
- The new payroll system is working well, with increments and pay awards actioned.
- The Abscondment policy was discussed, and it was agreed this would be developed in further detail during a link visit with KB.

Action: To arrange a link visit including the review and development of the Abscondment policy, inc. considering purchasing Walkie-Talkies.

7. KEEPING CHILDREN SAFE IN EDUCATION 2025

7.1 Governors acknowledged receipt of the KCSIE Statutory guidance September 2025 and their responsibilities as detailed were noted. Annual staff training has been completed during a September Inset Day.

7.2 Governors noted receipt of the link governor role profile for Safeguarding and thanked BB for their commitment to the role.

Action: All governors to complete Safeguarding training pre next board meeting.

8. CHAIR'S ACTION

8.1 Exit interviews were completed with the six staff leavers. The Chair reported from the positive discussions held, which was anonymised in the report provided. The HT thanked governors for this insight and feedback. Governors discussed developing potential bi-annual interviews with a random selection of staff.

8.2 There was a detailed discussion of the building work taking place on neighbouring settings. The HT has already emailed parents with updates and will write to parents again in the Friday newsletter. A positive meeting with the site manager at the neighbouring Highams Park School was reported, they are keen to mitigate any impact from the works and develop positive relationships. The work may last 2-3 years.

8.3 The Schools Street Campaign was discussed and local traffic issues. LBWF have fed back that a CPZ must be in place to action a School Street, and local residents do not currently support the introduction of a CPZ. Alternative solutions to feedback were discussed.

8.4 Confidential Item

8.5 Confidential Item

9. GOVERNING BODY CODE OF CONDUCT

9.1 Governors reviewed the Governing Body Code of Conduct for the 2025/2026 academic year and unanimously agreed to adopt this.

Action: All members of the board to confirm their acknowledgement of the code of conduct on school website.

10. GOVERNING BODY EFFECTIVENESS ANALYSIS

Action: Governors were asked to complete the effectiveness questionnaire on GovernorHub.

11. GOVERNING BOARD/BODY ANNUAL CYCLE

Agreed: The template annual cycle, as on the school website.

12. GOVERNING BOARD/BODY COMMITTEES

12.1 Governors reviewed the membership of committees and agreed that all eligible governors join a pool for all matters pertaining to:

Governor Discipline, Staff Discipline, Grievance and Dismissal Appeals

12.2 Governors agreed the following committee membership:

- Resources: CT, ME, Chair, ED
- Teaching and Learning, KB, BB, JB, MJ, MH, LAF,
- Pay: CT, Chair, ME
- Headteacher's Performance Management: LAF, KB, CT

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.

12.3 Governors agreed that each committee be asked to review their Terms of Reference for consideration at the next meeting, the board agreed that committees should continue to abide by the previous terms of reference until the new terms had been considered.

Action: Agenda item – all Committees, Terms of Reference 2025-2026.

13. LINK GOVERNORS

13.1 Agreed: Governors agreed to retain link governor roles and embed recent developments.

13.2 Action: To contact new governors and discuss potential link governor roles.

14. GOVERNORS' TRAINING

14.1 Governors discussed the training offer and noted training through GovernorHub is automatically recorded.

15. SCHOOL POLICIES

15.1 Update Review Cycle: Reviewed and agreed July 2025

16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

16.1 Date of next meeting: FGB 10th December 2025

16.2 Agenda items: As per cycle of business.

16.3 The following Governors' Briefings will be held on, governors to rotate attendance:

Wednesday 1 October 2025- MH to attend

Wednesday 11 February 2026

Wednesday 20 May 2026

at 6.00pm via MS Teams

17. ANY OTHER BUSINESS

Autumn 2025

The HT reported a good start to the term with new teaching staff settling in well.

The Chair thanked all present for their attendance.

The meeting closed at 8pm