

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON
16 JULY 2025
AT 6.30 PM AT THE SCHOOL**

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

Co-opted Governors:

Candice Thorpe
Molly Hall
Mano Emmanuel
Kathryn Ball
Louisa Augustine-Fraser

Headteacher

Claire Nairne

Parent Governor:

Beth Billington
James Baxter

Staff Governor:

Marianna Jordaan

Clerk to the Governors: Pauline Dorney

Also Present: Afua Addai-Diawou (Deputy Headteacher)
Emma (Potential Co-opted Governor)

Summary of Agreements/Actions:

Ref. No:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion Date:
1.3/4.2	Disqualification of Amir Suleman	Governor Services	ASAP
12.2	Emergency Plan	SBM/HT	ASAP
12.3	Accessibility Plan	SBM/HT	ASAP
12.4	Safeguarding Policy to be ratified when released from the Haringey Education Partnership	All Governors	Next FGB Meeting
12.11	Discussion with Headteacher regarding Safeguarding	Beth Billington/Headteacher	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 There were no Apologies for Absence noted.
- 1.3 There were no apologies for absence received from Amir Suleman and his unexplained non attendance was not accepted.
ACTION: Governor Services to disqualify
- 1.4 The Meeting was quorate with ten Governors in attendance.
- 1.5 There were no confidential items to discuss.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

2.1 It was noted that there was one confidential item 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 there were no terms of office due to expire in the Spring Term 2025.

4.2 There had been no notification from Amir Suleman due to his non attendance at Meetings.

The Full Governing Body agreed to disqualify Amir Suleman due to regular non-attendance.

ACTION: Governor Services

4.3 There was one Co-opted and one Local Authority Vacancy noted.

4.4 There were no DBS Enhanced Checks outstanding.

5. MINUTES

5.1 The Minutes of the Meeting held on the 14 May 2025 were agreed and signed by the Chair for retention at the School.

5.2 Matters arising – Minutes 14 May 2025:

Summary of Agreements/Actions:

Ref. No:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion Date:
c/f item 26/3/2025	New Calendar Dates to be emailed to all Governors	Headteacher	Completed
4.2	Attendance Register to be sent to the Chair regarding Amir Suleman's attendance	Governor Services	Completed
4.3	Co-opted Governor Vacancy to be filled	Governor Services	Work in Progress
5.5	Teaching and Learning Meeting dates to be circulated to all Governors	Kathryn Ball	Completed
6.17	Possibility of sharing/borrowing Resources with other Schools	Chair/SBM	ASAP
6.18	AGREED – Budget 2025/2026, Expenditure and Outturn 2024/2025	All Governors	Completed
6.19	AGREED – SFFC Recovery Plan	All Governors	Completed
6.19	AGREED – Governor Services SLA 2025/2026 including the services of the Clerk	All Governors	Completed
6.20	AGREED – Financial Risk Register	All Governors	Completed
8.5.2	Update Governors on Behaviour Plan Agenda item	All Governors	Completed and draft sent to all Governors.

8.5.6	Feedback on recent Fire Drill to be shared with Governors Agenda item	All Governors	Completed and discussed.
9.1	AGREED - School Term Dates 2026/2027	All Governors	Completed
10.1	Training List to be supplied to the Chair.	Clerk	Completed
	Date of Next Meeting: 10th December	Noted by all Governors	Completed.

6. CHAIR'S ACTION

- 6.1 The Chair advised Governors that she had visited the School, met with the Headteacher and discussed the Budget for 2025/2026.
- 6.2 Staff welfare was also discussed.
- 6.3 It was pleasing to note and evidence the many wide range of diverse activities being undertaken by the pupils. Although the School looked very busy there was a sense of 'calm' evidenced within the School.
- 6.4 The Chair attended the recent Summer Fair which displayed a great sense of community with many parents working together for the good of the School.
- 6.5 Concern was expressed for all staff wellbeing; having to attend and support such a large amount of diverse pupils within the School.
- 6.6 The Exit Interviews had been arranged to take place before the end of the Summer Term 2025. A Summary would be shared with Governors and it is intended to take a closer look at the staff absence.

7. MINIMUM ASSET VALUE

- 7.1 **The Full Governing Body agreed to include items over £100 Asset Value only on the IT Asset Register.**

8. CATERING TENDER

- 8.1 It was noted that Waltham Forest Catering had given notice to all Schools that they would cease trading as at end of March 2026. New Providers should be in place by the 1 April 2026.

Governors were informed that the DfE had offered to run the tender process; in collaboration with other Schools which would provide a cheaper option for the next three years. Pre-tenders had been received by the School to be completed. This was clarified in detail to Governors.

The Resources Committee had discussed this Proposal and recommended that the Full Governing Body should adopt this option.

The Full Governing Body ratified this Proposal accordingly.

9. REVIEW OF ASSET REGISTER AND ASSET DISPOSALS (SFVS) INCLUDING STOCKTAKE CERTIFICATE

- 9.1 This document was shared and discussed in the Resources Committee Meeting recently. It was noted that the disposals had been written off and disposed of appropriately.

The Full Governing Body ratified the Asset Disposals and the Stocktaking Certificate which the Chair agreed to sign for retention at the School.

10. APPROVE SCHOOL TERM AND HOLIDAY DATES/OCCASIONAL AND INSET DAYS

10.1 This item had previously been completed.

11. REVIEW STAFF PAY

11.1 It was noted that the Pay Awards would be applied. There would also be an uplift applied to the TLR payments.

11.2 Confidential Item – reported separately.

12. RATIFICATION OF POLICIES

12.1 **The Full Governing Body ratified all Statutory Policies (including LBWF Model Policies).**

12.2 Emergency Plan

It was noted that this Plan was currently ‘work in progress’.

ACTION: SBM/HT

12.3 Accessibility Plan

It was noted that this Plan was currently ‘work in progress’

ACTION: SBM/HT

12.4 Safeguarding Policy

It was noted that the School was awaiting this updated Model Policy from the Haringey Education Partnership and the 2025/2026 version would be ratified in the new Academic Year when released.

ACTION: Ratification at the next FGB Meeting.

13. HEADTEACHER’S REPORT

13.1 The Headteacher referred Governors to her Report and invited questions. General discussions took place amongst Governors whilst going through the Headteacher’s Report.

13.2 There was a high mobility of Pupils reported and this was explained in detail by the Headteacher. The School has exceeded their Reception Pupil Roll with two vacancies reported in Year 4 currently.

13.3 Attendance & Punctuality

Attendance and punctuality remain critical areas of focus for the school, reflecting a national trend of increased absence rates, particularly exacerbated since the COVID-19 pandemic. This is a significant challenge across the education sector, impacting student progress and wellbeing nationwide.

There is a particular concern is the higher rate of absence among children with Special Educational Needs and Disabilities (SEND). Studies consistently highlight that SEND pupils face additional barriers to consistent attendance, often linked to health needs, anxiety, or challenges with school environments.

The School is committed to proactively addressing attendance challenges among our Special Educational Needs and Disabilities (SEND) pupils through a comprehensive and multi-faceted approach. The School prioritises early identification and diagnosis, ensuring that children receive the support they need as soon as possible, which often involves placing them on the inclusion register to facilitate tailored interventions. The strategies encompass a blend of group work and individualised one-to-one support, alongside access to specialised therapies,

including the calming presence of a therapy dog, to address underlying anxieties or barriers to attendance. Furthermore, the School fosters a supportive environment through peer mentoring and the presence of wellbeing ambassadors in the playground, promoting a sense of belonging and reducing social anxieties. For pupils requiring more flexible arrangements, we can implement part-time timetables, soft starts to the school day, and structured 'time out' and quiet lunch break options to manage sensory overload and provide necessary breaks. This holistic framework aims to remove obstacles to attendance, ensuring all SEND children can fully engage with their education and thrive.

The School is particularly aware of an increase in Emotional Based School Avoidance (EBSA) with children experiencing anxiety around being in school. To tackle this, the Wellbeing Ambassadors created a short film featuring encouraging words and practical advice for children and parents. For two terms this year, the School has run the 'Bagel Brunch', a special Monday morning club for those who really struggle coming in after the weekend.

To ensure robust daily oversight of attendance, the Attendance Officer shares the absentee list with the Headteacher each morning. Every two weeks, a comprehensive report from SIMS is produced to identify pupils who are persistently absent and to detect any emerging attendance patterns. When a child's attendance falls below 90%, a supportive letter is promptly sent to their parents, outlining the School's concerns and offering assistance. This is monitored accordingly and the appropriate letters sent to the Parents/Carers with meetings taking place should the non-attendance persist. Attendance was reported at 96.4%. Persistent Absence was reported at 41%

- 12.4 3 - 5 Year Priorities:
- Excellence for all across the curriculum and beyond the classroom, maximising learning and personal development opportunities
 - Providing a nurturing and challenging environment that encourages professional growth for our staff and school.
 - To develop and implement an effective communication strategy for all stakeholders.
 - Engage the community and showcase progress towards the Equality Objective.
- 12.5 The School has a total of 35 EHCP's and a breakdown was shared with Governors for their information.
- 12.6 The following Projects had been successful:
- Pins Project
 - Learning Walks
 - Inclusion Surgeries
 - Provision Maps
 - Inclusion Manager Systems
 - Mental Health Support Team Support
 - Office Support
 - Parent Support
 - EP Service

- 1:1 Supervision for LSA's supping children 1:1

12.7 The following were areas to be worked on during the next academic year:-

- Assessment for children with EHC Plans working below the National Curriculum
- Informal Coffee Mornings
- Supervision for LSA's

12.8 Statutory Assessments

12.8.1 The Key results were shared with Governors which were very positive.
The following data for 2024/2025 was reported:-

Assessment	Statistic	School Result	National Result
KS2 Reading, Writing & Maths Combined	% of pupils achieving the expected standard	65%	62%
KS2 Reading, Writing & Maths combined	% of pupils achieving the higher standard	16%	8%
Multiplication Tables Check (MTC)	% of pupils scoring full marks (25/25)	19%	-38%
Phonics Screening Check	% of pupils passing in Year 1	68%	-80%
Early Years Foundation Stage	% of pupils achieving a Good Level of Development	80%	-69%

Key Stage 2

Subject	Statistic	School Result	National Result
Reading, Writing & Maths combined	% of pupils achieving the expected standard	65%	62%
Reading, Writing & Maths combined	% of pupils achieving the higher standard	16%	8%
Reading	% of pupils achieving the expected standard	79%	75%
Reading	% of pupils achieving the higher standard	37%	33%
Reading	Average scaled score	106.4	106.0
Writing	% of pupils achieving the expected standard	74%	72%
Writing	% of pupils working at greater depth	25%	13%
Maths	% of pupils achieving the expected standard	77%	74%
Maths	% of pupils achieving the higher standard	26%	26%
Maths	Average scaled score	104.7	105.0
GPS	% of pupils achieving the expected standard	79%	73%
GPS	% of pupils achieving the higher standard	39%	30%
GPS	Average scaled score	105.8	105.0

Science	% of pupils achieving the expected standard	84%	82%
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Multiplication Tables Check (MTC)

Statistic	School Result	National Result
% of pupils scoring full marks (25/25)	19%	-38%
Average score (out of 25)	19.1	-21.1

Key Stage 1

Subject	Statistic	School Result	National Result
Reading, Writing & Maths combined	% of pupils achieving the expected standard	60%	-58%
Reading, Writing & Maths combined	% of pupils working at greater depth	13%	-6%
Reading	% of pupils achieving the expected standard	82%	-71%
Reading	% of pupils working at greater depth	32%	-19%
Writing	% of pupils achieving the expected standard	62%	-64%
Writing	% of pupils working at greater depth	20%	-9%
Maths	% of pupils achieving the expected standard	78%	-73%
Maths	% of pupils working at greater depth	23%	-17%
Science	% of pupils achieving the expected standard	87%	-83%

Phonics Screening Check

Statistic	School Result	National Result
% of pupils passing in Year 1	68%	-80%
% of pupils passing check by end of Year 2	83%	-91%

Early Years Foundation Stage

Statistic	School Result	National Result
% of pupils achieving a Good Level of Development	80%	69%
% of pupils at the expected level across all early learning pupils	80%	67%
Average number of early learning goals of the expected level per pupil	16.3	-14.2

General discussion took place amongst Governors and the Headteacher clarified various aspects in detail.

Budget Reporting

An up to date Budget Report was shared with Governors which had been fully discussed within the Resources Committee Meeting which took place on the 11 July 2025. It was noted that the Budget is on track.

The Full Governing Body noted this Report.

12.10 Events and Experiences

A full list of Events and Experiences was shared with Governors which was very informative.

12.11 Safeguarding

A Report was shared with Governors which gave information about the concerns that had been recorded during the Summer Term 2025.

ACTION: Beth Billington to discuss with Headteacher regarding discussions relating to Safeguarding.

14. AGREE SCHEDULE OF MEETING DATES

14.1 The following Meeting Dates were agreed:-

Full Governing Body Meeting	10 September 2025	6.30pm
Teaching & Learning Meeting	12 November 2025	8am (Virtual)
Resources Committee Meeting	10 October 2025	8am (Virtual)
Full Governing Body Meeting	10 December 2025	6.30pm
Resources Committee Meeting	23 January 2026	8am (Virtual)
Full Governing Body Meeting	25 March 2026	6.30pm
Teaching and Learning Meeting	4 March 2026	8am (Virtual)
Resources Committee Meeting	13 March 2026	8am(Virtual)
Full Governing Body Meeting	13 May 2026	6.30pm
Teaching and Learning Meeting	17 June 2026	8am (Virtual)
Resources Committee Meeting	8 May 2026	8am (Virtual)
Full Governing Body Meeting	15 July 2026	6.30pm
Resources Committee Meeting	13 July 2026	8am (Virtual)

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1 Full Governing Body Meeting 10 September 2025 6.30pm

15.2 Agenda items:

15.2.1 To be advised.

Thanks were conveyed to everyone for their hard work during the last Academic Year. Governors were very impressed with the School and their successes.

The Chair thanked everyone for attending the meeting.

The Meeting finished at 8.15pm.

Signed: (Chair)

Date:

Handsworth Primary School
Draft Minutes
16-7-2025