

# HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on Tuesday 13 July 2016 at 6.00 p.m.

<b>PRESENT:</b>	Pam Reed (Chair) James Annetts Laura Bairstow Kevin Birkin Yvonne McMullen	Martin Lumb (Headteacher) Olamide Ayemowa Julie Billings Kim Ellis Shelley White
-----------------	--	--

**IN ATTENDANCE:** Susan Comer - Clerk, Governor Support Service

Faye Pashby – Deputy Headteacher  
Sarah Gardner – prospective governor  
Minoti Paukh – prospective governor  
Martyn Stenton – prospective governor

		<b>ACTION</b>
<b>1.0</b>	<b>APOLOGIES</b>	
1.01	Apologies were received and accepted from Claire Burgess and Ian Cunningham.	
<b>2.0</b>	<b>MEMBERSHIP MATTERS</b>	
2.01	Governors agreed to appoint Sarah Gardner as a co-opted governor.	
	<b>Resolved</b>	
	<ul style="list-style-type: none"><li>That Sarah Gardner be appointed as a co-opted governor.</li></ul>	
2.02	Kim Ellis is to resign from her role of Parent governor from 01 September 2016 creating a vacancy for a parent governor.  The clerk to forward a parent election pack to the Headteacher and the Headteacher to organise the election.	Clerk
2.03	The Headteacher informed governors that Martyn Stenton and Minoti Paukh have visited the school and show interest in joining the governing body as co-opted governors. The governing body to vote to fill vacant co-opted vacancy during next full governing body meeting.	
<b>3.00</b>	<b>GOVERNOR DEVELOPMENT AND TRAINING</b>	
3.01	<u>Governing Body Action Plan</u> A copy of the action plan had been circulated prior to the meeting, the following points were highlighted: <ul style="list-style-type: none"><li>Governors are recommended to attend pupil progress meetings carried out three times each year,</li></ul>	
	<u>A governor asked the following question:</u> Q – When are the meetings scheduled for? A – The meetings are held three weeks per year with 15 meetings during each week. Headteacher to send dates to all governors.	Head

	<ul style="list-style-type: none"> <li>• Governors are recommended to attend rejuvenate your governance training.</li> <li>• The in-school induction pack has been completed and will be issued to all new governors.</li> </ul>	
3.02	<p><u>Training attended</u></p> <p>Olamide Ayemowa reported that she had completed the governor induction one and two courses as well as Running Effective Committees course.</p>	
3.03	<p>The Chair reported that she would like more governors to support with recruitment and safeguarding. Roles of governors to be reviewed during next full governing body meeting.</p>	
3.04	<p>The Headteacher thanked the governing body for their support and hard work over the past year.</p>	
<b>4.0</b>	<b>DECLARATIONS OF INTEREST</b>	
4.01	<p>There were no declarations of interest made.</p> <p>Headteacher to forward a declaration of interest form to Sarah Gardner for completion.</p>	Head
<b>5.0</b>	<b>MINUTES OF THE LAST MEETING</b>	
5.01	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• That the minutes of the meeting held on 10 May 2016 were agreed as a correct record and that the Chair be authorised to sign.</li> </ul>	
<b>6.00</b>	<b>MATTERS ARISING</b>	
6.01	<p><u>Training - (Minute 6.01 refers)</u></p> <p>Julie Billings informed the Clerk that she has experienced problems accessing Gel online.</p> <p>Clerk to investigate any problems with Gel online.</p>	Clerk
6.02	<p><u>Evaluation of governing body effectiveness - (Minute 12.03 refers)</u></p> <p>Due to the absence of Claire Burgess, the statement will be discussed at the next governing body meeting.</p>	
<b>7.00</b>	<b>HEADTEACHER'S REPORT</b>	
7.01	<p>The Headteacher's report and the 'Whole school overviews of standards and progress' report had been circulated to governors prior to the meeting, the following points were highlighted:</p>	
7.02	<p><u>In school assessments</u></p> <p>Following the assessment discussion in March 2016 there are still some issues with the implementation of the new monitoring system:</p> <ul style="list-style-type: none"> <li>• Consistency – children within the same year group are showing significant differences in how they are assessed, teachers are to assess the work together to ensure consistency.</li> </ul>	

- SEND – the SEND children make smaller progress steps which are difficult to assess using the new system; this brings the average down for the whole class. Laura Bairstow informed governors that ‘bsquared’ has been purchased which will allow teachers to assess progress for SEND children more accurately.  
The governors were directed to observe the large difference between results with SEND pupils included and without SEND pupils included.
- Maths – the new assessment system measures maths through nine objectives, the school spends the majority of the teaching on five of the objectives with the remaining four receiving a minimum teaching. This has had an impact on the overall progress shown by the results. Charlie Sharp the maths co-ordinator has completed ‘Active maths’ training and the maths curriculum will be updated from September.

The governors asked the following questions:

Q – Will the ‘bsquared’ system conflict with government data?

A – The system has been recommended by the local authority.

Q – Looking at the data, there seems to be a dip in results in years three, four and five, was this as expected?

A – Yes, there were concerns around two teachers in year three and four who are now being supported.

Q –what are the leadership team doing to support children in year five and children going into year six?

A – The school has employed a third year six teacher to enable reduction in class sizes. The year five teaching did not show any issues using the old method of assessment so it is believed that the new system needs to be made consistent to reflect the progress made.

A year five teacher receives additional support due to the large percentage of SEND children within this year group, when the SEND data is removed, the year five results show good overall progress.

Q – How are these figures compared to other local schools?

A – During the last pupil progress meeting, 80% of children were expected to meet expected levels. There are no local schools who use the same monitoring system so comparisons cannot be made. The school are working with a school in Grimsby who use the same system.

The Headteacher informed governors that there had been some teething problems with the new system which were being worked through. Five new teachers are due to start and all will be inducted into the new system.

The Headteacher invited governors to view new work books to be used by children next year which will allow moderation to take

place easily.

7.03

Nationally published data

The Headteacher reported that although the SAT scores have been issued, no progress scores are to be issued until September 2016.

The Headteacher invited questions from governors regarding the results:

Q – Are the phonics results purely year one?

A – yes, 4/60 children did not pass the test, 12 children out of the 14 who did not pass the test last year have passed the re-sit test this year thanks to the hard work of Rachel Haigh who has worked very closely with the children, the overall results show a year one success thanks to the whole team. The governors agreed that the 94% pass rate was very impressive.

Q – There seems to be a lot to celebrate about the results from all of the tests, how is the moral of the teachers at the moment?

A – The teams have worked incredibly hard this year; it has been a year of change and challenge. The Headteacher is very proud of how far the children have progressed this year.

The teachers passed on results to the children in a very reassuring way and the parent's feedback has been very positive.

Q – How will year six children be informed about their progress if the results are not released until September?

A – The children and parents will be written to; the end of year report does give details about the test results and the teacher assessments.

Q – How are the staff being motivated?

A – On the day of the results, the Headteacher spoke to the team and informed them of how proud he was of the results; an email was also received from Olamide which was passed onto the team.

Faye Pashby informed governors that the new year will see a focus on staff wellbeing with a new co-ordinator employed to ensure that there is a good work life balance amongst the staff. There will also be an emphasis on CPD, ensuring that staff have the correct training and development to allow them to carry out their role effectively.

7.04

In school events

The Headteacher reported that the school had a number of successes this year with the annual sports day, being awarded the Sainsbury's Gold medal for school sport provision, the culture and faith day, the science day, the residential trips and the world record attempt carried out by key stage two.

Year six have put on a production, visited London and are getting ready for their transition into high school.

The Chair and governors asked that the Headteacher pass on

their thanks to the teaching team and children for all their hard work this year.

The Chair also thanked the Headteacher for the smooth transition seen within the change of leadership, and for the hard work carried out by him and his leadership team.

## **8.00 COMMITTEE REPORTS**

8.01

Copies of the minutes from the Resources, Pupil Support and Teaching & Learning committees had been circulated prior to the meeting.

8.02

### Resources committee

Kevin Burgess reported that the committee had discussed the new tracking system in detail.

Kevin advised governors the budget was healthy with a good contingency figure carried forward, part of this contingency is to be spent on repairs and upgrade to the boys toilets.

During the committee meeting Sarah Gardner advised that all of the policies used by the school are consistent with other outside organisations.

James Annetts stated that he would no longer wish to be on the resources committee. The Chair will discuss his replacement during the next governing body meeting.

Chair

8.03

### Pupil Support committee

The Headteacher reported that the meeting had been attended by Sue McGreavy and Jane Wilson who informed governors of the Nurture and SENCO provision provided by the school.

The governors were all very impressed by Jane and Sue who both show a great ability and passion for their work. The Headteacher informed governors that an Interventions Manager is to be appointed to support Jane.

The pupils and parents surveys have been sent out and returned to the school, they are currently in the process of being analysed and the results will be reported to governors at the next full governing body meeting.

8.04

### Teaching and learning committee

In the absence of Claire Burgess the Headteacher reported that the meeting had been attended by some EYFS teachers who had recently returned from a successful visit to Sweden and Norway to observe teaching styles.

There was also a visit from Bridget Pickthall who reported results from her TLR work researching creative curriculum and impact on boy's attainment. Bridget's main suggestion was to link topics to key questions. The changes will be made in the new school year.

The Chair thanked the committee Chairs for their contribution to the committee meetings this year.

<b>9.00</b>	<b>SCHOOL IMPROVEMENT ADVISOR REPORT</b>	
9.01	The Headteacher presented the report, a copy of which had been circulated to governors previously. The following points were highlighted: <ul style="list-style-type: none"> <li>• The school is visited once per term by Diane Lightowler and the Headteacher is supported by Pam Reed who also attends the meetings.</li> <li>• The report shows that the school is maintaining its 'Good' status.</li> <li>• The Headteacher reported that he is looking to work in an alliance with Sharp Lane primary school and New Bewerley primary school; representatives from both schools are to visit Hunslet Carr to carry out a 'Peer Challenge'.</li> </ul>	
	<u>Governors asked the following questions:</u>	
	Q – Will the SIA provide the same level of support next year? A – Yes, there will be three visits carried out and the school has bought five extra consultancy days from the service.	
	Q – Does the SIA support the Headteacher's performance management? A – Yes.	
<b>10.00</b>	<b>GOVERNOR'S OFSTED QUESTION EXERCISE.</b>	
10.01	Due to the absence of Claire Burgess the exercise will be carried out during the next full governing body meeting. Clerk to add to agenda.	Clerk
<b>11.00</b>	<b>CHAIR'S BUSINESS</b>	
11.01	The Chair requested help with the gala to take place at the school on Saturday 16 July 2017, and invited all governors to attend.	
<b>12.00</b>	<b>CLERK'S BUSINESS</b>	
12.01	The Clerk highlighted the dates of the forthcoming governor briefing meetings and training provided by GSS.	
<b>13.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
13.01	The Headteacher reminded governors that all DBS checks must be completed before September 2016.	
<b>14.00</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
14.01	Tuesday 18 October 2016 at 6.00 pm.	
14.02	<b>The dates and times of further meetings to be held next year</b> Tuesday 17 January 2017 at 6.00 pm. Tuesday 9 May 2017 at 6.00 pm Wednesday 12 July 2017 at 6.00 pm	

*The meeting was closed by the Chair at 7.40 pm.*