

HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on 19 October 2016 at 6.00 p.m.

PRESENT: Pam Reed (Chair) Martin Lumb (Headteacher)
Sarah Gardener Olamide Ayemowa
Kevin Birkin Julie Billings
Faye Pashby Martyn Stenton
Yvonne McMullen Minoti Parikh
Ian Cunningham

IN ATTENDANCE: Lindsay Harvey - (Clerk, Governor Support Service)

		ACTION
1.0	APOLOGIES	
1.01	Apologies were received and accepted from Claire Burgess, Yvonne McMullen and Laura Bairstow	
2.0	MEMBERSHIP MATTERS (NB: Agenda Items 2 and 3 switched due to need to address important matter of vacant positions)	
2.01	Julie Billings announced that she had decided to resign from her position as a Governor. The Headteacher expressed his sadness and all agreed the group would be sad to lose Julie. Julie herself stated that she was sad to leave, but felt it was the right time for her and Julie is confident that the school is in a good place. The Headteacher suggested that the governing body arrange to send flowers and a note of thanks to Julie	
2.02	Pam Reed is also to resign from her role as Chair after 15 years in this post. Pam wanted to give notice and is willing to continue until her term of office finishes in April 2017. Pam stated it was with regret that she is stepping down but her health is sadly not good and Pam needs to prioritise this. A governor commented that Pam's knowledge and experience would be a massive loss and he wanted to personally thank Pam for all her help and support when he first joined the Governing body. Pam complimented the team and the staff at the school for all they have achieved and the progress she has seen.	
2.03	Two new applicants present at meeting who wish to stand for Co-opted positions on the Governing Body. The Headteacher welcomed both Minoti and Martyn and asked both to introduce themselves and share why they wish to join us.	

Minoti Parikh

I came originally from Mumbai India, have been in Leeds two and a half years. I am an Event and Marketing Consultant and also a businesswoman. I started my own small internet business called Pampered Life. I want to be involved in work within my community and also make a difference to young people and help their learning process.

Martyn Stenton

The Headteacher approached me as I have knowledge of the school and have worked in partnership with Hunslet Carr and the Headteacher on a number of project matters in my role with LCC. I have also previously done work as a school governor at my children's school and enjoyed this. I have done a lot of work in South Leeds through my role in LCC's Children's Services. I have an interest in helping and supporting people in South Leeds. I have now left my post with Leeds City Council and moved onto a new role in Bradford so there is no conflict there.

Resolved

That Minoti Parikh and Martyn Stenton both be appointed as co-opted governors.

3.00 ELECTIONS – CHAIR AND VICE CHAIR

3.01 Kevin has expressed an interest in the role of Chair – for 12 months initially.

Resolved – Kevin Birkin to be elected as the new Chair for a term of 12 months initially.

The Headteacher nominated Claire Burgess in her absence to be voted as Vice Chair.

Resolved – Claire Burgess be elected as Vice Chair for a term of 12 months initially.

**HEAD to
check with
Claire**

4 DECLARATIONS OF INTEREST

4.01 There were no declarations of interest made. Headteacher to forward a declaration of interest form to two new Governors.

CRB checks should be provided by all governors. Headteacher will check all expiry dates on existing CRB checks and ensure these are completed for new members.

HEAD

5.0 MINUTES OF THE LAST MEETING

5.01 Resolved:

That the minutes of the meeting held on 13 July 2016 were agreed as a correct record and that the Chair be authorised to sign.

6.0 MATTERS ARISING

6.01 Headteacher confirmed that all his outstanding actions have been completed. He will be sending out invites to all governors this evening regarding Pupil Progress meetings.

Sarah has now completed and returned her declaration of interests form.

New Governors will require access to RAISE Online and FFT. Heateacher to ensure passwords are sent to Minoti and Martyn for both of these programmes as soon as possible.

Refer to 10.01 - action for Claire Burgess regarding Governors OFSTED question will need to be carried forward to next meeting due to absence of Claire Burgess

A governor asked a question regarding access to school info online for OFSTED Inspectors. The Headteacher explained that the school website is very accessible and there is an 'Inspector' button on the home page which can be accessed to provide all information freely and easily.

The Headteacher provided an update on the parent election that is currently underway. Due to end on Friday. Three parents have currently applied. Martyn Stenton suggested we co-opt a parent so that the governing body is full.

Pam (Chair) commented that the governing body need to be careful and ensure that the right mix of skilled people are appointed so that there is a good mix of skills and experience. The Headteacher and other governors supported this view, as the recent departure of some long standing members will result in gaps in knowledge and experience. So this needs to be properly assessed.

It was agreed that a skills audit of the governing body could be done. In the meantime the Headteacher suggested that he could share the current ballot forms for the 3 prospective candidates with the governors. If all can all agree that they are suitable and confirm response to the Headteacher by Friday. We could then invite them along to the next meeting as observers and there would be no need for the Election.

All governors agreed this was an appropriate course of action. Headteacher will therefore send ballot forms out to governors with a view to them responding by Friday.

HEAD

**C.
Burgess**

- 7.00 Confirmation of Code of Conduct for Governing Bodies**
- 7.01 All in attendance agreed the code of conduct for the governing body and signed a copy at the meeting.
- 8.00 Agreement of alternative methods for governors to participate in meetings of the governing body**
- 8.01 All in attendance agreed that Governors can attend meetings through Skype or Video link as alternative methods.
- 8.02 This attendance will count towards the Quorum.
- 8.03 New governors who felt travelling may sometimes be an issue, welcomed this decision
- 9.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE**
- 9.01 A governor pointed out that Authorisation to register unofficial funds was also mentioned at agenda item 15.
- 9.02 This authorisation for delegated powers relates to the school fund, which parents pay in to. And agreement of access by the Head and Deputy head.
- 9.03** Action: Headteacher to speak to Office Manager regarding bullet point 3 and bring this matter to the Resources Committee.
- 10.00 CONFIRMATION OF DELGATION TO EXTENDED SERVICES JOINT COLLABORATIVE COMMITTEE (JCC)**
- 10.01** The Headteacher explained the Joint Extended School Services (JESS) cluster and the current benefits the school gets from being part of this. For example Family Group conferencing, Specialist Team within school, benefit of additional specialist support for young people and families. The school pays into a pot of money and contributes towards JESS, but the benefits are repaid over and above what the comparative cost would be if we had to source this help and support individually.
- 10.02 The headteacher is Vice Chair of JESS. A governor asked who chairs the overall structure in JESS?
- The headteacher responded that JESS is a big Cluster and serves about 112,000 children. Mandy Wilson is the Chair and she is HT at another local school.
- 10.03 A governor asked about the funding changes that take affect from April 2017.

HEAD

The funding comes from Central Government and it is decided centrally how much is top sliced and whether it should be put into the clusters. £5.2 million a year was top sliced but that is now being put back into schools budgets for the school to decide how they spend the money. The risk is that with schools in high deprivation areas, they may miss out on benefits from the cluster if funding doesn't continue. We should have more accurate figures for the next financial year soon.

As an example, the Headteacher confirmed that in 2014/15 - the school spent £17,000 for this level of services and what the school received as a result would have cost around £48,000.

A governor suggested that the group delegate the decision to the resources committee, where they can discuss the figures. Annette Simpson from JESS could attend the next Resources Committee.

The Chair asked whether the governing body needed another representative to support the head and attend JCC, to have another voice. The Headteacher was happy to be accompanied but the group felt this was fine left in the capable hands of the Head.

11.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

- 11.01 Three Committees currently in operation, require membership confirmation within each committee. Need to allocate new governors to an agreed committee.
- 11.02 The Headteacher asked Martyn and Minoti if they had a preference. Minoti said she would prefer Teaching and Learning. Martyn asked where there was a need? Martyn agreed to join Pupil Support.
- 11.03 A Chair then needs to be selected for each sub-committee, these were agreed as follows:
- Pam – Chair Pupil Support
Claire B – Chair Teaching & Learning
Kevin – happy to continue as Chair for Resources (unless there is an objection now that Kevin is to be Chair of Governing Body?).
Pay Committee – delegate to the Resources Committee
Appeal Committee – James, Martyn and Minoti (Governors who are not part of Resources sub-committee).

12.00 GOVERNOR DEVELOPMENT

- 12.01 The Headteacher asked the group for feedback on a package that was subscribed to last year called 'the key'. Which is a purpose designed Governor Training package/toolkit.

12.02 ACTION: Headteacher to send everyone the link to have a look at this and take a view as to whether it is worthwhile investing in the same again next year. **HEAD**

12.03 The Chair suggested that the governing body have a new skills matrix drawn up and to incorporate a 360 review of the governing body action plan.

12.04 ACTION: Headteacher to identify a couple of dates on a Wednesday or Thursday evening to complete this exercise. Once this skills audit has been done Faye volunteered to keep a note of training needs for everybody and arrange this. **HEAD**

The Chair suggested an Ofsted session for the 6 new governors should be arranged. Once all are confirmed in post. Chair is due to be attending a preparing for Ofsted session at the end of November.

13.00 ARRANGEMENTS FOR PERFORMANCE MANAGEMENT OF HEADTEACHER

13.01 Three governors are required to take responsibility for performance management of the Headteacher. Pam, James and Kevin have done this previously. Sarah has recently just done the training, so it was agreed to switch Sarah for James and Sarah can take over this role after it has been announced whether the Head has passed or failed.

13.02 A third governor is needed to put themselves forward for the 3rd cycle of Performance Management of the Head. Minot agreed to take on this new role.

The Chair asked the group a question as to whether or not they were happy to continue with Dian as the Independent Advisor on this matter?

The Headteacher gave his opinion that Diane is thorough and robust. She also has the right balance of high challenge, high support. Pam agreed with this too.

A governor said that it might be of benefit to the Governing body at this time to have the consistency of the same person doing the assessment.

The cost of Diane's services were discussed and it was agreed that £750 for a day and a half's work was not unreasonable. The Chair suggested they GB could discuss with some of the partner schools and see what their approach is and how much they pay. The options could then be explored further in time for this time next year.

14.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

14.01 A governor suggested that this item was discussed at the skills assessment meeting. Some of the areas fall under pupil support. Martyn suggested this item was parked for now and picked up at the meeting to be arranged by the Chair and the Head.

14.02 The Headteacher noted that the school want the governing body to ensure these discussions are had a priority. Because the school is conscious that when monitoring roles have been allocated, they haven't always been followed through. The person with each area of responsibility should arrange to come into school and meet with the teacher who is responsible, once a term. So it is a big commitment.

14.03 James agreed to be the link governor for Pupil Premium. Martyn agreed to be the link governor for Safeguarding and Child Protection. Pam agreed to pick up special education needs until she finishes next year. Sarah can do Equalities, Attendance and Health and Safety.

14.04 The Headteacher asked a question of the Clerk regarding the format of the next governing body meeting and a proposal to allocate a special part of the meeting for election of new Governors and the findings from Skills Audit meeting planned for November?

CLERK

14.05 This item would be referred to the regular Clerk – Susan Comer. However, Lindsay added that this seemed like a reasonable suggestion.

15.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

Addressed this item earlier.

16.00 POLICY REVIEW

All governors were in agreement and happy to adopt the suggested policies that had been put forward for review. Three policies were agreed:

Child Protection
Teacher's Pay Policy
SEND

It was put forward that other policies for consideration could be delegated to relevant sub-committees,

A governor suggested that for efficiency this could be done now rather than be delegated, but not all Governors have had the chance to read the documents.

It was therefore agreed that all other policies except for Charging and Remissions could be sent round and considered outside of the meeting. With a 14 day window for Governors to come back with any issues of concerns. After that time the policies will be adopted. Charging and remissions policy to be delegated to the Resources Committee.

17.00 APPROVE THE NEW SCHOOL IMPROVEMENT PLAN AND AGREE HOW PRIORITIES WILL BE MONITORED

The FGB has been asked to comment on and approve the School Improvement Plan. The plan is focused on 3 priority areas:

- 1 Leader Development
- 2 Quality of teaching and learning
- 3 Behaviour and welfare

A governor commented that the plan looks good and links well with the Ofsted report and recommendations.

A governor (James) suggested having a section about distributed development. It was felt that the development of middle leaders and progression opportunities were lacking. The question was asked about the middle leadership structure and whether this was sufficient?

The Headteacher responded by confirming that there are 9 people on the Leadership team and there are just 16 teachers in the school. Therefore he felt the Leadership team was adequate size. If there were anymore staff on the core Leadership Team there would be too many.

Another governor (Sarah) said she understood were James was coming from but it was more important to consider succession planning. In this industry Sarah acknowledged that teachers will have to move on if they want to progress into leadership positions. So what is important is how the school plans and prepares for this.

A governor suggested that the Resourcing Committee could look at that with a paper benchmarking exercise.

Martyn S added that what is important is that the current leadership structure provide the best service and improve outcomes for young people?

James offered to provide some ratios and stats for comparison to assist with the benchmarking exercise at the next Resourcing Committee.

Martyn S put forward a challenge. For the stats to identify 5 Outstanding Primary schools with the same demographics and deprivations as a comparator to Hunslet Carr and use these for benchmarking.

Martyn then asked a follow up question about the plan, questioning what the head felt were the main risks. The headteacher responded by saying embedding the new assessment system was the biggest challenge and risk factor. The head also commented that the current leadership are stretched because of one being on MAT leave and the other absent due to bereavement.

Finally under this item the governors were asked to attend forthcoming learning events. The headteacher will send the programme around. But the main ones are:

- Book Trawls
- Learning walks
- Pupil progress meetings

18.00 UPDATE ON THE COGs LEARNING ALLIANCE (PARTNERSHIP)

The Headteacher explained the role of the COGs learning alliance partnership which is a group of 3 schools sharing the same vision and ethos. As a group we adopt a very caring and child centred approach and it was suggested at the last meeting that a steering group is set up.

Headteacher asked for 2 volunteer Governors to attend the next meeting on the 3rd November at 5pm at New Bewerley.

Kevin volunteered to attend as one representative. The Headteacher felt that this may be appropriate for one of the new Parent Governors to attend also, perhaps Ian would be available?

Headteacher will send formal invites to confirm arrangements to those 2 volunteers (albeit Ian nominated in his absence).

NB: All Governors are welcome to attend the Full Governing Body Meeting at either of the other partner schools, New Bewerley or Sharp Lane.

Sharp Lane have recently received a performance related Appeal. One of the teachers there failed to meet the standards set and therefore has been progressed through the performance management process. This has been appealed. Headteacher asked for a Governor to assist and volunteer to take part in the Appeal Process. There is a meeting on the 10th November. Martyn or James could attend this.

18.00 CHAIRS BUSINESS

Nothing further to be added by the Chair.

19.00 CLERKS BUSINESS

No business from the clerk at this time.

20.00 ANY OTHER URGENT BUSINESS

None

21.00 DATE AND TIME OF NEXT MEETING

Wednesday 18th January 2017 at 6pm

Meeting closed at 8.30pm