

HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on Wednesday 18 January 2017 at 6.00 p.m.

PRESENT: Kevin Birkin (Chair) Martin Lumb (Headteacher)
Claire Aldridge James Annetts
Olamide Ayemowa Laura Bairstow
Clare Davidson Carla Foster
Sarah Gardner Yvonne McMullen
Pam Reed Martyn Stenton

IN ATTENDANCE: Susan Comer - Clerk, Governor Support Service
Faye Pashby – Deputy Headteacher

Governors attended Ofsted training prior to the meeting. The meeting began at 6.15 pm.

ACTION

1.0 APOLOGIES

1.01 Apologies were received and accepted from Minoti Parikh, Ian Cunningham and Claire Burgess.

2.0 MEMBERSHIP MATTERS

2.01 Governors welcomed Clare Davidson and Claire Aldridge as new parent governors.

Governors agreed to appoint Carla Foster as a Co-Opted governor.

3.00 GOVERNOR DEVELOPMENT AND TRAINING

3.01 The Chair referred to the action plan issued to governors prior to the meeting.

Governor questions:

Q – The first point of the plan states that there will be increased governor involvement within the school. Has this started to happen?

A – Yes, the Chair visited the school in December, James Annetts has visited the school today. The new governors have had a visit around the school.

Governors were requested to indicate which visit on the agenda they would attend and inform the Headteacher.

All govs

3.02 The Headteacher informed governors that following the previous meeting, Claire Burgess agreed to take on the role of training governor.

3.03 Minoti Parikh and the new governors to attend induction training.

MP/

3.04	The Chair requested an up to date training schedule from GSS. Clerk to issue schedule to all governors.	CD/CA/CF Clerk
3.05	The governors were reminded to attend a RAISE Online course to take place next month.	All govs
3.06	All governors except Martyn Stenton and Pam Reed attended the Ofsted ready course prior to this meeting.	
3.07	Governors were reminded that Ian Stokes will be carrying out RAISE Online training on 8 February at 5.30. All governors to attend.	All govs
4.00	DECLARATIONS OF INTEREST	
4.01	There were no new declarations of interest. The Headteacher confirmed that all new governors had completed the declaration.	
5.00	COGs STEERING GROUP	
5.01	<p>The Headteacher reported on a new steering group for the partnership between New Bewerley, Hunslet Carr and Sharp Lane primary schools.</p> <p>A copy of the minutes from the meeting held on 03 November 2016 and the agenda for a meeting to be held on 23 February 2017 was issued to governors prior to the meeting, along with a Memorandum of Understanding (MoU) incorporating an agreed vision statement.</p> <p>As new governors had not received the documents prior to the meeting, the Chair briefly outlined the documents; the following points were highlighted:</p> <ul style="list-style-type: none"> • The memorandum of understanding includes how decisions will be made between the partnership • The MoU outlines how the financial implications will be spread equally by all of the schools within the partnership. • There will be three meetings per year. 	
	<u>Governor question:</u>	
	Q – Is each school putting in a certain amount of money for services?	
	A – The partnership will discuss priorities; the cost will then be shared. There will be no set budget; a discussion will take place as and when required.	
	The Headteacher requested that governors decide who will attend the meetings.	
	The Chair to attend alongside another governor perhaps on a rolling basis.	
	Headteacher to discuss at the Resources committee meeting.	
	Resolved:	

- That the Memorandum of Understanding be approved.

6.00 MINUTES OF THE LAST MEETING

6.01 Resolved:

- That the minutes of the meeting held on 19 October 2016 were agreed as a correct record and that the Chair be authorised to sign subject to the following amendment: That Yvonne McMullen's name be removed from the apologies.
- That the minutes from the extraordinary meeting held on 30 November 2016 were agreed as a correct record and that the Chair be authorised to sign.

7.00 MATTERS ARISING FROM 19 OCTOBER 2016

7.01 Elections of Chair and Vice Chair - (Minute 3.01 refers)

The Headteacher confirmed that Claire Burgess has agreed to be Vice Chair for a term of one year.

7.02 Declaration of interest - (Minute 4.01 refers)

The Headteacher confirmed that all governor DBS checks had been completed.

7.03 Matters arising – (Minute 6.01 refers)

The Headteacher to ensure that passwords are issued to all new governors to access RAISE Online and Fisher Family Trust data bases.

Head

7.04 Confirmation of delegated powers and terms of reference – (Minute 9.03 refers)

The Headteacher confirmed that he had completed this matter.

7.05 Governor development – (Minute 12.01 refers)

The Headteacher had discussed the subscription for 'The Key' with governors during the Resourcing committee meeting who had agreed to continue with the subscription.

7.06 Governor development – (Minute 12.04 refers)

The Chair confirmed that he had attended a 'Preparing for Ofsted' session in November 2016.

7.07 MATTERS ARISING FROM EXTRAORDINARY MEETING ON 30 NOVEMBER 2016.

7.08 Actions – (Minute 5.07 refers)

The Headteacher confirmed that Safeguarding training had been booked for 10 May 2017. All governors requested to attend.

The Chair to issue slides of 'Preparing for Ofsted' to governors who did not attend the training course carried out by GSS.

Chair

The Headteacher to post a copy of the policies review schedule on the schools website.

Head

8.00 HEADTEACHER'S REPORT

8.01 The Headteacher's report and the 'Whole school overviews of standards and progress Nov 2016' report had been circulated to governors prior to the meeting, the following points were highlighted:

8.02 Data Analysis

- Generally children enter nursery below expected levels. During EYFS they are progressing with 52% having GLD by the end of EYFS.
- EYFS is a high SEN cohort.
- Year one phonics attainment was 94% and was in the top 8% of schools nationally.
- The percentage of children in current year three who passed the phonics test in either year one or two was 95% and above the national average.
- The percentage of children who exceeded the expected level in year two was at or above the national average in all subjects.
- The percentage of children who exceeded the expected level in year six was below the national average in all subjects. However, the progress children made across key stage two was in line with the national expectations in all subjects and above in writing.

Governor questions

Q – Is the current year six likely to have any issues?

A – Faye Pashby is tracking children in year six to ensure that they are on track.

Q – Is there additional pressure on the year six teachers?

A – Faye is working with teachers from all of key stage two to ensure of good progress, so the pressure is shared between the whole team.

Governors agreed that this was encouraging.

8.03 Monitoring and evaluation

The Headteacher reminded governors that the performance management of teachers had been discussed with the Resources Committee during their meeting.

Governor questions:

Q – One teacher did not meet expectations – how is this being managed?

A – The performance management was monitored over time through lesson observations, drop-ins, book trawls and interviews. The teacher who failed to meet was informed and

received support from an advanced teacher. When the support was completed, the teacher was given a further support plan with six weeks to achieve targets. If the SLT are not satisfied with any improvement, they may begin capability procedures.

Q – What are the SLT doing to increase the amount of outstanding teachers?

A – This year saw an increase of five teachers measured as outstanding. Teachers observe lessons carried out by outstanding teachers to learn from them.

8.04

Staffing

The Headteacher informed governors of leadership staff changes due to the absence of two members of the leadership team. Following advice from the resources committee, the Headteacher contacted Sharp Lane who have offered support to the school:

- Anna White, Assistant Headteacher at Sharp Lane is to mentor the two NQT's within school.
- Paul Tyson, the former Headteacher from Hunslet Carr is to undertake the role of year five and six phase leader in the spring term.
- Cheryl List is to monitor and support with Behaviour and Attendance. This will include entering and monitoring data and identifying classes where there is a spike.

These appointments have allowed the Headteacher and Faye to focus on other leadership duties.

Governor questions:

Q – How long will these measures need to be in place?

A – Anna's contract is until the end of the year. The others will be in place as long as is required.

Q – Paul has been away from school for a while, are you confident that he is aware of what is happening in years five and six?

A – The Headteacher was confident that Paul is aware of what is happening in these year groups. He knows what the schools standards are and what is expected.

8.04.1

Two Middle Leaders Kathryn Murphy and Charlie Sharpe have been leading English and Maths. Their roles have been extended until the end of March when they will be reviewed.

Governor question:

Q – Katherine is due to go on maternity leave in February, how will her work continue?

A – The work will be taken up by another teacher.

8.05

Number on roll

There are currently 451 children on roll.

Governor question:

Q – Year three is oversubscribed?

A – Yes, there are two new children who are looked after in year three.

8.06

Attendance

Attendance for this year so far is 95.9%.

Governor question:

Q – Are the school getting the support needed to deal with persistent absentees?

A – There are currently 32 persistent absentees. The school is working with 26 families. The remaining six families have been referred to the LEA.

8.07

Relationships with parents

The school shares information about children with their parents through Twitter. The Headteacher encouraged governors to follow the school's Twitter account.

A governor suggested that nursery children draw pictures of governors to put onto the website. The Headteacher to make arrangements for governor photographs to be taken and will request that nursery children draw them.

A governor suggested that events requiring parental involvement be moved to the end of the day to encourage more parents to attend. The Headteacher agreed to organise the next couple of events to be held after school and will monitor the impact.

Head

8.08

Creative curriculum

The Headteacher referred governors to the Headteacher's report and the list of activities carried out.

Governors requested that all events and activities be recorded on Twitter and the website.

8.09

The Headteacher requested that governors inform him of what they would like to see in the Headteacher's report.

Governors made the following suggestions:

- To inform governors of levels of reported bullying in the school.
- To inform governors of none core curriculum subjects such as foreign languages.
- To inform governors of the different languages spoken by children in each class.

9.00

COMMITTEE REPORTS

9.01	Copies of the minutes from the Resources, Pupil Support and Learning and Teaching committees to be circulated to governors following this meeting.	Clerk
9.02	<p><u>Resources committee - 23 November 2016</u></p> <p>The Chair reported that the committee had discussed the budget which continues to be healthy.</p> <p>Annette Simpson from The Jess Cluster gave a presentation to governors outlining how the school would benefit from continuing to be part of the cluster. Annette to issue an offer to the school which will be considered as a committee and reported to the full governing body.</p> <p>A presentation on Sports Premium funding was given by Elisa Whitfield.</p>	
9.03	<p><u>Pupil Support committee - 30 November 2016</u></p> <p>The Chair reported that governors had discussed cultural visits, with 25% of parents withdrawing their children from a mosque visit.</p> <p>Governors discussed 'Good to be Green' behaviour policy which rewards good behaviour.</p> <p>The committee ensured that the school is following safeguarding procedures, a full round of safeguarding training had been carried out by all staff.</p>	
9.04	<p><u>Learning and Teaching committee - 8 December 2016</u></p> <p>In the absence of Claire Burgess, James Annetts reported that the governors had looked at copies of Ofsted's summary reports of RAISE Online and Inspection Dashboard.</p> <p>A mock Ofsted report was viewed by governors</p> <p>The Headteacher gave a presentation on SEND.</p>	
10.00	REPORTS FROM GOVERNORS WITH SPECIFIC RESPONSIBILITIES	
10.01	The reports from governors with specific responsibilities to be discussed at the next full governing body meeting in May.	Agenda
11.00	REVIEW OF THE INFORMATION ON THE SCHOOL WEBSITE	
11.01	<p>Review of the website to be discussed at the next Learning and Teaching Committee meeting.</p> <p>James Annett to review the website and feed back to the Learning and Teaching committee.</p>	L&T Agenda JA
12.00	REPORT FROM THE SCHOOL IMPROVEMENT ADVISOR	

12.01	<p>The NOVAC's for 'SLA' and 'Core Offer – COGS Learning partnership' were distributed to governors prior to the meeting. The Headteacher reported that Tim Richards had been appointed as the new SIA following the resignation of Diane Lightowler. Diane had offered to continue to support the school should an Ofsted inspection take place during the next few months. Tim to visit the school over the next few weeks.</p> <p><u>Governor question on the report:</u></p> <p>Q – Have you begun implementing the recommendations/ agreed actions? A – Yes, the SEF was sent to Diane. The pupil progress meetings are tracking SEN and borderline children with reading, writing and maths. Faye is working with the EYFS leader to produce a data summery to show year on year progress for pupils from their starting point. Jane Wilson is producing case studies for SEN children.</p> <p>The governors asked that the Headteacher pass on their gratitude to Diane for her hard work supporting the school.</p>	Head
13.00	SCHOOL FINANCIAL VALUE STANDARD (SFVS)	
13.01	The School Financial Value Standard was referred to the Resources Committee.	Rec agenda
14.00	REVIEW/ APPROVAL OF POLICIES	
14.01	<p>The Headteacher requested that governors view the following policies on the website and report back to the Chair and Headteacher to ratify:</p> <ul style="list-style-type: none"> • Care and Control policy • English policy • Governor visits policy • Mathematics and Calculation policy • Medical Conditions policy • Medicines policy • Pupil Premium policy • Safer Recruitment policy • Homework policy <p><u>Governor question:</u></p> <p>Q – Re the Care and Control policy – are all staff trained on restraining children? A – If a risk assessment states that it is required, staff who are involved with the child will receive training.</p>	All govs
15.00	CHAIR'S BUSINESS	
15.01	The Chair had no further business	

16.00 CLERK'S BUSINESS

16.01 The Clerk reminded governors that they should let the school have their contact details.

All gobs

17.00 ANY OTHER URGENT BUSINESS

17.01 No further business was discussed.

18.00 DATE AND TIME OF NEXT MEETING

18.01 Wednesday 10 May 2017 at 6.00 pm

The meeting was closed by the Chair at 8.10 pm.