

# HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on Tuesday 10 May 2017 at 6.00 p.m.

**PRESENT:** Kevin Birkin (Chair) Martin Lumb (Headteacher)  
Claire Aldridge Olamide Ayemowa  
James Annetts Claire Burgess  
Ian Cunningham Clare Davidson  
Sarah Gardner Yvonne McMullen  
Martyn Stenton

**IN ATTENDANCE:** Susan Comer - Clerk, Governor Support Service  
Clare Krasinski – Deputy Headteacher, New Bewerley Primary school  
Paul Wray – Prospective LA Governor

The following governors attended Safeguarding training prior to the meeting: J.Annetts, K.Birkin, C.Aldridge, C.Burgess, O.Ayemowa, M.Stenton, I.Cunningham, Y.McMullen, S.Gardner and M.Lumb.

## ACTION

### 1.0 APOLOGIES

1.01 Apologies were received and accepted from Carla Foster and Minoti Parikh.

### 2.0 MEMBERSHIP MATTERS

2.01 The Headteacher had received a governor resignation from Laura Bairstow (staff governor).  
Governors passed on their thanks to Laura for her service to the governing body.

2.02 The Headteacher reported that following a staff election Yvonne McMullen to become staff governor.

2.03 Following the resignation of Pam Reed, Paul Wray was nominated by the Local Authority to become the LA governor. Paul left the room whilst governors discussed the appointment. Governors agreed to appoint Paul Wray as the local authority governor.

2.04 Governors agreed to appoint Carla Foster as Co-opted governor.

2.05 The Headteacher informed governors that a commemorative bench celebrating Pam’s service to the school and governing body had been purchased to go into the community garden. Pam and her family to be invited to a community picnic in June 2017.

HT

### 3.00 GOVERNOR DEVELOPMENT AND TRAINING

3.01 Claire Aldridge, Clare Davidson and Carla Foster had attended the induction training sessions.

3.02	Sarah Gardner had attended Performance Management training.	
3.03	James Annetts had attended a Diminishing the Gap conference. To be discussed at the Teaching and Learning committee meeting on 05 July 2017.	JA/T&L agenda
3.04	Claire Burgess had attended 'Supporting Children Looked After' training.	
3.05	The Headteacher presented updates to the governor action plan on the screen. The Headteacher to establish a timetable of visits by governors to the school for the remainder of the term.	HT/ All govs
3.06	Claire Burgess agreed to set some Ofsted ready questions for governors.  The Chair recommended that all governors view the 'Belita Scott' video online. To feed back at the next FGB meeting on 12 July 2017.	CB  All govs
<b>4.00</b>	<b>DECLARATIONS OF INTEREST</b>	
4.01	Paul Wray passed the completed declaration to the Headteacher.	
<b>5.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
5.01	<b>Resolved:</b> <ul style="list-style-type: none"> <li>That the minutes of the meeting held on 18 January 2017 were agreed as a correct record and that the Chair be authorised to sign them.</li> </ul>	
<b>6.00</b>	<b>MATTERS ARISING</b>	
6.01	<u>Training - (Minute 3.01 refers)</u> The Headteacher reported that governors had indicated when they could visit the school.	
6.02	<u>Training - (Minute 3.03 refers)</u> M.Parikh, C.Davidson, C.Aldridge and C.Foster had attended induction training.	
6.03	<u>Training – (Minute 3.04 refers)</u> The Clerk confirmed that the training schedule had been issued to governors.	
6.04	<u>Training - (Minute 3.07 refers)</u> Governors attended the RAISE Online training on 8 February.	
6.05	<u>Matters arising (Minute 7.03 refers)</u> Governors confirmed that they had received passwords to access the data bases.	

6.06 Matters arising - (Minute 7.08 refers)  
Governors who did not attend the 'Preparing for Ofsted' received slides from the Chair.  
The Headteacher confirmed that a copy of the policies review schedule had been added to the school website.

6.07 Headteacher's report – (Minute 8.07 refers)  
The Headteacher reported that following the suggestion to move events requiring parental involvement from before school (Stay and Read) to after school (Come and Read), parental attendance had increased significantly. Feedback from parents was very positive.

Governor question:

Q – Could the school use the events to get formal feedback from parents about the school?

A – Following a discussion it was suggested that temporary licences could be purchased for the software which would allow parents to complete surveys on-line using an iPad during events. The Headteacher agreed to discuss at the next FGB meeting on 07 July.

HT

6.08 Committee reports – (Minute 9.01 refers)  
The Clerk confirmed that the minutes had been issued to governors following the meeting.

6.09 School website – (Minute 11.02 refers)  
J.Annetts reported that the review of the website was ongoing. To be discussed during the Teaching and Learning committee meeting on 5 July 17.

T&L  
agenda/ JA

6.10 School Improvement Advisor – (Minute 12.01 refers)  
A visit by Tim Richards to the school had been carried out.

6.11 SFVS – (Minute 13.01 refers)  
The Headteacher confirmed that the SFVS had been adopted during the Resources committee meeting held on 22 March 2017.

6.12 Policies – (Minute 14.01 refers)  
The Headteacher reported that he had received feedback on policies from governors and had made necessary amendments.

6.13 Clerk's business – (Minute 16.01 refers)  
The Clerk requested contact details from Paul Wray.

PW

**7.00 GOVERNOR MONITORING OF SCHOOL DEVELOPMENT PLAN PRIORITIES**

7.01 C. Burgess reported that the school were on track to meet priorities two and four of the SDP. Staffing issues within

underperforming classes had been addressed and resolved as discussed during the Learning and Teaching Committee meeting held on 29 March 17.

- 7.02 O. Ayemowa had visited the school during an Easter Booster Maths session, and found that the children were all enthusiastic about the learning and the school were successfully targeting lower performing children.
- 7.03 C.Davidson had visited the school to observe reading and writing teaching across the school and observed a class taking part in Talk for Writing. The school had seen improvements in the reading and writing across the school. Concerns within year six were being addressed by ongoing support from Faye Pashby.
- 7.04 J.Annetts and S.Gardner had attended Pupil Progress meetings and were impressed by the accountability of the Teachers. The governors believed that the teachers were sufficiently held to account by the Headteacher and that the feedback was professional and fair.
- 7.05 The Headteacher shared the updated SDP with governors on screen which also highlighted that attendance was at 95%.

## **8.00 QUESTIONS ON THE HEADTEACHER'S REPORT**

- 8.01 The Headteacher's report had been circulated to governors prior to the meeting and the Headteacher invited questions on the report.
- 8.02 Governors praised the progress made by children in EYFS with 56% predicted to reach a GLD and 100% making good or better progress.
- 8.03 Q – Has the progress of year six improved since the return of the teacher?  
A – The progress has increased from 40% to 70% since Christmas when she returned to the school.
- 8.04 Q – How are the school predicting performance in the SATs this year?  
A – The children had a practice week using last year's test papers and the results showed 59% in Reading (48% last year), 78% in Spelling and Grammar and 69% in Maths which were encouraging results. The staff have worked very hard. Teachers are confident that Year two will also do very well.
- 8.05 Q – Has the Primary Writing Project been a success?  
A – The school continues to train the staff, following which it will be rolled out throughout the school, monitored and assessed.
- 8.06 Q - Is the JESS Cluster still good value for money?  
A - £27,000 had been issued to the cluster; the school received £47,000 of support last year so it was viewed as good value for

money at the moment.

8.07 Q – What are the Local Authority Moderations referred to in the COG's report?  
A – The three schools within the COGs Learning Alliance meet regularly and bring along pieces of writing from years two, four and six. The alliance assess if the writing has met greater depth etc. The alliance may be selected to be moderated by the Local Authority.

8.08 Q – The attendance figure is below expectations this year. What is in place to rectify?  
A – Due to the absence of the attendance officer the school had purchased a SLA for an attendance officer. She is on site for two mornings per week challenging late arriving parents and completing the necessary administration. Some of the initiatives have been very successful and will be passed on to the regular attendance officer when she returns to school.

The Family Support worker had been supporting attendance in the absence of the attendance officer by carrying out home visits to low attending families and tracking persistent absentees. The Headteacher wanted to remind the governors that attendance had increased from 89% to 95.4% since the attendance officer had begun her work in 2011.

8.09 Q – Is there any outstanding building work from the Health and Safety audit?  
A – The Resources committee received a copy of a report carried out by Trevor Carbutt (meeting held 22 March refers). The work on the house extension had been suspended due to ongoing foundation issues. The suspension to building works had an impact on the budget which showed that the carry-over was higher than predicted and exceeded the 15% surplus ceiling.

## 9.00 COMMITTEE REPORTS

9.01 Copies of the minutes from the Resources, Pupil Support and Teaching & Learning committees had been circulated prior to the meeting, the following points were highlighted:

### 9.02 Resources Committee – 22 March 2017

- The Chair informed governors that there was an increase of 3% in the funding for 2017/18.
- The School's Financial Value Standards had been completed and adopted.
- Four Assistant Head teachers had been appointed. All Governors to meet new staff.

9.03	<u>Learning And Teaching Committee – 29 March 2017</u>	
	<ul style="list-style-type: none"> <li>• C.Burgess (Chair) informed governors that the committee had discussed the SDP priorities and seen progress within the data.</li> <li>• A report on EYFS had been received by C. Foster.</li> <li>• Governors ratified the Homework Policy.</li> </ul>	
9.04	<u>Pupil Support Committee – 01 March 2017</u>	
	<ul style="list-style-type: none"> <li>• The Chair informed governors that the committee had discussed the Behaviour Management Policy.</li> <li>• Cultural visits had been discussed.</li> <li>• The committee received a Safeguarding/ Child Protection report from Y.McMullen.</li> <li>• The school dinner menu was discussed.</li> </ul> <p>There followed a discussion regarding concerns of portion size of the meals. The Headteacher confirmed that the portion sizes were audited and followed the School Food Plan as set by the Government.</p>	
<b>10.00</b>	<b>APPROVAL OF FORMAL BUDGET FOR THE YEAR</b>	
10.01	To be delegated to the Resources Committee on 23 <sup>rd</sup> May 2017. All governors were invited to attend.	All gobs
<b>11.00</b>	<b>POLICY REVIEW</b>	
11.01	C.Davidson suggested that a working group be formed comprising of one governor from each committee to review policies delegated to their committee. Governors were requested to feedback at the next meeting to be held on 12 July	All gobs/ Agenda
11.02	The following policies were adopted: <ul style="list-style-type: none"> <li>• Staff Disciplinary Policy</li> <li>• Emergency Closure Policy</li> </ul> <p>S.Gardner to contact HR to discuss the conflicting information within the Staff Disciplinary Policy.</p>	SG
11.03	Governors discussed the Single Equality Plan and suggested that the following be added: <ul style="list-style-type: none"> <li>• Shared faith visits</li> <li>• Changes to the school prayer</li> <li>• Ramp access</li> <li>• Mental Health and SEND support</li> <li>• Diverse governorship</li> </ul> <p>Governors agreed to ratify the plan following the changes.</p>	HT
11.04	Following an enquiry from the Headteacher on how the governors think the school could become more inclusive, a governor suggested that the playground equipment could be more accessible for use by children with a physical disability.	

11.05	<p><u>Governor question:</u>  Q – How does the school ensure it is inclusive for EAL children?  A – The school employs Jake Maiden who speaks six European languages. For children who speak different languages the school uses Rosetta Stone which provides tuition for staff.</p> <p>C. Davidson left the meeting at 8.00 pm.</p>	
<b>12.00</b>	<b>SAFEGUARDING/ CHILD PROTECTION</b>	
12.01	C.Burgess reported during the Pupil Support Committee meeting held on 01 March that she was satisfied with the processes relating to Safeguarding in school, and information and evidence provided were more than sufficient.	
12.02	The Headteacher informed governors that the Single Entry Register was up to date and monitored and following a Child Protection file audit, smart plans were now in place.	
12.03	Y. McMullen reported that all governors had signed to confirm that they had read section two of the Keeping Children Safe in Education document.	
12.04	The Child Protection Compliance Return was delegated for discussion at the Pupil Support committee meeting to be held on 7 June 17.	YM/ PS agenda
<b>13.00</b>	<b>EVALUATION OF GOVERNING BODY EFFECTIVENESS</b>	
13.01	The Chair suggested that governors should attend the next round of committee meetings with suggestions on the committee and overall governing effectiveness.	All gov's
<b>14.00</b>	<b>SET FULL GOVERNING BODY MEETING DATES FOR THE YEAR</b>	
14.01	The Headteacher to distribute dates to governors for approval at the next governing body meeting on 12 July 17.	HT
<b>15.00</b>	<b>SET ACADEMIC CALENDAR FOR 2017-18</b>	
15.01	<p>The Headteacher proposed that the school close on Thursday 21 December 2017 and re-open on Monday 8 January 2018 (the current academic calendar suggests closing 15 December and re-opening on 03 January).</p> <p>Governors recommended that the Headteacher consult with parents and staff before making the change.</p> <p>The Chair agreed to put forward the proposal on the next school newsletter and the Headteacher agreed to consult staff.</p> <p>To discuss at the next governing body meeting.</p>	<p>Chair/ HT</p> <p>Agenda</p>

**16.00 CHAIR'S BUSINESS**

16.01 The Chair had no further business.

**17.00 CLERK'S BUSINESS**

17.01 The Clerk had no further business.

**18.00 ANY OTHER URGENT BUSINESS**

18.01 M.Stenton requested that governors complete a statement about themselves for the school website, to include the pictures as completed by the nursery children of the individual governors. Governors agreed.  
M.Stenton to send template to all governors for completion.

MS/ All  
govs

**19.00 DATE AND TIME OF NEXT MEETING**

19.01 The next full governing body meeting to be held on Wednesday 12 July 2017 at 6.00 pm.

*The meeting was closed by the Chair at 8.20 p.m.*