

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD MEETING

Minutes of the meeting held on Wednesday 27 September 2017 at 5.30pm

PRESENT: Claire Burgess (Chair) Martin Lumb (Headteacher)
Olamide Ayemowa Kevin Birkin
Yvonne McMullen Martyn Stenton
Paul Wray

IN ATTENDANCE: – Pam Wallis (Clerk, Governor Support Service)
Clare Krasinski (Observer, Deputy Head New Bewerley Primary School)

1.00	APOLOGIES	ACTION
1.01	Apologies were received and accepted from Claire Aldridge; Clare Davidson; Carla Foster; Sarah Gardner.	
1.02	Apologies received after the meeting by the Chair: James Annetts, Ian Cunningham and Minoti Parikh.	
2.00	ELECTION OF CHAIR AND VICE CHAIR	
2.01	Resolved: <ul style="list-style-type: none">That governors agreed that the terms of office for both the Chair and Vice Chair would be for one year	
2.02	Claire Burgess was nominated for the position of Chair and left the meeting whilst an election took place. Resolved: <ul style="list-style-type: none">That governors agreed to elect Claire Burgess as Chair for the period of one year.	
2.03	Kevin Birkin was nominated for the position of Vice-Chair and left the meeting whilst an election took place. Resolved: <ul style="list-style-type: none">That governors agreed to elect Kevin Birkin as Vice Chair for the period of one year. Claire Burgess took over the meeting as the new Chair once appointed.	
3.00	MINUTES OF THE LAST MEETING	
	Resolved: <ul style="list-style-type: none">That the minutes of the meeting held on 12 July 2017 were agreed as a correct record and that the Chair be authorised to sign.	

4.00 MATTERS ARISING

4.01 Training (minute 3.03 refers) The Chair had asked Governor Support Service (GSS) about Health & Safety courses. It was suggested to ask schools in the cluster about interest in joint training, which could be arranged through the local authority Health and Safety team.

4.02 Training (minute 3.04 refers) Clare Aldridge and Carla Foster are attending Safeguarding training today and Paul Wray will attend with school staff later in the term. All governors will then have completed Safeguarding training

4.03 School Website (Minute 6.04 refers) This item was deferred to the next Resources committee meeting.

**Resources
Agenda**

4.04 Policy Review (Minute 6.07 refers) It was reported that a policy review schedule was in place and published on the school website. A member of the policy review sub-committee reported that policies due for review this term had been distributed to relevant governors and any amendments would be reported at the appropriate committee

4.05 Staff Disciplinary Policy (Minute 6.08 refers) Sarah Gardner had met with the Headteacher and had agreed to work with staff on return to work meetings.

S Gardner

4.06 SATs (Minute 8.06 refers) It was reported that four test papers were remarked with three having no change and one increasing by one mark improving the progress score.

4.07 Change of wording (Minute 8.07 refers) The Chair requested that the wording be changed to:
'Governors asked that the head teacher pass on their thanks to staff for their hard work during a challenging year.'

Clerk

4.08 Governing body effectiveness statement (Minute 11.01 refers) To be discussed under Item 11 of the agenda.

4.09 Pupil Support Committee (Minute 13.02 refers) Martyn Stenton requested to re-schedule the Pupil Support Committee meeting. The meeting was rescheduled to take place on Wednesday 29 November 2017 at 4.00pm

5.00 DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS

All governors present completed and submitted the declaration of business interest form. The register of business interests will be updated and published on the school website. Any changes will also be added to the DfE 'Get Information About Schools' service. The Headteacher agreed to obtain completed forms from the absent governors.

C Aldridge/C
Davidson/C
Foster/S
Gardner/ M
Parikh/ J
Annetts/ I
Cunningham
Head

6.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BOARDS

The Code of Conduct was circulated and reviewed by governors prior to the meeting. Governors agreed to adopt the Code of Conduct and all present signed a copy personalised to the school. Absent governors will be asked to sign the Code of Conduct at the next meeting of the full governing board on 1 November 2017.

C Aldridge/C
Davidson/C
Foster/S
Gardner/ M
Parikh/ J
Annetts/ I
Cunningham
Head

7.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BOARD

Resolved:

- That governors agreed to the continuation of video/telephone conferencing to be used when necessary.

8.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE

8.01 Resolved:

The governing body agreed to the continuation of delegation to the head teacher in appointment of staff other than the head teacher and deputy head teacher. This will be done with support and input from the governors where appropriate.

8.02 The governing board agreed to the continuation of approval of the budget by the Resources Committee with a report being provided to the full governing body. If the budget is in deficit approval will be ratified by the full governing board.

8.03 It was agreed that the committee terms of reference would be reviewed and approved at the first of each committee meetings of the year and reported back to the full governing board.

9.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

9.01 Resolved:

The Headteacher requested the Teaching and Learning Committee be known as Learning and Teaching to fall in line with school terminology.

9.02 The committee membership and Chairs were agreed as follows.

- 9.02.1 Resources & Pay Committee: Martin Lumb/Kevin Birkin (Chair)/ Sarah Gardner/Lammie Ayemowa/Carla Foster/Claire Burgess
- 9.02.2 Learning & Teaching Committee: Martin Lumb/Clare Davidson/ Minoti Parikh/Iain Cunningham/James Annetts/Claire Burgess (Chair)
- 9.02.3 Pupil Support Committee: Martin Lumb/Martyn Stenton (Chair)/ Kevin Birkin/Yvonne McMullen/Claire Aldridge/Paul Wray/Claire Burgess
- 9.02.4 Appeals Committee: James Annetts and Martyn Stenton

The Chair to speak to remaining non-Resources committee governors about the vacant position

Chair

10.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

10.01 Resolved:

The governing body agreed that governors take responsibility for the following areas:

Performance Data – Learning & Teaching Committee
 Financial Data – Resources Committee
 Child Protection and Safeguarding – Pupil Support Committee
 SEND – Claire Burgess
 Children Looked After – Martyn Stenton
 Equalities – Sarah Gardner
 Attendance – Martyn Stenton
 Early years Governor – Carla Foster
 Health and Safety – Kevin Birkin
 Pupil Premium – James Annetts
 PE & Sports Premium – Vacant
 Training – Kevin Birkin
 Complaints – Claire Burgess

- 10.02 The Chair will speak to those governors not present regarding the vacant PE and Sports Premium governor position.

11.00 GOVERNOR DEVELOPMENT

- 11.01 An Annual Governance Statement for 2016/17 had been put together by the Chair and circulated to governors for review prior to the meeting.

11.01.1 Resolved:

- That governors approve the Annual Governance Statement for 2016/17 and that it be published on the school website.

- 11.01.2 A governor raised a question regarding the accessibility of the annual governance statement for parents and children. Another governor suggested a one-page summary of the statement be produced with input from the School Council.

11.01.3	It was agreed that the three committee Chairs would meet with members of the School Council on Wednesday 1 November 2017 at 4.30pm with a summary to be written by the head boy and girl in preparation for this meeting. It was agreed that mention of this summary be made on the school website and that it would be agreed and added to the annual governance statement as soon as possible.	Committee Chairs
11.02	Clare Aldridge and Carla Foster are attending Safeguarding training today	
11.03	The Headteacher had attended Governor Support Service training at on Tuesday 26 September 2017 and will arrange a meeting with the Chair to discuss future ways of working.	Head/Chair
11.04.1	The Chair reported that she had attended a regional Ofsted Briefing. Since the briefing information had been published which outlined that some schools currently graded as Good will receive a two day inspection if there has been a drop in data.	
11.04.2	Other information published states that if, during a one day inspection, there is need to convert to a two day inspection, Inspectors now have up to seven working days to undertake the second day.	
11.04.3	Claire Burgess, Martyn Stenton and Iain Cunningham had attended the School Improvement Day with the Senior Leadership Team as part of writing the School Improvement Plan	
11.04.4	It was agreed that committee Chairs and other interested governors should form a short-life working group to further consider the Ofsted questions for governors. A date of 20 October 2017 at 10.00am was set for this meeting and the Chair agreed to circulate the date to all governors.	Chair/ Govs
11.05.1	A copy of the governing board action plan for 2016-17 had been circulated to governors prior to the meeting. The Chair will update the action plan to include some items which are ongoing and re-circulate to governors.	
11.05.2	A skills audit was completed at the end of the last academic year and training needs of governors identified. The Chair encouraged governors to attend training relating to their specific responsibilities.	
11.05.3	The Chair asked if independent data training for governors had been arranged. The Headteacher reported that staff training had taken place earlier that day and governor training will take place on Wednesday 17 January 2018 at 5.30pm-7.00pm.	
12.00	CONFIRMATION OF DELEGATION TO EXTENDED SERVICES JOINT COLLABORATION COMMITTEE (JCC)	

12.01	The Headteacher confirmed that the cluster has a JCC. The Headteacher reminded governors of the three year Cluster funding agreement and that the release clause could be activated in January 2018.	
12.02	The Head reported his concerns relating to the value for money the school is receiving from the Cluster for family support and referrals relating to children with Social, Emotional and Mental Health (SEMH) needs.	
12.03	A meeting of the Cluster Heads was due to take place where these concerns would be discussed and the Head will report back at the next full governing board meeting.	Head
13.00	ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEAD TEACHER	
13.01	It was agreed that the Performance Management review of the Headteacher should be held as soon as possible.	
13.02	Resolved: <ul style="list-style-type: none"> That the Performance Management governors be agreed as Kevin Birkin, Sarah Gardner, Minoti Parikh and Claire Burgess 	
13.02	Governors discussed the external advisor for performance management, who in the past had been the School Improvement Advisor (SIA). It was agreed that the Head should speak to other Heads within the COGs alliance as to who their external advisor is in order that governors can consider alternatives and ensure best value.	Head
13.03	Once an external advisor is agreed, the performance management review will be arranged, with a view to this being as soon as possible.	Head/ PM governors
13.04	It was agreed the objectives will be shared for transparency.	
14.00	DELEGATED AUTHORITY FOR FINANCIAL TRANSACTION	
14.01	Resolved: <ul style="list-style-type: none"> That authority be delegated to the Headteacher to vire sums up to £10,000 and to enter into contracts up to the value of £10,000. 	
14.02	Resolved: <ul style="list-style-type: none"> That the signatories for authorisation of orders and invoices to continue as previously agreed. 	
14.03	Resolved: <ul style="list-style-type: none"> That governors agreed to adopt The Leeds Scheme for Financing Schools. 	

- 14.04 **Resolved:**
- Governors agreed the Chair be authorised to sign forms to register any unofficial funds.

15.00 **POLICY REVIEW**

15.01.1 Child Protection Policy

A copy of the Child Protection/Safeguarding Policy had been circulated to governors prior to the meeting for review. It was noted that there were few changes to the previous policy and that the most recent Keeping Children Safe in Education document remained as the September 2016 version

Resolved:

- That governors agreed to adopt the Child Protection/Safeguarding Policy.

- 15.01.2 The Chair thanked Yvonne McMullen for all her work as Child Protection lead in school.

15.02.1 Special Educational Needs and Disabilities (SEND) Information Report and Policy

A copy of the SEND report and policy had been circulated to governors prior to the meeting.

- 15.02.2 It was reported that the Headteacher and Chair were part of a local authority review of the progress of children with SEND due to the achievements of the school. The Headteacher informed governors that the review had been discussed at a local authority Heads of Service meeting and the school praised for its work.

15.02.3 **Resolved:**

- That the Special Educational Needs policy be approved by governors.

- 15.03 A governor suggested that a 'jargon buster' be added to the end of each policy. The Policy Review group will check all policies for acronyms and ensure a glossary of terms is added to the end of each policy.

- 15.04 The Headteacher informed governors that the school has purchased CPOMS to input safeguarding and child protection data. Martyn Stenton will visit the school to review the new system early in the Spring term.

- 15.05 The Headteacher informed governors that staff training has taken place on spotting the signs of female genital mutilation, radicalisation and child sexual exploitation and that training would also take place for new staff. Some members of staff have also been trained in Harmful Behaviour and Harmful Sexualisation.

**Policy
Review
Govs**

M Stenton

16.00 ENSURE SCHOOL HAS A CLEAR VISION, SUPPORTED BY AN ETHOS OF HIGH EXPECTATIONS WHICH ALSO PROMOTES BRITISH VALUES

16.01 The Chair confirmed the school has a clear vision of High Expectations, Caring, Positive Attitudes and Successful, which had been reaffirmed through the recent visioning exercises undertaken by staff, pupils and governors.

16.02 This is evidenced throughout the school, including in policies and other documentation.

16.03 The Headteacher informed the governors that a previous pupil is attending Cambridge University and is one of six from the same cohort going to University. School sent a card and he will be placed on the Impossible is Nothing wall in the reception area of the school.

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

17.01 The Headteacher circulated the updated School Improvement Plan (SIP) to governors. The Headteacher showed governors a document which outlined the process. This had involved staff, the School Council and governors. The Senior Leadership Team had then drawn all the input together to create the SIP.

17.02.1 Resolved:

- That the school improvement plan be approved by governors
- That governors will monitor sections of the school improvement plan as follows:
 - Priority 1 – Kevin Birkin
 - Priority 2 – Claire Burgess
 - Priority 3 – Claire Burgess
 - Priority 4 – Martyn Stenton
 - Priority 5 – Carla Foster

17.02.2 Lead governors will report back to the relevant committees.

17.03.1 The Chair informed governors that a suggestion had been made at the school improvement away day that a 'Governor's Certificate' be introduced for pupils and staff going the extra mile.

17.03.2 The School Council would be given names of pupils nominated from each class then governors would choose three for a termly award. Staff would also nominate colleagues for an award, with the winner to be chosen by governors. It was suggested that the School Council give the names and their reasons for winning at the meeting with governors which was arranged to take place on 1 November 2017. The award would be presented in a termly awards assembly and would raise the profile of governors at the school.

17.04 Governors will be informed about school trips to be able to attend

**Committee
Chairs**

as part of spending more time with the children in school and in order to monitor the SIP.

18.00 CHAIR'S BUSINESS

Nothing to report.

19.00 CLERK'S BUSINESS

The Clerk reminded the governors about updating Edubase and placing information on the school website.

20.00 DATE AND TIME OF NEXT MEETINGS.

Wednesday 01 November 2017 at 5.30pm.

Wednesday 07 February 2018 at 5.30pm.

Wednesday 23 May 2018 at 5.30pm.

Wednesday 18 July 2018 at 5.30pm.