

HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on Wednesday 7 February 2018 at 5.30 p.m.

PRESENT: Claire Burgess (Chair) Martin Lumb (Headteacher0
Claire Aldridge Olamide Ayemowa
Iain Cunningham Clare Davidson (*until item 13.03*)
Sarah Gardner Yvonne McMullen
Minoti Parikh Martyn Stenton
Paul Wray (*until item 14.00*)

IN ATTENDANCE: Jane Charlton - Clerk, Governor Support Service

1.00 APOLOGIES

1.01 Apologies were received and accepted from Kevin Birkin, Clare Krasinski and Carla Foster.

2.00 PARTNERSHIP WORK

2.01 Agreed Lucy Metcalf, JESS Targeted Service Leader, would attend the next meeting of the Pupil Support committee.

3.00 MEMBERSHIP MATTERS

3.01 There were no membership matters to raise.

4.00 MINUTES OF THE LAST MEETING

4.01 Resolved:

- that the minutes of the meeting held on 1 November 2017 were agreed as a correct record with a minor amendment and the Chair be authorised to sign them.

5.00 REVIEW ACTIONS AND MATTERS ARISING

5.01 Chair and Headteacher Meetings - (minute 5.08 refers)

The Chair confirmed meetings with the Head were taking place each half term.

5.02 Meeting with School Improvement Advisor - (minute 5.10 refers)

The Head confirmed the meeting had taken place and a report had been presented to the Resources committee.

5.03 Policy Review Group - (minute 5.11 refers)

The Review Group had met to review policies. As the Internet policy was a large and complex document an in depth review of the policy was required. The Charging and Remissions policy had been reviewed and required approval by the Resources committee.

All other policies were now up to date and would be reviewed again in March 2018.

A 'jargon buster' had not been produced but a document explaining the jargon used in school documents was available on the school website.

ACTION

Resources Agenda

- 5.04 CPOMS - (minute 5.12 refers)
Martyn Stenton had arranged to visit school on 9 March 2018 to review the CPOMS system.
- 5.05 Governor Awards - (minute 5.14 refers)
The governor awards ceremonies would take place on 2nd March 2018 at 9.00 a.m. for KS1 and 9.30 for KS2. All governors were invited to attend if available. Martyn Stenton would present the awards via videolink.
- 6.00** **DECLARATION OF INTERESTS**
- 6.01 There were no new declarations of interest received.
- 7.00** **GOVERNOR DEVELOPMENT**
- 7.01 The Governing Board had attended Data training which had provided a clear view of the school's position at July 2017. The session had been informative and easy to understand and was well attended.
- 7.02 Martyn Stenton suggested that a Prevent training session was provided for governors, possibly in conjunction with another school. The Chair agreed. **Head**
- 7.03 The Governing Body Action plan had been updated for the coming year and would be reviewed at each meeting of the full governing body. A review of its effectiveness would be carried out during the summer. The action plan would be circulated to governors and the Chair asked governors to review the plan and inform her if there were any actions missing from the plan. **Chair**
Govs.
- 7.04 Details of training available were listed at the end of agenda. The Chair asked governors to contact her if there were any they wished to attend. Training information could also be found on the Leeds for Learning website. The Chair asked governors to contact her if they were unable to access the site and advised that the Key for Governors was also available this year as part of the schools SLA. **Govs.**
Govs.
- 8.00** **POLICY REVIEW**
- 8.01 Using and Taking Drugs including Medication Policy
The Head confirmed the policy had been updated but following recent changes in legislation further amendments to the policy were required. Governors agreed the policy be reviewed by the Policy Review Committee and presented to the next governing body meeting for approval.
- 8.02 Safeguarding and Child Protection Policy
The policy had been reviewed in September but amendments had since been made to the referral processes in the policy, which were explained by the Head, and to reflect the use of CPOMS in school. The Head confirmed the policy had been discussed at staff meetings and all staff were clear on the process. A copy of the policy was displayed in the staff room and could also be found in the staff handbook and on school website.

Resolved:

- that the Safeguarding and Child Protection Policy was approved.

9.00 SAFEGUARDING / CHILD PROTECTION

9.01 The governor responsible for Safeguarding / Child Protection was due to meet with the schools designated Safeguarding Lead on 9 February 2018. The Chair asked that their report be submitted to the Pupil Support Committee.

Pupil Support Agenda

9.02 All governors had confirmed they had read the Keeping Children Safe in Education guidance. The Chair asked governors to revisit the document to refresh their memories prior to the next visit by Ofsted, in particular in relation to Part 2 Annex C. A governor suggested an update session was held following the issue of the updated guidance. The Chair agreed that this be held immediately before the next governing body meeting in May.

All Govs.

All Govs.

9.03 The Chair asked governors whether they wished to respond to the Lesson Learnt from the Ann Maguire report or if they were happy to delegate the report to the Pupil Support Committee. As there was a good, very nurturing and safeguarding culture in school, and CPOMS had been introduced, the Head recommended that no response was required. The Chair agreed but suggested that the Safeguarding Governor asked five questions related to the report during their visit on Friday. The Chair agreed to forward the report to Martyn Stenton

Martyn Stenton

Chair

9.04 The Annual Child Protection Compliance Return (ARM), to be completed by Andrew Hinchcliffe, was not due until 1 June 2018. It was agreed the report be reviewed at the next meeting.

AH Agenda

10.00 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE

10.01 The Chair asked that a governor took responsibility for the review of the school website and undertook an audit of the information on the website. Paul Wray agreed to undertake the audit. The Chair agreed to forward the website audit tool to Paul.

PW Chair

11.00 OTHER REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES

11.01 The Chair thanked those governors who had undertaken visits to school.

11.02 Paul Wray and Clare Aldridge had undertaken learning walks in Years 1, 2, 4 and 6. Standards in all classes had been consistent and behaviour good with children engaged in lessons and enjoying learning.

11.03 Clare Davidson has visited to school to observe PE lessons and discuss PE and Sports Provision funding. Lessons had been engaging and enjoyed by children with clear expectations set by teachers. The effectiveness of swimming lessons needs to be reviewed as not all children were able to swim the required length

by the end of KS2 and KS1, who have not yet started to swim, would be the main area for development. Real PE lessons were good and the school's After School and Lunchtime clubs were an asset to the school.

11.04 Clare Davidson had visited school to carry out book trawls in Years 1, 4 and 6. Generally progress could be seen in books and teachers were using the feedback policy. Children had been proud of their work and had been able to talk about their work.

11.05 Paul Wray and Olamide Ayemowa agreed to visit school to observe maths lessons and report to the next the committee meetings.

PW / OA

11.06 The Chair and Faye Pashby had visited school to look at the primary writing project. The visit had been positive with good behaviour seen in all classes and had been reported to the Teaching & Learning committee.

11.07 The Chair had met Jane Wilson to discuss the SEND provision which had been found to be good with planning being done for all children using Bsquared.

12.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES

12.01 The report had been circulated to governors prior to the meeting.

12.02 The Head informed governors the RAG ratings in the report had been updated since being circulated.

12.03 The actions highlighted pink in the report were the actions allocated to the Early Years teachers and were aimed at empowering staff. A large number of these were now rated yellow or green.

12.04 Carla Foster was due to visit school on 14 March 2018 to review Early Years. A Challenge Day with Sharp Lane and Ingram Road schools is planned where the two EYFS leaders from those schools would assess the current position of the school's EYFS provision and would be looked at the likely outcome of the visit from Ofsted.

13.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

13.01 The return of Polly Cockerham and Rachel Rush, who had both recently returned to work, was highlighted as good news. The Head confirmed he was pleased both members of staff were back in school and reported both were doing an excellent job with their areas of school, which were now some of the most calm and effective in school.

13.02 Andy Hinchcliffe, the schools new Lead Safeguarding and Child Protection Officer was welcomed to the school. The Head informed governors Andy had settled into school and worked well

with parents, staff and children and was not afraid to challenge any issues that arose.

Question: Has Andy inherited the problem of too much work from Carrie.

Answer: Carrie has returned to work on a phased return but Andy has taken on both roles and is working well, with the support of the Inclusion Team, who provide knowledge of the children when required.

Clare Davidson left the meeting at this point.

13.03

Question: How is Tom Gray.

Answer: Tom is making a good recovery. An assessment has been carried out by Occupational Health who have agreed he is fit to return to school as a teacher after half term on a phased return, but not as a leader until the end of his phased return. His leadership responsibilities will be covered by Elisa Whitfield and his teaching responsibilities are being covered by Sehar Rahmen (HLTA).

13.04

Question: How are things settling in Year 5.

Answer: The new teacher in Year 5, Gary Lumb, has settled in well and Year 5 is now more settled. Gary's lesson observations and books trawls were good and he performed well in all three lesson observations.

13.05

Question: What was the cost of the long term teacher absences.

Answer: The absences had resulted in a significant increase in payroll costs. £40,000 had been budgeted for in the 2017/18 budget but actual costs would be £150,000. However, the majority of these costs would be returned through insurance.

The Head explained 2 HLTAs were members of staff on long term sickness, who were not insured, and 1 HLTA is covering a long-term teaching absence so only three of the school's 6 HLTAs had been available to provide cover.

A governor commented that, although all of the absences were due to issues way outside of the school's influence and had not been predictable, the impact of their absence would need to be considered by the next Resources Committee.

Governors suggested the school overstaffed in order to plan against future long term absence as it would be more cost effective to pay an additional teacher. The Head agreed but highlighted the difficulty of finding a good teacher to provide cover rather than teach their own class.

Paul Wray left the meeting at this point.

13.06

Question: Are Year 6 now reading more difficult books?

Answer: Yes, children were now reading harder books. New books had been invested in to raise the difficulty of books being

Resources

read and meetings had been held with staff, along with lesson studies, to teach staff how to teach the harder books.

Question: Had the impact of the changes been seen yet.

Answer: The impact would be seen in the spring term data but children were enjoying reading the new books and were more motivated.

Question: Will there be support for the more able readers to ensure they were able to stretch themselves.

Answer: Yes, KS3 books were available through a reading scheme in place from Leeds Library Services. The Chair highlighted the need to ensure the books were age appropriate.

13.07

Question: What is the effect of Sue McCreary leaving the school.

Answer: Lisa Lilley had been promoted into Sue's position and Lisa's post had been filled. A traffic light system was in place to track and monitor behaviour in school and currently shows that between 96% to 98% of all behaviour was good. There were 12 to 15 very high tariff children, 3% of the school population, who were causing significant disruption in school and their behaviour has declined from the previous year which was demonstrated by the five fixed term exclusions made since Christmas. These had been a culmination of poor behaviour and one off extreme behaviour incidents. Effective and wide ranging strategies had been put in place to support these children. The Chair highlighted the importance of governors understanding the current level of behaviour in school caused by this 3% and what the staff have to deal with and that the school's response is proportionate to behaviour.

Question: Has there been an improvement in behaviour with the support in place.

Answer: Not yet as it would take time for children to unlearn previously learnt behaviour.

Question: Are there any children in an offsite provision.

Answer: Not at present but one child has been referred to the REACH facility and a decision was awaited on the referral.

Question: Is any additional support available through the Cluster.

Answer: Support in school had been reviewed due to the amount of the Assistant Headteacher's time being taken up. A teaching assistant had been released to walk around school to check whether there were any issues with children, which enabled the Assistant Headteacher to continue with their work.

The number of children in Nurture Provision had been reduced from 120 to 45, 15 of which were those with behaviour problems and the remaining 30 were those with nurture provision as part of their EHCP or IEP. The Chair added that the changes had been discussed with Jane Wilson and that circle time and work in classes with children would be undertaken and assured

governors that the remainder of the children would not be forgotten.

- 13.08 Question: What was the impact of the building work on behaviour / nurture.
Answer: There had been no impact as the provision had been allocated alternative space within the school until the work on the house had been completed. Building work in school was due to commence during the second week of the new term.
- 13.09 The Chair commented that the context section of the report was required but suggested that the information was presented in a table format to make the information easier to read at a glance. The Head agreed to amend the format of his report.
- 13.10 Question: Mobility in Year 6 is high at 20%, is this the same for all year groups; what is done to introduce children to the school and how many children new to the school are EAL.
Answer: The percentage of EAL children in school, who have come into school from another country rather than being second generation children, is approximately 9 out of 10. The parents of

Head

each EAL child meet with Linda and the following Friday children are given a tour of the school to familiarise themselves with the building.

Question: What is the impact on the classes they join.

Answer: Staff are recommended not to do anything different therefore there is little impact on classes but does impact on results.

The Chair requested an update on behaviour at the next meeting of the Pupil Support committee.

**Pupil
Support**

14.00 COMMITTEE REPORTS

14.01 Resources Committee

An overview of discussions at the meeting was provided by the committee Chair, which had focused on the grant breakdown and the impact on the school budget.

14.01.1 A summary of the actions taken with staff to ensure the National Curriculum was fully covered in school had been provided by the Assistant Head.

14.01.2 It had been agreed that a four page Annual Report would be produced for each child in all year groups. Governors were pleased to note that evening as well as afternoon sessions were available to parents.

14.01.3 Standards and progress had been discussed when the data presented has indicated that the level of GLD should be above that of the previous year but a clearer picture would be available at the next meeting.

14.01.4 The Teaching Profile Grid had been reviewed and would be updated again in February and during the Summer term.

14.01.5 The school had taken part in the Raise Alliance Learning Partnership Challenge Day, HCPS was the first school to take part in this day during the 2017-18 academic year. The day had identified areas for improvement which had included the consistency of morning meetings and from book trawls the effective use of self and peer assessment. Information from the day would be circulated.

14.02 Pupil Support Committee

An overview of discussions at the meeting was provided by the committee Chair.

14.02.1 Attendance had been the focus of the meeting. The level of absence and persistent absence in Reception was affecting the overall figure but governors had been pleased with the good start to the term.

14.02.2 The committee had acknowledged that provision for SEND in school was a strength and it had been highlighted that the school

was used by the Local Authority as an exemplar of good practice across the city. Governors pointed out it was important to remember as, at 33% in some classes, the number of SEND children in school was high.

14.02.3 The report on behaviour had been discussed when the number of pupils with particularly challenging behaviour had been highlighted, along with the assistance provided.

14.03 Teaching & Learning Committee
An overview of discussions at the meeting was provided by Sarah Gardner.

14.03.1 The Charging and Staff pay policies would be reviewed by the Policy Review Committee.

14.03.2 A report from the Pay Committee had been considered and recommendations in the report approved.

14.03.3 The Premises Manager had attended the meeting and provided an update on progress with the extension, summer improvements to the school and changes to school cleaning.

15.00 CHAIR'S BUSINESS

15.01 Posters

A governor highlighted that, whilst in school visiting a maths lesson, they had observed children making posters on the theme of anti bullying and asked how this and other subjects, such as being lesbian and gay, were introduced to children.

The Head confirmed that resource packs from Stonewall were used, which were promoted by the Local Authority, and were age appropriate for children in Years 5 and 6.

The Head agreed to forward the resource pack to governors to enable them to see what was being taught.

Head

15.02 Inclusion Team

A governor suggested that a thank you card was sent to the Inclusion Team from governors to show that their work was supported by governors. Yvonne McMullen agreed this would be welcomed.

IC

16.00 CLERK'S BUSINESS

16.01 The clerk had no further business to raise.

17.00 ANY OTHER URGENT BUSINESS

17.01 No other items were raised.

18.00 DATE AND TIME FO NEXT MEETING

18.01 • Wednesday 23 May 2018 at 5.30

The meeting was closed by the Chair at 7.20 p.m.

