

# HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on Wednesday 23 May 2018 at 5.30 p.m.

<b>PRESENT:</b>	Claire Burgess (Chair)	Martin Lumb (Headteacher)
	Claire Aldridge	Olamide Ayemowa
	Iain Cunningham	Clare Davidson
	Paul Wray	Yvonne McMullen
	Minoti Parikh	Martyn Stenton
	Carla Foster	Kevin Birkin
	Claire Krasinski	

**IN ATTENDANCE:** Erica Kayalar- Clerk, Governor Support Service

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES</b>	
1.01	Received from Sarah Gardner	
<b>2.00</b>	<b>MEMBERSHIP MATTERS</b>	
2.01	Carla Foster gave her resignation from the governing board. The Chair thanked her for her hard work. There is now a co-opted governor vacancy. Governors agreed to look at the skills audit and the governor development plan and recruit a governor with the identified skills and experience needed.	
<b>3.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
3.01	<b>Resolved:</b> <ul style="list-style-type: none"><li>that the minutes of the meeting held on Wednesday 07 February 2018 were agreed as a correct record and</li><li>that the Chair be authorised to sign them.</li></ul>	
<b>4.00</b>	<b>REVIEW ACTIONS AND MATTERS ARISING</b>	
4.01	<u>Policy Review Group- (<i>minute 5.03 refers</i>)</u> This was discussed at the Resources meeting.	
4.02	<u>Prevent Training- (<i>minute 7.02 refers</i>)</u> Andy Hinchcliffe will be organising some Prevent training in the future.	
4.03	<u>Governing Body Action Plan - (<i>minute 7.03 refers</i>)</u> This is on the agenda to be discussed at this meeting.	
4.04	<u>Training - (<i>minute 7.04 refers</i>)</u> To be discussed in Governor Development item.	
4.05	<u>Safeguarding meeting - (<i>minute 9.01 refers</i>)</u> The governor responsible for Safeguarding/Child Protection has met with the school Safeguarding Lead.	

4.06	<u>Keeping Children Safe in Education Guidance</u> ( <i>minute 9.02 refers</i> ) This will be discussed in the next Pupil Support meeting.	Pupil Support committee
4.07	<u>Annual Child Protection Compliance Return (ARM)</u> ( <i>minute 9.04 refers</i> ). This has been actioned and is discussed in Item 10 Safeguarding/Child Protection.	
4.08	<u>Review of information on school website</u> ( <i>minute 10.01 refers</i> ) Information is on the website but it is not very accessible on phone and tablet devices. Governors agreed to discuss in Resources committee the possibility of exploring costings for a website provider. It would then be possible to train staff in- house to edit the website in the future.	Resources committee
4.09	<u>Governor Maths Visit</u> ( <i>minute 11.05 refers</i> ). Lammy Oyemowa will arrange her visit to take place as soon as possible. .	
4.10	<u>Staff Absences</u> ( <i>minute 13.05 refers</i> ). This will be discussed during budget item.	
<b>5.00</b>	<b>DECLARATION OF INTERESTS</b>	
5.01	There were no new declarations of interest received. The governing board congratulated Paul Wray on his election as a local councillor.	
<b>6.00</b>	<b>POST OFSTED ACTIONS</b>	
6.01	The Head teacher stated that the outcome of the Ofsted inspection was disappointing but the Requires Improvement report had lots of positives within it. Governors were proactive in terms of the Ofsted inspection. The school has two years to continue to improve to a good standard. Changes in staffing will require time to develop.	
6.02	<u>Action 1.</u> The school will be strategic moving forwards with a robust School Improvement Plan (SIP) and a new School Improvement Advisor (SIA) – Jackie Reid.	
6.03	<u>Action 2.</u> Behaviour. The school is undertaking a 'behaviour review' on 5 June 2018 with Karen Bailey from the Area Inclusion Partnership (AIP), Mark Pedler, Educational Psychologist and Ali Elvidge, the Head from REACH and other colleagues from the local authority SENIT and Ed Psych teams. The meeting will be looking at the best way to deal with the 12-15 children in school with extreme behaviours. The Chair of governors will attend this meeting.	
6.04	<u>Action 3.</u> Staffing. The school is now working with an outside HR company and not the Local Authority HR department. The company, Fusion HR, provide high quality HR provision tailored to schools.	

- 6.05 Action 4. Inclusion. Ofsted stated that the school has a number of high tariff children but that the school handles this very well. Additional needs will be more focused upon. There is lots of good behaviour within the school.
- 6.06 Action 5. English. This was a big focus in the report. Steve Dawson has been contracted to work five days within school before the end of the school year to look at the reading scheme and guided reading and will be producing an Action Plan for 2018-2019. He will produce two reports by the end of June – Effective Writing and Effective Reading. Reports will be available by the next full governing board (FGB) meeting.
- 6.07 Action 6. Staffing. PPA time will be covered by a company which specialise in this and in 2018-2019 subjects covered will be ICT, Music and French. Higher Level Teaching Assistants (HLTAs) will cover the Newly Qualified Teacher (NQT) staff additional none-teaching time and cover for illness.
- 6.08 Action 7. Self-evaluation of teaching was over generous and not critical enough. School will continue its vision of having high expectations but being caring. Teachers will be given a two week window when lesson observations will take place. The lessons will continue to be videoed and reviewed.  
**Question:** How can governors be reassured that self-evaluation is now not too generous?  
**Answer:** Jackie Reid and Steve Dawson will observe some lessons and New Bewerley school staff will also provide some external evaluations.
- 6.09 Action 8. The Local Authority will carry out a full teaching and learning review over two days, approximately two terms after the publication of the Ofsted report.  
**Question:** How can governors be sure that they have the right knowledge and skills to assess teaching in the school?  
**Answer:** Governors have a strategic monitoring role and should not assess teaching in school. Triangulation of evidence from external sources and monitoring in school will allow governors to have confidence in judgements on teaching.
- 6.10 Behaviour Update.  
As many as 96% of the children in school display good behaviours. Fixed term exclusions are for the high tariff children in the school who cause a significant disruption to other children and teaching in the school and display violent behaviours.  
One pupil has had a managed move to another school which has proved successful. A number of children are currently at REACH, alternative provision and one child will not be returning to the school. All excluded children have access to interventions when they return to Hunslet Carr.  
The Chair of governors receives all exclusion reports for information.

**Question:** When a child returns from exclusion are they monitored for their behaviour?

**Answer:** All previously excluded children return on an Individual Behaviour Plan which is constantly reviewed and updated. Currently in Reception there are four high tariff children who require significant adult input – these children will be monitored closely moving into Year 1.

In the Behaviour Meeting the Head teacher hopes to establish clear thresholds for inclusion in a mainstream primary school and gain consensus from a number of experienced professionals as to where to ‘draw the line’.

## **7.00 GOVERNOR DEVELOPMENT**

- 7.01 Governors were reminded to send all details of any training to the training governor to keep in the governor training file. Govs
- 7.02 The Governor Action Plan will be updated in the Autumn term. It is RAG-rated showing what is on target and what still needs to be completed. Governors agreed to share questions on their own professional development as a governor and combine this with the governor skills audit. Govs
- 7.03 The Chair agreed to send the governor questions to Clare Davidson who will set up and circulate the Survey Monkey for completion by all governors. Chair  
C  
Davidson

## **8.00 APPROVAL (OR REPORT) OF FORMAL BUDGET FOR THE YEAR AND REVIEW OF THE VIREMENT LIMIT TO DETERMINE IF CHANGES ARE NECESSARY**

- 8.01 Income is made up of central funding, based on the deprivation index and the number of children on the school roll. Income from Pupil Premium will be less in the next academic year as a large number of Year 6 pupils receiving the premium will be leaving the school. Special Needs funding is increased by £40,000.
- 8.02 Expenditure costs are increasing due to staffing costs such as National Insurance and pension increases. An Upper Pay Scale (UPS) teacher is retiring and is not being replaced leading to a saving of £30,000. Five teaching assistants are leaving and are not being replaced. A saving of approximately 50% is being made on the previous year’s spending on Supply cover by using a Supply company to cover PPA time.
- 8.03 Following research and advice from governor Sarah Gardner who is a HR specialist, a decision has been made to insure Teaching Assistants (TAs) for sickness and absence as this would prove more cost effective based on the evidence of previous years.
- 8.04 The carry forward can be drawn down on but should not be relied on as this is used as a contingency fund.

8.05	The work on the house will continue due to practicalities but work on the library and staffroom will now be deferred.	
8.06	The school will run an in-year deficit budget 2018/2019 but the following 2 years will be a positive budget. Overall the budget was reported as follows: <ul style="list-style-type: none"> <li>• Carry-forward from 2017/18 - £208,220</li> <li>• Predicted in-year deficit for 2018/19 - £117,050</li> <li>• Predicted carry-forward to 2019/20 - £91,170</li> </ul>	
8.07	<b>Resolved:</b> <ul style="list-style-type: none"> <li>• That governors approve the budget as set.</li> </ul>	
<b>9.00</b>	<b>POLICY REVIEW</b>	
9.01	The HR company has recommended some changes to the Leave of Absence policy to make it clear that special leave is at the discretion of the Head teacher and leave should be limited to as short a time as possible to arrange childcare in circumstances where childcare is the issue for leave to be taken. Unpaid leave is discretionary as this still has a cost to the school.	
9.02	Governors discussed the implications of the policy for staff, but agreed that the school needs to have a consistent policy on leave of absence.	
9.03	<b>Resolved:</b> <ul style="list-style-type: none"> <li>• The governors agreed the above changes to the Leave of Absence policy.</li> </ul>	
9.04	The remainder of the policies had been considered by the Policy Review committee and would be approved at committee level.	Cttees
<b>10.00</b>	<b>SAFEGUARDING/CHILD PROTECTION</b>	
10.01	The ARM S175/157 has been completed by the school Safeguarding Officer. The Chair reported that she had met with the Safeguarding Officer prior to the meeting and was shown a wealth of evidence to support the return and could confirm that the school was compliant in all areas.	
10.02	She added that a local authority Safeguarding audit has been booked to take place in the Autumn term.	
10.03	<b>Resolved:</b> <ul style="list-style-type: none"> <li>• That governors approve the ARM be submitted to the local authority prior to the deadline date.</li> </ul>	
<b>11.00</b>	<b>OTHER REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES</b>	
11.01	Reports from the following governors in relation to monitoring of the SIP had been circulated prior to the meeting: <ul style="list-style-type: none"> <li>• Iain Cunningham – Year 3/4 Learning Walk</li> </ul>	

	<ul style="list-style-type: none"> <li>• Iain Cunningham – Year 3/4 Book Scrutiny</li> <li>• Kevin Birkin – Monitoring of Priority 1 in the SIP</li> </ul>
11.02	The Chair added that she had submitted a report on her Learning Walks in Year 5/6 and Reception and this would be circulated to governors.
<b>12.00</b>	<b>GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES</b>
	These have been discussed in Item 6 Post Ofsted Decisions.
<b>13.00</b>	<b>CONFIDENTIAL ITEM</b> Please see separate page for details of this item.
<b>14.00</b>	<b>QUESTIONS ABOUT THE HEADTEACHER'S REPORT</b>
14.01	There is an interim caretaker for 4-5 weeks that has been appointed.
14.02	The school has interviewed for a teacher to cover maternity leave and has invited a candidate to provide one day's supply teaching prior to appointing.
14.03	Lexiles were discussed and it was noted that the school has invested in more non-fiction books and more difficult works of poetry. It is too short a period to assess impact yet.
14.04	<p><b>Question:</b> Have staffing levels taken into account decreases in hours and days worked by staff members?</p> <p><b>Answer:</b> Yes, staffing has been able to be paired up well.</p>
<b>15.00</b>	<b>COMMITTEE REPORTS</b>
	These were circulated prior to the meeting and there were no questions.
<b>16.00</b>	<b>CHAIR'S BUSINESS</b>
	None.
<b>17.00</b>	<b>ANY OTHER URGENT BUSINESS</b>
	None.
<b>18.00</b>	<b>DATE AND TIME OF NEXT MEETING</b>
	<ul style="list-style-type: none"> <li>• Wednesday 18 July 2018 – Time to be confirmed</li> </ul>