

## HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD MEETING

Draft minutes of the meeting held on Wednesday 18 July 2018 at 3.30pm

<b>PRESENT:</b>	Claire Burgess (Chair) Claire Aldridge Olamide Ayemowa Kevin Birkin Clare Davidson Sarah Gardiner	Martin Lumb (Headteacher) Yvonne McMillan Minoti Parikh Martin Stenton (from item 11) Paul Wray
-----------------	--	---

**IN ATTENDANCE:**

Margaret Stead - Clerk, Governor Support Service

<b>1.00</b>	<b>APOLOGIES AND DECLARATION OF INTEREST</b>	<b>ACTION</b>
1.01	Apologies for the meeting were received and accepted from Claire Krasinski and Ian Cunningham.	
<b>2.00</b>	<b>MEMBERSHIP MATTERS</b>	
2.01	Governors agreed to use Inspiring Governance website to recruit to the co-opted governor vacancy. The Chair offered to send a copy of the Skills Audit to Clare Davidson for completion.	<b>Chair</b>
<b>3.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
3.01	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• That the minutes of the meeting held on Wednesday 23 May 2018 were agreed as a correct record and the Chair was authorised to sign them, subject to the following amendments:                             <ul style="list-style-type: none"> <li>- <i>Paul Wray was in attendance up to item 4.06</i></li> <li>- <i>Sarah Gardiner offered her apologies for the meeting and was not in attendance</i></li> </ul> </li> </ul>	
<b>4.00</b>	<b>MATTERS ARISING</b>	
4.01	<u>Updated guidance on Keeping Children Safe in Education - (minute 4.06 refers):</u> the Chair confirmed that an updated version was due out in September and Andy Hinchcliff is to arrange governor training.	<b>A Hinchcliff</b>
4.02	<u>Review of information on school's website – minute 4.08 refers:</u> governors had discussed at length and accepted Clare Davidson's offer for her and her husband to review the website structure and content over the summer, at no cost to school, other than hosting. Governors noted that once this was in place, the content would be checked for compliance. Claire Burgess to send the guidance list to Clare for information.	<b>C Aldridge</b>  <b>C Burgess</b>

4.03 Governor Action Plan - (minute 7.02 refers): copies had been circulated to governors who were asked to email questions to the Chair. **All gavs**

4.04 Review of policies – minute 9.02 refers: governors were informed that the Policy Review Committee had approved those policies delegated to the Committee.

4.05 **Confidential item** – please see separate page for details of this item.

## 5.00 GOVERNOR DEVELOPMENT

5.01 The Headteacher referred to new training arranged on stakeholder engagement and behaviour. PREVENT training and safeguarding had already been identified for future training and governors were asked to let the Headteacher or Kevin Birkin know of further requirements.

5.02 Governing Body Action Plan – governors agreed that this would be updated in September; the Headteacher referred to links into school's SEF (self-assessment form) and School Development Plan (SDP) and asked for groups of governors to go through these documents. **All gavs**

5.03.1 Big G Awards – the Headteacher went through the staff nominations for awards in each year group throughout school, along with an outline of their achievements leading to their nomination. Children from each year group who were voted as role models were also named.

5.03.2 It was reported that MP Hillary Benn had attended the assembly where the Head Boy and Head Girl had been announced. This had been a very successful event and Mr Benn had commented on the good behaviour of the children. Paul Wray offered to speak to Mr Benn on providing evidence relating to this. **Paul Wray**

## 6.00 JOINT REVIEW GROUP

6.01 Governors had received copies of the meeting minutes from 11 July when model terms of reference had been discussed and amended prior to re-circulation to governors for comment.

6.02 The Chair also explained the rationale for the JRG and governors were asked to formally consider agreement for the JRG to become a Committee of the full governing body.

### **Resolved:**

- That a JRG be formally set up as a Committee of the full governing body.

**Q From Headteacher – Do governors previously on the Teaching & Learning Committee join another committee**

**A** – Yes; this will be reviewed in September. The importance of governor monitoring was stressed as being key, using triangulation of evidence.

- 6.03 Reference was made to the remit of the JRG being Ofsted's areas for improvement as its focus, with governors to be asked to evidence their challenge. Governors agreed that middle leaders should be asked to come in and provide an overview on the progress of their individual Action Plans.
- 6.04 Copies of the NOVAC from 11 July 2018 completed by Jackie Reid (School Improvement Adviser) had been sent to governors who noted the very positive comments. The Chair referred to more stringent targets and the Headteacher highlighted the streamlining approach to ensure consistency.
- 6.05 The Chair reiterated the importance of governor challenge at the JRG to ensure the desired outcome is achieved, along with the need to be able to react quickly if this is not the case. The Chair also stressed that all governors will get information on the JRG even if they do not sit on that committee and that any questions on the JRG should be addressed to the Chair.

**Q – What was the reason for the JRG being set up**

**A** – As a result of the RI Ofsted inspection grading. Governors noted the 'J' for Joint in the name, which intended input from the local authority. Governors heard details of the three 'levels' of JRG depending on the level needed in terms of delegation. In Hunslet Carr's case, the JRG aims to show governors are responding to the RI grading and illustrating strong leadership.

**7.00 GDPR UPDATE, including the appointment of a Data Protection Officer (DPO)**

- 7.01 Copies of a summary update were circulated to governors which outlined the steps taken by Michelle Ward, Year 5/6 AHT and school's lead on GDPR compliance. Governors noted Michelle worked with Jon Harriman, Schools IT, along with IT Solutions who are currently collating a GDPR policy for several schools. Work continues on obtaining quotes for external data audits and DPO provision.

**Q – Has this work ensured confirmation of who is the owner of data and who the processor**

**A** – Yes. The Headteacher gave examples, including checks on all the companies that school deals with.

**Q – Why does school need to have an independent DPO**

**A** – There is a need for appropriate scrutiny and it would be a conflict of interest if a staff member undertook this role. Governors were informed of the lack of policy from the local authority at this stage.

**8.00 REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES**

8.01 Sarah Gardiner informed governors that she had met with staff to discuss equality as a precursor to the update to school's Equalities Policy which had been discussed at the Resources Committee. Sarah confirmed that she is to finalise a written report.

**S Gardiner**

**9.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS, including succession planning arrangements**

9.01 Governors noted that the Committee Chairs are to liaise with the Headteacher in order to collate information for the annual governor statement. The Chair stated that she was clear that the governing body had achieved a great deal during the current school year.

**Committee Chairs**

**10.00 GOVERNOR MONITORING OF SCHOOL DEVELOPMENT PLAN (SDP) PRIORITIES**

10.01 Comments from Jackie Reid at the recent JRG meeting were highlighted, including reference to the more succinct plan now in place, with measurable targets focused on Ofsted priorities. Governors heard details of further action plans for other areas of school which would sit behind the SDP, including reading.

10.02 The Headteacher also drew attention to the evaluation of impact, with plans now showing what the impact has been and what happens going forward. Governors were informed that the Senior Leadership Team had worked hard to help.

*[Martin Stenton joined the meeting at this point]*

**11.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT**

11.01 Copies of the Headteacher's report had been circulated to governors prior to the meeting and the following highlighted:

11.02 **Number on roll** – school was almost full, having a healthy impact on the budget.

11.03 **Staffing** –

- the Headteacher reported that with consistency of staffing, learning was able to be delivered in the way school wants
- EYFS – the Headteacher gave details of school's decision to advertise a vacancy more widely (despite increased cost) and the successful outcome, with details given of the appointee's experience given. Governors agreed this approach was worth considering again when recruiting teaching staff

- Teaching staff – an overview of the new teacher format for the coming year was given, including support where identified
- Governors were informed that the new Site Supervisor had started on the previous day

- 11.04 **Leadership & management** – an update was given on the Behaviour Group and governors heard details of plans for the NFER Survey to be tracked to check improvements - including children’s perceptions – as well as plans for a Parent’s Forum for September.
- 11.05 **Teacher’s morale** – the Headteacher referred to plans for restorative practice.
- 11.06 **Review of curriculum** – details were given of a visit by Steven Body from the local authority, who has undertaken to work on emotional support for Years 5 & 6 to reduce stress at school and help the children to cope better.
- 11.08 **Healthy eating** - governors also discussed the potential impact of healthy eating on children’s wellbeing and gave their support to school’s plans to introduce a water-only approach for packed lunches from September, with water to be provided by school. Further discussions took place on a gradual approach to making changes to packed lunch recommendations, with monitoring delegated to the Pupil Support Committee.
- 11.09 **Teaching & Learning** – the Headteacher outlined plans for the lead on English to work with the local authority on an audit across school, including the reading scheme and materials. Governors noted that following feedback from Steve Dawson, school is to invest in more books for lower school and a copy of the Reading Action Plan, along with the plan for writing, had been sent out to governors.
- 11.09.1 Further details were given of plans for the teaching of reading and writing, combined with a training day on delivering the Action Plan content. The Headteacher also confirmed the monitoring of implementation to be overseen by the JRG.
- 11.10 Attendance – reported as 95.2% with PAs up by 5% (equating to 20 children); this due mainly to term time holidays. The Headteacher confirmed work packs are given to all children who take unauthorised absence due to family holidays.
- 11.11 Behaviour – a detailed report had been distributed to governors and aspects of school’s approach were outlined, including the successful Trackit Lights system and arrangements for the fixed term exclusion for four children.  
**Q – Is a managed move an option**  
**A** - A behaviour incident log has been created, with an update on potential funding for extra staff in September.

**Pupil Support  
Committee**

11.12 **Whole school Overview of Standards & Progress** – copies of data had been provided for governors and the Headteacher highlighted the following headline data:

- For EYFS, GLD (good level of development) showed an increase of 6% to 54% compared to 2017. Governors noted that 2018 judgements had been moderated, giving school confidence in its judgements
- Key Stage 1 – Year 1 phonics at 87% was above Leeds (79%) and National (83%)
- Year 2 – School achieved above Leeds in reading, writing, maths and RWM combined and was in line with National, with 64% working at national expectation for RWM and 7% at greater depth
- Year 6 – comparisons were given of teacher assessment and the test scores achieved. Governors noted that the test scores showed the following for national expectation:  
Reading - 56% Writing - 65% GPS - 67%  
Maths - 67% RWM - 48%  
For greater depth:  
Reading - 8% Writing - 2% GPS - 21%  
Maths - 15% RWM - 2%

11.12.1 The Chair reminded governors that the JRG had challenged the data and would analyse further at the next meeting. Governors were asked to send any questions to the Chair.

11.13 The Headteacher informed governors that the new house for school use was nearly ready. Governors agreed that the School Council should be asked to suggest a name for the house.

School Council

## 12.00 COMMITTEE REPORTS

12.01 Copies of the following committee meeting minutes had been provided to governors:

- Resources Committee – Wednesday 20 June 2018.  
The Staff Grievance policy had been approved by the Committee
- Pupil Support Committee – Thursday 14 June 2018  
The Sex and Relationships Education Policy had been approved by the Committee

There were no questions from governors on the Committee meeting minutes.

## 13.00 CHAIR'S BUSINESS

13.01 Thanks were given to governors for their support.

## 14.00 CLERK'S BUSINESS

14.01 The clerk reminded governors of the forthcoming Ofsted Regional Briefing Event for Headteachers and senior leaders, due to take place on 17 September 2018 in Leeds.

**15.00 SET FULL GOVERNING BOARD MEETING DATES FOR THE NEXT ACADEMIC YEAR**

15.01 Dates to be circulated to governors.

The meeting finished at 5.35pm.