

HUNSLET CARR PRIMARY SCHOOL FULL GOVERNING BOARD

Minutes of the meeting held on Wednesday 7 November 2018 at 5.30pm

PRESENT Kevin Birkin (Vice Chair) Martin Lumb (Headteacher)
Claire Aldridge Iain Cunningham
Clare Davidson Sarah Gardner
Claire Krasinski Amy Paoli
Paul Wray (until item 8)

IN ATTENDANCE: Liz Thornton, Clerk – Governor Support Service

		ACTION
1.00 APOLOGIES		
1.01	Apologies were received and accepted from Claire Burgess, Olamide Ayemowa and Minoti Parikh.	
2.00 DECLARATIONS OF INTEREST AND REGISTER OF GOVERNORS' INTEREST		
2.01	There were no declarations of interest made in relation to any item on the agenda.	
3.00 MEMBERSHIP MATTERS		
3.01	The Vice Chair welcomed Amy Paoli, Assistant Headteacher, Nursery and EYFS and newly elected Staff Governor Representative to her first Full Governing Board meeting. Amy received and signed a business interest form and received and signed the Code of Conduct, both forms would be retained in school. The Clerk would add Amy to the Governing Board on Leeds for Learning and send the Governor Support Service Induction Pack by e-mail.	Clerk
3.02	The Vice- Chair reminded governors that that there were currently two vacancies for co-opted members. Governors agreed that an advert should be placed on Inspiring Governance with a view to filling both vacancies. The Headteacher added that the outcome of the recent skills audit had highlighted a gap in expertise in finance, health and safety and HR so the advert would be drafted to try and attract interest from candidates with those skills if possible.	Headteacher
4.00 MINUTES OF THE MEETING ON 26 SEPTEMBER 2018		
4.01	Resolved: <ul style="list-style-type: none">The minutes of the meeting held on 26 September 2018 were reviewed and the following amendment was made: <i>Minute 10.01: Confirmation of committees and committee membership</i> <i>Pupil Support Committee: Clare Davidson and Iain Cunningham to be added as members.</i> <p>Subject to that amendment the minutes were agreed as a correct record and the Vice Chair was authorised to sign them.</p>	

5.00 REVIEW OF ACTIONS AND MATTERS ARISING

- 5.01 Item 2.01: Declaration of interest/register of governor's interests
The Headteacher confirmed that forms had been completed by Claire Burgess and Olamide Ayemowa.
- 5.02 Item 3.01: Election of the Chair
Governors were reminded that the election of a Chair had been deferred to the Full Governing Board meeting on 6 February 2019.
- 5.03 Item 4.02: Election of new staff governor representative
Amy Paoli had been appointed as the new Staff Governor Representative.
- 5.04 Item 4.03: Advertisement to fill vacancies on the Governing Board
Following the skills audit the Headteacher would be placing an advertisement on Inspiring Governance.
- 5.05 Item 6.01: Circulation of skills audit
Circulated and completed by all governors.
- 5.06 Item 6.02: Updated guidance on Keeping Children Safe in Education
See Item 10 of these minutes.
- 5.07 Item 6.05: Updating the Governing Body Action Plan
The Headteacher reported that the School Development Plan (SDP) and Self-Evaluation Form (SEF) had been finalised.
He said that following confirmation of the chairs of each committee, at meetings scheduled over the next two weeks he would be inviting the respective chairs to a meeting in school to agree the key priority areas for each committee for the coming year.
- 5.08 Item 6.06: Paul Wray contacting Hillary Benn MP about evidence of good behaviour during his visit to school
Paul Wray reported that he had spoken to Hillary Benn and he was happy to provide evidence relating to the good behaviour of the children during his visit to school.

Paul Wray agreed to contact Mr Benn's office to request some form of written confirmation for the school's records.
- 5.09 Item 6.07: Equalities
Sarah Gardner confirmed that she had completed and submitted a report on her visit to school.
- 5.10 Item 6.08: Evaluation of Governing Board Effectiveness
The Vice Chair confirmed that the annual governance statement had been published on the website.
- 5.11 Item 7.01: Confirmation of Code of Conduct:
The Headteacher confirmed that Claire Burgess and Olamide Ayemowa had both received and signed the Code of Conduct.

Clerk/Agenda
6 February
2018

Headteacher

Paul Wray

5.12 Item 18.01: GDPR

The Headteacher reported that a Data Protection Officer (DPO) had been appointed and all the required audits had been completed.

The Headteacher informed governors that a subject data access request had already been received from a parent and the necessary information had been provided from the systems in place in school. The names of individual members of staff had been redacted from the information provided to the parent in the interests of the safety of staff and this had been agreed as appropriate by the DPO.

6.00 PRESENT VALIDATED END OF YEAR RESULTS

6.01 The Headteacher presented a detailed early analysis of the statutory tests and assessments for the school for Summer 2018, including for disadvantaged pupils and other groups which had been produced by Ian Stokes Education Ltd. He informed governors that Ian Stokes would attend a meeting in the new year to go through the analysis in more detail. For this meeting the following points were highlighted:

6.02 Early Years - Good Level of Development

GLD was 56% compared to 48% in 2017, an increase of 8%.

Year 1 and Year 2 Phonics

At 87% the provisional Year 1 phonics data showed the school to be above Leeds (79%) and also National (83%).

KS1

KS1 results were in line or above the average for Leeds and show good progress from the 52% of children who achieved GLD in this cohort

KS2

KS2 results were all better than 2017 and positive in terms of SPAG and maths. They also showed an increase in the % of children who achieving greater depth.

Governors noted that there remained concern about the % of children who achieved RWM combined as there were still too many children who missed out in one subject. The schools combined score was 48%.

The Headteacher advised that assessments were currently taking place and would be reported the next meeting of the Joint Review Group on the 26 November 2018.

7.00 HEADTEACHER' REPORT

7.01 The report had been circulated in advance of the meeting and a number of questions notified in advance of the meeting.

7.02 School context

A governor asked when information about the percentage of children in Reception with SEND.

The Headteacher reported that all baseline assessments had been completed and figures would be available in the next couple of weeks.

7.03 A governor observed that the percentage of Pupil Premium children in

Reception (33) appeared very low when compared with other year groups.

The Headteacher informed governors that all parents had been contacted by letter to encourage them to complete the forms to assess if their children were eligible for a Pupil Premium Grant.

In response to a question from a governor about there were any barriers which prevented parents from completing the forms, the Headteacher thought that some families would have difficulty because of the complexity of the form and the process especially where English was not their first language. The school tried to assist where possible but this was time very consuming.

Paul Wray asked for more information in order to determine what more help Leeds City Council could put in place to help the families to complete application forms and ensure that they received the benefits they were entitled to.

The Headteacher agreed to provide further information for Paul by e-mail.

Headteacher

Paul Wray left the meeting.

7.03 Staff absence

A governor asked whether the long term staff absences were covered by the school's insurance policy.

The Headteacher confirmed that they were. He added that overall staff absence levels had improved across the school with a significant improvement for teachers.

7.04 Staffing

Governors were disappointed to see that a number of staff had resigned this term some with immediate effect.

The Headteacher provided assurance that staff had resigned for a variety of reasons but none were the result of anything that had occurred in the school.

Governors were particularly sorry to see that Faye Pashby, Deputy Headteacher had resigned and would leave at the end of term.

The Headteacher informed governors that Faye was moving to a school which was part of a multi academy trust which could offer more potential for career development.

Governors placed on record their thanks to Faye Pashby for her work to improve the school and her commitment to improving the opportunities for the children.

The Vice Chair informed governors that the Resources Committee would be discussing the recruitment process for a new Deputy Headteacher as a matter of urgency.

Governors also recorded their thanks to Julia Earnshaw, EYFS Teacher who had tendered her resignation.

Governors wished all members of staff who were leaving good luck in their new ventures.

7.05 Leadership and Management

Governors noted that since the Ofsted inspection evidence had been presented to the Full Governing Board and various committees which showed that improvements were being implemented across the schools and progress was being made to make the required improvements.

Governors particularly noted the feedback from Jackie Reid, School Improvement Advisor (SIA) at a recent meeting of the Joint Review Group (JRG) where she had commented on the school's strong vision and ethos and she said that she was confident that the school would improve with the new leadership arrangements in place.

7.06 Teaching and learning

The Headteacher reported that monitoring for this term had been completed and showed that 72% of teaching was good and 11% outstanding over time.

Governors were pleased to see that there was more triangulation of evidence through regular pupil progress meetings, book looks and learning walks. This had provided more assurance and confidence in the accuracy of the assessments made by the school.

The Headteacher informed governors that there was now a more consistent and robust approach to assessment across the school and more challenging conversations were taking place. In response to a question from a governor he confirmed that external moderation would continue and two teachers had put their names forward to moderate at KS1 And KS2 in other schools.

A governor asked what arrangements were in place to support teachers who had fallen below the required standards.

The Headteacher advised that where concerns had been identified as part of learning walks, lesson observations and book looks teachers were made aware immediately and given three weeks of targeted support to achieve the improvements required. He confirmed that appropriate performance management arrangements were in place where improvements were not made and this was supported by robust HR management.

7.07 Personal development, behaviour and welfare

The Headteacher reported that currently the school had four children at REACH and two at Cultivate both were an alternative provision for children with challenging behaviour. Three high tariff children remained in school who required 1:1 nurture support and the Headteacher informed governors that currently a significant amount of staff time was devoted to these children.

Governors were concerned that as a result of the amount of support these three children were receiving the facilities in the 'house' were not been used to their maximum potential. The Vice Chair reminded governors that

the original intention was for the facility to provided nurture support for between 8 and 12 children.

The Headteacher said he hoped that the situation would change over the next two to three months but this would depend on the progress made by the three children.

Governors agreed that they should monitor the use of the 'house' and receive a further report on the progress of the three children at the next meeting.

Headteacher

8.00 APPROVE THE SCHOOL IMPROVEMENT PLAN

8.01 The School Improvement Plan (SIP) had been circulated in advance of the meeting. The Headteacher explained that the plan was based on the six areas for improvement outlined in the Ofsted report. The objectives, actions, outcomes and monitoring mechanisms were clearly set out against each of the priority areas. Governors noted that the SIP had been reviewed at the last meeting of the JRG.

A governor asked if there were any particular areas of concern.

The Headteacher reported that attendance remained an area of concern. The current attendance figure was 94.9% and was particularly low in some classes across the school because of the poor attendance of one or two children. The school was working with the Local Authority Attendance Officer to take several children off the roll and to backdate their poor attendance which the Headteacher advised would make a significant difference to the figures.

The figure for persistent absence stood at 15.9%, fast proceedings had been put in place for families identified as persistent absentees and processes were supported by the Local Authority Attendance Team.

In response to a question from a governor he said that term time holidays did have a significant impact on the figures but imposing fines had little or no impact.

Resolved: Governors were satisfied that the SIP had clear and focused priorities and reflected the areas for improvement identified by Ofsted.

8.02 Inspection of teaching and learning

The Vice Chair took the opportunity to provide some feedback on the inspection of teaching and learning which had taken place in school today.

The Vice Chair reported on a very positive visit and particularly highlighted the behaviour of the children which he said was excellent in all six classrooms he had visited. He informed governors that children were engaged in lessons and the learning environment was very positive.

The Vice Chair informed governors that Jackie Reid, School Improvement Advisor had attended the inspection and she confident the school would improve with the new leadership arrangements now in place

The full report would be made available to governors.

The Vice Chair also highlighted a piece of work that the SIA would be undertaking to look at the impact and effectiveness of teaching assistants across the school. The outcome of this work would be reported initially to the Resources Committee.

9.00 COMMITTEE REPORTS

9.01 One Committee, the JRG had met since the last meeting of the Full Governing Board on 26 September 2018 and the minutes had been circulated to all governors in advance of the meeting.

No questions were raised.

10.00 POLICY REVIEW

10.01 **Child Protection Policy and Keeping Children Safe in Education (KCSIE)**

The Headteacher explained the updated policy received from the local authority had been personalised to the school and shared with staff. The KCSIE guidance document had been circulated to governors with the policy and governors confirmed they had reviewed the content of KCSIE and signed an acknowledgement to confirm this.

Resolved:

- That the Child protection policy is re-adopted.

10.02 **Teacher Pay Policy**

The Headteacher referred to the local authority model policy, which had been circulated. He informed governors that it had been approved by unions and recommended that this was re-approved.

Resolved:

- That the Pay Policy was approved as presented.

10.03 **Supporting pupils with medical conditions policy**

It was noted that this policy did not require a review until September 2019.

10.04 **SEND Information Report**

The policy and school local offer had been circulated for review and approval.

Resolved:

- That the policy and report were approved as presented. The report would be published on the school website.

Headteacher

11.00 PUPIL PREMIUM STRATEGY

11.01 The Headteacher confirmed that the strategy had been updated and published on the school website.

12.00 PE AND SPORTS PREMIUM STRATEGY

12.01 The Headteacher reported that the PE and Sports Premium Strategy was still under development and would be finalised and published on the school website by Friday 9 November 2018.

Headteacher

13.00 REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES

13.01 Clare Davidson had completed EYFS training and would be making arrangements for a visit to school. She also intended to make a visit to look at the PE and Sport provision.

13.02 Sarah Gardner offered to provide the Headteacher with contact details for an organisation who could facilitate training on equality and diversity for governors, staff and pupils.

Sarah
Gardner

14.00 GOVERNOR DEVELOPMENT

14.01 A number of governors had attended Prevent training prior to this meeting.

Clare Davidson had completed EYFS training.

Claire Aldridge had attended a mental health conference which she believed would enhance her skills as a school governor.

The Clerk reminded governors about the NGA Learning Link and agreed to send the Headteacher and Vice Chair a link to enable governors to register.

Clerk

The Clerk also agreed to share an electronic version of the Leeds for Learning Training brochure.

Clerk

15.00 CHAIR'S BUSINESS

15.01 The Vice Chair confirmed that he was in contact with the Headteacher at least once every two weeks.

He had no further issue to report.

16.00 CLERK'S BUSINESS

16.01 The Clerk drew governor's attention to the up and coming training events.

17.00 ANY OTHER URGENT BUSINESS

17.01 None raised.

18.00 DATE OF NEXT MEETING

6 February 2019 at 5.30pm

The Chair closed the meeting at 7.30pm