

# HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Tuesday 17 September 2019 at 5.00pm.

**PRESENT**      Jon Hairsine (Chair)                      Martin Lumb (Headteacher)  
                  Claire Aldridge                              Olamide Ayemona  
                  Iain Cunningham                              Clare Davidson  
                  Amy Paoli    Minoti Parikh  
                  Paul Wray

**IN ATTENDANCE:** Liz Thornton (Clerk – Governor Support Service)

1.00	<b>APOLOGIES</b>	<b>ACTION</b>
1.01	Apologies for absence were received and accepted from Sarah Gardner.	
2.00	<b>DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS</b>	
2.01	Governors noted the need to review the register and each governor present completed a governor's interest's form. The Headteacher would ensure a signed forms was obtained from Sarah Gardner who was absent from the meeting.  The clerk commented that the website would need to be updated with any new information declared.	<b>Headteacher</b>
3.00	<b>ELECTION OF VICE CHAIR AND AGREEMENT OF TERM OF OFFICE</b>	
3.01	The Chair reminded governors that he had been elected as Chair in January 2019 for a term of office of two years, therefor an election for the position of Chair was not required.  The Clerk reported that she had not received any nominations for the position of Vice Chair. No nominations were received at the meeting.  The Chair asked governors to reflect on their skills and experience and it was agreed that this would be placed on the agenda for the next meeting.	<b>Agenda next FGB</b>
4.00	<b>MEMBERSHIP MATTERS</b>	
4.01	There were vacancies for one parent governor and three co-opted governors. The Headteacher advised that the parent vacancy had been advertised but no expressions of interest had been received.  Governors asked that the parent governor vacancy be re-advertised with a particular focus on attracting parents of children who were new to the school.	<b>Headteacher</b>

4.02 Governors discussed the remaining co-opted governor vacancies. There was a discussion about the skills required on the Governing Board, which had been identified by the skills audit. These were; audit, finance, asset management and knowledge of school and education.

The Chair said that he would reflect on the membership and explore options for filling the vacancies as soon as possible.

Chair

4.03 Iain Cunningham's term of office was due to end on the 6 October 2019. Iain agreed for his name to be put forward for a further term as a co-opted governor.

**Resolved:**

Iain Cunningham was re-appointed as a co-opted governor for a further term of office of four years effective from the date of this meeting.

**5.00 MINUTES OF THE LAST MEETING**

**Resolved:**

- That the minutes of the meeting held on 17 July 2019 were agreed as a correct record and the Chair was authorised to sign them subject to a minor amendment to the spelling of one governor's name.

**6.00 MATTERS ARISING**

6.01 Membership (minute 3.03 refers): Clare Davidson's term of office as a co-opted governor would take effect from 17 July 2019. This action was closed.

6.02 SEND training (minute 5.03 refers): overall review to be led by the SLT with the SIA in October 2019. This action is to be carried forward to the next Full Governing Board meeting.

6.03 Governor monitoring visits (minute 12.01 refers): a monitoring report from Clare Davidson would be reviewed at the next Full Governing Board meeting.

6.04 Evaluation of governing board meetings (minute 13.01 refers): covered by the agenda for this meeting. Action closed.

6.05 Forward planning of governance arrangements for the next academic year: covered by the agenda for this meeting. Action closed.

6.06 Governor development: covered by the agenda for this meeting. Action closed.

There were no further actions or matters arising from the minutes.

Agenda

**7.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BOARDS**

The Code of Conduct had been circulated and reviewed by governors prior to the meeting.

**Resolved:**

- That the code of conduct was approved and adopted.

Governors present signed a copy during the meeting for retention in school and the Headteacher would obtain signatories from Sarah Gardner.

**Headteacher**

**8.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE OR VOTE IN MEETINGS OF THE GOVERNING BOARD**

**Resolved:**

- That no changes would be made to the current face to face arrangements for participation and voting in governing board meetings, unless there are significant and exceptional circumstances for which electronic means of participation would be made available, for example video and tele-conferencing.
- Governors noted that voting by proxy was not allowed in maintained schools.

*Paul Wray joined the meeting.*

**9.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE**

**9.01** The Chair said that under this item he wished to discuss and seek governor's views on the current committee structure to ensure that items dealt with by various committees did not overlap and that the timings of meetings were effective.

Governors agreed that the scheduling of resources meetings should remain as:

Tuesday 26 November 2019 4.30pm

Tuesday 25 February 2019 4.30pm

Tuesday 5 May 2019 4.30pm

Tuesday 16 June 2019 4.30pm

Governors discussed the responsibilities of the Pupil Support Committee. The establishment of the JRG to take on the functions of the Teaching and Learning Committee had made the option of combining this with the Pupil Support Committee more complex.

The Chair proposed that he and the Headteacher should review the terms of reference for each committee outside the meeting and propose a schedule of meetings for the 2019/20 academic year. He would also discuss this with Jackie Reid the school's School Improvement Advisor.

**Clerk –  
completed  
18 Sept 2019**

The Clerk agreed to send the standard agendas for the Autumn, Spring and Summer Pupil Support Committee meetings to assist the process.

The Chair agreed to send a proposed schedule of meeting for 2019-20 to all governors for final agreement as soon as possible.

Formal conformation and adoption of the terms of reference for committees by the Governing Board was deferred to the next meeting.

**10.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP**

Governors reviewed the committee membership.

**Resolved:**

- That the following committee structure and memberships was confirmed:

JRG

Jon Hairsine, Headteacher, Clare Davidson, Amy Paoli and Jackie Reid (SIA).

Resources

Jon Hairsine, Headteacher, Sarah Gardner, Alamide Ayemowa and Minoti Parikh

Pupil Support – to be confirmed following review.

- That the chairs of each committee would be agreed at the first meeting.
- That a clerk for committee meetings would be provided by Governor Support.

**10.01 Pay Committee**

Responsibility of the Resources Committee.

**10.02 Appeals Committee**

Made up of three impartial governors (not members of the Resources or Pay Committee) dependant on availability.

**10.03 Cluster**

Hunslet Carr Primary School is a member of the South Cluster, which is governed by a Joint Collaborate Committee (JCC) with Cockburn John Charles as the budget holder.

**11.00 CONFIRMATION OF GOVERNORS WITH SPECIFIC MONITORING DUTIES**

Governors discussed their involvement and the approach to future monitoring activity, paying particular attention to aspects which were a feature of school improvement plans.

**Resolved:**

That governors take specific responsibility for monitoring the following areas:

Safeguarding – Paul Wray

Vulnerable children (including, Special Educational Needs (SEN), Children looked after and Pupil Premium) – Clare Davidson

Early years – Clare Davidson and Iain Cunningham (to shadow)

Complaints – Chair

**11.01** The following responsibilities would be monitored at committee level:

- 11.02 Equalities – Pupil Support – subject to review  
 Health and Safety – Resources  
 Looked After Children – Pupil Support – subject to review  
 PE and sports premium – Teaching and Learning (now JRG) and Resources

Governors discussed the allocation of subjects such as literacy and maths and agreed that this should be considered as part of the monitoring schedule to be discussed by the JRG.

**JRG**

**12.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**

12.01 Chair, Sarah Gardner and Minoti Parikh would conduct the performance management of the Headteacher.

12.02 School improvement adviser, Jackie Reid, would be the independent person to assist governors in conducting the performance management of the Headteacher and dates would be agreed.

12.03 The performance management of the Headteacher would be completed by 31 December 2019 and a mid-term review would be arranged.

**Chair to agree dates**

**13.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**

13.01 **Resolved:**

- That authority be delegated to the Headteacher to vire sums of up to £10,000 and to enter into contracts up to the value of £10,000.
- That signatories for authorisation of orders and invoices be Headteacher and Christine Raynor (School Bursar).
- That the local authority’s financial procedures in The Leeds Scheme for Financing Schools be adopted.
- That the Chair, on behalf of the governing board, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.

**14.00 POLICY REVIEW**

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

The Headteacher explained the updated policy received from the local authority had been 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.

14.02 **Teacher Pay policy**

The Headteacher explained that the local authority model pay policy had not yet been circulated to schools and was not expected before the end of October.

14.03 **Supporting pupils with medical conditions policy**  
**Martin – did we agree that this should be re-circulated by e-mail for governors to review and agree and then it can be formally ratified at the next meeting?**

14.04 Other policies were considered as follows:

- Intimate care policy – Governors reviewed the policy and were content to approve it as presented without amendment.

**Resolved:**

- That the Intimate care policy is approved.
- Complaints policy – **this would normally be delegated to the Pupil Support Committee – are we recirculating to governors by e-mail for approval and then formally ratified at the next meeting.**

**15.00 UNVALIDATED END OF YEAR RESULTS**

**and** These two items were taken together.

**16.00**

15.01 The Headteacher referred to the early analysis of statutory test results and assessments which had been undertaken by Ian Stokes Education Ltd.

15.02 A more detailed review of the results would be made at the next Full Governing Board meeting but the following points were highlighted as having an immediate impact on the development of the SEF:

- Phonics screening – this year’s figure of 68% is 15%pts lower than the 2018 figure, 11%pts below the overall figure for Leeds and 14% points below national. The Headteacher advised that a deep dive was underway to determine whether this drop could be attributed to the quality of teaching and learning or the nature of the cohort.

Outcomes would be reported to the SLT alongside an action plan and subsequently presented to the Full Governing Board.

- KS2 Reading - the ‘pass rate’ had dropped by 8%pts this year, to 48% despite the introduction of a new reading scheme which had clearly not made the expected impact.

An action plan would be developed for consideration by the SLT and for review by governors at the next Full Governing Board meeting as part of the SEF.

- KS2 Maths – significant area of concern. Only 48% of the year group passed the test this year, 19%pts below the 2018 figure.

A question level analysis would be undertaken and an action plan developed based on that for inclusion in the

SEF.

- 15.03 The Chair thanked the Headteacher for his frank feedback on the initial analysis and agreed that the results would be subject to more detailed scrutiny by the SLT, JRG and the Full Governing Board over the coming months.

He noted the positive outcomes in KS1 and EYFS and said that he felt encouraged by the direction and pace the school was travelling on its journey to good.

**17.00 GOVERNOR DEVELOPMENT**

- 17.01 The Chair advised that a monitoring schedule for governor visits would be discussed and agreed by the JRG.

In the meantime he asked individual governors to review their skills and thinks about any training they required to be effective in their role.

Governors agreed that collectively they would benefit from 'preparing for Ofsted training and the new framework.

The Chair agreed to consider options for how this could be delivered.

**18.00 CHAIR'S BUSINESS**

- 18.01 The Chair reported on one staff grievance which was nearing conclusion and one safeguarding issue raised by a parent which was under investigation.

The Headteacher reported that three governors were required to form a disciplinary panel following a safeguarding investigation. Paul Wray and Sarah Gardner had already volunteered.

Clare Davidson agreed to join the panel as the third governor.

**19.00 CLERK'S BUSINESS**

None raised.

**20.00 ANY OTHER URGENT BUSINESS**

No matters of any other business were raised.

**21.00 DATE OF THE NEXT MEETING**

- 21.01 Given that the Chair and Headteacher had undertaken to review the structure of committees and the timing of future meetings, the date and time of the next meeting would be confirmed in due course but was likely to be toward the end of November 2019.

The Chair closed the meeting at 7.00pm

Chair