

# HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Thursday 12 December 2019 at 5.00pm.

**PRESENT**            Jon Hairsine (Chair)                            Martin Lumb (Headteacher)  
                         Claire Aldridge                                 Olamide Ayemowa  
                         Iain Cunnigham                                 Clare Davidson  
                         Amy Paoli                                         Paul Wray  
                         Sarah Gardener

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

The Chair advised that Raminder Ajula, Leader of the Education Safeguarding Team at the Local Authority had been invited to speak to governors before the meeting began but was not able to attend. An alternative date would be identified in the New Year.

## 1.00      **APOLOGIES**

1.01      Apologies for absence were received and accepted from Minoti Parik.

## 2.00      **DECLARATION OF INTERESTS**

2.01      There were no new declarations of interest made in items on the Agenda for this meeting.

## 3.00      **MEMBERSHIP MATTERS**

The Headteacher updated governors on the outcome of the recent parent governor recruitment exercise. He reported that Lindsey Kemp had been the only applicant and had been appointed she was not in attendance at this meeting and no apologies had been received.

The Clerk confirmed that she had sent Lindsey the new governor induction pack. The School would need to set her up with an account on Leeds for Learning and then she would be added to the Hunslet Carr Governing Board Portal.

There remained vacancies for three co-opted governors. The Headteacher advised that he had received an expression of interest for one of the vacancies from a National Leader for Education and he was meeting with the individual on 16 December 2019.

Governors looked forward to hearing the outcome.

## 4.00      **ELECTION OF VICE CHAIR AND AGREEMENT OF TERM OF OFFICE**

4.01      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

## **ACTION**

**School Business  
Manager/Clerk**

*Post meeting  
note- this action  
was completed  
on 17 December  
2019.*

and it was agreed that this would be placed on the agenda for the next meeting when new governors might be present.

**Agenda next  
FGB/Clerk**

## **5.00 MINUTES OF THE LAST MEETING**

### **Resolved:**

- That the minutes of the meeting held on 17 September 2019 were agreed as a correct record and the Chair was authorised to sign them.

## **6.00 REVIEW OF ACTIONS AND MATTERS ARISING**

- 6.01 Membership (minute 2.01 refers): Sarah Gardner had completed the governor's interest form and signed the Code of Conduct.
- 6.02 Election of Vice Chair (minute 3.01 refers): covered by minute 4.0.
- 6.03 Election of a parent governor (minute 4.01 refers): covered by minute 3.0.
- 6.04 Governing Body membership (minute 4.02): covered by minute 3.0.
- 6.05 Governor monitoring reports (minute 6.03): Clare Davidson would be visiting school on 13 December 2019, either a written or verbal report would be available for the next Full Governing Board meeting.
- 6.06 Code of Conduct for Governing Boards (minute 7.00): covered by minute 6.01.
- 6.07 Terms of reference for Full Governing Board and committees (minute 9.01): A revised schedule of dates had been agreed based on the proposed agendas for the Academic year.

It was agreed that the formal adoption of the terms of reference for each committee should be an agenda item for the next meeting of each committee.

**Clerk –  
committee  
agendas**

- 6.08 JRG monitoring schedule (minute 11.02): The Chair reported that this was ongoing and would be an agenda for the next meeting of the JRG.
- 6.09 Performance management of the Headteacher (minute 12.03): the Chair confirmed that this had taken place and the outcome agreed by the Resources Committee.
- 6.10 Governor development (minute 17.01): The Chair suggested that as a priority a training session with an external facilitator should be arranged on preparing for Ofsted and also data analysis. The Headteacher agreed to ask the PA to the Senior Leadership Team (SLT) to explore options including joining with other school in the Cluster in terms of sharing costs.

**Clerk JRG  
Agenda**

**Headteacher/  
PA to SLT**

The Headteacher advised that as a school designated as

Requires Improvement a National Leader for Education could provide three days support at no cost to the school. This would take place early in the New Year and the Headteacher would circulate dates.

**Headteacher**

An overview of Safeguarding for governors would be provided by the Safeguarding Lead at the Local Authority in the New Year.

The Clerk drew attention to the training schedule from the Governor Support Service and left a copy with the Headteacher for circulation to governors.

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

*Clare Davidson joined the meeting.*

## **8.00 SCHOOL SELF EVALUATION**

8.01 The School Self Evaluation (SEF) had been circulated in advance of the meeting. Governors reviewed the school's current grading of its self which had been updated following the Autumn Term monitoring and evaluation.

Governors were content that the self-evaluation was robust and that the SEF had been scrutinised in detail by the JRG.

No questions were raised.

## **9.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT**

9.01 The report had been circulated in advance of the meeting. The Headteacher highlighted the following points:

### School context

9.02 There were currently 402 pupils on roll with 19 vacancies across all year groups. Since the report had been drafted one of the two spaces in Year 6 had been filled by a pupil who had not been in education since Year 2.

### Staffing Structure

9.03 Governors were disappointed that Amy Paoli had resigned from her role as Early Years Foundation Stage (EYFS) Leader and thanked her for her commitment to the school over the last 18 months.

Governors were concerned that if the Headteacher assumed responsibility for the leadership of EYFS it would compromise his ability to carry out other duties.

The Headteacher provided assurance by explaining how duties would be divided to support the new Ofsted Framework and he explained that there would be no risk to him performing his responsibilities as Headteacher.

9.04 Leadership and Management  
Strengths were identified as:

Curriculum development – Ofsted readiness  
A sheet prepared by Alec Scott who was leading on curriculum development had been shared with governors.

Reading

A Deep-Dive report from Jackie Reid, School Improvement Advisor had been circulated which re-stated that the school had many strengths and a clear vision and ethos.

Governors reviewed the areas to address.

A governor noted that the panel had met to hear the appeal from one member of staff in relation to the serious safeguarding incident which had taken place in July 2019. The Chair advised that this matter was now closed.

A governor noted that the panel had raised concerns about the Leadership in school in terms of acknowledging the serious nature of the issue.

The Headteacher said that he was confident that appropriate systems were in place and the LA Safeguarding Team were also content with the school's processes following their recent visit.

A safeguarding Audit was scheduled for 2 February 2020. Safeguarding training had been undertaken by all staff since July 2019 and reminders featured consistently in weekly staff briefings.

No further questions were raised.

9.05 Quality of Education  
Governors reviewed the areas of strength and weakness, areas to address and plans in place to do this.

A governor asked if the recent initiative to improve handwriting had been successful. The Headteacher said that the seven weeks of homework had seen significant improvement in handwriting and would be repeated.

The Headteacher reported that on Monday 27 January 2020 Jackie Reid would spend a day reviewing reading in Years 3, 4, 5 and 6. Governors were invited to attend for the whole visit or just the summing up. The Headteacher agreed to provide more details on timing by e-mail.

9.06 Attendance  
The Chair reported that attendance was regularly discussed by the JRG. Governors received assurance that the Attendance Officer was working hard to improve the overall attendance rate which currently stood at 94.6% and persistent absence at 15.2%.

**Headteacher**

**10.00 AGREE SCHOOL VISION AND STRATEGIC PRIORITIES**

10.01 The School Development Plan (SDP) and School Improvement Plan (SIP) had been circulated.

10.02 The Chair said that the JRG had discussed and scrutinised the SDP and SIP in detail and he was happy that the school had a clear vision. Milestones were in place with appropriate monitoring and evaluation to support implementation.

The Chair said that he planned to visit a high performing school in Calderdale in Spring 2020 to see what learning he could glean,

No questions were raised.

**11.00 HEADTEACHER'S REPORT ON PERFORMANCE**

11.01 The Headteacher drew governors attention to the documents circulated about the performance management cycle for 2018/19.

These were noted by governors and no questions raised.

**12.00 COMMITTEE REPORTS**

12.01 JRG meetings on 14 November 2019 and 25 November 2019  
Both sets of minutes had been circulated.

No questions were raised

12.02 Pupil Support Committee 12 November 2019  
The minutes had been circulated. Clare Davidson as Chair highlighted the key points.

No questions were raised.

12.03 Resources Committee 26 November 2019  
The Chair as Chair of the Committee provided a verbal update on the key issues discussed.

No questions were raised.

*Amy Paoli left the meeting*

**13.00 GOVERNOR DEVELOPMENT**

Covered by item 6.11 in these minutes.

**14.00 CHAIR'S BUSINESS**

The Chair had no business to raise.

**15.00 CLERK'S BUSINESS**

None raised.

**16.00 ANY OTHER URGENT BUSINESS**

No matters of any other business were raised.

**17.00 DATE OF THE NEXT MEETING**

Thursday 2 April 2020 at 5.00pm

The Chair closed the meeting at 7.00pm