

HUNSLET CARR PRIMARY SCHOOL GOVERNING BODY MEETING

Minutes of the meeting held on Wednesday 15th July 2020 at 5.00 pm.

PRESENT	Jon Hairsine (Chair) Olamide Ayemowa Iain Cunningham Clare Davidson	Martin Lumb (Headteacher) Sarah Gardner Minoti Parikh Elisa Whitfield
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IN ATTENDANCE: Jane Howarth (Clerk – Governor Support Service)

The meeting was held by conference call via Zoom.

		ACTION
1.00	APOLOGIES	
1.01	Apologies were received from Paul Wray.	
1.02	Lindsey Kemp was absent from the meeting and no apologies had been received.	
2.00	DECLARATIONS OF INTEREST	
2.01	There were no declarations of interest made on items on this evening's Agenda.	
3.00	MEMBERSHIP MATTERS	
3.01	Minoti Parikh's term of office is due to expire on 30/10/2020. The finding of a replacement co-opted governor will be addressed at the first meeting of the Autumn term following a review of the skills audit of the governing body.	Agenda item – Autumn FGB
3.02	The Headteacher extended a huge thank you to Minoti for the work done during her term of office.	
3.02	The Clerk agreed to send the updated skills audit form to Clare Davidson, for forwarding to governors.	Clerk –action completed 16/07/2020
4.00	MINUTES OF THE LAST MEETING	
	Resolved:	
4.01	<ul style="list-style-type: none">That the minutes of the meeting held on Thursday 5th May 2020 were agreed as a correct record.	
4.02	<ul style="list-style-type: none">The Chair was authorised to sign a copy for retention in school.	
5.00	REVIEW OF ACTIONS AND MATTERS ARISING	
5.01	<u>Item 2.03</u> - The NLE (National Leaders for Education) had indicated that they no longer had the time available to support school due to increased workload for the prospective new governor in her own school.	
5.01.1	The Chair was concerned that the number of governor vacancies was becoming critical since Minoti's end of	

	office would increase the current three to four.	
5.01.2	The Headteacher explained that he would, again, advertise school's request for an experienced co-opted governor on the ESCOS website, as a matter of urgency, in preparation for September.	HT/SBM
5.01.3	The Clerk agreed to make known school's request for help in identifying four co-opted governors to Governor Support Services.	Clerk –action completed 16/07/2020
5.01.4	A governor enquired if the second parent governor vacancy remained to be filled. The Headteacher reassured CD that a candidate would be sought from next year's reception cohort once children were settled back into school.	
5.01.5	The clerk suggested that a skills audit of current governors might bring to light skills gaps which could be advertised during the parent election to attract suitably experienced candidates. (see item 3.02)	
5.01.6	The Chair pointed out that representation of the school's different ethnicities and religions on the governing body was desirable and should be addressed during the Autumn term election. A governor added that the governors' statement should also include a recognition of the representation of diversity to mirror the school's demographic.	
5.02	<u>Item 12.03</u> - The SEND Information Report was sent to governors after the last meeting and can be found on the school's website.	
5.03	<u>Item 12.04</u> - An amended version of the Early Years Foundation Stage Policy was sent to governors after the last meeting and can be found on the school's website.	
5.04	<u>Item 12.06</u> - The Chair's suggested policy amendments, e.g. the addition of a high-level scheme of work (for parents to see) had not yet been added since staff had been working on teaching in school and then while working from home, supporting children with online learning. They will be added in the Autumn term.	Agenda item – Autumn FGB
5.05	<u>Item 12.06</u> - Impact content had now been added and the MFL policy shared with governors.	
5.06	<u>Item 13.02</u> - A detailed report of the minutes of the Resources committee would be given at agenda item 6.	
5.07	All other items are minuted as being deferred till the Autumn term as a result of the Coronavirus situation.	

6.00	APPROVAL OF FORMAL BUDGET FOR THE YEAR
6.01	<p>The budget setting meeting took place on Thursday 11th June and members of the Resource Committee took part via Skype.</p> <p>A commentary and figures had been circulated prior to this evening's meeting and governors were asked if they had any questions or were happy with the reports.</p> <p>A governor described the long and thorough examination process undertaken by the Resources Committee after which governors were happy to approve and adopt the budget.</p>
6.02	<p>Resolved: Governors approved and adopted, with a show of hands, the budget.</p>
7.00	AGREE THE PRICE OF PAID FOR SCHOOL MEALS
7.01	<p>The suggested prices of KS1 meals at £2.30 per child and KS2 at £2.40 per meal had been factored into the budget. Governors were asked to approve and adopt the price arrangements for the coming year 2020-2021.</p>
7.02	<p>Resolved: Governors approved and adopted, with a show of hands, the price of paid for school meals.</p>
7.03	<p>During lockdown, the school provided FSM (free school meals) through a delivery service provided by the Inclusion Team. This involved collecting and delivering over 100 packed lunches daily.</p>
7.03.1	<p>Since school can't deliver FSM during the summer holidays, it had signed up to the Edenred national voucher scheme. The Headteacher explained to governors how this would work, providing a voucher for £105 per child (£15/week for the seven week break).</p>
8.00	COVID-19 UPDATE INCLUDING OPENING ARRANGEMENTS, ATTENDANCE AND REMOTED LEARNING
8.01	<p>The Chair asked if the Headteacher had anything to add to the information circulated prior to the meeting, the headlines of which were as follows:</p> <ul style="list-style-type: none"> • School has been closed to the majority of children since 23rd March, remaining open for a daily average of 16 Key Worker and Vulnerable children during lockdown. • School reopened to Year 6 children on 8th June,

	<ul style="list-style-type: none"> • caring for 20 children from this year group. • School opened further on June 16th to around 15 children from Year 1, totalling, from June 16th, around 60 children in school. • With wider reopening of society the Key Worker group had increased to around 22 children. • There is always a 1st aider on site and if they are not paediatric trained there is a risk assessment for all staff to follow. • There is at least one DSL (Designated Safeguarding Lead) on site, or contactable by phone at all times. • There is at least one member of the SLT (Senior Leadership Team) on site at all times. • The Headteacher had shared the plans for reopening – Operation Overland – and its three stages (Red, Amber, Green) with staff. 	
8.02	<p>The Headteacher took governors through the September guidance headlines for the full re-opening of school, which were as follows:</p> <ul style="list-style-type: none"> • Each Year Group would comprise a bubble of 60 since it was not possible to ‘house’ class bubbles of 30, without partitions, due to the open-plan layout of the school. • In Year group bubbles, children would safely have an assembly and a hot meal/packed lunch on alternate days, plus sole use of a set of toilets and cloakrooms. • This arrangement would require the provision of high quality online learning for 60 children if an outbreak within a Year Group occurred. • Staggered start, break and finish times, using different doors/gates into school per Year Group would help ensure social distancing. 	
	<p>Whilst staff were familiar with a similar pattern since June, it was noted that September would bring additional concerns.</p> <p>Children with behaviour difficulties had not yet been in the cohort of returning pupils. Their entry into school in September would challenge the efficacy of the arrangements put in place. Balancing possible physical restraint, to ensure everyone’s safety, whilst providing a good education would need careful planning.</p>	
8.03	<p>The Headteacher agreed to forward the most recent Green document, detailing operations for maintaining routines, including the logistics for housing a large number of children in the school building (380 of whom had not been in school in six months), to governors</p>	Headteacher

	following the meeting, for their information.	
8.04	A governor asked if all staff would be back on site in September. The Headteacher replied that all, even those previously considered critically vulnerable, were now expected to return to work. For some it would mean not working face to face with children and other staff, working behind a screen or wearing a visor. The same applied to critically vulnerable children.	
8.05	A governor enquired how school would measure the fall-back in children's learning since the take-up of remote learning had been reported as low at the previous governors' meeting.	
	SG continued, asking how school would measure the recovery of any relapse in learning.	
8.05.1	The Headteacher explained a plan to informally assess all children in Reading, Writing and Maths, at the end of a short initial period of re-establishing learning routines and behaviours.	
8.05.2	Year One would undergo an informal phonics assessment since it was noted that they had missed half of their Reception year owing to the Coronavirus school closure. The extent to which they had slipped from half way through phase three, rather than leave the year at phase five would be informally assessed.	
8.05.3	Following the assessments, the second units of Reading, Writing and Maths would be adapted to fill the identified gaps over the remainder of the school year, up to July 2021. This was considered far preferable to hot-housing vulnerable children up to Christmas.	
8.06	The Headteacher described the initial £10k Catch-Up grant awarded to school and reported that its implementation would be brought to the next FGB meeting.	Headteacher
8.07	A governor enquired if Ofsted were likely to make a visit in the Autumn term. The Headteacher reassured SG that all official visits were on hold until January 2021. Informal one-day visits, to gather information on the recovery of schools following the Coronavirus closure, for distribution of examples of good practice would be taking place. One day's notice would be given.	
8.08	A governor asked if the staggering of the school day would affect teachers' hours. CD was assured that the three ten minute starting and leaving intervals, at three different gates, would not affect working.	

8.08.1	The time challenge faced by those parents with children in different year groups had been factored into school's re-opening, with staff acting as chaperone, using Rockstars, reading or helping the teacher prepare/put away. Any necessary adjustments would be made following an initial period of trial and error.
9.00	SAFEGUARDING UPDATE
9.01	There were four documents, all circulated prior to the meeting, for consideration and adoption by the governing body.
9.02	The addendums to the local authority model Safeguarding and Child Protection Policies, resulting from the Coronavirus situation, had been approved under the Chair's emergency powers on behalf of the governing body. The Headteacher described to governors the evidence in place that all staff had read and understood the addendums: a register developed by Andy Hinchcliffe, circulated to governors prior to the meeting.
9.02.1	In addition, AH had led staff in National College of Leadership webinars on forced marriage, FGM (Female Genital Mutilation) and CSE (Child Sexual Exploitation).
9.03	Safer Working Practice interim check list, the result of guidance from the DfE, had been completed by the Headteacher.
9.03.1	The Chair confirmed the safeguarding arrangements in place during the Coronavirus situation. JH reported that himself and the Safeguarding governor (PW) had made detailed phone calls with the Headteacher and were very satisfied with the school's management during its closure.
9.04	A copy of the ARM, completed and submitted to LA, had been circulated to governors prior to the meeting. The Chair reported feeling the school very attuned to the altered vulnerability of the current circumstances and was content that every step had been taken to safeguard all children.
9.04.1	The Headteacher commented that two members of staff (AH and Lauren Dean) would continue to make home visits throughout the summer break to ensure the thirty recognised vulnerable children were kept safe, in readiness for returning to school in September.
9.05	Governors were asked if they were happy to approve and adopt the four recommendations.
9.06	Resolved: <ul style="list-style-type: none"> • The Addendum to Safeguarding and Child

	<ul style="list-style-type: none"> • Protection policy • Safer Working Practice interim checklist • School's Safeguarding measures during Coronavirus • ARM report <p>were approved and adopted by the governing body.</p>	
10.00	REVIEW AND APPROVE THE RELATIONSHIPS AND SEX EDUCATION (RSE) POLICY	
10.01	EDUCATIONAL VISITS	
10.01	Since school had not been able to consult with parents due to lockdown, the policy, circulated prior to the meeting, was put forward for adoption by the governing body as a draft version subject to consultation taking place in the Autumn term.	Agenda item – Autumn term
10.02	<p>It was noted that the date for implementation of this policy had been extended by the DfE (Department for Education) from 1st September and the new content must be delivered by the end of the year.</p> <p>The Headteacher described to governors the two anticipated contentious issues for any parent consultation:</p> <ul style="list-style-type: none"> • The teaching of same sex relationships • The level of bodily function detail and vocabulary used in Years 3 and 4 	
10.02.1	The Chair thought it a good idea to enquire how other schools had handled this and what work had been done to prepare the ground for parental objection. He was aware that Bankside Primary were providing support to colleagues both in and beyond Leeds.	Clerk- action completed 21 July 2020
10.02.2	The Clerk agreed to enquire of Governor Support Services of examples of good practice which would save time in the Autumn term.	
10.02.3	A governor enquired if the LA (local authority) model policy was appropriate for, and took into account, the cohort of children at Hunslet Carr.	
	Elisa Whitfield reassured OA that in her experience of delivering RSE, the naming of body parts was done from a Safeguarding point of view, reducing the risk of children being abused, and that the discussion surrounding the topic explained very clearly why it was taught.	

	<p>The discussion of bodily functions in years 3 and 4 was to pre-empt pubertal changes which were known to begin earlier than previously. The teaching of this topic was well-thought out and handled carefully to protect children.</p>
10.2.4	<p>The Chair reminded governors that the teaching of same sex relationships was not an endorsement, but rather to promote an acceptance and tolerance of difference and choice.</p>
10.3	<p>The Headteacher asked all governors to read through the policy and bring any counter-arguments or concerns to the first governing body meeting for discussion before the parent consultation and final approval and adoption of the RSE policy.</p>
11.00	STATUTORY ITEMS FROM AUTUMN AND SPRING REQUIRING ACTION
11.01	<p><u>Teacher Pay Policy</u>, agreed in the Resources Committee, must be ratified by the full governing body. Circulated prior to the meeting for governors' consideration, it was noted that there was the potential to modify slightly this LA standard policy.</p>
11.02	<p>Resolved: Governors agreed to approve and adopt the Teacher Pay Policy.</p>
11.03	<p><u>Supporting Pupils with Medical Conditions</u>. Since the updated policy remained currently under review, delayed by Coronavirus, it was suggested that the existing one be ratified for the time being. Circulated prior to the meeting for governors' consideration, governors agreed to approve and adopt the current policy.</p>
11.04	<p>Resolved: Governors agreed to approve and adopt the Supporting Children with Medical Conditions Policy.</p>
11.05	<p><u>Ensure that staff and governors are fully aware of their responsibilities regarding safer recruitment</u>. Martin Lumb, Jon Hairsine, Elisa Whitfield, Clare Davidson and Hayley Stewart all have the relevant training. It was suggested that the available online training, available through Leeds for Learning, be accessed in anticipation of any recruitment needed in the future. SG agreed to look into this.</p> <p>The Chair reminded governors that other online</p>

- alternatives were also available.
- 11.06 Ensure that a central record of recruitment and vetting checks is kept and updated This had formed part of the school's successful safeguarding review undertaken in Feb 2020.
- 11.07 Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development. Discussed at the FGB meeting on 12th November 2019, this would have been followed up at the Summer Term Pupil Support committee meeting, were it not for the Coronavirus school closure. Please see <https://www.hunsletcarr.co.uk/our-approach-to-smsc.html>
- 11.07.1 It was noted that it would be an important issue in September, impacting on children being ready to learn. The Chair thought it important to include as a standing agenda item going forward so that governors might be satisfied with school's actions in response to issues.
- 11.08 A governor was pleased that the intended well-being circles and walking/running of the daily mile would help ensure children's pastoral needs were met in September. The Chair added that good work had also been done towards a recovery curriculum for September, paving the way for children's well-being and readiness to learn.
- 11.09 A governor enquired how staff's well-being and readiness for the new term was being supported. The Headteacher reported that a Zoom meeting on the first Friday in September would address the re-opening technicalities and logistics so that the training days on 7th and 8th September, before children returned, might concentrate on emotional support of children and each other. Effective Government and LA recommended resources would be used.
- 11.10 Governor expenses policy. The model policy was circulated prior to the meeting but it was reported that governors had never claimed on one in the past. The Chair thought it good practice in case governors should wish to make use of it in the future.
- 11.11 **Resolved:**
Governors agreed to approve and adopt the Governor Expenses Policy.
- 11.12 Capability of Staff policy was circulated prior to the meeting.
- 11.13 **Resolved:**
Governors agreed to approve and adopt the Capability of Staff Policy.

Agenda item – Autumn term

11.14	<u>Dealing with allegations of abuse against staff.</u> The statutory procedures, contained within the document KCSIE were reported as in place and these processes had been followed during over the last 12 months, for staff facing an allegation, supported during this time, reported to the LADO and investigations carried out.
11.15	<u>Approval of the SEND Information Report</u> (also referred to as the school offer), circulated prior to the meeting, explaining school's policy for children with SEND, is now published on the school website.
11.16	Resolved: Governors agreed to approve and adopt the SEND Information Report.
11.17	<u>Ensure that where the board provides school lunches and/or other school food and milk, this meets DfE standards</u> School uses Leeds Catering who ensure that over the course of a week, their menu meets all the nutritional standards set by the DfE.
11.18	<u>Complete a self-assessment against the Schools Financial Value Standard (SFVS) by 31 March.</u> The SFVS was completed and submitted before 31 st March 2020.
11.19	<u>Ensure there is an annual inspection of premises and priorities for maintenance and development are identified.</u> This was carried out in preparation for reopening to Year 6 children on 6 th June 2020 as part of the LCC Coronavirus Risk Assessment.
12.00	EDUCATIONAL VISITS
12.01	The link governor (SG) reported that she had been into school prior to the Coronavirus school closure which had rendered her report obsolete.
12.02	The Year 4 residential trip to Eyam planned for 17 th and 18 th June, rearranged for 21 st and 22 nd September was again postponed by the YHA (Youth Hostel Association) and now booked for June 2021. It was noted that this trip for Year 4s now nearly at the end of Year 5, would be followed the next weekend by next year's Year 4.
12.03	The Year 6 residential trip to Kingswood planned for 4 th and 5 th October is still uncertain though day-only outward bound activities had been offered. Since staying overnight is part of the experience school would not be taking up this offer and the trip would be re-arranged.
12.04	All other end of year trips had been cancelled.
13.00	ASSESSMENT AND OUTCOMES
13.01	Year 6 teachers have had telephone conversations with

	the heads of Year 7 in the secondary schools that the children will be moving to.	
13.02	Andy Hinchcliffe has shared with the secondary schools, child protection records and children who may be vulnerable at transfer. (Via secure methods to comply with GDPR).	
13.03	Some secondary schools had aided transition with virtual tours of the new schools via their website. One had held a Zoom meeting with the Year 6 children in school.	
	One school, Cockburn-John Charles, had declined to contact either school or the year 6 children concerned which was disappointing. The Chair agreed to contact them as a matter of urgency.	Chair
14.00	CURRICULUM DEVELOPMENT UPDATE	
14.01	The development of the curriculum had continued during lockdown with Science topics planned and ready to begin in Autumn term.	
14.02	The Headteacher reported three internal candidates for the new curriculum leader post, all of whom produced action plans and fulfilled different tasks at interview.	
	Matthew Farnley would become the wider curriculum leader from September and will develop subject leaders as they develop their subjects.	
14.03	The Charanga Music Scheme and instruments ready to begin in autumn (https://charanga.com/site/) have been used for the bubble of 10-12 children returning for the remainder of the summer term, with the specialist music teacher 'skilling up' other members of staff ready for September.	
14.04	Likewise the Speekee Spanish scheme https://speekee.com which will also be rolled out for the full bubbles in September.	
14.05	History and Geography coordinators had worked on changing the current topics taught so that each topic would look at the same four historical strands and the same three geographical strands.	
14.06	The Headteacher was aware that such a broad curriculum, plus the well-being interventions, should not compromise the quality of learning.	
15.00	GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES	
15.01	There had been no governor monitoring of school improvement priorities owing to the Coronavirus situation.	

16.00	EQUALITIES
16.01	<p>The Equalities statement was due to be reviewed in 2022. It was noted that current issues such as Black Lives Matter must trigger thought and reflection on the current statement before then.</p> <p>SG, the link governor agreed to review the Equalities statement before the next FGB meeting and update the governors' demographic statement to reflect the school.</p>
16.01.1	<p>The Headteacher added that he too wished to acknowledge current actions challenging equality such as two different Heads of churches embracing their different beliefs plus the challenging of sub-conscious language in school, eg. 'dinner ladies'.</p>
16.02	<p>It was also noted that the staff team of eighty does not currently reflect the cohort of children, with only a handful not white British. School would seek to pursue 'blind recruitment' going forward in an attempt to alter the balance.</p> <p>The Chair added that encouraging wider applications beyond the 'Equal Opportunity Employer' status would be desirable.</p>
17.00	REPORTING TO PARENTS
17.01	<p>Teachers had written a letter to every child in their class, a model version of which had been circulated prior to the meeting, which detailed comments about the child's personality, times when the teacher had been proud of them, and anecdotes of work done in English and maths.</p> <p>On the reverse of the letter was attainment and effort levels measured up to Easter when school undertook the last moderated set of assessments.</p>
17.01	<p>A governor reported preferring this format and other parents had commented similarly. The staff governor reported members of staff also preferring this method of reporting.</p>
18.00	POLICIES TO APPROVE
18.01	<p>The LA (Local Authority) model Health and Safety policy, was expected to be reviewed during the summer break so governors were advised to re-approve the current version until the new policy is available.</p>
18.02	<p>Resolved: Governors approved and adopted the current Health and Safety policy.</p>
19.00	STAFFING AND RECRUITMENT UPDATE INCLUDING

	PERFORMANCE MANAGEMENT
19.01	The original recruitment process for the SENCo role was unsuccessful. The Deputy SENCo was subsequently appointed after interview today, to begin in September.
	A governor described her giving a pupil-led, personalized interview showing great awareness of the school's cohort.
19.02	Emma Dennison (NQT) was performing at an excellent level before the school's closure. It was, therefore, recommended that she passed her NQT year without an extension.
19.03	It was confirmed that no assessment data will inform this year's performance management.
19.04	The Headteacher described how staff would move year groups in September to best support the children's progress on their return to school.
19.05	A governor asked when children would be told who their teacher was going to be. The Headteacher explained that a letter from the new teacher would be sent out to all children before the end of term, with a link to a welcome video from that teacher in the new classroom. Those Year 5s changing to another class for Year 6 would be told by text message which class to look out for on the school website.
20.00	CHAIR'S BUSINESS
20.01	There was no Chair's business.
21.00	ANY OTHER URGENT BUSINESS
21.01	The Chair wished to extend his thanks to the Headteacher for doing incredible work during the recent unprecedented time and asked ML to pass on thanks to the whole staff team.
	Governors wanted it noting that they recognised how school had been bombarded with ever-changing, contradictory and often last-minute information which had to be dealt with immediately and passed on sympathetically to the leadership team, children, recognising difficult logistics and safety including the anxieties and concerns of staff.
22.00	SET MEETING DATES FOR NEXT YEAR
22.01	The following dates had been suggested as provisional. Governors were asked to check their diaries and respond

to the Chair as soon as possible if these were inconvenient.

Wednesday 16th September 2020 at 5.00 pm
Tuesday 8th December 2020 at 5.00 pm
Tuesday 9th February 2021 at 5.00 pm
Tuesday 29th June 2021 at 5.00 pm

23.00

DATE OF NEXT MEETING

23.01

Wednesday 16th September 2020 at 5.00 pm.

It would be confirmed at this meeting whether the current committee structure was still considered appropriate, after which meeting dates would be set.