

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD FULL GOVERNING BODY MEETING

Minutes of the meeting held on Monday 28th September 2020 at 5.00 pm

PRESENT	Jon Hairsine (Chair)	Martin Lumb (Headteacher)
	Olamide Ayemowa	Sarah Gardner
	Iain Cunningham	Minoti Parikh
	Megan Darroch	Samantha Pease
	Clare Davidson	Elisa Whitfield Paul Wray

IN ATTENDANCE: Jane Howarth (Clerk, Governor Support Service)

The meeting was held on Zoom.

1.00	APOLOGIES FOR ABSENCE	ACTION
1.01	Apologies were accepted from Lindsey Kemp.	
1.02	The Chair reminded governors that this was Minoti's last meeting as her term of office ends in October and she would be stepping down as governor.	
1.03	The Chair welcomed the potential two new governors and asked Samantha and Megan to introduce themselves and say a little about why they would like to become a governor.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS	
2.01	All governors agreed to complete the 'Register of Governors' Business and Personal and Interests', circulated prior to the meeting, declaring any changes, via email to the Headteacher	All governors
2.02	The Governors' page on the school website would be updated if necessary.	SBM
3.00	ELECTIONS OF CHAIR AND VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE	
3.01	The Chair was elected in January 2019 for a term of office of two years, therefore an election for the position of Chair was not required.	
3.02	There was one nomination for Vice-Chair. Sarah Gardner left the meeting whilst governors voted.	
3.02.1	Resolved: Sarah Gardner was elected Vice-Chair for a period of twelve months, until the first meeting of the year 2021-2022.	
4.00	MEMBERSHIP MATTERS	
4.01	The Chair reported having had a long conversation with both prospective new governors, and being impressed with the skills, experience and enthusiasm of both. Their age offered the diversity that the governing body was seeking.	

Megan Darroch and Samantha Pease were asked to leave the meeting whilst governors voted.

- 4.01.1 **Resolved:**
Megan Darroch and Samantha Pease were elected as co-opted governors for a period of four years.
- 4.01.2 The Clerk agreed to send Local Authority induction packs. **Clerk**
- 4.01.3 The school would arrange for them to be put on Leeds for Learning. **SBM**
- 4.01.4 School would update the system 'get information about schools', the school website and governor details on Leeds for Learning with changes. **SBM**
- 4.01.5 A DBS check and a section 128 check would be completed for new governors within 21 days of appointment. **SBM**
- 4.02 The Headteacher was in touch with two prospective governors, to replace Minoti once her term of office ended. **December agenda item**
- 4.02.1 A governor reminded the Chair that the skills audit had identified a need for someone with experience of buildings or maintenance unless school was happy to live with that gap.
- 4.03 The parent governor vacancy would be advertised, with a sentence added describing the school's desire for diverse representation, to encourage all parents to apply. **December agenda item**
- 4.03.1 The Headteacher reported that, under the Covid restricted re-opening, better relationships with parents had been formed at the staggered opening and closing of school. A governor suggested that this might lead to identification and conversation with a potential parent governor.
- 5.00 MINUTES OF THE LAST MEETINGS**
- 5.01 **Resolved:**
The minutes of the meeting held on 15th July were agreed as a correct record of the meeting. The Chair would email the Headteacher to this effect in lieu of signing a copy to be retained in school. **Chair**
- 6.00 REVIEW ACTIONS AND MATTERS ARISING**
- 6.01 Membership Matters – item 3.01 refers:
Minoti Parikh's term of office was coming to an end in October. The Chair offered an enormous thank you for her contribution to the school which was much appreciated.
- 6.02 Membership Matters – item 3.01 refers:
Clare Davidson was collating the skills audit information and would forward to the Headteacher. **CD**
- 6.03 Review of Actions and Matters Arising – item 5.01.2 refers:

The two co-opted governor vacancies had been filled this evening.

- 6.04 Review of Actions and Matters Arising – item 5.01.3 refers:
The clerk had contacted the GSS to help identify two new governors.
- 6.05 Review of Actions and Matters Arising – item 5.04 refers:
Matthew Farley, leader of the wider curriculum, was working with each subject leader in turn, and would, on completion of each subject policy, add to the appendices a detailed scheme of work and list of required skills for parents' view. All would be uploaded to the website.
- 6.05.1 The Chair asked if the appendices was the best place for this information. The Headteacher replied that part of Matthew's job was to review and re-design the content of the website so that it was more parent friendly with reference to year groups and subjects taught per term.
- 6.06 Covid 19 update – item 8.03 refers:
The re-opening arrangements were superseded by this evening's report on the support document, circulated prior to the meeting (see item 15)
- 6.07 Covid 19 update – item 8.06 refers:
The re-opening arrangements were superseded by this evening's report on the support document, circulated prior to the meeting (see item 17)
- 6.08 RSE Policy – item 10.01 refers:
The deadline for the implementation of this policy had been postponed till Summer 2021.

Headteacher/MF

The parental consultation would take place once the Covid restricted re-opening was on a firmer footing.

- 6.09 Statutory Items requiring action – item 11 refers:
The cultural development of pupils through spiritual, moral, cultural, mental and physical development, included as a standing agenda item so that governors might be satisfied with school's actions in response to issues, would be considered on this evening's agenda (item 13).
- 6.10 Assessment and Outcomes item - 13.03 refers:
The Chair had raised the school's concerns regarding the lack of communication for Year 6 pupils with one particular high school. JH agreed to track this next year to ensure continuity and communication.

Chair

The Headteacher acknowledged that he had seen some of the children concerned and they had coped, were ok and resilient despite not meeting their High School Heads of Year or having a tour of the school (even virtual).

- 6.11 Equalities – item 16.01 refers:
Sarah Gardner, the Equalities link governor, had agreed to review the Equalities statement and update the governors’ demographic statement to reflect the school. The Headteacher agreed to send the appropriate one (of two) policies for her to complete this before the next FGB Meeting. **Headteacher /SG**
- 7.00 CONFIRMATION OF CODE OF CONDUCT**
- 7.01 This document, circulated prior to the meeting, outlined the principles by which the governing board and individual governors undertake their role. All governors agreed to accept the agreed code of conduct via email to the Headteacher, stating that they had read, understood and will follow. **All governors**
- 8 00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICPATE IN MEETINGS OF THE GOVERNING BOARD**
- 8.01 **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.
- 8.01.1 Since the governing body had successfully been allowing hybrid attendance at meetings via phone or virtual means during the last year, it would be discussed, following the Covid restrictions, if meetings should continue like this to save paper, travel time and carbon emissions, also ensuring better attendance.
- 9.00 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE**
- 9.01 Governors discussed the updated document ‘Committee Terms of Reference – Models of Working for Governing Boards July 2020’, a sample of which had been circulated for review prior to the meeting.
- 9.02 **Resolved:**
- That the model terms of reference be adopted.
 - That all powers that could be delegated to committees were delegated.
 - That authority was delegated to the Resources committee to approve the budget but ratification would be by the full governing board.
 - That authority was delegated to the Headteacher to appoint staff members, with the exception of the appointment of a Deputy Headteacher and new Headteacher.
- 9.03 The Headteacher suggested that keeping the number of meetings down would enable staff to work to improve, rather than

to report, especially useful during the Covid restricted re-opening and development of blended learning.

A framework for one short headline JRG/T and L (Joint Review Group/Teaching and Learning) meeting, followed by a more detailed one, scheduled around the school's annual timetable, would save time and energy.

A governor agreed, reminding everyone that there was now more clarity re: date and change, following the special circumstances last year.

- 9.03.1 The Headteacher and Chair would schedule dates of meetings along these lines, confer with the SIA (School Improvement Advisor) Jackie Reid and agree with the Clerk.

Headteacher/
Chair/JR/Clerk

10.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP

- 10.01 The committee structure and the membership of each was confirmed as follows:

- Joint Review Group (JRG)
Jon Hairsine, Headteacher, Clare Davidson, Samantha Pease, Elisa Whitfield and Jackie Reid (SIA).
- Resources
Jon Hairsine, Headteacher, Sarah Gardner, Alamide Ayemowa and Megan Darroch
- Pupil Support Committee
Headteacher, Clare Davidson, Paul Wray, Iain Cunningham, Elisa Whitfield
- Pay Committee
Jon Hairsine, Headteacher, Sarah Gardner, Alamide Ayemowa and Megan Darroch (online HTPM training would be arranged)
- Pay Appeal Committee
A minimum of three different and impartial governors i.e. separate from the Pay committee/ Resources committee) to hear staff appeals, would be arranged as and when needed.
- 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.
- Jane Howarth would be the named clerk for each committee

11.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES (up to the end of July 2021)

- 11.01 It was noted that safeguarding is the responsibility of all governors and it is expected that everyone has a sound knowledge.
- 11.02 Child Protection and Safeguarding – Paul Wray
- Special educational needs and disability (SEND) – Clare Davidson
- Attendance – Clare Davidson
- Children looked after – Clare Davidson
- Complaints – Jon Hairsine
- Early years foundation stage (EYFS) – Clare Davidson and Iain Cunningham
- Equalities – Sarah Gardner
- Curriculum (Literacy/Reading/Maths) - JRG
- Health and safety– Resources committee
- Pupil Premium– Clare Davidson
- Relationships and Sex Education – Samantha Pease
- Training – This was an agenda item on all committees, with training reflecting identified actions

12.00 ASSESSMENT (IN THE ABSENCE OF END OF YEAR RESULTS)

- 12.01 The Headteacher referred governors to the support document, circulated prior to the meeting, for details. ML reported spending time welcoming children back and teacher assessment ascertaining what effect the differing time out of school had had on their ability to retain knowledge and altering their routines. This took different forms around school.
- 12.02 EYFS children were unaware that staff were watching them to calculate an age between 30-50 months, then compared to their actual age to produce a baseline which identified gaps and any need for catch up. The deadline had been extended for those children requiring a longer gaze.
- 12.03 KS1 pupils' focus was on phonics ability since this year's Year 2 had not done the Year 1 screening check and the current Year 1 had spent only half a year in Reception.

The gaps produced by not being able to teach up to the expected 5 (of 7 phonics stages) in Year 1 would need to be filled.

This was crucial since 80% of those who pass the phonics screening test will go on to pass Reading.

- 12.04 KS2 pupils had been assessed in English and Maths with three groups emerging:
- Unaffected – achieving as expected
 - Six months behind – having missed six months' school
 - Significantly affected – twelve to eighteen months behind
- 12.04.1 This had identified three cohorts who would be measured and tracked as appropriate:
- Unaffected – would be taught as usual
Six months behind – would be taught to narrow the loss to 2-3 months by the end of the year with them catching up entirely next year.
Significantly affected – a precise loss of learning would be measured to understand what they needed to move forward. It was not clear if these children would catch up within two years. This information would need to be shared with governors, the local authority and Ofsted.
- 12.05 The February data, from Reading, Maths and SPG (Spelling, Punctuation and Grammar) tests would be compared with the same tests done again to calculate, by analysing their test scores into a reading age, the exact loss per child. Questions answered incorrectly would illustrate gaps which would then be incorporated into learning.
- 12.06 A governor commented that as this was one of the Headteacher's Performance Management targets, a change to the time scale would need to be considered. This was discussed at the Performance Management meeting. The Headteacher agreed and added that going forward, collapsing bubbles, and children and staff self-isolating would create further learning loss producing a long-term recovery process.
- 12.07 Governors were happy to agree to regular updates on percentage improvement within pupil groups as a standing agenda item, enabling tracking of the effectiveness of interventions.
- 12.08 A governor asked how teachers' gut instincts compared to the empirical information. The Headteacher reported that it was estimated 20% of children had been affected in emotional maturity to the extent they had been absent from school. A further 20% had regressed more than the length of the lockdown. The remaining 60% had simply picked up where they left off in March.
- 12.09 A governor asked what plans were in place for collapsing bubbles and self-isolation.
- The Headteacher described two plans:
Plan A – If off school awaiting test results, children would be provided with Year Group work packs, updated every 2-3 weeks as the curriculum progressed.

Plan B – If self-isolating for 10-14 days, following a positive test result, bespoke schoolwork would be sent, aligned to what was happening in the classroom.

It was noted that only 6-7 per class were able to access online learning.

13.00 RECEIVE AN UPDATE FROM THE HEADTEACHER ON PLANS TO REVIEW THE CURRENT (SEF) SELF-EVALUATION OF SCHOOL STRENGTHS AND WEAKNESSES

13.01 The Headteacher reported that the SLT (Senior Leadership Team) had met to review the SEF with work set for each to update.

14.00 RE-VISIT THE SCHOOL VISION AND STRATEGIC PRIORITIES

14.01 These had been put together with governors and remained the same – Inclusivity and High Aspirations.

15.00 QUESTIONS ON THE LATEST RISK ASSESSMENT

15.01 The Chair reported that he had seen the latest Risk Assessment. Since it changed weekly, following guidance from the local authority's Health and Safety team and DfE (Department for Education) the Headteacher had urged governors to keep looking at it on the school website.

A governor reported that she had read it, following the regular texts to parents, and was impressed with its thoroughness.

16.00 SAFEGUARDING UPDATE

16.01 Andy Hinchcliffe and Lauren Dean shared an updated document prior to the meeting outlining the actions taken since lockdown to support the most vulnerable children and their families. The Headteacher was most proud of school's support of the most vulnerable. The delivery of 600 meals each week had enabled 'eyes on', conversations with and wellbeing checks of those children not in throughout the lockdown, and for whom school was their safe place.

In addition to food vouchers during the summer break, magazines, comics, toys and colouring books had been delivered. Governors were impressed with the commitment and care shown. The Chair reported that himself and the Safeguarding governor, Paul Wray, had tracked the door knocking activity throughout the summer with the Headteacher and AH.

The Covid restricted return to school had proved difficult for some vulnerable children and individual risk assessments were in place by the Inclusion team with time-out tents in cloakrooms and sensory areas in the libraries.

17.00 STAFFING UPDATE INCLUDING WELLBEING

17.01 The Headteacher shared a document, prior to the meeting setting out the current staffing of the school and what this is likely to look

like once the HR activities have been concluded such as the managing staff reduction process.

ML was pleased to report that there was a full staff team in place, some of whom had been recruited during the school closure.

- 17.02 Since the re-opening of the school, supportive drop-ins, well-being meetings and flu jabs had been offered to staff.
- 17.03 The Chair enquired if the wellbeing offer would be validated through staff surveys? The Headteacher responded that school had signed up to the weekly Office Vibe survey which offered ten random questions from a bank of 300. There had also been an individual survey to gauge staff's feelings about coming back into school. On a scale of 1-10, school had scored 9 for communication, 7.7 for the understanding of roles following plans and training, and 8.2 for safety.
- 17.04 The Headteacher responded to a governor's question by stating that all staff were returned to school, bar one who was 34 weeks' pregnant (working at home). Those who had been previously shielding were doing modified activities away from the children.

18.00 HEADTEACHER'S REPORT ON PERFORMANCE MANAGEMENT

- 18.01 The Headteacher shared a document, prior to the meeting setting out the altered arrangements for performance management. The usual three week window of class visits by SLT would not take place.
- 18.02 It was recognised that the information gleaned prior to the March lockdown would form the basis of the performance management and the Headteacher was pleased to report that all teachers had met their targets prior to the lockdown.

19.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER (TOR 1.11)

- 19.01 This annual review had taken place earlier today, with the SIA, Jackie Reid.

Arrangements for the mid-year review remained outstanding.

Elisa Whitfield and Martin Lumb left the meeting whilst governors discussed the outcome.

- 19.02 Whilst the objectives set last year had not fully been met, governors recognised this had been an unusual year, and remained wholly satisfied with the Headteacher's performance.

New objectives had been set, similar to what was set last year but with the new key priorities addressed.

It was recommended that the Headteacher be given one increment and go up one point of n the pay scale.

19.03	<p>Resolved: The Headteacher be given one increment and go up one point on the pay scale.</p> <p>The Chair would make the arrangements with the SBM, Hayley Stewart.</p> <p style="text-align: center;">Elisa Whitfield and Martin Lumb re-joined the meeting</p>	Chair/SBM
20.00	DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS	
20.01	<p>Resolved:</p> <ul style="list-style-type: none"> • 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. 	
21.00	POLICY REVIEW (STATUTORY POLICIES)	
21.01	Governors were asked to email to say they had read and were happy to adopt the standard LA model Child Protection Policy, circulated earlier in the summer.	All governors
21.02	Governors were asked to email to say they had read and were happy to adopt Part A and the appendices of the updated guidance document Keeping Children Safe in Education, circulated prior to the meeting.	All governors
21.03	The Teacher Pay Policy was not expected to be available until late October. It would be considered at the December meeting.	Agenda item – December
21.04	The model policy for Supporting Pupils with Medical Conditions it is hoped will be available by Christmas. This would be considered at the Spring meeting	Agenda item – Spring
22.00	GOVERNOR DEVELOPMENT	
22.01	Paul Wray was due to attend Safeguarding training on 30 th September	
22.02	<p>The Chair reported that he had attended the following training since the last meeting:</p> <ul style="list-style-type: none"> • Promoting Anti-racism in Schools • Governor Oversight of Remote Learning • Remote Learning – seeking assurance it is fit for purpose • Autumn Chair of Governors Forum 	
22.03	The Clerk agreed to send the Governor Development Programme for 2020-2021 with minutes alongside the list of updated governor responsibilities.	Clerk

22.04 The Clerk referred governors to the online training on the Key to which all governors have access. The link could be found at the top of the Agenda - [The Key for School Governors](#). School would have details of username and password access.

23.00 CHAIR'S BUSINESS

23.01 The Chair had taken no emergency action since the last meeting.

23.02 There remained an outstanding complaint involving an outside organisation. This was subject to delay since the employee concerned no longer worked for the organisation. It was hoped this would not reach Stage 2.

23.03 The frequency of meetings between the Chair and Headteacher remained on an ad hoc basis which worked for both parties. Each knew that any wellbeing issues should prompt communication.

24.00 CLERK'S BUSINESS

24.01 The Clerk highlighted the guidance on the Headteacher's Report during Covid and agreed to send it to the Headteacher.

**Clerk – action
completed
03/10/2020**

25.00 ANY OTHER URGENT BUSINESS

25.01 There was no other urgent business.

25 DATE AND TIME OF NEXT MEETINGS

Tuesday 8th December 2020 at 5.00 pm.

The Chair and Headteacher agreed to share the schedule of all other FGB and committee meetings as soon as possible with the Clerk to ensure she was available.

**Headteacher/
Chair**

The Chair closed the meeting at 7.00 pm