

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD FULL GOVERNING BODY MEETING

Minutes of the meeting held on Tuesday 30 March.at 5.00 pm

PRESENT	Jon Hairsine (Chair)	Martin Lumb (Headteacher)
	Olamide Ayemowa	Sarah Gardner
	Iain Cunningham	Samantha Pease
	Clare Davidson	Elisa Whitfield
	Carlton Edmeade	Paul Wray

IN ATTENDANCE: Jane Howarth (Clerk, Governor Support Service)
Jackie Reid (School Improvement Advisor)

The meeting was held on Zoom.

1.00 APOLOGIES FOR ABSENCE

1.01 Apologies were received and accepted from Megan Darroch and Lindsey Kemp.

2.00 DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS

2.01 There were no declarations of interest with regard to items on this evening's agenda.

3.00 MEMBERSHIP MATTERS

3.01 Iain Cunningham's new email address had been updated on the Leeds for Learning system so that he would, in future, receive notification of meetings.

3.02 Cllr. Paul Wray's term of office would end on 9th May 2021. He was happy to continue as the LA rep.

The Clerk agreed to update Leeds for Learning.

3.03 There remained a vacancy for one parent governor. Since there had been no interest in the advertised role, Clare Davidson agreed to a suggestion that she be appointed again as a parent governor for a further term of four years, freeing up a co-opted vacancy that might prove easier to fill.

The Clerk agreed to update Leeds for Learning.

3.04 A warm welcome was offered to potential co-opted governor Carlton Edmeade. He described his experience of business in marketing, e-commerce and design before withdrawing from the meeting whilst governors voted unanimously to accept him onto the governing body.

Since raising the number of EYFS (Early Years Foundation Stage) pupils on roll would remain a major challenge going forward, governors felt that Carlton's knowledge could benefit the school. He was happy to offer his skills back to the community, at his daughters' suggestion.

Clerk –
action
completed –
6/4/2021

Clerk –
action
completed –
6/4/2021

The Clerk agreed to update Leeds for Learning and forward the following documents so that Carlton was up to speed:

Welcome and Induction information
Virtual Monitoring Policy and guidance document
Governor Visit to School (Virtual) template
JRG (Joint Review Group) minutes of Ofsted presentation by subject leaders

Clerk –
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completed –
6/4/2021

- 3.05 A second potential co-opted governor, Emma Tyler, did not attend, despite having had the invitation and agenda.

The Head teacher agreed to contact her again and invite her to the summer meeting for co-option onto the governing body, if she was still interested.

Head
teacher

Elisa Whitfield joined the meeting at 5.15 pm

4.00 **MINUTES OF THE LAST MEETING**

- 4.01 The minutes of the meeting held on 8 December 2020 were agreed as an accurate record and the Chair was authorised to sign them electronically.

Chair

5.00 **REVIEW ACTIONS AND MATTERS ARISING**

- 5.01 Membership Matters – item 3.01 refers: - Emma Tyler had been due to attend this evening's meeting as potential new co-opted governor. See item 3.05 above for update.

- 5.02 Membership Matters – item 3.02 refers: - it was noted that in these less than ordinary times it was not surprising that no parent had put them self forward for the role of parent governor. See item 3.03 above for update.

- 5.03 Minutes of the last meeting – item 4.01 refers – the Chair had signed (electronically) the minutes of the last meeting

- 5.04 Review Actions and Matters Arising – item 5.01 refers: - The Clerk agreed to send a Declaration of Interest form to Iain Cunningham.

Clerk –
action
completed –
6/4/2021

- 5.05 Review Actions and Matters Arising – item 5.07 refers: - Clare Davidson had not yet collated all the skills audit forms since some were still not yet received.

The Clerk offered the Skills Audit Service currently available from the Governor Support Service which would record and collate every governor's skills, identifying gaps and strengths and suggesting relevant training.

Governors agreed to use this service and the Clerk would forward details to the Head teacher.

Clerk –
action
completed –
6/4/2021

- 5.06 Review Actions and Matters Arising – item 5.10 refers: - The Headteacher had sent an updated school vision and values to complement Sarah Gardner's Equalities review.

- 5.07 Review Actions and Matters Arising – item 5.11 refers: - All governors, bar one, had now signed, and sent via email, the Code of Conduct to the Headteacher, for retention in school. The Clerk agreed to send the Code of Conduct form to Iain Cunningham.
- 5.08 Review Actions and Matters Arising – item 5.14 refers: - All governors had emailed 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.
- 5.09 Review Actions and Matters Arising – item 5.16 refers: - The model policy for Supporting Pupils with Medical Conditions would be considered at item 12.03
- 5.10 Questions on the latest Risk Assessment– item 8.01 refers – The Clerk had sent to governors the documents revealing what was required of an Ofsted inspection from January 2021.
- 5.11 Questions on the latest Risk Assessment– item 8.02.2 refers – The Headteacher had forwarded details of the spending on milk during the school closure to the LA rep. for investigation.
- Unfortunately there was nothing to be done about reclaiming the money spent.
- 5.12 Governor Monitoring of School Improvement Priorities – item 11.01.4 refers – The Clerk had forwarded the updated guidance documents, and subsequently the monitoring policy, to support governors’ roles and responsibilities, which would be helpful when planning a virtual monitoring visit.
- 5.13 Governor Monitoring of School Improvement Priorities – item 11.01.6 refers – The Clerk had forwarded the updated Governor Development Programme.
- 5.14 Governor Monitoring of School Improvement Priorities – item 11.01.7 refers – The Clerk, on behalf of the Chair, had forwarded the Governors for Schools monthly webinar, following the meeting.
- 5.15 Policy Review – item 14.01 refers - Governors had approved and agreed to adopt the Teacher Pay Policy, currently being personalised by the SBM, by a positive email response indicating they had read and understood the policy, before the end of term (18/12/2020).
- 5.16 Policy Review – item 14.02 refers - The model policy for Supporting Pupils with Medical Conditions would be considered at item 12.03
- 5.17 Policy Review – item 14.03 refers - The Headteacher had yet to forward the policies due for review, to assigned governors, following the meeting.

Clerk –
action
completed –
6/4/2021

Head
teacher

- 5.18 Effective Governance and Governor Development – item 15.01 refers – Samantha Pease had forwarded her Induction training certificate to the SBM (School Business Manager).
- 5.19 Effective Governance and Governor Development – item 15.01.1 refers – Since Megan Darroch was not present it was unclear whether she had completed the Induction training.
- 5.20 Effective Governance and Governor Development – item 15.02 refers – The Clerk had forwarded the updated Governor Development Programme to all governors following the meeting so that they might complete relevant online training.
- 5.21 Chair’s Business – item 16.01 refers – The Chair had extended the governing body’s condolences and good wishes to those concerned with the sad death of a teacher at Cockburn John Charles Academy.
- 5.22 Chair’s Business – item 16.01 refers – The Headteacher had offered get well wishes, on behalf of the governing body, to the husband of Hunslet Carr’s head dinner lady, who had been in ICU with Covid 19. He was now, happily, recovering at home.
- 5.23 Clerk’s Business – item 17.01 refers – The Policy Review document, as a possible governor role, was considered by governors and found not to be necessary since an alternative working list was in use in school.
- 5.24 Any Other Urgent Business – item 18.01.2 refers – The Headteacher had passed on to staff the SIA’s (School Improvement Advisor) praise and thanks for their phenomenal effort throughout the Covid closures and restricted re-openings.

6.00 HEADTEACHER VERBAL OVERVIEW OF THE CURRENT SCHOOL SITUATION

6.01 What is going well

The Head teacher referred governors’ attention to the document circulated prior to the meeting and shared three things that were going well:

- 6.01.1 The successful remote learning offer had reached 82% of children by the end of the third school closure. This represented 100 key worker and vulnerable children in school and 200 accessing remote learning at home.

The 3-4 hours’ remote learning had been marked via live link as it was completed on screen, and the same slides were presented in and out of school with log-ins enabling live communication between children at school and at home.

It was noted and celebrated that absolutely no child was left behind and the Deputy Head teacher described weekly visits to homes, delivering and picking up refreshed work packs (with tasks suggested by daily videos), offering rewards and stickers whilst checking on safeguarding issues.

The time spent outside of school for those now in Reception, essentially nine months (including the six months of nursery missed in 2020), plus a recognition that the cohort generally was typically behind at entry, had not proved a negative factor since the remote learning offer had mitigated their loss of time in school and all were proud that they could now read and write.

Now that children were back in school, only three in each class were still needing help to read and write in sentences, bar the four (of 41) complex needs (autism) children. Interventions were in place and attitudes to learning were good. It was expected that 31 of the 41 would enter Year 1 with expected skills, with the remainder more than capable of catching up/coping with their small deficit in skills and ability.

- 6.01.2 The Maths Deep Dive team, who conducted this visit by iPad conversation and demonstration, had been very impressed with the amazing children and use of technology in school and for remote learning, with the SIA (School Improvement Advisor) describing its unique aspects.

These included taking boxes of resources to those houses where access to technology was limited, or not appropriate, so that Maths learning could continue, especially for the younger children who learned by doing not seeing something on screen.

Ofsted's comments that teaching was not consistent and reasoning not as liked, were now reversed with the Deep Dive team happy that reasoning was a strength and teaching consistent across the school.

Areas for improvement were already known (Vocabulary) and the NOVAC, circulated to governors prior to the meeting, detailed the progress made.

- 6.01.3 Staff engagement and wellbeing, measured by an ongoing online survey had shown staff generally more engaged than the national benchmark (see table on page 1). It was noted that CPD (Continuing Personal Development) had been impossible, other than developing remote learning skills, which had hampered to an extent the personal growth of staff.

- 6.01.4 A governor commented that school's response to supporting children out of school during the pandemic had been way above that of other schools. In particular, food boxes, clothes (particularly during the snowy weather) and hearing children read on the doorstep (in book-free houses) was essential since it was recognised that crucial life chances were created by school hence the need to continue to support those children in need during the school closures.

The Chair (JH) offered his personal thanks for school's effort and this was echoed by other governors. JH continued that Covid had presented an opportunity for staff to offer a laser-like focus on the

life transformation for families in need, underpinned by good leadership.

A governor added that the staff wellbeing survey scores reflected their engagement and satisfaction in being able to do a good job during the school closures and restricted Covid re-opening.

A governor suggested that thanks and appreciation, for the remote learning and safeguarding work done, be passed onto staff via the school's weekly bulletin to parents so that everyone was aware how proud governors were of the staff's community support.

Samantha Pease left the meeting

6.02 Concerns

The Head teacher described the increasing number of parents and carers contacting school for specific and general help (clothes, food, heaters), plus the increase in domestic violence, from 4 to 10-12 per week, as a result of the pandemic's effects on home and working life.

Requests for help with De-Tox, mental health issues and housing were being signposted to those organisations and charities that could help.

The LA governor reported that he would send details of the local inspector for school to contact directly in order to best help those in need.

Paul Wray

6.02.1 Credible reports of older teenage boys hurting and/or co-ercing KS2 children, using knives, stealing phones and breaking into the allotments was reported. Efforts were in hand to protect the equipment and CCTV was in use.

The police had been into school and talked to Year 6 about knives and gangs. Tomorrow Year 5 would have the same assembly.

Safer Schools had been consulted and parents written to.

The Headteacher referred to a report commissioned by school last year regarding the safety and engagement for Years 5 and 6 white British boys, some of whom dropped off track. The results, unfortunately, matched what was being seen in the community presently with previous school achievement lost to anti-social activity and gangs.

This would be discussed further at the April Pupil Support committee and a report brought to the next FGB meeting.

6.03 Support available to Headteacher and school staff

The Head teacher described briefly the forms of support available to him and the signposting available for staff members to support them through any aspect of the pandemic, all of which was detailed in his report.

He added that the arrangements in place offered a good deal of job satisfaction despite the pandemic.

6.04 How school is communicating to parents

The parent governor was asked whether she thought that communication from school had been good during the pandemic. CD thought that it was exactly the right amount, had become stronger as the school closures progressed, was clear and always updated with the latest arrangements and guidance.

The system of sending a text to prompt parents to read an email regarding updated information had worked well.

The Head teacher explained that overseeing children in and out of school, at staggered times, in socially distanced queues, had enabled himself and other staff to form positive relationships with parents and carers. Doorstep reading and dropping off food and technology had also helped develop better communication with families.

6.05 Any Support needed from Governing Board

The Head teacher asked that governors keep in touch via reading and supporting the monitoring taking place. The SIA (JR) would be back after Easter (virtually) doing a Science Deep Dive and governors were welcome to join the feedback session at 2.30 pm on that day.

All
governors

6.05.1 Governors were ~~encouraged~~ urged to join the last hour of the budget setting meeting at the beginning of May in order to understand the income and expenditure and three year forecast for the school. It was essential that they knew the details and understood the rationale, ready for when Ofsted came.

All
governors

The Head teacher agreed to send the Zoom codes to all governors a few days before each meeting

Head
teacher

6.05.2 The Ofsted questions, previously circulated by the Clerk, would be considered at the July FGB meeting to identify where gaps in governors' knowledge lay. The SIA (JR) was happy, if found necessary, to hold additional meetings to ensure governors were ready to answer Ofsted's questions.

JR asked everyone to read through and make notes in readiness for the July meeting.

All
governors

The Clerk would forward them again with the agenda and other papers.

Clerk –
action
completed
08/04/2021

7.00 **UPDATED RISK ASSESSMENT**

7.01 A copy of the latest RA could be found at <https://www.hunsletcarr.co.uk/covid-19-info.html> and governors had been urged to read it prior to the meeting, bringing any questions on the day.

- 7.02 The Head teacher explained that the Risk Assessment continued to be updated weekly, reflecting changes passed on to the Local Authority's Health and Safety team from the DfE (Department for Education) and remained updated on the school website.
- 7.03 A post re-opening Health and Safety team visit was expected tomorrow, to check that everything mentioned in the Risk Assessment was in place. The report of the visit would be shared with the Resources Committee and reported back to the next FGB (Full Governing Body) meeting.
- 7.04 The Head teacher responded to a governor's enquiry by describing the bubble collapse of Year 4 plus one Year 3 class, for four days, following six members of staff being identified by the Government's Test and Trace scheme.
- All children had been sent home with laptops (if needed) and four hours' of online learning per day for the remainder of the week.
- The governor thought this demonstrated an efficient Covid response and safe Covid environment in school.

8.00 CURRICULUM AND REMOTE LEARNING

- 8.01 This item had been covered in detail at the JRG (Joint Review Group) meeting on January 21st, 2021. Governors interested in how the school provided remote education, and the School Improvement Advisor's comments on the standard of the offer, were urged to make themselves aware of these minutes, circulated prior to the meeting.
- 8.02 Draft minutes of last week's JRG meeting, circulated prior to the meeting, had described in great detail the subject leaders' curriculum journey and systems currently in place to deliver an inclusive broad and balanced curriculum. Governors were happy with the contents and were urged to familiarise themselves with the content in advance of an expected Ofsted visit.

9.00 BEHAVIOUR AND DISCIPLINE

- 9.01 The current home school agreement was circulated prior to the meeting. Following discussion and questions from governors the governing board were happy to agree the content. Comments were as follows:
- A thorough document which broke down how to accomplish what school believes
 - Having the same framework for adults and children gave a powerful message

Resolved

Governors agreed to adopt the Governing Board Statement of Behaviour Principles.

- 9.02 The Head teacher explained how the agreement had changed slightly to reflect the current Behaviour Policy as both needed to be aligned on the school website.

Weight was now given to the importance of developing relationships. This was reflected in time spent in staff meetings, through induction and at the recruitment and selection process.

Permission to develop relationships with children was prioritised on a termly basis.

9.03 The Chair commented that a separate Covid home school agreement, circulated prior to the meeting, showed good practice.

9.03.1 Reference to a discussion held at the Pupil Support committee was mentioned, during which it was noted that changes that have been necessary due to Covid had led to better relationships between school and children and their families, better respect for each other and children being kinder to each other, leading to positive behaviour becoming a real strength of the school.

This had also been helped by children sitting in rows facing the front of the class.

10.00 GOVERNORS MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES

10.01 The Headteacher shared an update on the School Improvement Plan (SIP) and what had been achieved so far, this academic year, with the help of the SIA (School Improvement Advisor).

It was noted that school had not used the pandemic as an excuse to stop or postpone-slow the pace of trying to improve school. The JRG minutes, circulated prior to the meeting, gave full details of this.

10.02 SLT (Senior Leadership team) had looked closely at the SIP two weeks ago with the SIP document, complete with highlighted aspects, circulated prior to the meeting. There were a majority of yellow and greens. Any reds referred to monitoring which could not take place as yet due to the Covid restricted re-opening.

10.02.1 The Head teacher drew governors' attention to the column next to the red notes and explained that identified actions would take place in 13 of the 16 classes during the summer term.

A report summarising achievements despite Covid would be reported to the next FGB meeting. The Chair was happy that the SIP reflected a concise articulate journey since the last inspection.

11.00 COMMITTEE REPORTS

11.01 Resources committee

The Committee Chair gave a summary of the minutes, circulated prior to the meeting. The Head teacher added that the main concern was the low number coming into nursery and the fact that reception currently had only 41 of a 60 capacity on roll. This represented a £45k per annum shortfall affecting the budget for the seven years it would take the bubble to move through school.

Since school was currently paying two teachers in two classrooms there would be financial implications moving forward.

- 11.01.1 A governor asked if it was the result of a falling birth rate. The Head teacher responded that he had learnt from the Local Authority's Sufficiency Team that there were fewer children in the city and, therefore, more choice of schools. Governors' marketing skills would be of help in attracting as many children as possible to Hunslet Carr.

The Deputy Head teacher continued that Zoom meetings had identified recruitment challenges for EYFS (Early years Foundation Stage) across the city. In addition there were fewer economic migrants arriving in Leeds since Brexit, of which Hunslet Carr had a high percentage.

- 11.01.2 The Chair suggested that social media opportunities be used to engage with the community, to promote the school's positive impact throughout the pandemic, which might pay dividends in increasing the number of children applying to come to Hunslet Carr.

11.02 Pupil Support

The Committee Chair gave a summary of the minutes, circulated prior to the meeting. Clare Davison described a positive meeting, in particular behaviour, which the Chair confirmed as impressive, previously described at item 9.03.1.

11.03 Joint Review Group

The Committee Chair gave a summary of the two sets of minutes, circulated prior to the meeting. He supported the SIA's view that school was currently considered 2nd of the 16 Leeds schools moving from RI (Requires Improvement) to Good.

12.00 POLICY REVIEW

12.01 SEND (Special Educational Need and Disability)

The Headteacher informed governors that the current SEND policy was due for review in 2022.

12.02 SEND Information report

The Headteacher shared the current SEND Information report, and was happy to hear that governors found it very reader friendly.

Resolved

Governors were happy to adopt the SEND Information report which would be uploaded to the school website.

12.03 Supporting Pupils with Medical Conditions

The policy was shared with governors for review, having been circulated prior to the meeting.

Resolved

Governors were happy to adopt the Leeds model Supporting Pupils with Medical Conditions Policy.

13.00 SAFEGUARDING/CHILD PROTECTION

13.01 The ARM return was due for submission by the 4th June. The Head teacher informed governors that the responsibility had been delegated to the DSL (Designated Safeguarding Lead) Andy Hinchcliffe who had just begun work on the document.

The Chair and Safeguarding governor (Paul Wray) would meet virtually with AH to review and confirm the evidence base prior to it being submitted to the Local Authority.

13.02 Paul Wray reported his findings from his recent monitoring of Child Protection (with AH) and agreed to forward his report for circulation to all governors. He had found:

Paul Wray

- The wraparound care and safeguarding of vulnerable children during the school closures and Covid restricted re-openings as exemplary, including the challenges to teachers to ensure a good response from each family.
- Exceptional safeguarding events had been handled appropriately with the children concerned blossoming.
- A space for another Safer Recruitment trained governor. Elisa Whitfield reported she had recently done the training. The Chair agreed to do a refresher course.

Chair

13.03 The Chair had approved the Safeguarding Addendum (January 2021) under his emergency powers.

Jackie Reid left the meeting

14.00 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE

Governors agreed to delegate the responsibility for checking whether the website met statutory requirements to Clare Davidson and Carlton Edmeade. They will provide a report to the next FGB

Summer agenda item

The Clerk agreed to forward the Website audit template to them following the meeting.

Clerk – action completed 8/4/21

15.00 EFFECTIVE GOVERNANCE AND GOVERNOR DEVELOPMENT

15.01 Carlton Edmeade would be sent details of Induction training to complete when convenient for him.

Clerk – action completed 8/4/21

15.02 The SIA's Ofsted questions had been forwarded to all governors by the Clerk on 25th March so that they were ready for an Ofsted visit.

15.03 A skills audit would be completed by Governor Support Service to identify the governing body's strengths, weaknesses and areas for training.

15.04 Iain Cunningham had done EYFS (Early Years Foundation Training) and would forward his report to the Head teacher for circulation to governors.

Iain Cunningham

15.05 The Chair reported that online training, up to 60 minutes long, advertised in either the monthly bulletin or through the Key, was available and urged governors to take advantage of it. Recordings of missed 'live' sessions were also useful. See link below

Schools subscribing to the Governor Support Service have access to:

- [The Key for School Governors](#) online advice and guidance on a wide range of topics
- Our own guidance documents via [Leeds for Learning](#)

16.00 CHAIR'S BUSINESS

16.01 There was no Chair's business.

17.00 CLERK'S BUSINESS

17.01 The Clerk reminded governors that she had sent useful monitoring and governor development guidance documents at half term.

17.02 The Clerk agreed to send details of the upcoming Q and A session to the Chair.

Clerk –
actioned
8/4/21

17.03 The Clerk agreed to send dates of committee meetings to the new governor so that he could make arrangements to attend if free.

Clerk –
actioned
8/4/21

18.00 ANY OTHER URGENT BUSINESS

There was no other urgent business.

19.00 DATE AND TIME OF NEXT MEETING

19.01 **Tuesday 20th July 2021 at 5.00 pm**

19.02 The Chair closed the meeting at 7.07 pm