

Vacancies remained for four Co-opted governors. The Chair asked governors to explore all possible avenues to fill these vacancies. In the event of there also being a vacancy for a parent governor, an election would take place.

Despite the number of vacancies, the Chair considered the governing body to have been able to operate efficiently. Governors agreed.

5.00 MINUTES OF THE LAST MEETING

5.01 The minutes of the meeting held on 20 July 2021 were agreed as an accurate record and the Chair was authorised to sign them electronically.

Chair

6.00 REVIEW ACTIONS AND MATTERS ARISING

6.01 Membership Matters - Minute 3.04 refers - Skills Audit

Cllr Paul Wray had contacted Governor Support Service regarding the copying of his results from another school but no response had been received. Cllr Wray agreed to chase this up.

Paul Wray

6.02 Headteacher Verbal Overview of the Current School Situation - 5.08 refers

The schedule for Ofsted inspections had been extended. The Chair asked what this meant for the school. The SIA explained Ofsted's timetable of 3 terms to revisit a school in Hunslet Carr's situation had been extended to 4 terms. The Head added he was working on the assumption an Ofsted visit would take place between now and the Spring term. Schools which were multiple RI would be visited first but the SIA was unaware of where visits were planned for in Leeds but it was hoped a pattern to the visits would emerge. The SIA agreed to inform the school of any emerging patterns to visits.

SIA

6.03 Safeguarding and Child Protection - Minute 5.09 refers

The Chair confirmed he would be attending Safer Recruitment Training in December.

Chair

6.04 Effective Governance and Governor Development - Minute 5.11 refers

Iain Cunningham confirmed his report on EYFS training had been sent into school.

6.05 Effective Governance and Governor Development – Minute 5.11 refers

The Chair highlighted the importance of recording training on the template and that governors' involvement in visits by the SIA and other consultants should also be recorded.

6.06 Effective Governance and Governor Development - Minute 5.11 refers

The Head agreed to recirculate the link for the Equality training to governors.

Head

6.07 Attendance, Behaviour and Attitude Attendance – Minute 6.0.2.2 It was agreed this item be discussed by the Pupil Support Committee.

PS
Agenda

- 6.08 Staff and Children’s Wellbeing - Minute 7.0.3 refers
 Since returning, the school’s largest concern had been attendance, which had been affected by there being children in each class awaiting the results of Covid tests.

 Children had settled into their new routines and the Impossible is Nothing mindset had been launched, which had made a big difference to children and there was now a good feeling throughout school.

 The Chair asked how many children included in the attendance figures had not returned to school. The Head explained up to 20 families, or 40 children, had not returned for a period of time since September. The school continued to work with families on attendance and correspondence had recently been sent to the local authority in relation to starting legal proceedings against two of these families.

 The Chair asked whether this work was being restrained by a lack of resources and whether it would be justified to use catch up funding to help with this work. The Head confirmed headteachers did have some choice about how the funding was utilised and it would be best to see how the situation developed over the term.
- 6.09 Governor Development Programme – Minute 9.2 refers
 Log-in details for The Key had been forwarded to all governors.
- 6.10 Observations with SIA - Minute 9.04 refers
 The Chair asked what the current position was in relation to school visits. The SIA advised the directive from the local authority was for employees to visit schools for statutory or well-reasoned visits only and virtual methods should be used where they fit the activity. The Chair suggested the current virtual arrangements for visits continued. Governors agreed. The SIA agreed to forward the latest version of the local authority’s Health & Safety bulletin for information.
- 6.11 Chair’s Business - Minute 10.00 refers
 The Chair confirmed a card, thanking staff for their work in 2020-21 had been sent.
- 7.00 **CONFIRMATION OF CODE OF CONDUCT**
- 7.01 The governors Code of Conduct form had been circulated prior to the meeting. Those governors who had not already signed and returned the form were asked to return their forms as soon as possible.
- 8.00 **AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICPATE IN MEETINGS OF THE GOVERNING BOARD AND PROPOSED APPROACH TO MEETINGS**
- 8.01 Governors agreed that using virtual means to hold meetings had been successful and agreed to continue with this method.

SIA

All gov.

Virtual meetings would also save paper and travel time and ensure better attendance. Governors noted that voting by proxy was not allowed in maintained schools.

Resolved:

- That meetings continued to be held using virtual means

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', which had been circulated prior to the meeting.

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.

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, Olamide Ayemowa
- Pupil Support Committee
Headteacher, Clare Davidson, Paul Wray, Iain Cunningham, Elisa Whitfield
- Pay Committee
Jon Hairsine, Headteacher, Sarah Gardner, Olamide Ayemowa
- 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.
- GSS would provide a clerk for each committee

11.00 PARTNERSHIP GOVERNANCE ARRANGEMENTS

11.01 The school was a member of the South Cluster, previously named JESS, and was made up of a mixture of primary and high schools along with PRUs. The school contributed £27,000 to the cluster. This provided the school with good value for money as the school contributed 6% of the cluster's combined income but, during 2020/21, used 8% of their resources.

The governance arrangements of the cluster consist of a JCC involving various services who meet once per term to examine their impact.

12.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

12.01 It was noted that safeguarding is the responsibility of all governors and it is expected that everyone has a sound knowledge. The governor responsibilities were as follows:

- 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
- Early reading and phonics – Iain Cunningham
- Equalities – Sarah Gardner
- Curriculum (Literacy/Reading/Maths) – JRG
- Health and safety – Sarah Gardner
- Pupil Premium – Clare Davidson
- Relationships and Sex Education – Samantha Pease
- Training – This was an agenda item on all committees, with training reflecting identified actions

12.02 The responsibilities allocated to Clare Davidson and Samantha Pease would need to be confirmed with them.

Chair

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

13.01 The Head provided a verbal update on assessments.

In Year 6, children had made in year progress as well as year on year progress.

In all other year groups, analysis of data had shown children to have made in year progress only. The Head explained a baseline assessment had been carried out at the start of academic year 2020-21', and a further assessment carried out in July 2021, from which an improvement could be seen.

The scores obtained at the end of July 2021 were scaled scores, which provide a picture over time. For most children, these scores had been lower than prior to when they had gone into lockdown 1 at the start of March 2020.

Therefore, although children had made in year progress between Sept 20' and July 21', they had regressed from their March 20' score.

As a result, the school was looking at the importance of fluency and stamina in reading. There was also a focus on children whose scores were just under where they would have been expected to be if Covid never happened.

As a result, the impact Covid has made on data was now more fully appreciated. The SIA added that a similar picture was also being seen in other schools. The SIA thanked the Head for his clear explanation of the situation and for the work being done, which was above and beyond that required, to address the situation.

14.00 APPROVE THE UPDATED RISK ASSESSMENT

14.01 The Head explained the Risk Assessment used was the local authority's model policy, tailored to fit the school. The Risk Assessment remained risk averse and, although onerous, was worthwhile. The document had been published on the school website and was sent to anyone visiting school.

The Head agreed to share the document with Chair for review and approval.

Head /
Chair

15.00 HEADTEACHER UPDATE ON PLANS TO REVIEW THE CURRENT SELF-EVALUATION FORM WITH THE SCHOOL'S CURRENT STRENGTHS AND WEAKNESSES

15.01 The Head confirmed he had met with SLT (Senior Leadership Team) to review the SEF and each member of the team had been allocated areas of the SEF to update.

15.02 During the next three weeks teaching would be monitored to establish whether the teachers who had recently joined the school had affected the standard of teaching.

The outcome of the review would be reported to the next JRG meeting.

JRG
Agenda

16.00 SCHOOL IMPROVEMENT PLAN

16.01 There were a number of actions the school had either been unable to undertake or complete due to Covid. In addition, a large amount of monitoring had been undertaken but had been carried out using 'second hand' methods, for example by book inspections and talking to children and teachers. As a result, the school had decided to turn the 2020/2021 SIP into a two-year plan for 2020/2022.

The SIA confirmed Ofsted inspectors would be happy with this approach.

17.00 HEADTEACHER'S REPORT ON PERFORMANCE MANAGEMENT

17.01 The Head confirmed staff performance would be measured during the next three weeks to ensure targets were being met and to ensure staff continued to deliver a good quality of education. The SIA highlighted that Covid could not be a reason for staff not to progress.

It was expected all staff would pass their performance management this year.

18.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

18.01 Resolved:

- That authority be delegated to the Headteacher to vire sums up to the value of £10,000. Amounts over the agreed limit would be referred to the Resources committee.
- That unofficial school funds be signed by the Bursar of New Bewerley Primary School.

19.00 POLICY REVIEW (STATUTORY POLICIES)

19.01 The Child Protection Policy and Keeping Children Safe in Education document would be circulated by the Head.

HT

Governors were asked to read both documents and to e-mail the Chair to confirm they had read the Keeping Children Safe in Education document and their approval of the Child Protection Policy by the end of the week.

Govs.

The Teacher Pay Policy had not been received as it had not been finalised by the local authority.

20.00 GOVERNOR DEVELOPMENT

20.01 The Chair highlighted the importance of there being a record of training undertaken by governors. Governors were asked to inform the Chair of any training undertaken and, where a certificate for the training had been issued, to ensure these were sent to Hayley.

Govs.

Sarah Gardner confirmed she had attended safeguarding training during the previous week.

20.02 Governors were requested to bring details of their training requirements to the next meeting.

Govs.
HT

The Head agreed to circulate the list of training undertaken by governors to date.

21.00 CHAIR'S BUSINESS

21.01 There was no Chairs business.

22.00 CLERK'S BUSINESS

22.01 There was no clerk's business.

23.00 ANY OTHER URGENT BUSINESS

23.01 Staff Retirement

Christine Raynor, the school's Business Admin. Officer, was considering retiring from her post at the end of the year. To be able to fill the post in January 2022, an advert would need to be placed as soon as possible. Governors queried whether, as Haley's role had changed, the posts could be configured differently and that having a better understanding of how the two roles would work would be beneficial. Governors also raised the need to understand how the salary of the post would impact on budgets.

The Head agreed to e-mail members of the Resources Committee to obtain their views on how to move forward and to ask what committee members expected from the post.

HT

24.00 **DATE AND TIME OF NEXT MEETINGS**
21.01 **FGB**

Wednesday 8th December 2021 at 5 pm
Tuesday 29th March 2022 at 5 pm
Tuesday 19th July 2022 at 5 pm

Pupil Support

Tuesday 18th November 2021 at 5 pm
Tuesday 19th April 2022 at 5 pm

Resources

Thursday 2nd December 2021 at 5 pm
Tuesday 26th April 2022 at 5 pm

JRG

Tuesday 19th October 2021 at 4 pm
Thursday 20th January 2022 at 4 pm
Tuesday 15th March 2022 at 4 pm
Tuesday 5th July 2022 at 4 pm

The Chair agreed to inform Claire Davidson of the change of date of the October meeting.

Chair

21.02 The date for the Headteacher's Performance Management meeting was agreed as Tuesday 19th October 2021 at 10.00 am. The meeting would take place virtually.

It was agreed the Chair, Sarah Gardner and Samantha Pease, along with the SIA, would undertake the Headteacher's performance management. In the event Samantha was unable to attend the meeting, Claire Davidson would be asked to attend.

HT

21.03 The Chair thanked governors for attending and closed the meeting at 6.25 pm