

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Wednesday 8 December 2021 at 5.00 pm

PRESENT Jon Hairsine (Chair) – from 5.15 pm Martin Lumb (Headteacher)
Olamide Ayemowa Iain Cunningham
Sarah Gardner (Vice Chair) Paul Wray
Steph Goddard Clare Davidson
Elisa Whitfield

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

The meeting was held via Zoom. The Vice Chair opened the meeting in the Chair's absence.

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Samantha Pease was not present and no apologies had been received.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS	
2.01	There were no declarations of interest received regarding items on agenda.	
3.00	MEMBERSHIP MATTERS	
3.01	Lindsey Kemp had resigned as a parent governor. The Clerk would update Leeds for Learning.	Clerk – 14/12/2022
	An election would take place in the new year. The Clerk informed governors that Governor Support Service offered a parent election service, free of charge. JH would forward details to the Headteacher.	Clerk – 14/12/2021
3.02	Vacancies remained for four Co-opted governors.	
	Steph Goddard had been invited to the meeting with a view to filling one of the vacancies.	
	The Vice Chair asked Steph to tell everyone a little about herself and why she wanted to become a governor. As a teacher (Mount St. Mary's) and new mother she was interested in Early Years and volunteering her time and experience to a school of a similar demographic area. Steph was also keen to understand the journey made by schools from Requires Improvement to Good and understood that an Ofsted rating does not always reflect the quality of education and care on offer to pupils.	
3.02.1	Steph left the meeting whilst governors unanimously voted for her to join the governing body.	
3.02.2	Resolved Steph Goddard was co-opted onto the governing body for a period of four years with effect from tonight.	

The School Business Manager would be asked to upload her contact details onto Leeds for Learning so that the Clerk could activate her account.

SBM

- 3.03 A governor reminded everyone that it would be prudent to consider the skills gap when appointing/replacing governors. The budget and premises management remained a high priority.

The Chair arrived and took over the meeting.

4.00 MINUTES OF THE LAST MEETING

- 4.01 The minutes of the meeting held on 29 September 2021 were agreed as an accurate record and the Chair was authorised to sign them electronically.

5.00 REVIEW ACTIONS AND MATTERS ARISING

- 5.01 Declarations of Interest and Register of Governors' interests - Minute 2.01 refers – all forms had now been returned to school.

The website had been updated.

- 5.02 Membership Matters – 4.01 refers – Lindsey Kemp had resigned. See above item 3.01

- 5.03 Minutes of the last meeting - Minute 5.01 refers – the minutes of the last meeting had been signed by the Chair.

- 5.04 Review Actions and Matters Arising - Minute 6.01 refers – Paul Wray's skills audit details had been forwarded to Governor Support Service and the results sent back to school so that skills gaps might be identified for future governing body members.

- 5.05 Review Actions and Matters Arising - Minute 6.02 refers – since school had now had an Ofsted inspection this item was obsolete.

- 5.06 Review Actions and Matters Arising - Minute 6.03 refers – The Chair had attended Safer Recruitment training, with Paul Wray and Clare Davidson, today.

- 5.07 Review Actions and Matters Arising - Minute 6.06 refers – The Headteacher had circulated the link to Equality training.

A governor (SG) reported having attended Unconscious Bias training which she thought would be useful for all staff. The Headteacher confirmed that it would be delivered at the spring term staff meeting. SG would attend and other governors were invited. Details to follow.

Head

- 5.08 Confirmation of Code of Conduct - Minute 7.01 refers – All governors had now returned the Code of Conduct form to school.

- 5.09 Governors with specific monitoring duties – Minute 12.02 refers - Clare Davidson had carried out her visits and submitted comprehensive reports.

It would be checked to see if Samantha Pease had done her visit as planned.

- 5.10 Approve the updated Risk Assessment - Minute 14.01 refers - The updated risk assessment, with re-opening arrangements had been shared with the Chair and approved on behalf of the governing body.

It was on the school website.

- 5.11 Headteacher update on review of the SEF - Minute 15.02 refers - The SEF had been updated, with strengths and weaknesses identified.

- 5.12 Policy Review – minute 19.01 refers - The Child Protection Policy and Keeping Children Safe in Education document had been circulated by the Head. Governors had e-mailed the Chair to confirm they had read the Keeping Children Safe in Education document and approved the Child Protection Policy.

It would be adopted at item 10 on this evening's agenda.

- 5.13 Governor Development – Minute 20.01 refers – Governors knew to now send certificates of training done to the School Business Manager so that a record might be kept.

- 5.14 Governor Development – Minute 20.02 refers – a spreadsheet of training done had been circulated and completed by governors. Ofsted had been impressed by it.

- 5.15 Chair's Business – Minute 21.02 refers – The next Headteacher's performance management would take place in April 2022.

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

- 6.01 Item 5 on the JRG minutes detailed school's assessment in the absence of end of year results. The highlights were as follows

- No end of year tests for Years 2 and 6 in summer 2021
- No Year1 phonics screening
- No formal Early Years assessments
- School had assessed internally to understand Year 6's position following the extended school closures to evidence the success of the Reading, Writing and Maths provision.
- The 76% reading (24% at greater depth) and 67% writing and maths (9% at greater depth) gave a good reflection of the remote learning offer.

A governor asked why reading showed a better result. The Headteacher had concluded that reading was easier to maintain and develop whilst at home. The way in which maths was taught was not immediately accessible to parents wanting to help. Likewise writing required grammar skills which the majority of parents did not have (4% only had qualifications higher than GCSE).

It was noted that whilst Ofsted could not take this into account, school had made it clear to them during their inspection.

- 6.02 It was expected that the curriculum was now good enough for the current Year 2 to be on target for the end of Year 6, especially if supported by the Covid Catch-up programme.
- 6.03 Pending any further school Covid closures, Early Years, currently at 62% pass rate, should increase to 65%.
- 6.04 A second round of assessments was underway before the Christmas break. These NFER Reading, SPAG (Spelling and Grammar) and Maths tests would be teacher marked and the information fed into the tracking system.

The Headteacher would meet with teachers to discuss how those not on track could be supported to be brought back to where they needed to be.

- 6.05 A governor commented that Ofsted had recognised the improvement in the phonics assessment, re-done in July 2021 for Year 1, with a 77% pass rate, which was estimated to rise to 88% by the end of Year 2.

If this result was then converted to reading ability, the majority of children would be on track.

7.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

- 7.01 This document had been circulated prior to the meeting along with the feedback summary from the Ofsted inspection.

The Headteacher pointed out that the summary would offer governors more detail than the precise report to follow which was aimed at parents and the wider community.

The following highlights were mentioned

- The recent JRG meetings had prepared SLT and subject leaders for the pressure of an Ofsted interview, making them well-prepared.
- This had produced a pro-active Ofsted inspection with all staff actively involved.
- Ofsted had recognised the thread from governors through the Headteacher, to SLT down to subject leaders and observed staff, effectively demonstrating the school's purpose.
- The school's vision, to make better the lives of its children and offer them success as they grow up was evident across the curriculum.

7.02 Wellbeing

The Chair enquired about what could be done to improve the evidencing of wellbeing amongst the whole staff.

Whilst the figures on the table in the Headteacher's report remained above average it would be reviewed and further information brought to the next FGB meeting for consideration.

7.03 **EYFS (Early Years Foundation Stage)**

The governor with responsibility for EYFS and early reading reported having visited the subject leader following the Ofsted visit and had seen the ongoing recommendations already in progress.

7.04 **Phonics**

The Headteacher reported that the SIA and Demographics consultant (Steve Dawson) had also visited school, post Ofsted, to quality assure the teaching of phonics, with a view to school's own scheme being approved by the DfE.

It was noted that Ofsted's recommendation to better train TAs for those requiring support to improve their phonics was already in place.

8.00 **COMMITTEE REPORTS**

8.01 **Resources**

The committee minutes had been circulated prior to the meeting. The committee chair explained the highlights as

- An improved position compared to the expected one due to an increase in Pupil Premium income, the result of families becoming eligible for Universal Credit and/or being furloughed or losing their job
- It was noted that the £50,000 increase would be spent in continuing the support offered, to this vulnerable cohort of children. Support which was recognised by Ofsted at their recent inspection
- Going forward the surplus would reduce due to falling pupil numbers
- The PAN (Pupil Admission Number) would be reduced from September 2022 to accommodate this with eventual implications for staff numbers
- A raft of policies was considered and either approved on behalf of the governing body or brought forward for adoption at this evening's meeting (see item 10).

8.01.1 A governor enquired of the percentage Pupil Premium children in school. CD was informed that the number had increased from 51 to 56%. The Headteacher added that 74% of children on roll lived in the top 10% of deprivation across the UK.

This was significant since it represented up to 18% of children not eligible for Pupil Premium funding but in need of additional support. Governors were reassured that Pupil Premium funding was spent across the school for all children in need and not attached to targeted or individual children.

8.01.2 A governor enquired if school was experiencing a backlog in EHCP (Educational and Health Care Plan) funding coming through.

The Headteacher assured governors that all referrals and applications had been made. Results for the five pending children were being chased.

8.02 **Pupil Support**

The committee minutes had been circulated prior to the meeting. The committee chair explained the highlights as

- Since the meeting had taken place immediately before the Ofsted inspection, all details were fresh in the memory which made for a successful discussion with the inspector.
- 98% behaviour interactions were green making behaviour the main positive headline
- Ambers and reds were localised amongst small cohorts in specific year groups with ongoing successful interventions in place
- Attendance still needed improving but Ofsted were happy that everything was being done to support children into school. It had been noted that one family was responsible for much of the missing time. All initiatives to improve their attendance were in play.
- School currently sat at 2% above the national average for attendance at 95.2%. This was the result of no bubble collapse this term.

8.03 **JRG**

The committee minutes had been circulated prior to the meeting. The committee chair explained the highlights as

- These had been mostly covered in the Headteacher's report and the notes of the Ofsted inspection
- The JRG would revert to a Teaching and Learning committee from now on, meeting once per term.
- The January 2022 meeting would be cancelled.
- Steph Goddard would join the Teaching and Learning committee.

8.03.1 Approval of the Collective Worship policy would be deferred until the next Teaching and Learning committee.

**TLPS
agenda item**

A governor enquired why such a policy was necessary since Hunslet Carr was not a church school.

The Chair explained that it was a government requirement to have one in place and followed DfE (Department for Education) guidelines. It was noted that these guidelines offered broad terms.

The Headteacher added that the policy included the teaching of ethics and British values with varied provision for reflection on a range of moral and ethical issues whilst facilitating those children who had a religion.

9.00 APPROVE THE MID-YEAR BUDGET REVIEW

9.01 The budget virement forms and budget summary had been circulated prior to the meeting. These documents gave details of expenditure and where savings had been made. They had been scrutinised at the Resources meeting and were recommended to the full governing body for agreement.

Governors were particularly interested in

- An SLT member moving on (replaced by a teacher), with SLT duties and responsibilities shared amongst the remaining members.
- Retiring bursar, replaced by a School Business Manager, whose current role as PA to the SLT was incorporated into the existing office team.
- Premises manager moving on
- Higher premises costs, due to the age of the building and storms
- Higher catering costs

9.02 **Resolved**

Governors were in agreement with the budget virement and the Chair would sign the form so that it could be forwarded to the Local Authority.

Chair

10.00 POLICY REVIEW (STATUTORY POLICIES)

10.01 The Child Protection Policy had been circulated prior to the meeting. Whilst reviewed and agreed at the September meeting it had not been formally adopted.

10.01.1 **Resolved**

Governors agreed to adopt the Child Protection Policy

10.02 The Keeping Children Safe in Education guidance had been circulated prior to the meeting. Whilst recorded that all governors had read, understood and agreed to follow the procedures in the guidance document, at the September meeting, it had not been formally adopted.

10.02.2 It was noted that the changes to the guidance e.g., peer-on-peer abuse were already actioned in school. Unconscious Bias training was planned for the spring staff meeting. Governors were urged to attend or monitor its affects following the training.

A report would be presented to the next Pupil Support committee.

PS agenda item

A governor reported that she had taken a further look at the KCSiE document before the Resources Committee to ensure that all changes had been actioned.

SG

10.02.3 **Resolved**

Governors agreed to abide by the Keeping Children Safe in Education guidance

10.03 **Whistleblowing Policy**

The updated Whistleblowing Policy was due for renewal and had been circulated to governors prior to the meeting. Since there were no changes, and this was a local authority policy, negotiated with the unions, governors were happy to adopt the policy for a further twelve months.

10.03.1 **Resolved**

The Whistleblowing Policy was adopted by the Full Governing Body.

It was noted that the policy would be uploaded to the website and all staff would be given a copy.

SBM/Head

10.03.2 The Chair (JH) reported that today's Safer Recruitment training had considered the rights and duties of all staff with regard to breaches within school, including useful case studies where a situation had deteriorated because alarm bells had not been heeded.

JH wondered whether training for staff might be useful to avoid any such situation in school, going forward.

The Headteacher commented that the weekly briefing notes always included a safeguarding section. Any reported issues were always checked by the DSL (Designated Safeguarding Lead) and procedures put in place so that children were safeguarded.

A governor was reassured by this but wondered if education around the term 'Whistleblowing' might still be needed since the media had made it into a scary term for some. It was necessary to ensure that staff understood it was simply about raising concern before something got out of hand.

It was agreed that this information be shared in a staff meeting with case studies made available. It would be followed up at the Pupil Support committee meeting.

PS agenda item

11.00 GOVERNOR DEVELOPMENT

11.01 Governors were reminded to complete training forms and forward, with the course certificate, to the School Business Manager after each course (virtual or face-to-face).

11.02 The Clerk agreed to forward the Induction information and Welcome pack to the new co-opted governor once her details had been added by school to Leeds for Learning.

SBM

12.00 CHAIR'S BUSINESS

12.01 The Chair informed governors that he had written to Sal Tariq, Deputy Director for Education (Leeds City Council), thanking him for his outstanding support of the school since their previous inspection. Making use of the expertise on offer had shown that there remained a place for effective local authority maintained education settings.

12.02 Frequent virtual meetings, on an ad-hoc basis, with the Headteacher continued to take place. The Head understood that the Chair was

always available if needed and could get in touch whenever appropriate. This arrangement would continue.

13.00 CLERK'S BUSINESS

13.01 The Clerk drew governors' attention to the Governor Support Service survey for 2021 which was open at <https://surveys.leeds.gov.uk/s/LeedsGSSGovernorSurvey2021/>.

JH urged governors to have their say and help shape the GSS offer for 2022/23.

14.00 ANY OTHER URGENT BUSINESS

14.01 There was no other urgent business.

15.00 DATE AND TIME OF NEXT MEETING

15.01 Tuesday 29th March 2022 at 5 pm

FGB

Tuesday 19th July 2022 at 5 pm

Pupil Support

Tuesday 19th April 2022 at 5 pm

Resources

Tuesday 26th April 2022 at 5 pm

JRG would now revert to a teaching and Learning committee

Tuesday 15th March 2022 at 4 pm

Tuesday 5th July 2022 at 4 pm

15.02 The Chair thanked governors for attending and closed the meeting at 6.17 pm