

## HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Tuesday 29 March 2022 at 5.00 pm

<b>PRESENT</b>	Jon Hairsine (Chair)	Martin Lumb (Headteacher)
	Olamide Ayemowa	Samantha Pease (until 6.30 pm)
	Clare Davidson (until 6.30 pm)	Matthew Woodcock (from item 3)
	Sarah Gardner (Vice Chair)	Paul Wray (until 6.15 pm)
	Elisa Whitfield (from 5.30 pm)	

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

The meeting was held via Zoom.

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE</b>	
1.01	Iain Cunningham was not present. No apologies had been received.	
<b>2.00</b>	<b>DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS</b>	
2.01	There were no declarations of interest regarding items on the agenda.	
<b>3.00</b>	<b>MEMBERSHIP MATTERS</b>	
3.01	Stephanie Goddard had resigned from the governing body. This created a co-opted vacancy.	
3.02	Matthew Woodcock had contacted the school wanting to become a governor and had already visited to meet with the Head and discuss Hunslet Carr's strengths and areas to develop, including how he might support the governing body. Matthew's CV was circulated prior to the meeting.	
3.02.1	MW gave a short description of his experiences and expertise then withdrew so that governors could discuss his membership.  It was felt that his insurance, business, management, budgeting, HR governance and employee engagement skills and knowledge would greatly benefit the governing body.  <b>Resolved</b> Governors agreed to co-opting Matthew Woodcock onto the governing body.  Governors introduced themselves and welcomed him. The Chair would contact MW for an informal chat.  School would enter Matthew's details onto Leeds for Learning.  The Clerk agreed to update Leeds for Learning.	<b>Chair</b>  <b>SBM</b>  Clerk action complete
3.02.2	The Head gave an update on the search for a parent governor. The person in mind had undergone a lifestyle change and was	<b>Head</b>

3.03	<p>no longer able to put themselves forward. The Head would begin another search, helped by Arlo, the new school dog.</p> <p>Consideration was given to reconstituting the Governing Body to remove two co-opted governors as the school had struggled to fill these remaining places over several years.</p> <p>Since it was felt that there was a spread of skills and good attendance at committee meetings (recognised by Ofsted) this was thought acceptable. It was noted, however, that life changes often meant that governors must resign in which case school might be left short.</p> <p>The motion to reduce the Governing Body from 14 to 12 was passed unanimously. The Clerk would inform the correct agencies and make the appropriate changes.</p>	Clerk action complete
<b>4.00</b>	<b>MINUTES OF THE LAST MEETING</b>	Clerk action complete
4.01	The minutes of the meeting held on Wednesday 8 December 2021 were agreed as an accurate record and the Chair was authorised to sign them electronically subject to SG's initials being removed from the action at item 5.14.	Clerk action complete
<b>5.00</b>	<b>REVIEW ACTIONS AND MATTERS ARISING</b>	Head
5.01	<u>Unconscious Bias training - Minute 5.07 refers</u> <b>Ongoing</b>	Head
This was planned for the autumn term as part of staff training. Dates for governors to join would be emailed when confirmed.	Head	
5.02	<u>Governors with specific monitoring duties – 5.09 refers</u> <b>Ongoing</b>	SP Head
Samantha Pease would arrange to come into school to do a tour, now that Covid restrictions were lifted.	SP Head	
5.03	<u>Approve the updated Risk Assessment - Minute 5.10 refers</u> <b>Resolved</b>	Summer TandL agenda item
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.	Summer TandL agenda item	
5.04	<u>Staff Wellbeing - Minute 7.02 refers</u> <b>Ongoing</b>	Summer TandL agenda item
This had been reported on, and considered as part of the Headteacher report, at item 17.	Summer TandL agenda item	
5.05	<u>Approval of the Collective Worship policy - Minute 8.03.1 refers</u> <b>Ongoing</b>	Summer TandL agenda item
This would be deferred until the next Teaching and Learning committee.	Summer TandL agenda item	
5.06	<u>Approve the mid-year budget review - Minute 9.02 refers</u> <b>Resolved</b>	Summer TandL agenda item
The Chair had signed the budget virement form so that it could be forwarded to the Local Authority.	Summer TandL agenda item	
5.07	<u>Policy Review - Minute 10.02.2 refers</u> <b>Resolved</b>	Summer TandL agenda item

5.08	<p>With regard to peer-on-peer abuse amendment to the KCSiE guidance, governors would be welcome to attend the staff's unconscious bias training planned for the autumn term.</p> <p><u>Policy Review - Minute 10.03.1 refers</u></p>	All govs
	<p><b>Resolved</b></p> <p>The amended Whistleblowing Policy had been uploaded to the website and all staff given a copy.</p>	SBM
	<p>Mention of the amendments was made in the weekly briefing notes including examples of why it was important.</p>	Head
5.09	<p><u>Governor Development – Minute 12.02 refers</u></p> <p><b>Resolved</b></p> <p>The Clerk agreed to forward the Induction information and Welcome pack to the new co-opted governor once his details had been added by school to Leeds for Learning.</p> <p>Elisa Whitfield joined the meeting</p>	Clerk action complete
<b>6.00</b>	<p><b>CURRICULUM UPDATE INCLUDING EARLY READING AND PHONICS</b></p>	
6.01	<p>A detailed update was provided in the Teaching and Learning committee minutes, circulated ahead of the meeting.</p>	
6.02	<p>Any questions would be asked as part of item 10.02 in Committee Reports.</p>	
<b>7.00</b>	<p><b>BEHAVIOUR AND DISCIPLINE</b></p>	
7.01	<p>A detailed update on pupil behaviour was provided to the Pupil Support committee and was reflected in the minutes circulated ahead of the meeting.</p>	
7.02	<p>Any questions would be asked as part of item 10.03 in Committee Reports.</p>	
<b>8.00</b>	<p><b>QUESTIONS ABOUT THE HEADTEACHER'S REPORT, NOVACS RECEIVED (Notice of Visit and Contact)</b></p>	
8.01	<p>The Headteacher was invited to give highlights of his report, circulated ahead of the meeting.</p>	
8.01.1	<p>Of most concern was the impact of falling pupil numbers on the spaces in school at entry level and their effect on the budget.</p> <p>Juggling what was the best solution for the children against the likely £75,000 shortfall would take careful consideration. The details were laid out on page one of the report.</p> <p>Governors were aware that a reduced birth rate was a trend due to the impact of austerity and was unlikely to change until the country was on a financial stable footing again.</p>	
8.01.2	<p>The Headteacher explained to governors the distribution across the local area of school age children joining any of the five primaries according to faith and Ofsted results. The fact that Hunslet Carr had a nursery did help steer children into Reception at 5 years' old.</p>	

Additionally, the demographic of the area i.e., families' first point of entry to the city, moving on reasonably quickly as they found jobs and permanent housing, did not help school's mobility.

A governor pointed out that the development of family homes in the riverside area would not feed into the school's population for another four years.

Another concern was the new free school being built in the area. The SITU site was currently stalled because of concerns about parking but would be completed as part of the climate district, possibly taking children from Hunslet Carr's roll.

- 8.01.3 A possible longer-term solution was to reduce the PAN (Pupil Admission Number) to 45 from the current two form 60. The implications for fixed term costs (staffing, IT, support staff, furniture and equipment) would remain but doing so would help plug an otherwise £300,00-hole in the budget moving forward.

Support staff in particular were needed to enable the significant number of children (in-year transfers) who arrived with EAL (English as an Additional Language) or who were new to the UK, for whom additional funding came at least to terms later following EHCP (Educational and Health Care Plan) or SEND (Special Educational Need and Disability) applications.

Of interest, was the fact that EEF (Education Endowment Foundation) research showed that there were no benefits to reducing class sizes until that class reached below 15 which was not tenable for school moving forward (details on page one).

- 8.01.4 A governor enquired how staff would be lost to reduce to the number of classes necessary. As one year fixed-term contracts had been issued to the two new members of staff this would be possible without an MSR (Managed Staff Redundancy).

If the PAN were reduced next year (2022-2023) then the loss of a teacher's salary would bring down the deficit from £75,000 to £15,000. A formal consultation would be needed, and plans should begin soon to initiate this.

### **Resolved**

Governors agreed to request a reduction in the school's PAN from 60 to 45 pupils at entry.

- 8.01.5 A governor asked if taking in children arriving in Leeds from Ukraine could help the situation in the short term. Leeds's plans were not yet available, so this wasn't known. Two children had already started in school as relatives of existing pupils.

- 8.01.6 A governor asked what school was doing to make itself stand out from the rest as parents would look for quality of education for their children. Hunslet Carr was advertising in the local magazine (as were the other local primaries) and taking out an

agreement with a marketing company to ensure that school got as many children as were available.

This strategy included video to advertise nursery and early years, twitter feeds and/or an Instagram social media campaign advertising open sessions, nursery and reception visits as parents made their choices in the autumn term.

- 8.02 Jackie Reid (School Improvement Advisor) would visit school tomorrow for the last time due to retirement and governors wanted to extend their thanks to her for her commitment and hard work up to the recent Ofsted inspection.

The Chair informed governors that he had written to Sal Tariq following the Ofsted inspection praising the success of the Local Authority's support of maintained school and, in particular, Jackie's help, but he would write to her again individually on behalf of governors.

**Chair**

- 8.03 A governor enquired if the anonymous data from the staff wellbeing questionnaire could be analysed further to discover what the passive or distractor comments referred to, to act to further improve staff's wellbeing. MW offered to look further at responses with this in mind so that staff might take ownership of their wellbeing rather than be championed by SLT (Senior Leadership team) since it was proven that motivation drives benefit for any organisation.

**MW**

PW left the meeting

## **9.00 DATA ASSESSMENT REPORT**

- 9.01 Governors were invited to ask questions about the data assessment report derived from teacher assessments, completed 18 March 2022, which included Reading, Writing, Maths, and SEND and EAL data.

- 9.02 It was noted that those at PKS (pre-key stage) level had significant SEND (Special Educational Needs and Disabilities) needs and represented four of the fifty-nine children assessed. They were in Year 6 but working at Year1/2 level.

Governors were informed that there were also seven of the fifty-nine children working at Year 7 level.

- 9.02.1 A governor asked whether the SEND children still took a test. Whilst disapplied from SATs their wellbeing was supported by them taking, alongside all other children, an adapted test (inclusive front cover design), in the same room and at the same time. Once finished they were able to leave the room. Their score was awarded from the Year 1 scheme and a deserved grade given.

- 9.02.2 When looking at reading tests, half had passed, with 10% at greater depth. The May assessment predictions were a 70% pass. This was notable since two of the fifty-nine would be disapplied

since they had arrived in Year 6 from Spain with no English. 15% were predicted to make greater depth.

This result was a little less than last year, reflecting Covid restrictions, the presence (or not) of books at home and uptake of online learning, plus historic disruption in years 3 and 4.

- 9.03 Questions and analysis for teachers was concentrating on individual reasons for the changes in scores with support in place for those already passed to enable them to improve.

CD and SP left the meeting

## **10.00 COMMITTEE REPORTS**

### **10.01 Resources committee**

The Head made clear that work was in progress to mitigate the hole in the budget from falling pupil numbers. This would be finalized at the meeting on 3<sup>rd</sup> May with the Local Authority's finance officer. The Chair and Vice-Chair would attend the feedback session at 11.15 am

The next Resources meeting would approve the budget, on behalf of the governing body.

- 10.01.1 All other details had been circulated as part of the Resources Committee minutes ahead of the meeting.

There were no further questions.

### **10.02 Teaching and Learning (T and L) committee**

The main item to note had been the skills/attitude table, representing the quality of teaching, discussed at length.

Whilst school was still in the post-Ofsted glow, the results of the table indicate how school might move forward and improve the quality of teaching across school.

- 10.02.1 All other details had been circulated as part of the T and L Committee minutes ahead of the meeting.

There were no further questions.

### **10.03 Pupil Support committee**

The minutes had been circulated ahead of the meeting. The Committee chair reported a positive meeting with improvements to behaviour, and current attendance beating the local and national average.

School could celebrate its support of families during the Covid restrictions.

- 10.03.1 A governor asked why the percentage in the Attendance NOVAC was lower than the average. The Headteacher explained that school took the figure from Nursery to Year 6

**JH/SG**

(93.2%) whilst the Ofsted criteria were only concerned with Year 1 to year 6 (94.9%).

Current Nursery arrangements resulted in lower attendance on the half day handover. This was being addressed by a letter to parents consulting about a different split of the week.

Reception families were, also, not yet in the habit of sending children to school every day.

- 10.03.2 Two governors had thought the conclusion to the Attendance NOVAC slightly negative.

The Head reassured everyone that the Attendance Officer was doing everything possible to encourage the 90 children from 40 families, with less than 90% attendance, to come into school. Covid was no longer acceptable as an excuse.

Sparse support from the Local Authority, due to their lack of capacity, was not helping, hence the NOVAC summary.

This would be discussed further at the summer Pupil Support committee meeting.

## **11.00 SAFEGUARDING/CHILD PROTECTION**

- 11.01 A report from the school's DSL (Designated Safeguarding Lead) Andy Hinchcliffe, including an update on the progress of actions in the previous Section 175 Compliance Return and information about KCSiE (Keeping Children Safe in Education) training for Governors, had been circulated ahead of the meeting.

Governors found it comprehensive, clear and had no questions.

- 11.01.1 The Headteacher made clear the continued need for close safeguarding monitoring, describing three reports of domestic violence per week. Whilst this was falling, it was still up on pre-pandemic levels, caused by self-isolation and illness, mitigated by school-home visits.
- 11.01.2 The KCSiE (Keeping children Safe in Education) training would be arranged for the autumn term and all governors were encouraged to attend.
- 11.02 A governor enquired how the Prevent agenda was upheld in school. The Headteacher responded that it was re-visited regularly to ensure knowledge was embedded.

It was noted that on the Safeguarding governor's walk with the DSL, some Prevent questions were not answered fully by staff. Since there was a lack of confidence around school, this would be looked at in the next three weekly briefing notes, particularly, Islamism, far-right extremism, and links to websites for further information.

The Safeguarding governor (PW) would be asked to liaise with the DSL to reassure governors that systems were in place to ensure staff were retaining knowledge.

**Summer  
PS  
Agenda  
item**

**SBM**

**Head**

**PW/DSL**

## **12.00 SCHOOL UNIFORM**

12.01 The school's uniform policy was published on the school's website. This clearly states there is no requirement for any uniform to be branded. For those wanting to wear a Hunslet Carr sweatshirt, a governor asked whether there was any alternative to the uniform supplier currently in place to reduce the cost. Buying online, rather than having to travel to Morley was possible.

Another suggestion was for school to arrange to bulk buy and distribute to parents, passing on the saving, or keeping any profit made for use within school.

The Headteacher would ask the SBM (School Business Manager) to pursue this alternative.

It was noted that school regularly informed parents/carers that a large stock of pre-used uniforms was available for free and when considering changes to the uniform, school would always consult with parents/carers and children.

In addition, any holes found, or jumpers judged to be no longer big enough were quietly replaced in children's PE bags, with a text to keep the newer items.

**SBM**

## **13.00 PRESENT THE SCHOOL CALENDAR FOR THE NEXT ACADEMIC YEAR**

13.01 The Headteacher provided the governors with the agreed Leeds City Council school calendar for 2022-23 and the planned training days for the year, ahead of the meeting.

### **Resolved**

Governors were happy to approve these dates.

## **14.00 REPRESENTATION DURING THE SATS PROCESS – 9-12 May**

14.01 An email would be sent to all governors asking them to commit to one SATS session during the week beginning 9<sup>th</sup> May.

Each visit would constitute ensuring that papers were not opened before the test, and the test was administered within the rules.

**Head**

## **15.00 WHISTLEBLOWING POLICY**

15.01 An updated whistleblowing policy was in place. All staff were aware of it and a copy was hung on the staff room wall.

## **16.00 EFFECTIVE GOVERNANCE AND GOVERNOR DEVELOPMENT**

The Chair reported having done the following training since the last meeting:

- Safer Recruitment (Dec 2021) (certificate)
- Beyond COP26: the governance of climate change (Better Governor/GFS) Dec 21



	<ul style="list-style-type: none"> <li>• Calderdale governors' association meeting (Dec 2021)</li> <li>• Calderdale Chairs' Forum (Feb 2022)</li> <li>• Integrated Curriculum Financial Planning - Metrics (Dec 2021),</li> <li>• Introduction to Procurement (Jan 2022),</li> <li>• Benchmarking (Jan 2022),</li> <li>• Estates (Jan 2022)</li> <li>• Procurement (Mar 2022)</li> <li>• Making a difference for disadvantaged children (G4S) (Mar 22)</li> </ul>	
16.01	The Clerk would forward details of the Induction training to the new co-opted governor following the meeting.	<b>Clerk action complete</b>
<b>17.00</b>	<b>STAFF WELLBEING</b> Joanna Roberts who leads on Staff Wellbeing had provided a report to the governors evidencing how school continued to support staff. Page three of the Headteacher report gave a breakdown of staff responses to the questionnaires done on an ongoing basis.  See also item 8.03	
17.01	Matthew Woodcock was asked, because of his experience, if he would like to take on the responsibility for Wellbeing. He agreed. The Clerk would forward the GSS (Governor Support Service) guidance.	<b>Clerk action complete</b>
<b>18.00</b>	<b>CHAIR'S BUSINESS</b> Following the government's forthcoming white paper ('Strategic Future') showing a nudge for schools towards academisation, the Chair suggested a discussion on initial thoughts as to whether school could see any value in exploring future possibilities (from the position of strength, and current lack of pressure). This would be deferred to the summer FGB meeting.	<b>Summer FGB agenda item</b>
<b>19.00</b>	<b>CLERK'S BUSINESS</b> The Clerk referred governors to the following link <a href="#">Top tips to keep your board running smoothly and protect governors' wellbeing   The Key for School Governors (thekeysupport.com)</a>	
<b>20.00</b>	<b>ANY OTHER URGENT BUSINESS</b> A governor asked how school would respond to the government's recent statement on the future education of children with SEND (Special Educational Needs and Disability). This discussion would be deferred to the summer FGB meeting.	<b>Summer FGB agenda item</b>
20.01	A governor asked what security was in place considering the increase in local break-ins.  The Headteacher described an SLA (Service-Learning Agreement) with Cerberus which triggered a response from the police if the alarm went off and a response within 15 minutes	

from the company. Visible presence in the area was deterring vandalism as was the anti-climb paint and CCTV.

The budget implication would be considered at the budget setting meeting.

**21.00 DATE AND TIME OF NEXT MEETINGS**

**FGB**

Tuesday 19<sup>th</sup> July 2022 at 5 pm

**Pupil Support**

Tuesday 19<sup>th</sup> April 2022 at 5 pm

**Resources**

Tuesday 10<sup>th</sup> May 2022 at 5 pm (please note this is re-organised to coincide with the budget setting meeting)

**Teaching and Learning committee**

Tuesday 5<sup>th</sup> July 2022 at 4 pm

21.01 Governors were asked to coincide their monitoring visits to school with the above meetings.

School was asked to invite governors to any training or information sessions from third party experts.

The Chair thanked governors for attending and closed the meeting at 7.00 pm

**Govs**

**Head**