

# HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held virtually on Tuesday 19 July 2022 at 5.00 pm

<b>PRESENT</b>	Jon Hairsine (Chair)	Martin Lumb (Headteacher)
	Olamide Ayemowa (Lammie)	Iain Cunningham
	Rebecca Coronil	Clare Davidson
	Sarah Gardner	Samantha Pease
	Elisa Whitfield	Matthew Woodcock
	Paul Wray	Amanda Hill (start of meeting)

**IN ATTENDANCE:** Eileen Murray (Clerk, Governor Support Service)

The meeting was held via Zoom.

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE</b>	
1.01	Apologies were received and accepted from Hayley Stewart.	
<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	Amanda Hill had been elected as parent governor. Today she had been offered a position in school as TA. She did not know how this would affect her governorship so she was excused from the meeting. The Headteacher would contact her following this evening's meeting and report back to the governing board.	<b>HT</b>
3.02	Rebecca Coronil attended the meeting with a view to becoming co-opted governor. She introduced herself and informed the meeting that she was a secondary school teacher and deputy DSL. She also taught modern foreign languages at KS2 level.	
3.02.1	The meeting went to a vote to accept Rebecca as governor. <b>Resolved:</b> Governors agreed to co-opting Rebecca Coronil as co-opted governor until 18 July 2026.	<b>Head</b>
	Governors introduced themselves and welcomed her. <del>The Chair would contact RC for an informal chat.</del>	<b>SBM</b>
	School would enter Rebecca's details onto Leeds for Learning.	<b>Clerk</b>
	The Clerk agreed to update Leeds for Learning.	
<b>4.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
4.01	The minutes of the meeting held on Tuesday 29 March 2022 were agreed as an accurate record and the Chair was authorised to sign them electronically.	<b>Chair</b>
<b>5.00</b>	<b>REVIEW ACTIONS AND MATTERS ARISING</b>	
5.01	<u>Chair to contact Matt Woodcock (new governor) – Minute 3.02.1 refers</u> – this had not been done and was now no longer required.	

- 5.02 Reconstitution of the Governing Body - Minute 3.03 refers – Clerk to inform the correct agencies - action complete. A new Instrument of Government had been previously circulated to governors which had come into effect on 1 July 2022.
- 5.03 Amendment to the minutes of the last meeting - Minute 4.01 refers – the initials recorded had been deleted.
- 5.04 Unconscious bias training – Minute 5.01 refers – this will take place in the autumn term.
- 5.05 Welcome pack sent to new co-opted governor - Minute 5.09 refers – action complete.
- 5.06 Peer-on-peer abuse training – Minute 5.06 refers – the Chair reminded governors that the deadline for governors to complete the online training was 31 July 2022.
- 5.07 Headteacher's report -Minute 8.02 – the Chair had written to Jackie Reid thanking her for all her support on behalf of the governing body.
- 5.08 Staff wellbeing – Minute 8.03 refers – Joanna met with M Woodcock.
- 5.09 Budget - Minute 10.01 refers  
The Chair had been unable to attend the meeting with the Finance Officer. The budget had been agreed at Resources committee.
- 5.10 Pupil Support committee – attendance visit – Minute 10.03.1 refers –40 families in school had pupils with less than 90% attendance. This would be covered in the Headteacher's report.
- 5.11 Keeping children safe in education (KCSiE) – Minute 11.1.2 refers – all staff were due to attend the update training in September. Paul Wray had met with A Hinchcliffe (DSL). AH had completed Prevent training.
- 5.12 School uniform – Minute 12.01 refers - Further investigation showed that most pupils wear non-branded uniform from local supermarkets and there was no demand for bulk buying branded uniform.
- 5.13 Overseeing of SATs tests - Minute 14.01 refers - Iain Cunningham attended the SATs on the Monday and Wednesday and was satisfied that the administration and storing of the SATs were done in compliance of the regulations.
- 5.14 Governor visits - Minute 21.01 - Various visits from the Governing Board took place in the summer term:
- Jon Hairsine - Visited school to tour the classrooms and meet the Headteacher to discuss the white paper. [He commented that the visit has allowed him to clearly see the vibrancy of the school and the focus on continuous improvement, and to meet and observe engaged, happy and confident pupils.](#)
  - Clare Davidson - Visited school to meet with the SENCo and see SEND provision in school

- Iain Cunningham - Visited school to meet with Elisa Whitfield to see the quality of teaching and learning in EYFS
  - Paul Wray - Visited school to meet with Andy Hinchcliffe to review the school's safeguarding procedures
  - Lammie Ayemowa - Visited school to meet with Charlie Sharpe to review the school's teaching and the learning taking place in Maths.
- 5.14.1

Temple Newsam visit – S Gardner stated that she had not been notified of the last trip. The meeting was told that the next one would take place in Autumn term 2.

## **6.00 CURRICULUM UPDATE INCLUDING EARLY READING AND PHONICS**

6.01 A detailed update was provided in the Teaching and Learning committee minutes of 5 July 2022, circulated ahead of the meeting.

- 6.02 The following points were raised by the Headteacher:
- The EY team had spent an away day on curriculum planning
  - A HLTA (Higher Level Teaching Assistant) specialising in phonics would be working with KS2 pupils. Five pupils in Year 3 had not passed their screen test.

## **7.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**

7.01 The updated School Improvement Plan SIP 2020-22(003) had been circulated previously to governors. Further documents also circulated: SLT Agenda 26.04.22  
Ofsted Preparedness of foundation subjects July 2022.

7.02 Some items had been identified as priorities for 2022/23. The Chair was delighted that the hunger to improve was still apparent amongst staff.

## **8.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT, NOVACS RECEIVED (Notice of Visit and Contact)**

8.01 The Headteacher was invited to give highlights of his report, circulated ahead of the meeting.

8.02 The Headteacher was particularly concerned about the attendance of a PA pupil. This has contributed in Year 4 attendance being 14% behind the national average.

8.02.1 Interviews for an Attendance Officer were due to take place in two days' time. The Attendance Officer who had left was coming into school one day a week to do admin work relating to PA pupils.  
Q: The Chair queried whether school had enough resources to deal with PA.

A: The Headteacher informed the meeting that school had bought in the bronze Attendance package. This would be upgraded to the gold level in September.

- 8.02.3 The Headteacher told governors that PA was entrenched in some families. There would be challenging intakes into Reception and Nursery classes in September.
- 8.03 Q: A governor asked what the Headteacher had thought about the end of year data results?
- A: The Headteacher reported that the Year 6 SATs results had been as expected for this cohort. The average scale score was above 100 (pass). When pupils' progress scores are available in the autumn term it should give a more interesting and wider picture for governors to examine.
- 8.04 Teacher assessment of the current Year 6 were as follows:  
Writing – 70%  
Reading – 60%  
Maths – 69%  
From September the focus will be on Year 3 pupils moving on to Year 4 and pupil premium children.
- 8.05 Q: A governor asked about EY's pupils. 12 pupils with complex needs will be starting school in September. How would this affect Reception class and the Rainbow Room? Could school do anything to speed up the process for obtaining specialist provision for pupils?
- A: E Whitfield informed governors that the children with the highest need would be placed in the Rainbow Room. The Headteacher explained that the Rainbow Room was a sensory place, with neutral colours. There were two staff to five children. The majority of the twelve new pupils would have to go into the usual classroom as there was limited space in the Rainbow Room. To the second question, could school/governors help speed up the process to obtain specialist provision – unfortunately, no.
- 8.05.1 The Chair remarked that the governing board should try to progress this. The Headteacher would try to contact the SENSAP (Special Educational Needs provision) team.
- 8.05.2 Arlo, the school dog had visited the Rainbow Room and nursery. The children all loved being with him, and some non-verbal children had been saying "woof". Older boisterous boys in Year 6 had been very soft with Arlo, giving him hugs and kisses.
- 9.00 COMMITTEE REPORTS**
- 9.01 Minutes of the Resources committee meeting of 10 May 2022 (updated) and the Teaching & Learning committee from 5 July 2022 had been circulated previously.
- 9.02 It was agreed to restrict the discussion to the statutory items if possible because of time restraints.
- 9.03 The price increase of 4p per meal would be soaked up by school from September so there would be no price rise to parents.

9.04 Health & Safety – a governor asked whether the board had a H&S link governor. This is Sarah Gardner. The local authority must visit school at least every two years. It was agreed that Sarah would attend when this takes place next.

9.05 The meeting was informed that all mid-year performance management reviews for staff had taken place. They were all successful. The mid-year performance management of the Headteacher had not taken place.

9.06 Teaching & Learning committee – the annual report to parents had been sent home complete with customised letters. These had drawn numerous positive comments from parents at the school gate and summer fair. One commented that these were “wonderful, much more informative.”

## **10.00 APPROVAL (OR REPORT) OF FORMAL BUDGET FOR THE YEAR**

10.01 The ‘budget report commentary May 2022’ had been circulated prior to the meeting. The Headteacher informed the meeting that the budget had been approved by the Resources committee held on 10 May 2022, and that the report had been updated following Resources committee.

10.01.1 The carry forward figure of £103k would be needed as contingency, as the building was ageing substantially.

A member of the Resources committee told the meeting that committee had really scrutinised the figures. Committee had looked at possibly fitting air conditioning and had found out that a heat pump could do this task. The cost of this was around £100k and school would receive two thirds from the LA capital budget. A governor queried whether this figure included other extras which may be required. P Wray shared his knowledge of heat pumps as a professional and urged governors to be cautious.

## **11.00 SAFEGUARDING/CHILD PROTECTION**

11.01 The Headteacher informed governors that the Annual Safeguarding Return (ARM) form had been submitted online. It had also been circulated to governors in advance of today’s meeting.

11.02 A serious case review had taken place regarding a pupil and all documentation kept by school had been highly praised by the LA.

11.03 P Wray had been in school to discuss the use of social media and the horrible language used by some pupils. School also had to remove fake Tik-Tok accounts which had been set up for some teachers.

11.04 The Headteacher also reported that he had been addressing the practice of vaping by some pupils.

11.05 Governors had also been circulated with a letter from the Chair of the LSCP (Leeds Safeguarding Children Partnership) informing schools/governors of the domestic abuse review which she had independently undertaken.

**12.00 POLICY REVIEW**

12.01 Freedom of Information Policy – N Stott (data controller) would be visiting school in Sept to undertake a data audit. This would include GDPR.

12.02 The updated model Staff Maternity (Paternity), Birth and Adoption Policy had been drawn up in consultation with the trade unions and the local authority HR team.

**Resolved:** to adopt the LA policy.

**13.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**

13.01 It was agreed that the committee members who undertake the performance management of the Headteacher were to remain the same. It was considered that a further governor may be required for the panel. It was also mentioned that school was waiting to find out who its new School Improvement Advisor (SIA) would be.

**Resolved:** to buy in an extra half day SIA time to undertake the Headteacher’s performance management.

**Head**

**14.00 GOVERNOR DEVELOPMENT**

The Chair told the meeting that the following training had been undertaken by governors since the last meeting:

- M Woodcock had completed governor induction training
- The Chair agreed to send a list of training he had undertaken to the Clerk.

**Chair**

**15.00 CHAIR’S BUSINESS**

16.01 Discussion around the government’s forthcoming white paper ('Strategic Future') had been added as an agenda item for this meeting. The Headteacher had circulated the documents concerned to governors. It was agreed that an hour would be needed to consider this in full. Governors agreed to hold an additional meeting to deal with this before the autumn half term. The date would be agreed at the first governors meeting in September.

**Chair  
Date to be  
set at  
autumn  
FGB**

**16.00 CLERK’S BUSINESS**

16.01 The Clerk referred governors to the GSS governor development programme for 2022/23.

**17.00 ANY OTHER URGENT BUSINESS**

17.01 A governor asked whether school had experienced a problem with missing SATs papers. The meeting was told that this had been a widescale problem affecting thousands of schools. Governors were reminded that there would no national disclosure of SATs results this year.

The Headteacher explained that there was one child who was missing their Maths Result as an entire paper had gone missing. The child was not expected to pass and his performance in the other two papers showed he would not but it was still disappointing for him to not have his complete score which would have shown the progress he made in Maths since KS1.

**18.00 SET MEETING DATES FOR THE NEXT ACADEMIC YEAR**

**18.01 Full Governing Body**

Thursday FGB - 29<sup>th</sup> September 2022 at 5 pm

Thursday FGB – 8<sup>th</sup> December 2022 at 5 pm

Thursday FGB – 30<sup>th</sup> March 2023 at 5 pm

Thursday FGB - 20<sup>th</sup> July 2023 at 5 pm

**Pupil Support**

Thursday Pupil Support - 17<sup>th</sup> November 2022 at 5 pm

Thursday Pupil Support – 20<sup>th</sup> April 2023 at 5 pm

**Teaching and Learning**

Thursday Teaching and Learning – 20<sup>th</sup> October 2022 at 5 pm

Thursday Teaching and Learning – 16<sup>th</sup> March 2023 at 5 pm

Thursday Teaching and Learning – 6<sup>th</sup> July 2023 at 5 pm

**Resources**

Thursday Resources – 7<sup>th</sup> December 2022 at 5 pm and 4<sup>th</sup> May 2023 at 5 pm

18.02 The Chair wished to record his thanks and to congratulate everyone at school for all their hard work done over the year. A teacher had described the year as “the hardest year of my life.”

18.03 The Headteacher told the meeting that he would send a Moonpig card to all staff as a thank you.

*The Chair thanked governors for attending and closed the meeting at 7.05 pm*