

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held virtually on Thursday 1 December 2022 at 5.00 pm

PRESENT	Sarah Gardner (Chair)	Martin Lumb (Headteacher)
	Iain Cunningham	Clare Davidson
	Jon Hairsine	Samantha Pease
	Elisa Whitfield	Matthew Woodcock
	Cllr. Paul Wray	

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

The meeting was held via Teams.

1.00 APOLOGIES FOR ABSENCE

1.01 Apologies were received and accepted from Olamide Ayemowa.

2.00 ANY OTHER URGENT BUSINESS

There was no urgent business brought by the Chair.

3.00 DECLARATION OF INTERESTS

3.01 The Register of Governors Business and Personal Interests form had been sent to governors with the papers for this evening's meeting.

Those governors who had not already signed and returned their form were requested to do so as soon as possible.

The Governors' page on the school website would be updated if necessary.

3.02 There were no declarations of interest received with regard to items on the agenda.

4.00 ELECTION OF CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE

4.01 The Clerk conducted the election of the Chair.

Sarah Gardner was nominated for the position of Chair. No other nominations were received. Sarah Gardner was asked to look away from her screen whilst a vote took place by a show of hands.

Resolved:

- That Sarah Gardner be elected as Chair of the governing body
- That the term of office of the Chair be one year.

4.02 Sarah Gardner then took over the chair.

Jon Hairsine was nominated for the position of Vice Chair. No other nominations were received. Jon Hairsine was asked to look away from his screen whilst a vote took place by a show of hands.

Resolved:

- That Jon Hairsine be elected as Vice Chair of the governing body
- That the term of office of the Vice Chair be one year.

5.00 CONFIRMATION OF CODE OF CONDUCT

5.01 The Code of Conduct had been sent to governors with the papers for this evening's meeting. The Headteacher asked for governors to return the form either electronically or in paper form if they had not yet done so.

6.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS

6.01 It was agreed to meet face to face as Full Governing Body. Committees would meet virtually. The attendance of J Hairsine via Teams would be acceptable when he is out of the country. Attendance by telephone if necessary would be accepted to ensure maximum participation in meetings.

Govs

Head

Govs

7.00 AGREE TERMS OF REFERENCE

7.01 The Governing Board operates under the GSS model for Leeds schools.

Resolved:

- That the model terms of reference be adopted.
- That all powers that could be delegated to committees were delegated.
- That authority be delegated to the Resources committee to approve the budget but ratification would be by the full governing board.
- That authority be delegated to the Headteacher to appoint staff members, with the exception of the appointment of a Deputy Headteacher and new Headteacher.

8.00 CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP

8.01 • The meeting confirmed the following committees:
Resources, Pupil Support & Teaching & Learning.

Committee chairs to be elected by the committee at the first meeting of the academic year.

8.02 Eileen Murray, or a Clerk from the Governor Support Service will minute all committee and Full Governing Board meetings.

8.03 Membership of the committees would be as previous with the following addition:

8.04 Matthew Woodcock to attend Resources committee.

Rebecca Coronil had not expressed a preference as to which committee she would like to serve on. She would be asked at the next FGB meeting.

8.05 Clare Davidson was asked if she would like to unload some of her governor responsibilities. She agreed to ask if R Coronil would like to take on Pupil Premium. It was agreed to add this as an agenda item for the next meeting.

Committee Membership

8.06 **Teaching & Learning:**

Jon Hairsine, Headteacher, Clare Davidson, Samantha Pease, Elisa Whitfield.

Resources:

Jon Hairsine, Headteacher, Sarah Gardner, Olamide Ayemowa.

Pupil Support:

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 to hear staff appeals, would be arranged as and when needed.

9.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

9.01 Governors agreed to keep their existing roles:

Child Protection and Safeguarding – Paul Wray

SEND – Clare Davidson

Attendance – Clare Davidson

Children Looked After – Clare Davidson

Complaints – Jon Hairsine

EYFS – Iain Cunningham

Early Reading and Phonics – Iain Cunningham

Equalities – Sarah Gardner

Health & Safety – Sarah Gardner

Pupil Premium – Claire Davidson

Relationships and Sex Education – Samantha Pease

Wellbeing – Matthew Woodcock.

Agenda

10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

10.01 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.
- Only the Headteacher is authorised to sign orders and the School Business Managers is authorised to sign invoices.
- That unofficial school funds be signed by the Bursar of New Bewerley Primary School.

11.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER

11.01 The following committee would meet to review the performance management of the Head:

Sarah Gardner, Jon Hairsine and Samantha Pease. Liz Brooks, new School Advisor, would assist.

12.00 POLICY APPROVAL (STATUTORY POLICIES)

12.01 Resolved:

- To approve the Safeguarding and Child Protection Policy
- To adopt the updated guidance document Keeping Children Safe in Education
- To approve the Online Safety Policy
- To approve the Relationship Policy
- The Complaints Policy agreed November 2021 will be reviewed in November 2023
- The Teacher Pay Policy had been agreed by the LA but not yet circulated to schools
- Educational Visits Policy – Draft policy brought by Charlie Sharpe to be amended to include an explanation of the categories of visits. Content agreed in principle.

13.00 Training Governor (if allocated) to report training attended/future training planned.

The Governing Board did not have a training governor. Hayley Stewart (SBM) records all governor training. The Chair proposed that we have Governor training as an agenda item at each FGB meeting. Governors to report on training undertaken/booked in and to review available training against specific governor responsibilities to agree suitable course. Action agreed.

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14.00 CHAIR'S BUSINESS

14.01 Jon Hairsine gave an update regarding the complaint made to governors. As Chair of the Complaints Panel he reported that the complaint had not been upheld and the parent was taking the matter to appeal. Geoff Day, governor from Middleton PS, had kindly agreed to join the appeal panel. At the date of meeting the complainant had not provided the grounds for the appeal. J Hairsine to keep governors updated.

JH

14.02 The Chair told the meeting that she may not be able to make the meeting on 8th December. J Hairsine agreed to take the chair if needed.

JH

15.00 CLERK'S BUSINESS

15.01 The Clerk informed governors that she was not able to clerk the FGB meeting next week. Fiona Austin would be covering.

16.00 DATE AND TIME OF NEXT MEETINGS - Thurs 8 Dec 2022 at 5.00 p.m.