

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held virtually on Thursday 08 December 2022 at 5.00 pm

PRESENT Iain Cunningham (Acting Chair) Martin Lumb (Headteacher)
 Olamide Ayemowa (Lammie) Samantha Pease
 Sarah Gardner Matthew Woodcock
 Elisa Whitfield

IN ATTENDANCE: Fiona Austin (Clerk, Governor Support Service)

The meeting was held via Zoom.

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	The apologies had been received and accepted from Clare Davidson, Rebecca Coronil and Jon Hairsine. Sarah Gardner, Vice-Chair of the governors, asked if anyone could chair the meeting as she was experiencing background noise. Iain Cunningham agreed to chair the meeting.	
2.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS	
2.01	There were no declarations of interest regarding items on the agenda. The Headteacher reminded everyone to complete the Declaration of Interest form and Code of Conduct Form, if not already done so, and send them to the Headteacher so the details can be published on the school website.	FGB
3.00	MEMBERSHIP MATTERS	
3.01	Governors discussed membership issues, including terms ending, and agreed plans to fill vacancies based on gaps identified through a governor skills audit. The following was noted: <ul style="list-style-type: none">• Term for Jon Hairsine co-opted governor ends 31 January 2023, and he has indicated he is happy to remain in this post.• Vacancies for two co-opted governors and one parent governor The Headteacher reminded the governors that the full governing board (FGB) had previously reconstituted from 14 to 12 governors. Efforts would continue to appoint the vacancy.	
4.00	ANY OTHER URGENT BUSINESS	
4.02.1	There were no items of discussion.	
5.00	MINUTES OF THE LAST MEETING	
5.01	Resolved: The minutes of the meeting held on Thursday 29 September 2022 were agreed as an accurate record and the Chair was authorised to sign them electronically.	Chair
5.00	REVIEW ACTIONS AND MATTERS ARISING	
5.01	<u>Declaration of Interest – Minute 3.01 refers</u> – Governors to sign and return their forms - action complete.	

5.02	<u>Confirmation of Code of Conduct - Minute 5.00 refers</u> – The Headteacher would resend the forms.	HT
5.03	<u>Membership of the Committees - Minute 8.04 refers</u> – The Headteacher would contact Rebecca Coronil to ask which committee she would like to serve on.	HT
5.04	<u>Committee Membership – Minute 8.06 refers</u> – has been added to the agenda – action complete.	
5.05	<u>Training Governor- Minute 13.0 training refers</u> – governor has been added to the agenda – action complete.	
5.06	<u>Complaints Panel – Minutes 14.01 refers</u> – the date for the complaints panel is 14 December 2022 when two governors from Hunslet Carr will attend with a governor from Middleton Primary School.	
6.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT The Headteacher's report had been previously circulated to governors. Governor questions were invited.	
6.01	Q: Governors had asked the report shows there are two classes at national level of attendance. Are we making decisions on class sizes on information that is incorrect? and if so, how can it be improved? A: The Headteacher responded that these were the best numbers available from the sufficiency team. The team that provides these numbers access NHS details to identify how many children were born in Leeds, their postcodes, where they live and most likely to go to school. The predicted numbers had been 45 or below for this year's Reception however it's 55, which is the highest for the last few years. The number of classes was to be reduced from eight to six however this is not now happening.	
6.02	Q: Would we have informed the Local Authority of the reduction from 65 to 55? A: The Headteacher confirmed the school had intended to inform the Local Authority of the reduction in numbers.	
6.03	Q: Are we no longer to ask Leeds City Council (LCC) to reduce the limit from 60 to 45? A: We will ask LCC to limit the children in Year 1 and 2 to 45. The remainder of the year groups will have up to 60 in each year grp.	
6.04	Q: If the LCC agree to this, will the school receive less budget? A: Yes, the school will receive less budget. If we didn't ask for those reduced numbers, then there would be almost 40 children short. We would have to provide staff and furniture for the classrooms but would not be receiving an income. There are currently seven spare places which is impacting the budget.	
6.05	Q: It was only a year ago the information showed the number of children in the catchment area was going to be a lot lower. It seems odd that figures are now showing otherwise.	

A: The Headteacher noted Hunslet St Mary, Low Road, St Joseph and Hunslet Carr were competing for the same 140 number of children however none of the schools were full. St Mary had reduced their permanent number of 45 to 30 which meant there was an additional 15 children now looking for another school and Hunslet Carr picked up ten of those 15 hence why the prediction was incorrect. The predictions are updated every term. We will know the number of children who have signed up to Reception by the next FGB in March 2023.

6.06 The Headteacher explained there are only two-year groups in line with national average with attendance i.e., Years 2 and 4. The persistent absentees in Year 4 shows the percentage of children is low, in Year 5 it's low for our school. The year groups with low persistent attendance are below the national average. Where a child is not a persistent absent, other than when the child is ill, then the child will be attending school. These figures will return to the national average if the cohort of family situations get the children into school. Also, the number of children who have taken holiday during term time is reflected in the absenteeism figures. We need to identify which children are not attending school and which are on holiday.

6.07 **Q:** Would it be helpful to share the attendance performance?

A: The Headteacher informed the governors that the target between now and this time next year would be to ensure attendance is at the national average. The school needs to recruit an attendance officer for the start of the new year.

6.08 **Q:** What do you think the barrier is to employing someone to this role? Is there anything we can do?

A: The LCC want schools to work within the agreed pay structure. There is a set wage for a primary school attendance officer. There is no pay incentive for an individual to change schools, also the individual already has experience in the school they are working in, they know the families and relationships, they would be reluctant to move to a different school to start making new relationships. The school has seen three rounds of recruitment which is affecting attendance. The advert now offers a £2,000 recruitment bonus for the first year and a £1,000 retention bonus for the following year, then reverting to the LCC standard wage for that post. Two interested individuals are visiting the school next week and looking to move because of the additional incentive.

6.09 **Q:** Is one morning a week enough to make a difference, when looking at attendance?

A: An attendance officer from LCC is covering the role every Tuesday morning. The closing date for the job application is Wednesday 4 January 2023; Short listing will be 6 January 2023; Interviewing will be week beginning 8 January 2023. Hopefully the appointed person will start their new fulltime role after the spring half term break.

6.10 **Q:** The governors expressed their appreciation to the Restorative Learning Team at the Rainbow Room provision.

A: The team is highly trained and very patient when working with the children. The children have an Educational Health Care Plan (EHCP) and are doing well in school.

HT

- 6.11 **Q:** The governors noted the Headteachers from schools in the cluster had written a letter to the head of Children's Services at LCC and wondered if they could support.
A: There hasn't been a response to the letter yet.
- 6.12 **Q:** Is there anyone we can be in touch with to get visibility?
A: All the Headteachers who signed the letter will be meeting next week to discuss the next steps.
- 6.13 **Q:** Why has it been so difficult to recruit Teaching Assistant's?
A: We are working within the council structure with a pay of £11 to £12 per hour compared to other workplaces which offer a higher pay. There are no Supply Teaching Assistants as they would receive less pay than a Teaching Assistant due to the agency taking their cut.
- 6.14 **Q:** Is the salaries and ability to attract talent being raised with LCC?
A: Salary is an important factor to recruitment. The budget model was set in May that Teaching Assistants would receive 2% pay rise, in fact they received £1952. The pay rise and bonus are not keeping up with other places of work.
- 6.15 **Q:** Is this a national pay scale?
A: Yes, this is a national pay scale.
- 6.16 **Q:** Do you think the increase will make the role more attractive?
A: The role is for 28.75 hours and will consider job share.
- 6.17 **Q:** Is there a scheme to link up with other educational sites?
A: The school currently has two mature students working towards an NVQ. It's hoped that once they qualify, they will apply for a place here. The school works with local colleges to offer placements.
- 6.18 **Q:** Referring to the Happy and Healthy Audit, can you clarify how long the teachers and teacher assistant's get for a break.
A: Teachers have a 15-minute breaktime and 40 minutes at lunchtime. Teaching assistants have 15 minutes at breaktime and an hour at lunchtime away from the children.
- 6.19 **Q:** Is this in line with the amount of time they are entitled to?
A: Yes, it is. The national recommendation is to have a 20-minute break every 6 hours of work. The White Paper states children should have a set number of hours in front of the teacher. The children spend 20 minutes in the hall as curriculum time based on speech and language. Where the individual prefers to have an hour lunch rather than being in the hall, the 20 minutes is to be added at the start/end of the day or 10 minutes at the start and end of the day.
- 6.20 **Q:** Can some staff have 10 minutes at the start of the day whilst others have 20 minutes at the end of the day?
A: This scenario was raised in the survey and has been communicated to the staff. Staff are now seeing the reason for this decision.
- 6.21 The governors noted the school council is visiting parliament and thought this to be excellent opportunity.

7.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

7.01 The Headteacher would provide the board with a copy of the 2022-26 School Development Plan, the 2022-23 School Improvement Plan and the 2022-23 School Self Evaluation. This item is to be included on the next agenda.

8.00 COMMITTEE REPORTS

8.01 Pupil Support Committee

The safeguarding procedures and attendance registers were in place.

8.02 Teaching and Learning Committee

The national curriculum is being taught.

8.03 Not necessarily everyone attends the daily worship in the hall however each day there is an opportunity for children to think about the wider world, their place in it, which include a religious/morale theme.

9.00 POLICY APPROVAL

9.01 Teacher Pay Policy

The policy had not been published by LCC.

9.02 Complaints Policy

There had been no changes to the policy since it was last approved two years since.

9.02.1 **Resolved:**

To continue with the policy

10.00 PRESENT END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS

10.01 The Headteacher would provide the board with a copy of the Early Analysis report provided by Ian Stokes on the school's performance in the end of 21-22 assessments. This item was discussed at length in the Teaching and Learning committee and therefore this item does not need to be discussed at length here.

11.00 APPROVE OR RECEIVE A REPORT ON MID-YER BUDGET REVIEW

11.01 The Headteacher explained the mid-year budget review is taking place with our Local Authority finance officer on the morning of the 8 December 2022.

11.02 The Resources Committee would be meeting in early January 2023 to approve the Budget Review and a report will be shared with Governors at the next FGB.

12.00 GOVERNOR DEVELOPMENT

12.01 The Headteacher confirmed the school would finance governor courses. The school is allocated an amount of money for governor training. Good practice would be for three governors to attend a course between each full governing board meeting. Two governors were booked onto a course before the March meeting, so one more governor on a course would be welcome.

12.02 The Chair has been booked on to three courses.

12.03 The Chair directed governors to read the training list.

13.00 CHAIR'S BUSINESS

13.01 The Chair observed the governors needed to follow-up on the actions agreed at the extraordinary meeting held Tuesday 15 November 2022. The Headteacher would have leadership coach training 9 December 2022 followed by speaking with Dave Gurney at Cockburn Multi Academy Trust (MAT). There would be a further meeting in January 2023.

14.00 CLERK'S BUSINESS

14.01 There were no items.

15.00 ANY OTHER BUSINESS

15.01 The Headteacher shared a video which was introduced by Father Christmas from Timo based in Helsinki. Nine of the school children have artwork on display in Finland. They won a competition and there was a piece in Finland's largest newspaper.

15.02 The Headteacher shared a promotional video of the school to advertise the school to the public. Contact details needs to be added to the video and then uploaded to social media.

16.00 DATE AND TIME OF NEXT MEETING

Full Governing Body

Thursday FGB – 30th March 2023 at 5 pm

Thursday FGB - 20th July 2023 at 5 pm

Pupil Support

Thursday Pupil Support – 20th April 2023 at 5 pm

Teaching and Learning

Thursday Teaching and Learning – 16th March 2023 at 5 pm

Thursday Teaching and Learning – 6th July 2023 at 5 pm

Resources

Thursday 4th May 2023 at 5 pm

The meeting closed at 6.10 pm