

**HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD
RESOURCES COMMITTEE MEETING**

Minutes of the meeting held virtually on Thursday 12 January 2023 at 5.00 pm

PRESENT: Jon Hairsine - Chair
Olamide Ayemowa (Lammie)

Martin Lumb - Headteacher
Sarah Gardner

IN ATTENDANCE: Eileen Murray (Clerk, Governor Support Service)
Hayley Stewart (School Business Manager)

The meeting was held via Zoom

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01 Apologies were received and accepted from Matthew Woodcock.	
2.00 DECLARATION OF INTERESTS	
2.01 There were no declarations of interest regarding tonight's agenda.	
3.00 ANY OTHER URGENT BUSINESS	
There was no urgent business to be dealt with.	
4.00 ELECT A COMMITTEE CHAIR	
4.01 Jon Hairsine was nominated for the position of Chair. There were no other nominations made. <ul style="list-style-type: none"> • Resolved: That Jon Hairsine be elected committee Chair for a period of one year, until the first committee meeting of the 2023/24 school year. 	
5.00 MINUTES OF THE LAST MEETING	
5.01 Resolved: The minutes of the meeting held on 10 May 2022 were accepted as a true record of the meeting and the Chair was authorised to sign a copy when next in school.	Chair
6.00 MATTERS ARISING	
6.01 <u>Unconscious Bias training - item 4.07 refers</u> The meeting was told that the training had been cancelled the week before it was due to be held. Head to re-arrange.	Head
6.02 <u>Staff Maternity/Paternity Birth and Adoption Policy – item 4.08 refers.</u> The meeting believed the policy to remain unchanged. It was agreed for the Clerk to check this.	Clerk
6.03 <u>Buildings – item 6.06.2 refers</u> – The SBM was still awaiting the report into the new Boiler system. Ongoing.	
6.04 <u>Curriculum – Music Provision – item 6.02.4 refers</u> All pupils receive a fortnightly 45-minute music lesson with the specialist Music teacher. It is their favourite lesson. This has replaced the guitar lessons for Years 5 and 6. No parents took up the additional peripatetic lessons offered possibly due to cost. The Headteacher would approach ArtForms re: services available to schools and their associated costs.	Head

- 6.05 Curriculum - Diversity – item 6.02.4 refers:
LGBTQ+ charity is due to come into school in March. They'll spend 2 days performing workshops to the children before a staff meeting to all classroom staff in the evening.
- Q: A governor asked what school was doing to combat harmful social media content vis a vis Andrew Tate.**
A: A separate company are due to come into school to facilitate workshops for Year 5 and 6 pupils on being safe online and querying the truthfulness of information on social media.
- 6.06 Curriculum – item 6.02.4 refers:
A list of planned school visits had been sent to Sam Pease (governor) in recent days. The Head would send this on to all governors who were welcome to take part.
- 6.07 Headteacher's Mid-year review – item 9.02 refers:
This had taken place.
- 6.08 LA officer to update on energy system – item 10.02 refers:
This would be covered later in the agenda.
- 7.00 MID-YEAR BUDGET REVIEW**
- 7.01 The Headteacher and SBM had met with the school's Finance Officer. The following reports had been circulated prior to the meeting:
Budget Model December 22-23
Budget review Report Comment January '23
Pay Policy 2022-23
- 7.02 **Income**
55 children were expected in Reception in Sept 2023. This meant that rather than a structural change to the school i.e., moving from a 2 form entry to a 1.5 form entry over a period of several years, there will be a 'bubble' (2 year groups that will be 1.5 classes) that will go through school which will require careful staffing over the next 4 years.
- The uptake of school meals had increased. 20 teachers regularly take a school meal every day. This uptake had resulted in an additional £100k income.
- 7.03 **Staffing – Pay Awards**
- 7.03.1 There were significant increases to staffing costs above what was expected. Due to pay rises above what the LA had budgeted for.
- 7.03.2 School continued to have difficulty in appointing officers (Teaching Assistants). The lack of TA staff in post had resulted in an additional £50k spend on agency staff.
- 7.03.3 The situation with possible teaching strikes was discussed. Most teachers in school were members of the NEU union.

Head

7.04 **Premises**
Some money had been clawed back from the premises budget. £40k had been saved on ventilation repairs required in the toilets which had required only minor adjustment.

Fuel

School had not received the gas or electricity bills at the time of meeting.

7.05 **Overview**
Reserves at the end of the financial year of £159k were expected. When looking at the 3-year budget forecast these funds would be needed to continue with the existing staffing structure.

Any queries to the reports were invited. The Chair commented that the reports gave a very clear picture.

8.00 AUDIT OF UNOFFICIAL SCHOOL FUNDS

The SBM had shared the audit report of the School Fund prior to the meeting.

8.01 Matthew Woodcock (absent governor) had emailed in some questions regarding unofficial funds.

- What are unofficial school funds?
These are monies raised by parents, donations received, money made from book fairs, etc.
- What are they used for?
Outdoor provision, the school allotment. Previously these funds have subsidised the school panto, the books given to pupils at Christmas, food for Christmas parties, etc,
- Can this money be clawed back by the LA?
No. It has been raised or given for the benefit of the children.

There were no other questions about the School Fund.

8.02 The SBM informed the meeting that she was seeking an external auditor to look at the school fund account.

SBM

9.00 MONITOR THE IMPACT OF GOVERNMENT GRANT FUNDING

9.01 **Pupil Premium**

9.01.2 The meeting was told that the number of children attracting pupil premium was slightly up at 203.
The pupil premium page on the school website gives the strategy plan, detailing what this funding is spent on.

9.01.3 Q: A governor asked what difference this funding had made.
A: The meeting was told that there were now two classrooms for restorative learning where 9 pupils (7 of whom have an identified specialist provision) can be taught separately.

The Headteacher stated that the cost of Impact North had risen to £29k. He said he was very proud of what school can do for its disadvantaged pupils.

9.02	PE and Sports Premium School uses the "Real PE" scheme which uses a whole-child approach to sport.	
9.02.1	Q: A governor asked whether the Maths in Sports scheme is used. A: The Headteacher confirmed this. The pupils really enjoy this.	
9.03	SEND	
9.03.1	Governors were told that the Rainbow Room was accommodating 6 pupils at present. Three members of staff are based in the room and four of the pupils have identified special needs.	
9.03.2	The Headteacher reported that all South Leeds Headteachers had asked for a meeting with Julie Longworth and Heads of Service to discuss special needs provision in the city. A meeting would take place on 1 February and Headteachers would attend en-masse. It was agreed to add feedback from this meeting to the next FGB agenda.	
9.03.3	A discussion followed which included support that governors could offer and the use of local and national media.	Head/ Clerk
10.00	BENCHMARKING AND VALUE FOR MONEY	
10.01	Hayley Stewart, School Business Manager had submitted a report previously to governors.	
10.02	The meeting was informed that the SBM approaches second and third companies when procuring any goods or services to ensure best value. She also contacts local schools for useful information.	
10.03	The SLT had been in touch with other local schools to compare the size of their SLTs (New Beverley and Sharp Lane Primaries). The composition of Hunslet Carr's SLT was similar. A governor queried whether school had checked the amount of leadership time spent by the SLT members elsewhere. It had not. Action: Head to obtain this information and report back to the next committee meeting.	Head
11.00	POLICIES FOR APPROVAL	
11.01	Teacher's Pay Policy Governors accepted the Teacher's Pay Policy which had been locally agreed. The school's staffing structure needed to be added to the end of the document. Head to action.	Head
11.01.2	The Appendix 4 to the document required completion. Headteacher to meet with S Gardner and J Hairsine to complete. Resolved: Governors agreed to approval the policy once amended as above.	Head/S G/JH

11.02 **Leave of Absence and Annual Leave Policy**
 A governor queried the document as it did not appear correct. The SBM and the Headteacher would check this. The meeting was told that this was the LA policy. There were some typos in the document and there was a gap in paragraph 3 on Page 22.

Resolved: The Policy once amended was agreed by governors.

12.00 STAFFING AND RECRUITMENT

12.01 Hayley Kenworthy (ECT Lead) had submitted a written report. The Headteacher told the meeting that the two Year 2 ECTs in school were progressing well. They both have weekly observations and he hoped that they would continue in school for several years once qualified.

12.02 **Q: A governor asked how many staff vacancies were there and what were the main challenges to recruit.**

The vacancies were mainly for TA staff and recruitment was a concern because of the level of pay offered.

12.03 Vacancy for an Attendance Officer – four candidates were to be interviewed the following week, and two of these were experienced Attendance Officers. The Headteacher was very optimistic that the post would now be filled.

12.04 School based activities – head to add the contact details next to each activity.

13.00 HEADTEACHER'S APPRAISAL

13.01 The appraisal of the Headteacher had been carried out. All performance targets had been met.

Resolved: That Governors agree the appraisal of the Headteacher.

14.00 TEACHERS PERFORMANCE MANAGEMENT

14.01 All teachers had undergone their performance management and their targets met. Staff on the MPS would progress automatically on the scale. Higher paid teachers are asked to demonstrate whole-school impact to progress on their pay scale.

14.02 The Headteacher informed governors that he carries out the PM of the school leaders before they then in turn check the performance of other staff. The appraisal year runs from October – October.

14.03 Eligibility for the Teachers' Pension Scheme
 The Headteacher confirmed that it is only qualified teachers who can join this. There were three members of staff who had opted out of the scheme.

15.00 HEALTH AND SAFETY AND PREMISES – Report received from Tracy Hezelwood, Premises Manager

15.01 **First Aid**
All staff in school are First Aid at Work (FAW) trained and five are qualified in paediatric First Aid.

15.02 **Near Misses**
There had been two near misses. One incident involved a child who was an unknown coeliac and the other involving a child with a nut allergy. Both cases had been dealt with successfully and school have strenuously tightened up procedures. A governor stressed that it is now the individual who would be criminally responsible, as opposed to the school.

16.00 **EDUCATIONAL VISITS**

16.01 A report from Charlie Sharpe had previously been circulated to governors.

16.02 Sarah Gardner noticed that her name had been mis-spelt.

16.03 The Headteacher stated that all governors were welcome to attend any visits.

16.04 Governors were informed that all educational visits were planned and discussed by S Gardner and C Sharpe to ensure compliance.

17.00 **DATE AND TIME OF NEXT MEETING**

17.01 **Thursday 4 May 2023 at 5.00 p.m. via Teams**

Budget-setting Meeting – date to be sent to all governors, once arranged by the Headteacher.

The Chair thanked governors for attending and closed the meeting at 18.34.

Head