

## HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 30 March 2023 at 5.00 p.m.

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

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

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE</b>	
1.01	There were no apologies for absence as all governors were present.	
<b>2.00</b>	<b>MEMBERSHIP MATTERS</b>	
2.01	Vacancy for a parent governor – C Davidson agreed to write a testimony as a parent (who was also a governor) which would be sent to all parents, asking for nominations.	<b>C Davidson</b>
2.02	Martin agreed to inform parents and carers that C Davidson would be standing for Parent/Carer governor and that unless we have 2 more Parent/Carer volunteers for the position she would be elected unopposed.	
<b>3.00</b>	<b>DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS</b>	
3.01	Cllr Wray declared that he was a Trustee of the educational provision Involve.	
<b>4.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
4.01	There were no items brought for urgent action.	
<b>5.00</b>	<b>QUESTIONS ABOUT THE HEADTEACHER'S REPORT</b>	
	The Headteacher's report had been previously circulated to governors. Governor questions were invited.	
5.01	<b>Q: A governor asked whether we knew what the thinking of the sufficiency team regarding pupil numbers was.</b>	
	A: The Chair told the meeting that this had been raised at the Chair's training which she had recently attended. Local capacity had been reduced and school expected Reception numbers for 2023-24 of about 50 to 55. In 2023-24 Reception would have two classes as would Year 1. Years 2 and 3 would be taught across three classes.	
	<b>Q: A further query was raised asking what would the position be when these pupils reach Year 6.</b>	
	A: The budget model would have to be tweaked as it would be likely that there would be 2 classes of around 22 children with all the budgetary issues this would bring.	
	The meeting was informed that the proposed new CITU school would not be in Hunslet Carr's catchment area. The catchment area of the new school had not yet been agreed.	
5.02	<b>Attendance</b>	
5.02.1	The Headteacher was pleased to tell governors that school would shortly have a School Attendance Officer, Monique Bassey. She was awaiting the release of her DBS check and had been into school. She was expected to start after the Easter holidays.	

5.02.2 School attendance was important as it meant our pupils could be kept safe and if they are not in school we can't make them brighter. The Headteacher reported that every year group had a small number of PA pupils (four or five) with an attendance of between 25-40%. These pupils impacted the whole school attendance figure.

5.02.3 The attendance of pupils invited to attend during strike days had been disappointing. These families with vulnerable pupils were made fully aware that school was open to their child/children. There had been some misunderstanding of this on Day 1 but by Days 2 and 3 it had been made very clear to parents that attendance was required. On these days 90 pupils had been invited to attend school, spread over four classes. The attendance was as follows: Day 1 – 50, Day 2 – 40 and Day 3 – 35.

5.02.4 **Snow Day attendance**

School had remained open on 10 March with safe passages made around school through the snow. As the Headteacher believed that children and adults were safe (there had been one inch of snow) it remained open. There were 280 absences (an attendance of 22%) on that day. This would obviously impact attendance figures.

5.03 **SEND**

5.03.1 The Headteacher told governors that he had not attended the meeting called regarding SEND provision in the city. He had accompanied Year 6 to Whitby and E Whitfield had gone in his place.

Elisa provided feedback on the meeting which had been very disappointing. Questions were dodged and one person from the LA stated that the situation in Leeds "could be worse." The meeting was told that a group of Headteachers from West Leeds had met with Julie Longworth, Director of Children and Families. It agreed that a steering group would be set up. It was clarified that the LA is not able to create a new school under law but can only extend existing schools.

5.03.2 The meeting was told that the backlog of EHCP's would be cleared by the summer.

5.03.3 The Headteacher stated that four members of staff supervising 7 pupils in school was impacting on the education of the rest of school. In Early Years there were 9 members of staff, six of whom were working with 52 children with behavioural issues. Two were completing their HLTA qualification.

5.03.4 It was agreed to keep SEND provision and staffing on the agenda.

5.03.5 **Q: A governor asked how school was equipping teachers who were working with these pupils.**

A: Staff were relishing the challenge of working with the older pupils with behavioural issues.

Some pupils in Year 2 who have autism will use violence without remorse. Staff are supported with time-out breaks. Staff who work in the Rainbow Room can talk to the Inclusion Team and receive lesson planning time. They can also check in with the SENCo for support.

5.03.6 A governor mentioned the Specialist Autism Service based in Stourton. This was a service for adults but could governors contact them for advice?

Martin Lumb to ask Donna Bedlow (SENCo) to make contact to see where the school could benefit from this service.

Clerk

- 5.04 **Staff wellbeing**  
A written report had been previously circulated to governors which gave a snapshot of staff feeling on 21 March. Assessments were due and it had been a week when strikes were taking place. Staff were feeling quite stressed.
- 5.05 **School trips**  
The Headteacher reported back from the school trip to Whitby which included a fish and chip meal. It had been a huge success. The School Council trip to London saw 22 pupils with impeccable behaviour visit the Natural History Museum and the Houses of Parliament. The Headteacher described it as the best trip in 20 years.
- 5.06 **Q: A governor asked about the staffing position.**  
A: The meeting was told that all TA staff in school were agency staff. One member of staff was relocating to the south. There were two student teachers in school.
- 5.07 **Q: A governor suggested that some TA staff may want a challenge/want to work with more challenging pupils. They asked what routes were available for school to market this.**  
A: The Headteacher stated that there were some NVQ students in school but they were currently mid-course.  
There were no further questions or comments.

## 6.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

- 6.01 Documents previously circulated to governors before the meeting:
- SIP 2022-23
  - 22-23 SEF (for internal use)
  - NOVAC Art & DT reports from 10.01.23 and 17.01.23
  - NOVAC Healthy Schools visit 22.02.23
  - My health, my school results June 2022
  - Exceed SCITT School Summary Report 14.12.22
  - Behaviour Policy Jan visit
- 6.02 The Headteacher referred to the following:  
**Updated SIP 2022-23** – The Headteacher was happy that most actions had been coloured green and yellow, with very little in red.
- 6.03 **NOVACs – Art and DT** visits showed that school was still working very hard despite good results from Ofsted.
- 6.04 **Writing** – Governors were told that E Whitfield was involved throughout the planning process and the exceptional Year 6 results forecast were testimony to this.
- 6.05 **Suggestion: A governor suggested the more dynamic use of the SIP** to include moving priorities up and down monthly. This was used at some other local schools. The Headteacher and E Whitfield agreed to meet with P Wray regarding this.
- 6.06 Iain Cunningham had taken on responsibility for Early Years. He queried what he could do further. It was agreed that he would look at EY teaching when he is in school reviewing the SATS process.

Head/EW/  
PW

IC

## 7.00 GOVERNOR TRAINING

- 7.01 The Chair had attended training for new Chairs of Governors (two sessions) and the Headteacher and New Chair training.
- 7.02 The Chair and C Davidson had completed on-line Unconscious Bias training. The Chair reported that the course had not been what she had expected. The Headteacher agreed to send governors details to training which is face-to-face.
- 7.03 Safeguarding for School Governors update training would take place immediately before the next FGB meeting on 20 July.
- 7.04 Matthew Woodcock had attended budget training and would be at the budget-setting meeting on 25 April from 11.00 a.m.
- 7.05 R Coronil had attended the governor induction course.
- 7.06 Jon Hairsine had sent a list of training undertaken this year to the Clerk:  
Leeds eLearning: Peer on Peer Abuse Awareness Training (Aug 22)  
Leeds eLearning: Online Safety & the links to Child Protection (Aug 22)  
National College Certificate in the Prevent Duty (Nov 2022)  
National College Certificate in Data Protection & GDPR for Governors and Trustees (Nov 2022)  
Calderdale Safeguarding Training (Nov 2022)  
National College Health & Safety for Education Providers (Nov 2022)  
National College Understanding-changes-to-the-dfe-kcsie-2022  
Ofsted webinar Governance and Inspection (Nov 2022)  
NGA Disadvantage 360: Widening the lens (Nov 2022)  
National College: Annual Certificate in Online Safety 2022 (Dec 2022)  
Pupil Performance data in 2022 (with Better Governor) (Dec 2022)  
Unconscious Bias (Jan 2023)  
WY Combined Authority Careers Link Governor training (Feb 2023)  
The governor training offer on LfL would be available in the coming weeks. It was agreed that all governors should attend the next FGB meeting with a request for training for 2023/24.
- 7.07 The meeting was informed that the biggest training need of the GB was Premises and Health & Safety. There would be a premises survey planned for Wednesday 10 May from 8.00 – 12.00. The Chair agreed to try to attend this. The meeting was reminded that a governor should complete a termly visit to check premises and H&S.

Govs

Chair

## 8.00 MINUTES OF THE LAST MEETING

- 8.01
- **Resolved: That the minutes of the meeting held on 01 December 2022** were agreed as an accurate record and the Chair was authorised to sign them.
- 8.02
- **Resolved: That the minutes of the meeting held on 08 December 2022** were agreed as an accurate record and the Chair was authorised to sign them.

## 9.00 MATTERS ARISING

### 9.01 Minutes of the meeting held on 01 December:

- 9.01.1 **Declaration of interests (Minute 3.01 refers):** Action complete. The Headteacher confirmed that all forms had been completed and returned by governors.

- 9.01.2 **Governors' page on school website to be updated if necessary (Minute 3.01 refers):** Action complete.
- 9.01.3 **Confirmation of code of conduct forms (Minute 5.01 refers):** Action complete. All forms had been completed and returned.
- 9.01.4 **R Coronil to confirm which committee she would serve on (Minutes 8.04 refers):** Action complete. Rebecca would serve on the Teaching & Learning committee.
- 9.01.5 **Governors to report on training undertaken/booked in (Minute 13.00 refers):** This had been covered on this evening's agenda.
- 9.01.6 **Complaints Panel possible appeal (Minute 14.01 refers):** Action complete. This matter is now resolved.
- 9.02 **Minutes of the meeting held on 08 December**
- 9.02.1 **Minutes of the meeting held on 29 September to be signed electronically (Minute 5.01 refers):** Action complete.
- 9.02.2 **Confirmation of Code of Conduct forms (Minute 5.00 refers):** Action completed at meeting held on 01 December.
- 9.02.3 **R Coronil to confirm which committee she would attend (Minute 8.04 refers):** Action completed at meeting held on 01 December.
- 9.02.4 **Headteacher to pass on GB thanks to staff in the Rainbow Room (Minute 6.10 refers):** Action complete.
- 9.02.5 **Governor monitoring of School Improvement Priorities (Minute 7.01 refers):** Action complete. Item had been included in the next FGB meeting agenda.
- 10.00 COMMITTEE REPORTS**
- The Chair reminded governors of the importance of capturing visit reports. Verbal reports would also be useful if given as they could be minuted at committee or FGB meetings. This would all be valuable information for Ofsted.
- Aa written report from the Chair had been circulated previously of her introductory visit to school as Chair of Governors on 22.02.23.
- 10.01 Pupil Support Committee
- P Wray had diarised a safeguarding visit to prepare for completion of the ARM form (annual Safeguarding Monitoring return) which was awaited.
- C Davidson had met with the SENCO and her written report was awaited. She flagged that there were no pupils with SEND on the school council. How could governors address this?
- I Cunningham had made a behavioural visit.
- 10.02 Teaching and Learning Committee
- Lammie was to visit on 20 April to see the Charanga scheme (music) in practice. Rebecca Coronil was coming into school to lead some pupils in dance.
- 10.03 The Headteacher reminded the governing board of his 6-year plan to remove the need for rewards and sanctions in school. He referred to the Paul Dix book *When the adults change*.
- 10.04 The Chair told governors that she was happy to do one-to-one meetings with governors if they wanted them.

- 10.05 **Q: NOVACS – A governor asked whether we could put these reports on the school website?**  
A: It was agreed that NOCACs would be published on the school website but Governor visits would not be published as the board felt the need for frankness and confidentiality outweighed the desire for openness.
- 11.00 SAFEGUARDING/CHILD PROTECTION**
- 11.01 A safeguarding audit had been undertaken on 3 March by the LA Safeguarding team. Many areas had been coloured Purple/Pink to indicate best practice.
- 11.02 The Headteacher gave his congratulations to Andy Hinchcliffe on the audit. The governing board remarked on his tenacity and depth of knowledge.
- 12.00 HEADTEACHER’S REPORT ON PERFORMANCE MANAGEMENT**
- 12.01 Document circulated previously to governors: Performance Management for Mar 23 FGB.  
The Headteacher reported back on the performance management processes in school. Observations made by members of the SLT were less formal involving positivity walks. This included “leverage” drop-ins whereby additional suggestions can be made, i.e. “can we make it even better by ...”. Staff PM had been discussed at Teaching & Learning committee.
- 12.02 ECT’s in school were passing their targets set. A new suite of NPQ’s were available and free of charge. The Headteacher was studying for the National Executive Headteacher qualification and E Whitfield was completing a senior leadership course.
- 13.00 POLICY APPROVAL**
- **Special educational needs and disabilities (SEND) Policy**
  - **Resolved:** The SEND Policy 2023-23 was approved.
  - **SEND Information Report** – Donna Bedlow (SENCo) was currently updating this.
  - **Behaviour Policy**  
This had been agreed.
  - **Staff alcohol and drugs misuse policy 2023-25**  
The model LA policy had been adopted and amended to the school’s details. The policy was agreed.
  - **Pay Policy**  
This had been agreed at the Resources Committee.
  - **Staff Induction Policy**  
Is on the agenda to be approved at the Resource Committee in May 2023.
- 14.00 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE**
- 14.01 The Headteacher confirmed that the school website met all statutory requirements.
- 14.02 Clare Davidson agreed to review the website.
- 15.00 GOVERNOR OVERSIGHT OF THE SATS PROCESS**
- 15.01 The following governors agreed to come into school to monitor the SATS papers:  
Tuesday 9 May – SPAG test – I Cunningham  
Wednesday 10 May - Reading – C Davidson  
Thurs/Friday 11/12 May – Maths – P Wray

CD

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**16.00 CHAIR'S BUSINESS**

16.01 It was agreed to add Succession Planning to the next FGB agenda.

16.02 The Chair complimented the GSS service for the quality of the Chair's training which she had attended.

**17.00 CLERK'S BUSINESS**

17.01 There was no business brought by the Clerk.

**18.00 DATE AND TIME OF NEXT MEETING**

**Full Governing Body**

**Safeguarding for Governors training – Thursday 20 July 2023 at 5.00 p.m. – All governors to attend**

**FGB meets: Immediately following the above training session at 6.00 p.m.**

*The Chair thanked governors for their attendance and closed the meeting at 6.55 p.m.*