

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 20 July 2023 at 6.00 p.m.

PRESENT Sarah Gardner (Chair) Elisa Whitfield (Senior Assistant Headteacher)
Olamide Ayemowa (Lammie) Clare Davidson
Rebecca Coronil Matthew Woodcock
Samantha Pease
Paul Wray (part of meeting)

IN ATTENDANCE: Eileen Murray (Clerk, Governor Support Service)
Lindsey Kemp (Observer, Prospective Governor)

1.00 APOLOGIES FOR ABSENCE

1.01 Apologies for absence were received from J Hairsine, I Cunningham and the M Lumb. The Headteacher was attending the Year 6 leaving celebrations. Paul Wray would have to leave when the Safeguarding item had been dealt with. It was agreed to move this item up the agenda.

2.00 MEMBERSHIP MATTERS

2.01 Term of office for Iain Cunningham, co-opted governor, ends on 16 October 2023. Iain had indicated his willingness to continue.

2.02 Vacancy for a parent governor – Lindsey Kemp was in attendance as prospective parent governor. She has two children in school and had been a member of the governing board previously. She resigned from her role when she had her second child.

2.03 There was no further update in recruiting a co-opted governor.

3.00 DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS

3.01 There were no new declarations of interest.

4.00 ANY OTHER URGENT BUSINESS

4.01 Committee to agree the performance management of the Headteacher. J Hairsine had stepped down from this role, P Wray was happy to step in.

- **Resolved:** That P Wray become part of the Headteacher's PM committee.

5.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

Documents previously circulated to governors from the Headteacher:

11.07.23 – CLA

11.07.23 – SEND

HT report for July '23

Belle Isle PPA summary for schools – Spring '23 (Pupil Planning Area)

Holbeck PPA summary for schools – Spring '23

Hunslet PPA summary for schools – Spring '23

Elisa Whitfield, Senior Assistant Headteacher, answered on behalf of the Headteacher. Governor questions and comments were invited.

**ACTIO
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5.01 **Pupil numbers**
The Headteacher had met with the sustainability team regarding falling pupil numbers. Governors were informed that school expected 47 or 48 pupils for reception this September. As this trend continues school would have a year-on-year deficit of c£50k, which was not financially sustainable. Discussions had taken place over the past few years regarding reducing the number of the PAN (Pupil Admission Number). It was now felt that a reduction must be agreed.

5.01.2 **Resolved:** That the Headteacher/Governing Board apply to reduce the school PAN.

5.02 **Staffing**

Q: A governor stated that schools are struggling to recruit TA staff. On the school website there is just one HLTA vacancy listed. Is this correct?

A: EW agreed to check this with the Headteacher.

The Chair agreed to speak with the Headteacher to see if we could offer any incentives to attract new staff. Three Supply TA's would be employed for September to fill vacancies. The meeting was reminded that each class has a TA at Hunslet Carr.

**EW
Chair**

5.03 **Attendance**

5.03.1 Governors were updated regarding the position with Monique Bassey, Attendance Officer. She is due to go on maternity leave from the beginning of September and has been absent since the beginning of May with unexpected health issues. Given the difficulties in recruiting Monique; Andy Hinchcliffe and Elaine Boyce had been working 10 hours a week (between them) in a supporting role. There were c100 children from c43 families in school with Persistent Absence (have had more than 18 days absence this year) and often these are families where attendance has been a historical issue over several years.

5.03.2 The whole school attendance stood at 90%, which is 4% below the national average. The meeting was told that Reception attendance was much lower than the rest of school. Children with SEND needs have a lower attendance than non-SEND pupils in all year groups.

5.03.3 The Chair suggested that governors should have a full discussion at the next meeting to address the longer-term plan for attendance. This was agreed.

Agenda

The Chair realised that the meeting should have dealt with item 11 Safeguarding to enable P Wray to report on his visit and leave the meeting.

11.00 SAFEGUARDING/CHILD PROTECTION

11.01 P Wray had visited school on 14 July to check the Section 175 Annual Compliance Return (ARM) and to discuss Filtering and Monitoring of the school's internet.

11.02 Paul stated that he was very happy with the robust policies and procedures in place. He asked for any questions or comment on his report. There were none.

Paul Wray left the meeting at this point and the meeting returned to item 5.00 Questions to the Headteacher's report.

QUESTIONS TO THE HEADTEACHER'S REPORT - CONTINUED

- 5.04 **Q: A governor queried whether pupils were doing the same when learning from home?** Head
It was agreed that the Headteacher would pick this up at the next FGB meeting.
- 5.05 **Budget**
Q: A governor asked about the state of the budget with the overtime for attendance work, the HLTA vacancy, staff room, RL Room 2 refurbishment?
A: EW stated that the cost of turning the current staff room into a Rainbow Room had been quoted for at £64k by the LA. There was some LA funding available for this. Headteacher had been due to attend a meeting with the LA to discuss funding this but the officers from the LA did not attend the meeting, so it is now scheduled for September.
- 5.05.1 The Chair informed the meeting that the pay award for teachers which had just been settled at 6.5% would not impact the budget. School had allocated 3.5% for this increase and the government would be contributing 3%.
It was agreed to agenda a budget update for the next meeting. Agenda
- 5.06 **Premises**
The meeting was told that school was having to react to the additional needs of new children starting in September. The conservatory would be made fit for purpose to enable it to become a soft play area for EY children.

The Chair asked for any further questions or comments to the Headteacher's report. There were none.
- 6.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**
- 6.01 Documents previously circulated to governors before the meeting:
- *NOVAC R Coronil – Visit of 22 June 2023 to introduce herself to school and see behaviour for learning in action.*
 - *NOVAC R Davidson– Visit of 11 July 2023 to carry out SEND monitoring.*
- 7.00 MINUTES OF THE LAST MEETING**
- 7.01
 - **Resolved: That the minutes of the meeting held on 30 March 2023** were agreed as an accurate record and the Chair was authorised to sign them.
- 8.00 MATTERS ARISING**
- 8.01 **C Davidson to write a testimony as parent governor (Minute 2.01 refers):** Action complete. Lindsey Kemp was present at this evening's meeting. It was agreed to put Lindsey's governorship to the vote.
- 8.01.1
 - **Resolved:** That Lindsey Kemp be agreed as parent governor from today until 19 July 2027.

- 8.02 **Keep SEND and Staffing on the FGB meeting agendas (Minute 5.03.4 refers) – Action ongoing.** **Agenda**
- 8.03 **More dynamic use of the SIP (Minute 6.05 refers): Action ongoing.** It was agreed to agenda this for the next meeting. **Agenda**
- 8.04 **I Cunningham to query what he can do further re: EY (Minute 6.06 refers): Action ongoing.** Iain was not present. To discuss at next meeting. **Agenda**
- 8.05 **Governors to come to this meeting with a training request for 2023/24 (Minute 7.06 refers): Action ongoing.** Agreed to carry forward to next meeting. **Agenda**
- 8.06 **Health & Safety walk (Minute 7.07 refers):** The Chair had been unable to attend the walk around. Sam Pease had attended and agreed to submit her report to governors ASAP. **S Pease**
- 8.07 **Review of statutory information on the school website (Minute 14.01 refers) –** C Davidson had reviewed the website to confirm compliance. **Action complete.**
- 8.08 **Oversight of the SATS process (Minute 15.01 refers) – Action complete.** Governors had visited as agreed.
- 8.09 **Other Business – Succession Planning (Minute 16.01 refers) – Action ongoing.** As several governors were not present it was agreed to agenda this for the next meeting. **Agenda**

Lindsey Kemp gave her apologies and left the meeting at this point.

10.00 COMMITTEE REPORTS

The meeting was assured that all statutory requirements as listed below had been addressed.

Resources committee statutory requirements
The budget has been approved including the price of school meals
Health and safety policy has been approved
Charging and remissions policy has been approved

The budget had been agreed. The Clerk stated that she had been at a meeting elsewhere where it was reported that the LA catering provider (Catering Leeds) was going to increase the price of school meals by 2p per meal from September. The Chair was not aware of any price increase. The other two policies had been approved.

Pupil support committee statutory requirements
The annual safeguarding self-assessment has been completed
School meets equalities requirements

Both actions had been completed.

Teaching and learning committee statutory requirements		Yes/No
School will be providing an annual report to parents		
Annual report to parents had been sent out.		
10.01	<p>Resources Committee M Woodcock had emailed the Headteacher regarding financial training and had not received a response. It was agreed to agenda this for the next Resources committee.</p>	Res. Ctee
10.02	<p>Teaching and Learning Committee C Davidson gave a verbal report from the committee meeting held on 6th July (minutes not available at the time of meeting.) Assessment data had been looked at as an overview.</p>	
12.00	<p>POLICY APPROVAL</p> <ul style="list-style-type: none"> • Staff Disciplinary Policy – LA model policy • Administering Medicines • Medical Conditions Policy • Guidance on medicines in school • Care and Control 	
13.00	EVALUATION OF GOVERNING BOARD EFFECTIVENESS	
13.01	Deferred to the next meeting.	
14.00	GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING	
14.01	It had been agreed earlier in the meeting to add Succession Planning to the next FGB agenda when more governors would be present.	
14.02	Governors had just completed Safeguarding for Governors training immediately prior to this meeting.	
14.03	The Chair reminded those present of the governor briefing information sessions available half termly online via Leeds for Learning. These Friday lunchtime sessions are also available after the event.	
15.00	CHAIR'S BUSINESS	
15.01	There was no business brought by the Chair.	
16.00	CLERK'S BUSINESS	
16.01	The Clerk reported that she needed to set the dates for the coming year's meetings with the Headteacher and Chair.	action complete
16.02	C Davidson commented that the governing board used to have a group of three governors (one from each committee) to look at policies and when they were due for renewal, but this had stopped happening for some reason. The Chair asked if the Clerk could provide a list of when policies were due for review.	

17.00 SET MEETING DATES FOR THE NEXT ACADEMIC YEAR

Dates to be agreed over the coming weeks and sent on to governors.
(Post-meeting note - Dates agreed: (All Thursdays at 5.00 p.m. in school unless otherwise stated))

FGB meetings:

5 October 2023
14 December 2023
21 March 2024
11 July 2024.

Pupil Support Committee:

9 November 2023
18 April 2024

Resources Committee:

7 December 2023
2 May 2024

Teaching & Learning Committee:

19 October 2023
7 March 2024
4 July 2024.

The Chair thanked governors for their attendance and closed the meeting at 7.25 p.m.