

## HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 5 October 2023 at 5.00 p.m.

**PRESENT** Sarah Gardner (Chair) Martin Lumb (Headteacher)  
Iain Cunningham Jon Hairsine (Via Teams – part of meeting)  
Sam Pease (Via Teams – part of meeting) Elisa Whitfield  
Matthew Woodcock

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

1.00	APOLOGIES	ACTION
1.01	Apologies for absence were received and accepted from Olamide Ayemowa (Lammie), Rebecca Coronil, Clare Davidson and Cllr Paul Wray.	
1.02	The Chair gave the reasons for the absences to governors.	
2.00	MEMBERSHIP MATTERS	
2.01	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 data-bbox="217 949 1299 1021" style="list-style-type: none"><li>• <b>Term for Elisa Whitfield, staff governor ends on 05/01/2024.</b></li><li>• <b>Term for Lammie Ayemowa, co-opted governor ends on 18/01/2024.</b></li></ul> <p data-bbox="217 1066 1326 1200">As Lammie Ayemowa was not present it was agreed to defer this item to the next Full Governing Board (FGB) meeting (December 2023.) It was also agreed to deal with the term of office ending for the staff governor at the same time.</p>	Agenda
2.02	Lindsey Kemp had been elected unopposed as parent governor at the last Full Governing Board (FGB) meeting. The Clerk noted that she had not received her details to enable her to be added to the governing body; therefore she would not have had an invite to this evening's meeting. It was agreed for the Clerk to chase this up.	Clerk
2.03	Due to the number of absent governors at this evening's meeting it was agreed to discuss membership matters in more detail at the next meeting.	Agenda

## **PLANNING AND ORGANISATIONAL ITEMS**

### **3.00 DECLARATION OF INTERESTS**

3.01 Governors noted the need to review the register and each governor present completed a governor's interest's form which they then returned to the Head who would arrange for the school website to be updated with any new information.

**Head**

3.02 The Headteacher would ensure a form was obtained from O Ayemowa, R Coronil, Clare Davidson, J Hairsine and Cllr Wray who were absent from the meeting. It was acceptable for governors to email their forms into the Headteacher.

**Head**

### **4.00 ELECT A CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE**

#### **4.01 Resolved:**

- Governors agreed to defer this item until the next FGB in December when it was hoped that all governors would be able to attend.

**Agenda**

#### **4.02 Resolved:**

- That the Chair and the Vice Chair would continue in post until the next meeting.

### **5.00 CONFIRMATION OF CODE OF CONDUCT**

5.01 The Code of Conduct had been circulated and reviewed by governors prior to the meeting.

#### **5.02 Resolved:**

- That the code of conduct was approved and adopted.

5.03 Governors present signed a copy of the code of conduct during the meeting for retention in school and the Headteacher would obtain signatures from absent governors.

**OA/  
RC/  
CD/  
JH/  
SP**

### **6.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS**

6.01 The board discussed which methods of participation in meetings would be acceptable.

#### **6.02 Resolved:**

- That the preferred method of participation in full governors' meetings was for governors to attend face to face, although participation via virtual methods would be permitted. Attendance via phone call would also be permitted.
- Committee meetings would be held virtually or via telephone.

### **7.00 AGREE TERMS OF REFERENCE**

7.01 Governors discussed the updated document 'Committee Terms of Reference 2023-24' a sample of which had been circulated for review prior to the meeting.

- 7.02 **Resolved:**
- That the Local Authority model terms of reference be adopted.
  - That all powers that could be delegated to committees were delegated.
  - That authority was delegated to the Resources committee to approve the budget.
  - That authority was delegated to the Headteacher to appoint staff members, except for the appointment of a Deputy Headteacher and new Headteacher.

**8.00 CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP**

- 8.01 **Resolved:**  
Governors agreed to defer this until the next meeting in December when more governors were expected to attend.

- 8.02 **Resolved:**  
Governors agreed to keep the current committee membership for the time being.

**9.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES**

- 9.01 **Resolved:**  
Governors agreed to defer this until the next meeting in December when more governors were expected to attend.

- 9.02 **Resolved:**  
Governors agreed to keep the current responsibilities for the time being.

**10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**

- Resolved:**
- That authority be delegated to the Headteacher to vire sums of up to £10,000 and to enter into contracts up to the value of £10,000.
  - That signatories for authorisation of orders and invoices be approved as follows:  
Orders: M Lumb  
Invoices: H Stewart (School Business Manager)  
Petty cash: H Stewart and M Lumb.
  - That the Chair, on behalf of the governing board, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.

**11.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**

- 11.01 **Resolved:**
- That Sarah Gardner, Samantha Pease and Paul Ward would conduct the performance management of the Headteacher.
  - That Liz Brook, School Improvement Adviser (SIA), would be the independent person to assist governors in conducting the performance management of the Headteacher.
  - That the high-level performance objectives of the Headteacher would be shared with governors.

- 11.02 The performance management of the Headteacher would be completed by 31 Dec 2023 and a review meeting was due to take place on 6 Oct 2023.

## **STANDARD AUTUMN TERM AGENDA ITEMS**

### **12.00 MINUTES OF THE LAST MEETING**

#### **Resolved**

- **That the minutes of the meeting held on 20 July 2023** were agreed as a correct record and the Chair was authorised to sign them.

### **13.00 REVIEW ACTIONS AND MATTERS ARISING**

- 13.01 **Headteacher's report, Attendance Officer (minute 5.03.3 refers):** This item would be discussed later in the agenda.
- 13.02 **Headteacher's report, Reduction to reduce the school Pupil Admission Number (PAN) (minute 5.01 refers):** Action complete. The Headteacher had applied to reduce the PAN.
- 13.03 **Headteacher's report, Staffing (minute 5.02 refers):** Higher Level Teaching Assistant (HLTA) vacancies would be discussed later in the agenda.
- 13.04 **Headteacher's report, Teachers pay award (minute 5.04.1 refers)** – This item was not required.
- 13.05 **Minutes of the last meeting, Matters arising: More dynamic use of the SIP (School Improvement Plan) (minute 8.03 refers)** -P Wray was going to link Hunslet Carr with another school who was using the SIP in this way. The Headteacher told governors that he was due to meet Alex Bell (Leadership Coach) in the coming days with senior leaders to discuss how to choose/prioritise targets for the SIP.
- 13.06 **Minutes of the last meeting, Matters arising; I Cunningham's responsibility for Early Years (minute 8.04 refers)** – E Whitfield agreed to contact I Cunningham to arrange a date for his monitoring visit. Action complete.
- 13.07 **Minutes of the last meeting, Matters arising: Governors to come to this meeting with a training request (minute 8.05 refers)** - This would be discussed later in the agenda.
- 13.08 **Minutes of the last meeting, Matters arising: Health and Safety walk (minute 8.06 refers)** – Action complete. Report had been circulated to governors.
- 13.09 **Minutes of the last meeting, Matters arising: Succession planning (minute 8.09 refers)** – Due to the low numbers of governors present it was agreed to defer this until the next meeting.
- 13.10 **Policy Approval (minute 12.00 refers)** – This item was on this evening's agenda.

**Agenda**

13.11 **Evaluation of governing board effectiveness (minute 13.01 refers)** – This would be dealt with later in the meeting.

13.12 **Clerk’s business; Set meeting dates for the coming year (minute 16.01 refers)** - The dates for this year’s meetings would be listed at the end of these minutes. Action complete.

**14.00 STRATEGIC PLANNING (SEF and SIP)**

14.01 The updated self-evaluation form (SEF) had been circulated for review prior to the meeting.

14.02 The Headteacher emphasised the increasing needs of children coming to Hunslet Carr. The school was being pro-active in this and had turned the old staff room into an additional classroom. There were now 15 children with autism in school who have very high needs. School had applied for an Education Health and Care Plan (EHCP) for a Year 2 pupil in March 2022 and the form had not been looked at. The child is very physical and strong and sometimes needs to be restrained by up to three members of staff. An incident had taken place earlier in the day which resulted in a member of staff being bitten and needing hospital treatment.

*At this point (5:40 p.m.) governors were told that J Hairsine had lost his connection and had withdrawn from the meeting. Later in the meeting it was noted that S Pease must have lost her connection at the same time. **This rendered the rest of the meeting as inquorate.***

The Headteacher continued by saying that he had been promised that this pupil would be fast-tracked in March 2023 by the SENSAP (Special Educational Needs Statutory Assessment and Provision) team. It was likely that this pupil would not be in an identified specialist provision for another two years.

14.03 Returning to the SEF the Headteacher was happy to report that Hunslet Carr was doing very well. School had received its best ever Year 6 results. The Headteacher would be meeting with Sam Golia, Area Lead Primary Learning Improvement, in a couple of weeks to discuss the SEF.

14.04 The Chair expressed her concern on behalf of the governing board at the level of risk that staff are being subjected to. She did not believe it to be acceptable. Governors agreed to support the Headteacher in whatever action he deemed necessary to try to resolve this. Cllr Wray was aware of the position regarding the Year 2 pupil and had agreed to raise this with the relevant council committee chair.

**P Wray**

**Recommended for approval at the next meeting:**

- That the Chair would email the Area Inclusion Partnership (AIP) leader for South Leeds to prompt some action. The Headteacher felt that the threat of permanent exclusion may be needed. He agreed to provide the Chair with the necessary contact details.

**Head/  
Chair**

- That the Headteacher would provide a daily update to the Chair.
- That an email be sent to local MP Hilary Benn.

Head  
Chair/IC

***Those present were happy with the information/policies as presented and recommended it was approved in the next meeting’.***

Governors asked whether school could send some flowers to the member of staff who had been attacked. The Headteacher confirmed that this had already been done.

14.04 As it was getting late and there were other important items for discussion it was agreed to defer the item on the School Development Plan (SDP) to the next meeting.

Agenda

**15.00 SPECIAL EDUCATIONAL NEEDS (SEN) Update including Staffing**

15.01 The Headteacher gave an overview of the vacancies within school:

- **School dinner staff.** There were currently four members of staff (this had been ten); cover was being provided by Teaching Assistants (TA's) and members of the Senior Leadership Team (SLT). These posts are for two hours in the middle of the day which makes it very difficult to recruit to. The pay on offer was the Leeds working wage.
- **TA staff** – There were four vacancies which were being covered by supply staff. An advert had been put out with a closing date of 9 October and no interest had been shown at this point.
- **Higher Level Teaching Assistant (HLTA) posts** – two vacancies.
- **Teaching posts** – one Full Time Equivalent (FTE) and one at 0.6 post were vacant. Several candidates had applied for the part-time post and the Deputy Headteacher had been showing candidates around school earlier on in the day.

15.02 The Headteacher proposed to re-jig the role of the TA staff to enable them to provide a half-hour cover at lunchtime. TA's currently have over an hour for lunch. Governors felt this was a good solution. It was agreed that the Headteacher should undertake the necessary actions to put this in place.

15.03 A Year 4 teacher would be going on maternity leave shortly. The Headteacher would be seeking to appoint maternity cover for a one-year period.

15.04 **Q: A governor stated that a joining bonus had been offered to the Attendance Officer – could we do this with the other vacancies in school?**

A: This would probably only be possible for the HLTA posts.

The Headteacher agreed to contact Human Resources (HR) the following day for advice.

Head

**16.00 SAFEGUARDING**

**16.01 Child Protection Policy**

The updated policy received from the local authority had been personalised to the school and had been circulated to governors for approval. The Headteacher added that this had also been shared with staff.

**16.02 Recommended for approval at the next meeting:**

- That the Child protection policy is approved.

**16.03 Keeping Children Safe in Education (KCSIE)**

The KCSIE guidance document had been circulated to governors with the Child Protection policy and governors confirmed they had reviewed the content of KCSIE and signed an acknowledgement to confirm this.

**16.04 Recommended for approval at the next meeting:**

- That the Keeping Children Safe in Education document is adopted.

16.05 Headteacher to arrange for new governor Lindsey Kemp to complete all statutory safeguarding training.

**Head**

**17.00 POLICY APPROVAL**

**17.01. Teacher Pay policy**

The Headteacher explained that the Local Authority (LA) model pay policy had not yet been released.

**Resolved:**

It was agreed to add this to the next meeting's agenda.

**Agenda**

**17.02. Complaints Policy 2023-25**

1 The school complaints policy had been circulated in advance of the meeting. The Headteacher outlined that the policy was based on the local authority model policy.

**17.02. Recommended for approval at the next meeting:**

- 2
- That the complaints policy was approved as presented.

**17.03. Appraisal Policy 2023-25 (LA model)**

1 The Appraisal policy had been circulated in advance of the meeting.

**17.03. Recommended for approval at the next meeting:**

- 2
- That the Appraisal policy was approved as presented.

**17.04. Staff Disciplinary Policy 2023-25 (LA model)**

1 The Staff Disciplinary policy had been circulated in advance of the meeting.

**17.04. Recommended for approval at the next meeting:**

- 2
- That the Staff Disciplinary policy was approved as presented.

**17.05. Staff Capability Policy 2023-25 (LA model)**

1 The Staff Capability policy had been circulated in advance of the meeting.

17.05. **Recommended for approval at the next meeting:**  
2

- That the Capability policy was approved as presented.

17.06. **Anti-bullying policy Sept 2023**  
1 The Anti-bullying policy had been circulated in advance of the meeting.

17.06. **Recommended for approval at the next meeting:**  
2

- That the Anti-bullying policy was approved as presented.

The Headteacher informed governors that pupils in Years 4,5 and 6 now had access to the TootToot anti-bullying app.

17.07. **Administering medication policy 2023-25**  
The Administering medication policy had been circulated in advance of the meeting.

17.07. **Recommended for approval at the next meeting:**  
2

- That the Administering medication policy was approved as presented.

17.08. **Supporting Medical Conditions policy 2023-25**  
1 The Supporting Medical Conditions policy had been circulated in advance of the meeting.

**Recommended for approval at the next meeting:**  
17.08. 

- That the Supporting medical conditions policy was approved as presented.

  
2

17.09. **Guidance on medication in school 2023-25**  
1 The guidance on medication in school document had been circulated in advance of the meeting.

17.09. **Recommended for approval at the next meeting:**  
2

- That the guidance on medication in school was adopted as presented.

17.10. **Volunteers in school policy 2023-25**  
1 The Volunteers policy had been circulated in advance of the meeting.

**Recommended for approval at the next meeting:**  
17.10. 

- That the Volunteers policy was approved as presented.

  
2

17.11. **Whistleblowing policy 2023-25**  
1 The Whistleblowing policy had been circulated in advance of the meeting.

**Recommended for approval at the next meeting:**  
17.11. 

- That the Whistleblowing policy was approved as presented.

  
2

## **18.00 GOVERNOR DEVELOPMENT**

18.01 S Gardner had joined staff at the unconscious bias training which had taken place the previous day for a refresher. She told governors that it had been very thought-provoking.



18.02	M Woodcock would like to complete the following training: School finance (if this was a follow-on course from the training he had attended), Health & Safety, Pupil Premium and Diminishing the Difference. I Cunningham agreed to check which training he had completed.	
18.03	The Chair asked whether she could have a list of governor training attended. The Clerk to action this.	<b>Clerk</b>
18.04	New governor, Lindsey Kemp to be booked onto induction modules 1 and 2 available on Leedsforlearning.	<b>Head</b>
18.05	<b>Succession Planning</b> It was agreed to defer this item to the next meeting when more governors should be in attendance.	<b>Agenda</b>
<b>19.00</b>	<b>CHAIR'S BUSINESS</b>	
19.01	The Chair reported a five-day fixed term exclusion for a Year 1 pupil. The pupil had been excluded for violent behaviour towards pupils and staff. They had returned to school that day without incident. School have applied for a place at REACH learning centre and the Headteacher expected that a named specialist provision would be given when the child's EHCP comes through. The pupil has an Early Help plan in place and receives support via the cluster.	
<b>20.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
20.01	The Chair had noted that she had two different versions of this evening's agenda. The Clerk agreed to make sure this didn't happen again.	<b>Clerk</b>
<b>21.00</b>	<b>DATE OF THE NEXT MEETING</b> <b>The next meeting will be held in school on Thursday 14 December 2023 at 5.00 p.m.</b> <b>Meeting dates for 2023-2024</b> <b>FGB – 14<sup>th</sup> December</b> <b>FGB – 21<sup>st</sup> March 2024</b> <b>FGB - 11<sup>th</sup> July 2024</b> <b>Pupil Support – 9<sup>th</sup> November</b> <b>Pupil Support – 18<sup>th</sup> April 2024</b> <b>Teaching and Learning – 19<sup>th</sup> October</b> <b>Teaching and Learning – 7<sup>th</sup> March 2024</b> <b>Teaching and Learning – 4<sup>th</sup> July 2024</b> <b>Resources – Tuesday 5<sup>th</sup> December 2023</b> <b>Resources – 2<sup>nd</sup> May 2024.</b>	

The Chair closed the meeting at 7:06 p.m.