

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 14 December 2023 at 5.00 pm.

PRESENT	Sarah Gardner (Chair)	Martin Lumb (Head)
	Olamide Ayemowa (Lammie)	Iain Cunningham
	Clare Davidson	Jon Hairsine
	Lindsey Kemp	Elisa Whitfield
	Matthew Woodcock	Cllr Paul Wray

IN ATTENDANCE: Pam Wallis (Clerk – Governor Support Service)(via Zoom)

		ACTION
1.00	APOLOGIES	
1.01	Apologies for absence were received and accepted from Rebecca Coronil and Sam Pease.	
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 style="list-style-type: none">• Term for Elisa Whitfield, staff governor was due to end on 05/01/2024.• Term for Olamide Ayemowa, co-opted governor was due to end on 18/01/2024. <p>Resolved:</p> <ul style="list-style-type: none">• That Olamide Ayemowa be co-opted for a further four years.• That Elisa Whitfield had been elected as staff governor for a further term of four years.	
2.02	Lindsey Kemp, new parent governor, was welcomed by governors.	
3.00	DECLARATION OF INTERESTS	
3.01	There were no new declarations of interest.	
4.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT	
4.01	Number of children on roll <p>The Headteacher reported that the school had officially applied for the Pupil Admission Number (PAN) to be reduced to 45 from 60 for September 2025 and for a voluntary reduction from September 2023 in reception, years 2 and this would then be rolled out to years 1, 3 and 4 in the following year.</p>	
4.02	There were currently 12 spaces across school.	
4.03	Attendance <p>An anonymised attendance spreadsheet had been circulated showing pupils who were persistently absent and with interventions in place.</p>	
4.04	It was noted that attendance was still being impacted further due to Covid.	

- 4.05 Some of the strategies to improve attendance were outlined to governors including:
- Minibus collects ten pupils on Mondays, Wednesdays and Fridays using two staff and a driver. Additional strategies for Tuesdays and Thursdays were also in place.
 - Families were visited by attendance staff for safeguarding checks.
 - Social Care support some families.
- 4.06 **Q.** A governor questioned whether the pupils were too young to get to school alone.
A. Governors were informed that the pupils who were collected were from reception to year 3.
- 4.07 **Behaviour**
Behaviour had been deemed as good by Ofsted in 2021. Since then, the previous system of rewards had been changed to self-motivation with staff support and class rewards.
- 4.08 The children from reception to year 3 pupils had transitioned more easily to the new behaviour system than those in years 4, 5 and 6. The school had been working with Middleton St Mary's school who had run the system for two years.
- 4.09 It was reported that previously there was 96%-97% positive interaction with pupils and this was presently 92%-93%.
- 4.10 **Q.** A governor questioned whether fixed term exclusions were increasing.
A. The Head stated that last year there had been two and this year five or six, however reasons were irrelevant to the new behaviour system and support was in place. Referrals were made where necessary.
- 4.11 **Staffing (including wellbeing)**
Staffing had been discussed fully in the Resources committee meeting including costs. Three new staff were due to start in the Spring term.
- 4.12 It was noted that there had been difficulties in recruiting Teaching Assistants (TAs) and so supply staff had been used at a cost of £30,000. These positions would be readvertised in the new year.
- 4.13 A staff survey had taken place and the Head explained results from staff feedback linked to scores.
- 4.14 It was noted that the highest areas of staff absence were in years 4, 5 and 6 and support had been offered through the Employee Assistance Programme.
- 4.15 **Curriculum Update**
It was noted that all teachers being given a day to plan spring term topics and the Head outlined some of the visits relating to topic-based learning. At the next open morning, classes would incorporate topics into the classroom.

- 4.16 The Head highlighted that residential visits would be moved to dates in September with funding of £30,000 from Pupil Premium (PP) approved by the Resources committee.
- 4.17 **Q.** A governor questioned the inclusion of pupils with Special Educational Needs and Disabilities (SEND) in residential opportunities.
A. It was explained that strategies were put into place to address individual needs.
- 4.18 **School Development Plan**
Q. A governor questioned whether there were any concerns with the red, amber and green allocations as one related to governance.
A. The Head informed governors that he would send information about coming events to governors so they could attend.
- 4.19 Some of the red actions were due to be addressed by November and all would be discussed at the next FGB meeting.
- 4.20 Governor School Attendance to be added to every agenda.
- 5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**
- 5.01 The following governor visits had taken place or been arranged:
 - Paul Wray had visited in his role as Safeguarding Governor and reviewed paperwork. He would undertake a further visit in January 2024.
 - Olamide Ayemowa visited in her role as Maths Governor
 - Iain Cunningham had completed an Early Years Foundation Stage (EYFS) visit and submitted a report earlier in the day.
 - Clare Davidson was in the process of arranging a pupil progress visit.
- 5.02 A budget review meeting was held on Wednesday 13 December 2023 with the Finance Officer and a reading deep dive had been scheduled with the School Improvement Advisor to take place on Thursday 25 January 2024.
- 6.00 MINUTES OF THE LAST MEETING**
Resolved
 - That the minutes of the meeting held on Thursday 5 October 2023 were agreed as a correct record and the Chair was authorised to sign them.
- 7.00 REVIEW ACTIONS AND MATTERS ARISING**
- 7.01 **Membership Matters (minute 2.01/2.02/2.03 refers):** Action closed. Discussed under agenda item 2.00 above.
- 7.02 **Declaration of Interests (minute 3.00 refers):** Action closed. All declarations had been submitted.

Head

Agenda

C Davidson

- 7.03 **Election of Chair and Vice Chair (minute 5.01 refers):** Action closed
Election of Chair
- 7.03.1 Sarah Gardner was nominated for the position of Chair. There were no other nominations. Sarah Gardner left the room whilst governors held a vote.
- 7.03.2 **Resolved:**
- that Sarah Gardner be elected Chair of the governing body.
 - that the term of office be for one year
- 7.03.3 **Election of Vice Chair**
 Clare Davidson was nominated for the position of Vice Chair. There were no other nominations. Clare Davidson left the room whilst governors held a vote.
- 7.03.4 **Resolved:**
- that Clare Davidson be elected Vice Chair of the governing body.
 - that the term of office be for one year
- 7.03.5 Governors had a brief discussion about succession planning. The Clerk stated that governors considering the role of Chair could attend training for further information and expectations.
- 7.04 **Code of Conduct (minute 5.03 refers):** Action closed. All governors had signed the code of conduct.
- 7.05 **Agree Committees (minute 8.03 refers):** Action closed. Governors agreed that members should remain the same as in the previous year.
- 7.05.1 **Resolved:**
Resources Committee: Sarah Gardner, Olamide Ayemowa, Jon Hairsine, Matthew Woodcock
Teaching & Learning: Clare Davidson, Jon Hairsine, Elisa Whitfield, Rebecca Coronil, Lindsey Kemp
Pupil Support: Clare Davidson, Iain Cunningham, Sam Pease, Paul Wray
- 7.05.2 The Chair would check that absent governors agree to this.
- 7.06 **Governors with Monitoring Duties (minute 9.00 refers):** Action closed
Resolved:
 Sarah Gardner – Safeguarding
 Jon Hairsine – Complaints
 Iain Cunningham – Early Reading/Phonics
 Olamide Ayemowa – Maths
 Clare Davidson – Pupil Premium, SEND, Children Looked After (CLA), Attendance
- The Chair would speak to Sam Pease and Rebecca Coronil about monitoring CLA and attendance as these could be combined due to only

Chair

Chair

having one CLA in school.

- 7.07 **Succession Planning (minute 13.09 refers):** Action closed. Governors had discussed this in item 7.03 above
- 7.08 **Minutes of the last meeting (minute 14.00 refers):** Action closed. It was noted that the previous meeting had been inquorate from item 14.00 and so governors were required to ensure that decisions made were ratified.
- 7.09 **School Development Plan (SDP): Behaviour: (minute 14.04 refers) Recommended for approval at the previous meeting:** Action closed
- The Head did threaten permanent exclusion but this was not needed as a place in specialist provision was found.
- 7.09.1 **Resolved:**
- That governors agreed to the actions taken in the above bullet points.
- 7.10 **School Development Plan (SDP) (minute 14.05 refers):** Action ongoing
Deferred to next meeting.
- 7.11 **SEND: Staffing (minute 15.04 refers):** Action closed. Governors were informed that no joining bonus could be offered to entice applicants for the Higher Level Teaching Assistant (HLTA) posts.
- 7.12 **Safeguarding: KCSiE and Child Protection Policies (minute 16.04 refers):** Action closed
Resolved:
- Governors approved both policies.
- 7.12.1 The Clerk questioned whether governors had signed to state they had read the policies and the Chair responded that governors had signed electronically.
- 7.13 **Safeguarding (minute 16.05 refers):** Action ongoing. The Head was arranging for the new governor, Lindsey Kemp, to complete all statutory safeguarding training.
- 7.14 **Policies for Approval (minute 17.00 refers):** Action closed
Resolved:
Governors approved all the policies listed:
- Complaints Policy 2023-25
 - Appraisal Policy 2023-25
 - Staff Disciplinary Policy 2023-25
 - Staff Capability Policy 2023-25
 - Anti-bullying Policy Sept 2023
 - Administering Medication Policy 2023-25
 - Supporting Medical Conditions Policy 2023-25
 - Volunteers in School Policy 2023-25
 - Whistleblowing Policy 2023-25

Agenda

Head/LK

7.14 **Governor Development (minute 18.02 refers):** Action ongoing
 The Chair had asked in the previous meeting whether a list of governor training attended could be sent to her. The Clerk was to action this but it had not been actioned.
 The Head would forward the governor training spreadsheet to the Chair.

Head

7.15 **Governor Development (minute 18.04 refers):** Action ongoing. New governor, Lindsey Kemp to be booked onto induction modules 1 and 2 available on Leeds for learning plus Safeguarding.

SBM/LK

8.00

Resources committee statutory requirements	Yes/No
Mid-year budget review has been approved	Yes
Audit of school funds has taken place <i>Unable to find someone to complete – Chair to speak to accountants she knows</i>	No/Chair
Educational visits follow risk assessment procedure <i>Completed by Chair</i>	Yes
Support for early career teachers meets DfE guidelines <i>Five mentors in place</i>	Yes
Appraisal Policy has been approved	Yes
Capability of Staff Policy has been approved	Yes
Pay and Appraisal Policies are being effectively implemented	Yes
Headteacher’s pay progression has been agreed	Yes

Pupil support committee statutory requirements	Yes/No
Safeguarding procedures are robust (including safer recruitment and single central record)	Yes
Admissions lists and attendance registers are in place	Yes
Promotion of general pupil wellbeing meets requirements	Yes
Medical Conditions Policy has been approved	Yes
Relationships and Sex Education Policy has been approved <i>To be reviewed due to new legislation to include transgender</i>	Yes

Teaching and learning committee statutory requirements	Yes/No
The national curriculum is being taught	Yes
Arrangements are in place for a daily act of collective worship	Yes
A pupil premium strategy is in place and a report is on the website	Yes
A PE and sports premium strategy is in place and on the website	Yes

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

9.01 This data would be scrutinised further and Clare Davidson would complete a report.

C Davidson

- 9.02 The Head gave highlights:
- Year 6 results had been the highest in the last few years.
 - The number of pupils achieving the Expected Standard (EXS) in reading was close to national average.
 - The number of pupils achieving both the EXS and Greater Depth (GD) in maths was close to national average.
 - Writing was a priority in the SDP for needing further work, impacted by Covid, however a high level of work and support was being offered.

9.03 The Head would give further detail on vulnerable groups of learners at the next Pupil Support committee meeting.

10.00 SAFEGUARDING

10.01 Paul Wray had already arranged a safeguarding walk around school.

PW

10.02 An audit had been completed with outstanding results reported. There had only been one follow up question raised around there being a trusted person in school for LGBTQ+ pupils, however it was noted that this would apply to all staff.

10.03 There were only a few actions from the Annual Review and Monitoring (ARM) return, including doors having to be replaced due to the viewing panels being incorrect.

11.00 POLICY APPROVAL Teacher Pay Policy

11.01 **Resolved:**

- That governors approve the local authority model Teacher Pay Policy.

12.00 APPROVE, OR RECEIVE A REPORT ON, THE MID-YEAR BUDGET REVIEW

12.01 The mid-year budget had been reviewed at the Resources Committee meeting on Wednesday 13 December 2023 and approved.

12.02 The Head reported that he had met with the local authority Finance Officer to set the budget in April 2023 and for the six month review and provided a summary:

- Underspend on TAs but funds used for supply as unable to recruit
- Budget set at £25,000 for premises but spend was £45,000 due to unexpected issues, however no Reinforced Autoclaved Aerated Concrete (RAAC) in school.
- Carry forward would be £30,000 and next year would also be in surplus of £94,000, then £36,000 the second year with a deficit of £99,000 in third year, however this would likely change.
- Head requested to report stress testing for various alternative costs.
- Head and Chair to sign the virement form and circulate to governors.

13.00	GOVERNOR DEVELOPMENT	
13.01	Governors were reminded to review the training programme and inform the Chair of any courses they would like to attend.	
13.02	Governors to attend Ofsted training once changes had been set.	
13.03	Clare Davidson requested to attend training for the Vice Chair role.	SBM
13.04	Iain Cunningham requested to attend early years training.	SBM
13.05	The Head attended safeguarding/child protection training on 9 November 2023.	
13.06	The Chair requested that governors submit reports on any training attended for the next FGB meeting and the Head agreed to send a report on training already attended to the Chair as promised earlier in the meeting.	Govs.
13.07	Succession planning had been discussed earlier in the meeting and it was agreed should be added to every FGB agenda.	Agenda
14.00	CHAIR'S BUSINESS	
	There was no Chair's business to report.	
15.00	ANY OTHER URGENT BUSINESS	
15.01	Policies Governors had discussed policies at the previous FGB meeting but after item 14.00 when the meeting became inquorate. It had been suggested that one person from each committee review specific policies and bring to relevant meetings for approval.	
15.02	Resolved: The Chair, Clare Davidson and Paul Wray would review policies with all governors reading some, e.g Child Protection.	Chair/CD /PW
15.03	The Clerk questioned whether the school had a policy planner and the Chair confirmed that it did.	
15.04	Parent engagement To support parent engagement further there had been coffee mornings and workshops held with experts in specific areas e.g. understanding behaviour, potty training, weaning off a dummy etc.	
15.05	Parents engagement starts in early years with open mornings. Parents had been able to see what their children were learning in various topics however some had been unable to attend so it was suggested to hold these on varying days.	
15.06	The Head would circulate parent evening dates to governors to enable them to attend where possible.	Head

16.00 DATE OF THE NEXT MEETING

The next meeting would be held in school on Thursday 21 March 2023 at 5.00 pm.

Meeting dates for 2023-2024

FGB – 21 March 2024

FGB - 11 July 2024

Pupil Support – 18 April 2024

Teaching and Learning – 7 March 2024

Teaching and Learning – 4 July 2024

Resources – 2 May 2024.

The Chair closed the meeting at 6.47pm.