

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 21 March 2024 at 5.30 pm.

PRESENT Sarah Gardner (Chair) Martin Lumb (Head)
(Virtual) Iain Cunningham
Clare Davidson Jon Hairsine
Lindsey Kemp Matthew Woodcock

IN ATTENDANCE: Julie Hunter (Clerk – Governor Support Service)

		ACTION
1.00	APOLOGIES	
1.01	Apologies for absence were received and accepted from Olamide Ayemowa (Lammie), Cllr Paul Wray and Elisa Whitfield.	
2.00	MEMBERS 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 Governors for Schools website had lost its funding so recruiting additional governors would be via the advert that is currently out. There are two governor vacancies, and the following was noted: <ul style="list-style-type: none">• Term for Sarah Garner, co-opted governor was due to end on 12 July 2024.• Rebecca Coronil and Sam Pease had resigned as governors. Both were thanked and sent a card and flowers.• Lindsey Kemp has joined the T&L committee.	
3.00	DECLARATION OF INTERESTS	
3.01	There were no new declarations of interest.	
4.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT	
4.01	The number of children on roll has been changed from 60 to 45 in some year groups which means school is almost full. This improves stability and impacts on budget as there would be three full classes instead of four classes that were not full but requiring funding for staff.	
4.02	The biggest issue is attendance due to 32% of persistent absentees attending 90%. Some attendance is below 50% and 10%. Some children are emotionally based school avoiders which is a mental health issue which interventions are unable to address. In some cases, incentives can be offered, and therapeutic support is also offered in school as well as through the Cluster. It was noted that school therapists were not able to go into homes. School aim to put in place 'crews' to help children to discuss feelings addressing any conflicts or worries and engaging in circle time activities. The Senior Leadership Team will be visiting a Doncaster school to observe this intervention in practice. School will also be looking into providing Thrive, an evidence-based programme.	
4.02.1	Q: Has any research been done about the children who are emotionally	

based school avoiders and strategies which could be used?

A: Leeds Beckett had conducted some research and school are applying all the interventions included in the report and additional ones.

4.02.2 **Q:** Have school provided the local authority with the names of these children?

A: Yes however, as parents want to avoid welfare home visits the children are often then taken off role to be electively home educated. Unfortunately, due to a backlog the local authority is unable to follow this up for six to nine months.

4.02.3 It was suggested that this be escalated to the Local Government ombudsman. The Head and Sarah Gardner would prepare an email to send similarly to the one regarding the SEND funding, to have this matter recorded. The SEND referral for funding was turned down as school interventions are not evidence-based programmes so school will introduce these going forward.

Head/SG

4.02.4 **Q:** Regarding those with 10% attendance does the issue impact other areas of their lives?

A: For some children the barrier is that they cannot leave their homes. Another barrier can be the school building itself and another can be the parents and these children can be brought to school by minibus and wake up calls/texts can be sent. School support parents by making links with them, provide food and slow cookers, and try to increase engagement. It was noted that CAMHS are no longer accepting referrals as they have a waiting list of fourteen years.

4.03 The Head explained that there was a need to make changes to the TA contracts to provide sufficient playground supervision in school. There are now only four playground supervisors when there was previously 10. The benefits of this would be releasing strategic staff to fulfil their roles and the TA's have better knowledge of the children. The governors were asked for permission for the SLT to investigate changing TA contracts.

• **Resolved:**

That the SLT the investigate changing TA contracts.

4.04 Governors congratulated the results of the staff engagement survey which showed positive progress. The Head explained that the behaviour strategy in place had improved behaviour which had then positively impacted on staff wellbeing.

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

5.01 The Head shared the most recent evaluation of the school's 2023/24 improvement plan.

5.02

The following governor visits had taken place or been arranged:

- Clare Davidson had conducted the Pupil Premium visit. It was explained to governors that although 50% of pupils in school were eligible for PP this is not indicative of the real picture, as 88% of pupils in school live in

the 10% of most deprived households in the country, therefore 38% of pupils are missing out on funding. To offer the best support to all children school use this funding for whole school support, eg, funding speech and language provision, social and mental health therapy, and subsidising residential trips. PP is being spent wisely and effectively.

5.03 There have been 2 NOVACS or other external reports since the last meeting, both conducted by Liz Brookes, School Improvement Advisor as follows:

- Reading deep dive on 25 January 2024. This was very positive with standards-maintained areas for improvement actioned since the Ofsted deep dive. The only concern raised was that school were working too hard by developing their own phonics scheme.
- Maths book look 12 March 2024 with the report pending. The only matter raised was correcting pupils who reverse their numbers, however the Head explained that despite this the maths was correct and by the end of Y2 the reversal of numbers had been resolved.

5.04 The SEF had not been updated. The SIP had been updated. The SLT are working through priority sections. There will be a Talk for Writing deep dive which has been moved to the autumn term as there are no concerns. Writing books were moderated with other local school and we were in the top two of five schools.

6.00 MINUTES OF THE LAST MEETING

6.01 Item 5.01 should read 'pupil premium' and not pupil progress.

Resolved

- That subject to the amendment above, the minutes of the meeting held on Thursday 14 December 2023 were agreed as a correct record and the Chair was authorised to sign them.

7.00 REVIEW ACTIONS AND MATTERS ARISING

7.01 School Development Plan upcoming events (minute 4.18 refers): the Head had circulated information regarding this to governors. **Action closed.**

7.02 Governor school attendance (minute 4.20 refers): This had been added to the agenda. **Action closed.**

7.03 Clare Davidson pupil progress visit (minute 5.01 refers): This had been completed. **Action closed.**

7.04 Chair to check that absent governors content with committee membership (minute 7.05.2 refers): The Chair confirmed that governors were content. **Action closed.**

7.05 Monitoring CLA and attendance (minute 7.06 refers): The item was no longer relevant as the governors in question had resigned. The responsibilities would therefore be taken by new governors when recruited. **Action closed.**

- 7.06 School Development Plan (minute 7.10 refers): This had already been discussed. **Action closed.**
- 7.07 Lindsey Kemp to complete all statutory safeguarding training (minute 7.13 refers): LK had completed this. **Action closed.**
- 7.08 List of governor training attended (minute 7.14 refers): The relevant form had been circulated to governors in January and should be returned to the Chair. **Action ongoing.** **Govs**
- 7.09 LK to be booked on induction training (minute 7.15 refers): LK had completed this training. **Action closed.**
- 7.10 CD to complete report on data regarding end of year results (minute 9.01 refers): CD had completed the PP report. **Action closed.**
- 7.11 Paul Wray to arrange safeguarding walk around school (minute 10.01 refers): This had been arranged for 22 March 2024. **Action closed.**
- 7.12 CD to attend Chairs training (minute 13.03 refers): This training is partially completed. **Action ongoing.** **CD**
- 7.13 Iain Cunningham to attend Early Years training (minute 13.04 refers): This had not yet been completed. **Action ongoing.** **IC**
- 7.14 Reports on training attended (minute 13.06 refers): Governors to provide reports. **Action ongoing.** **Govs**
- 7.15 Succession planning (minute 13.07 refers): This item had been added to the agenda as requested. **Action closed.**
- 7.16 Policy review (minute 15.02 refers): Chair/CD/PW to review these. **Action ongoing.** **Chair/CD /PW**
- 7.17 Parent evening dates (minute 15.06 refers): This item was included on today's agenda. The dates were noted at Tuesday and Wednesday 26 and 27 March 2024.

8.00 COMMITTEE REPORTS

8.01 It was noted that the Resources meeting had been re-arranged for 11 June 2024 to bring it in line with the budget setting meeting on 4 June 2024 and the Pupil Support meeting will take place on 18 April 2024.

Resources committee statutory requirements	Yes/No
Schools financial value standard has been approved and submitted	N
Report from annual inspection of premises has been received	N
Data protection policy has been approved	N
Freedom of information policy has been approved	N
Whistleblowing policy has been approved (not statutory)	N

Pupil support committee statutory requirements	Yes/No
SEND provision meets requirements and the SENCo is qualified	N
School food and milk provided meets national standards	N
Stakeholder feedback has been considered	

Teaching and learning committee statutory requirements	Yes/No
Early years provision meets statutory requirements	Y

9.00 SAFEGUARDING

- 9.01 A report had not yet been received from the safeguarding governor. This item to be c/f to the next meeting.
- 9.02 The 2024 ARM had not yet been received as the Leeds Safeguarding Board were running behind.

**FGB
Agenda**

10.00 POLICY APPROVAL

- 10.01 Special educational needs and disabilities (SEND) policy and/or the SEND information report (known as the school offer). **Approved.**
- 10.01 Behaviour principles written statement. **Approved.**

11.00 REVIEW OF INFORMATION ON SCHOOL WEBSITE

- 11.01 The governing board ensure the website is up to date and complies with statutory requirements. The website currently lacks the functionality and appeal of other local school websites, and the Head is in discussions with a number of website creators to improve this situation. This item to be c/f to the next meeting.

**FGB
Agenda**

12.00 GOVERNOR DEVELOPMENT

- 12.01 The training governor reported on training attended and plans to address development needs at items 7.07, 7.09, 7.12 and 7.13 above.
- 12.02 New Prevent training is available on Key. Jon Hairsine to forward the link for this to governors. **JH**
- 12.03 It was noted that the governor handbook had been replaced. JH to check on training for the replacement. **JH**
- 12.04 CD expressed interest in PP training and would email school regarding this. **CD**
- 12.05 It was noted that there was CLA and attendance training available for the new governors when appointment.
- 12.06 Governor succession planning. This item to be c/f to the next meeting. **FGB
Agenda**
- 12.07 GovernorHub knowledge is a valuable source of online information on a wide range of school governance topics. Once registered governors receive a weekly round-up of the latest education news and the app can be downloaded to a phone.

13.00 GOVERNOR OVERSIGHT OF SATS PROCESS

13.01 A member of the governing board oversees the SATs process to ensure there are no actions which could compromise the integrity of results.

13.02 The Head to circulate the dates so that governors can indicate when they are able to attend.

14.00 CHAIR'S BUSINESS

14.01 There had been one exclusion since the last meeting.

15.00 ANY OTHER URGENT BUSINESS

15.01 There was no other urgent business to discuss.

16.00 DATE OF THE NEXT MEETING

The next meeting would be held in school on Thursday 11 July 2024 at 5pm.

Meeting dates for 2023-2024

Pupil Support – 18 April 2024

Resources – 2 May 2024

Teaching and Learning – 4 July 2024

FGB - 11 July 2024

The Chair closed the meeting at 7pm.

Head