

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 11 July 2024 at 5pm.

PRESENT Sarah Gardner (Chair) – Virtual Martin Lumb (Head)
Clare Davidson Iain Cunningham
Lindsey Kemp Jon Hairsine (Virtual – left at 6 pm)
Cllr Paul Wray Matthew Woodcock

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

1.00 APOLOGIES

1.01 Apologies for absence were received and accepted from Olamide Ayemowa and Elisa Whitfield.

2.00 MEMBERS MATTERS

2.01 Governors noted that the term for Sarah Gardner, co-opted governor ends on 12 July 2024.

Resolved:

- That governors agreed to co-opt Sarah Gardner voted for four year term of office.

2.02 The two governor vacancies have been advertised however there has been no interest so far.

3.00 DECLARATION OF INTERESTS

3.01 There were declarations of Interest from Jon Hairsine and a member of the Cockburn MAT and Cllr Paul Wray as LA governor and a MAT board member.

4.00 PORT

4.01 The Headteachers report had been circulated to governors The Headteacher highlighted the following:

4.02 Number of children on roll

The school context table would be populated with data and circulated governors tomorrow, however the Headteacher informed governors that there were one or two spaces in most year groups which was minimal in light of voluntary reduction. There would be a drop in numbers this year and next as these Y6 cohorts had 60 pupils with the incoming reception cohorts having 45 pupils. Following this all year groups would be 45. There have been lots of new children this year, many of Indian heritage in line with the demographic of the locality. The majority of these are working at expected levels for their cohort and have English as their first language.

4.03 School attendance

Attendance comparisons with other schools had been made according to free school meals quintile five. We are in the bottom of the bottom 20%. It was noted that attendance issues have been ongoing for some time and families with persistent absence and social and emotional non-attenders are a challenge, rather than term time holidays. The return of the dedicated Attendance Monitor from a period of long-term leave should have an impact on this and this would be a focus from September. It was

ACTION

acknowledged that attendance is an issue nationally and as a result the government has introduced new guidance for managing school attendance from September.

4.03 Meeting needs of our children

Following visits to XP schools in Doncaster CREW will be introduced in September with staff training booked for 3 September 2024. Governors were invited to attend. An increase in exclusions was a concern and managing children who should not be in mainstream provision was a challenge.

4.04 Changes to the TA contracts to include working 30 mins over lunchtimes

There had been one objection to the change of TA contracts due to the staff members personal arrangements. A compromise had been offered by school as an alternative which had not been accepted. Fusion HR had assured the Headteacher that school had followed a fair process and offered a reasonable compromise.

4.04.1 **Q:** Had advice been sought regarding flexible working requests after implementing the new contracts?

A: The Chair explained that employees have a right to request flexible working, however an employer is not obligated to acquiesce as the business needs and impact on the school must be considered. Any requests would be dealt with on a case-by-case basis.

4.04.2 **Q:** Is the cover needed at lunchtime?

A: Yes, the proposal would mean the availability of eight staff to cover the three lunchtime sittings and also two staff in place in case of sickness absence.

Q: Would the Hunslet Club still attend to provide games at lunchtime?

A: No, as this is where the funding would come from for the salary increase for the TA's. Dinnerladies would provide games for the children and The Hunslet Club would still be involved in the after school club.

Governors approved a change to the contracts of the school's existing TAs and the future contracts given to new TAs.

4.05 Staffing

4.05.1 A card and flowers to be sent to the two long serving members of staff who are leaving.

4.05.2 As the School Business Manager is leaving, interim arrangements have been put in place to reconcile school finances and process payroll. It was noted that the job description for the SBM is different in an academy therefore advice had been sought regarding the differing job description for comparison. When the right job description for Hunslet Carr has been established the position could be advertised in August with interviews at the end of September, and the successful applicant could take up post in October/November.

4.05.3 **Q:** Cllr Wray cautioned governors against consulting with the MAT before a decision to join had been approved, and stressed the importance of transparency.

HT

A: The Chair explained that the discussions had not been around the budget set up to considering the SBM was leaving discuss the SBM recruitment. A budget review was already scheduled in and the Headteacher advised of the resignation received the day before. The Headteacher noted Cllr Wray's comment and that expressed that there would also be input from the local authority regarding the job description. The Chair also explained that it was good practice to revisit job descriptions at the point of recruitment however it was not usual for the FGB to review job descriptions.

4.06 Staff wellbeing

This continues to be good as measured by OfficeVibe.

4.07 Curriculum

Q: How do we ensure standards are maintained?

A: The new ReadWriteInc phonics system will begin in September and Talk for Writing will be a big focus which will help with structure in writing. Spelling is the weakest area in Y6 and will be a focus going forward.

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

5.01 Updates had been provided for governors. This item had been discussed in the T&L committee and minutes circulated to governors.

6.00 NEXT STEPS FOLLOWING THE EGM ON FRIDAY 21ST OF JUNE

6.01 The Headteacher and Chair had completed and sent the application to become an academy. The next DfE meeting will be 16 July 2024 and then in September so the application should be reviewed at either of these meetings. The Headteacher would visit Cockburn to attend a strategy meeting to discuss plans for primary schools.

7.00 MINUTES OF THE LAST MEETINGS

7.01 **Resolved:**

- That the minutes of the meeting held on Thursday 21 March 2024 at 5.30pm were agreed as a correct record and the Chair was authorised to sign them.

7.02 **Resolved:**

- That the minutes of the EGM meeting held on Friday 21 June 2024 at 5pm were agreed as a correct record, subject to the following amendments, and the Chair was authorised to sign them.

7.02.1 Minute 6.12 – Cllr Wray requested that this item read “Cllr Wray reiterated” instead of “a governor reiterated”.

Clerk

7.02.2 Minute 6.13 – Cllr Wray requested that a breakdown of the vote be included in the meeting instead of “a majority decision”.

Clerk

8.00 REVIEW ACTIONS AND MATTERS ARISING FGB Meeting Thursday 21 March 2024

8.01 SEND referral funding (minute 4.02.3 refers): The Head and Chair had sent an email to appeal the refusal of funding however had had no success. Cllr Wray offered to follow this up again.

PW

8.02	<u>List of governor training attended (minute 7.08 refers):</u> Those governors who had not yet completed the spreadsheet were asked to do so and return it to the Chair. Action ongoing.	Govs
8.03	<u>CD to attend Chairs training (minute 7.12 refers):</u> CD had attended the first however the rest were cancelled. CD to re-arrange this in September. Action ongoing.	CD
8.04	<u>Iain Cunningham to attend Early Years training (minute 7.13 refers):</u> Attendance to be confirmed at the next meeting. Action ongoing.	IC
8.05	<u>Reports on training attended (minute 7.14 refers):</u> This would be provided once training had been completed. Action ongoing.	Govs
8.06	<u>Policy review (minute 7.16 refers):</u> This item was timetabled on today's agenda. Action closed.	
8.07	<u>Report from Safeguarding governor (minute 9.01 refers):</u> This item is timetabled on today's agenda. Action closed.	
8.08	<u>Review of information on the school website (minute 11.01 refers):</u> The Headteacher informed governors that developing a new website could cost £3k however if school decided to join the MAT they have standard websites, therefore it was felt that this would be a waste of resources at this point intime. Action closed.	
8.09	<u>Jon Hairsine to forward the link for new Prevent training to governors (minute 12.02 refers):</u> JH to be asked to re-send the link. Action ongoing.	JH
8.10	<u>JH to check on training for the replacement governor handbook. (minute 12.03 refers):</u> JH still to feedback to governors regarding this. Action ongoing.	JH
8.11	<u>CD to email school regarding PP training (minute 12.04 refers):</u> This training had been booked but CD could not attend due to the EGM meeting. CD to email school again in September. Action ongoing.	JH
8.12	<u>Governor succession planning (minute 12.06 refers):</u> This item is timetabled on today's agenda. Action closed.	
8.13	<u>Governor oversight of SATs process (minute 13.02 refers):</u> The Head had circulated the dates so that governors could indicate when they were able to attend. Action closed.	
EGB Meeting Friday 21 June 2024		
8.14	Q: Has the Headteacher contact the Deputy Director to discuss costs? A: Not yet however will be doing so.	
8.15	Q: Do we know how the cost of suspended staff cover would be covered by the MAT? A: We do not have the information yet, but we will be obtaining it.	
8.16	Q: Do we have the financial information about services the school will receive from the mat? A: Not yet, however we will obtain these figures.	

- 8.17 JH to ask if governors could visit Middleton school (minute 6.14 refers):
 JH to feedback to governors regarding this. **Action ongoing.**
- 8.18 Progress/next steps with the MAT to be added to the FGB agenda as a standing item (minute 7.01 refers): This item had been added.. **Action closed.**

JH

9.00 COMMITTEE REPORTS

9.01	Resources committee statutory requirements	Yes/No
	The budget has been approved inc' the price of school meals	Yes
	Health and safety policy has been approved	Yes
	Charging and remissions policy has been approved	Yes
	Mid-year perf management for teachers has been completed	Yes
	Pupil support committee statutory requirements	Yes/No
	The annual safeguarding self-assessment has been completed	Yes
	School meets equalities requirements	Yes
	Teaching and learning committee statutory requirements	Yes/No
	School will be providing an annual report to parents	Yes

9.02 It was noted that the Resources committee dates were changing to track spend over the course of the year. Meeting dates are included at minute 16.00 below.

10.00 BUDGET

10.01 The budget had been thoroughly reviewed and approved at the Resources committee meeting. The Headteacher would email governors when the information is available about the financial contribution school will have to make to the installation of the heat pump.

10.01 **Q:** Have any conversations been had yet with residents regarding their concerns regarding the solar panels and heat pump?
A: No concerns had been raised with school.

11.00 SAFEGUARDING

11.01 The safeguarding governor would circulate their report to governors.

PW

11.02 The 2024 ARM had been completed and returned. The Headteacher would circulate the report to governors.

HT

11.03 The Chair to do safer recruitment training and the Headteacher to provide details.

HT/ Chair

12.00 POLICY APPROVAL

12.01 The following policies were accepted and approved by governors.

- Admission Arrangements
- Mathematics
- Health, Safety and Wellbeing
- Staff Leave of Absence

13.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS

13.01 The Chair would prepare an annual statement and look at how committees review their effectiveness for September.

Chair

14.00 GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING

14.01 Cllr Wray had completed mandatory cyber security briefing and Prevent briefing update. The Headteacher would find out if all governors need to complete the cyber security training.

HT

14.02 C Davidson had completed SEND training and part one of Chairs training.

14.03 All governors had registered on the Governor Hub.

15.00

15.01 The Chair advised governors that a request had been received from a parent for a £15 free school meal voucher for each week of the school year, for their child who was not attending school. The request was denied. The Headteacher had responded rather than the Chair as the question was a legal one and not a decision to be made.

16.00 ANY OTHER URGENT BUSINESS

16.01 Confirmation had not yet been received regarding funding for football netting.

16.02 The children's posters regarding cleaning up after your dog had not been received back.

16.04 Face to face/hybrid/virtual committee meetings to be discussed in September.

FGB
Agenda

16.05 Committee membership to be reviewed in September. It was noted that Lindsey Kemp had agreed to join the T&L committee.

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Agenda

17.00 DATE OF THE NEXT MEETING

17.01 Suggested dates based on last academic year. All meetings to be held in school on a Thursday at 5:00pm unless otherwise stated.

FGB meetings:

3 October 2024

12 December 2024

13 March 2025

03 July 2025

Pupil Support Committee:

21 November 2024

24 April 2025

Resources Committee:

7 November 2024

16 January 2025

8 May 2025

Teaching & Learning Committee:

17 October 2024

06 March 2025

26 June 2025

The Chair closed the meeting at 7pm.