

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 3 October 2024 at 5.00 pm.

PRESENT Sarah Gardner (Chair) Martin Lumb (Headteacher)
Iain Cunningham Jon Hairsine (Virtual)
Lindsey Kemp Elisa Whitfield
Matthew Woodcock

IN ATTENDANCE: Helen Ward (Clerk – Governor Support Service)

1.00	APOLOGIES	ACTION
1.01	Apologies for absence were received and accepted from Olamide Ayemowa, Clare Davidson and Paul Wray.	
2.00	MEMBERSHIP MATTERS	
2.01	Governors discussed membership issues, including terms ending, and agreed plans to fill vacancies. The following was noted: <ul data-bbox="272 987 1270 1167" style="list-style-type: none">• There are vacancies for two co-opted governors.• Sarah Gardener’s one year term of office as Chair would come to an end at the next FGB meeting on 12 December 2024.• Clare Davidson’s one year term of office as Vice Chair would come to an end at the next FGB meeting on 12 December 2024.	Agenda
2.02	The Headteacher (HT) continued to advertise vacancies on the website for two co-opted governors and the Chair agreed to put a note in the school newsletter.	HT / Chair
2.03	The clerk checked Leeds for Learning and confirmed that there were no terms ending in 2024. The term for Clare Davidson would come to an end on 29 March 2025.	
2.04	The School Constitution stipulated two parent governors. If Clare Davidson moved to a co-opted governor, then a parent representative vacancy would need to be advertised.	
3.00	DECLARATION OF INTERESTS	
3.01	Governors noted the need to review the register and each governor present completed a declaration of interest form which they then returned to the HT who would arrange for the school website to be updated with any new information.	
3.02	The Headteacher would ensure a form was obtained from Jon Hairsine and Cllr Wray who joined the meeting virtually or were absent from the meeting. It was acceptable for governors to email their forms to the Headteacher.	

4.00 CONFIRMATION OF CODE OF CONDUCT

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

4.02 Resolved:

- That the code of conduct was approved and adopted.

4.03 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.

5.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS

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

5.02 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.
- Committee meetings would be held virtually.

6.00 AGREE TERMS OF REFERENCE

6.01 Governors discussed the updated document 'Committee Terms of Reference 2024-25' a sample of which had been circulated for review prior to the meeting.

6.02 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.

7.00 CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP

7.01 Resolved:

Resources Committee: Sarah Gardner, Olamide Ayemowa, Jon Hairsine, Matthew Woodcock

Teaching & Learning: Clare Davidson, Jon Hairsine, Elisa Whitfield, Lindsey Kemp

Pupil Support: Clare Davidson, Iain Cunningham, Paul Wray, Elisa Whitfield.

- 7.02 The election of a Chair would take place in the subcommittee meetings.
- 7.03 It was agreed that an Appeals Committee would be set up as and when required.

8.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

8.01 Resolved:

Attendance – Lindsey Kemp
 Complaints - Jon Hairsine
 Early Reading/Phonics - Iain Cunningham
 Equalities, Health & Safety - Sarah Gardner
 Maths - Olamide Ayemowa
 Pupil Premium, SEND, Children Looked After (CLA) - Clare Davidson
 Safeguarding - Paul Wray
 Wellbeing – Matthew Woodcock
 Literacy – Matthew Woodcock

- 8.02 The governor Matt Woodcock had agreed to pick up literacy in the first instance, but any governor interested in this role should inform the Chair and HT.

Governors

9.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

9.01 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 the Chair, on behalf of the governing board, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.

- 9.02 As the School Business Manager (SBM) had resigned and left the school, temporary measures were put in place. The HT held the purchasing card, but this was signed off by Charlie Sharp.

- 9.03 Two temporary staff are assisting the HT with administration duties pending the recruitment of a new SBM.

- 9.04 The HT advised that no money could be drawn out of the Lloyds bank account but confirmed that Lloyds would be sending forms to update the signatories.

- 9.05 The HT advised that there had been five applications for the SBM role and that interviews would take place on Friday 11 October 2024. The Chair agreed to assist with this process and Jon Hairsine could attend virtually if required.

Chair

10.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER

10.01 Resolved:

- that Sarah Gardner, Jon Hairsine and Paul Wray 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.

10.02 It was agreed that the date for the HT Performance Management would be Monday 4 November 2024. Jon Hairsine would not be available, so the governor Matt Woodcock agreed to assist. The times would be confirmed but would likely be between 10 – 11:00am or 2 – 3pm.

Chair / Matt

STANDARD AUTUMN TERM AGENDA ITEMS

11.00 MINUTES OF THE LAST MEETING

11.01 Resolved

- That the minutes of the meeting held on 20 July 2024** were agreed as a correct record and the Chair was authorised to sign them.

12.00 REVIEW ACTIONS AND MATTERS ARISING

12.01 Staffing (minute 4.05.01 refers)

A card and flowers to be sent to the two long serving members of staff who are leaving. **(HT)**. This had been completed. Staff were very pleased that staff had taken the time to thank them. Action closed.

12.01.01 The HT expressed their thanks that, in the absence of a SBM, two volunteer staff had completed and submitted the Census Data.

12.02 **Re-wording (minute 7.02.01 refers)**. Minute 6.12 Cllr Wray requested that this item read “Cllr Wray reiterated” instead of “a governor reiterated”. **(Clerk)**

12.02.01 **Re-wording (minute 7.02.2 refers)** Minute 6.13 – Cllr Wray requested that a breakdown of the vote be included in the meeting instead of “a majority decision”. **(Clerk)**

12.02.02 Item 12.02 and 12.02.01 above refer. An extraordinary meeting had been held and votes cast. Cllr Wray wanted the wording in the minutes amending and had agreed to waive anonymity. The previous clerk had agreed to check this, but the action remained outstanding. Cllr Wray also wanted the breakdown of numbers instead of the wording ‘a majority decision’.

Clerk

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

HT / Chair

12.04 **List of governor training attended (minute 8.02 refers)**: Those governors who had not yet completed the spreadsheet were asked to

Governors

	do so and return it to the Chair. – Action ongoing	
12.05	<u>CD to attend Chairs training (minute 8.03 refers):</u> CD had attended the first however the rest were cancelled. CD to re-arrange this in September. The HT agreed to let CD know the date of the Chair training.	HT
12.06	<u>Iain Cunningham to attend Early Years training (minute 8.04 refers)</u> Attendance to be confirmed at the next meeting. This had not been completed. Action ongoing.	IC
12.07	<u>Reports on training attended (minute 7.14 refers):</u> This would be provided once training had been completed. Action ongoing.	Governors
12.08	<u>Jon Hairsine to forward the link for new Prevent training to governors (minute 8.09 refers) (JH).</u> The clerk would circulate the links to all governors once received.	JH / Clerk
12.09	<u>JH to check on training for the replacement governor handbook. (minute 8.10 refers): (JH)</u> The clerk would circulate the links to all governors once received.	JH / Clerk
12.10	<u>CD to email school regarding PP training (minute 8.11 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.	CD
12.11	<u>JH to ask if governors could visit Middleton school (minute 8.17 refers): (JH)</u> Action ongoing.	JH
12.12	<u>The safeguarding governor would circulate their report to governors (minute 11.01 refers).</u> The governor had visited the school but had not yet circulated the report. The Chair would follow up on this.	Chair
12.13	<u>The 2024 ARM had been completed and returned (minute 11.02 refers).</u> The Headteacher would circulate the report to governors. The document had been shared. Action closed.	
12.14	<u>The Chair to do safer recruitment training and the Headteacher to provide details (minute 11.03 refers),</u> The Chair and another governor had booked on to the training for 27 th The HT, Jon Hairsine and Andy Hinchcliffe had completed this therefore all recruitment processes follow the correct procedures. Action closed.	
12.15	<u>The Chair would prepare an annual statement and look at how committees review their effectiveness for September (minute 13.01 refers).</u> Carry forward.	Chair
12.16	<u>The Headteacher would find out if all governors need to complete</u>	

the cyber security training (minute 14.01 refers).

As Cllr Wray and Jon Hairsine had completed this, other governors were not required to do so.

- 12.16.01 The HT advised that there were changes to the way that insurance was provided. Insurance used to be through the Local Authority (LA) but the school now had to find their own insurance provider. This must include insurance against Cyber Attacks.
- 12.16.02 **Q. How are you seeking insurance providers?**
A. this is dependent upon whether we join the Multi Academy Trust (MAT). If so then we would follow their blanket policy.
- 12.17 **Face to face/hybrid/virtual committee meetings to be discussed in September (minute 16.04 refers).** Action closed.
- 12.18 **Committee membership to be reviewed in September. It was noted that Lindsey Kemp had agreed to join the T&L committee (minute 16.05 refers).** Action closed.
- 13.00 PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS (TOR 1.02)**
- 13.01 The report on the early analysis of statutory assessments had been circulated prior to the meeting.
- 13.02 The HT advised the data specialist, Ian Stokes had analysed the school's results for the past four to five years.
- 13.03 40% GLD was what the school expected.
- 13.04 The challenge now was that half of the children were not ready for Year 1 education. These students work with Teaching Assistants (TA's) and whilst they carry out similar activities to the more advanced children, it was more of a tactile approach. The idea was that by using this approach the children would catch up and the 40% should increase over time to 55%.
- 13.05 There were four or five students from reception who had additional needs.
- 13.06 **Q. The one thing that jumped out with figures is that we are behind Leeds and National averages, even considering demographics. I do not want us to be in the same position with Ofsted where we were subjected to a three-day inspection.**
A. If you look at Year 6 reading, writing and maths on the unvalidated figures we achieved 45% against a Leeds figure of 58%. Two students in Year 6 were new to English so will now be disapplied in the new report. A further five children were in restorative learning and had

EHCP's so needed specialist provision. This equated to seven children in total being included in the report showing 40%. If all these children were disapplied then we would be achieving 54% in reading, writing and maths which is much closer to the Leeds averages.

13.07 The Chair agreed that there was always a story behind the figures but that everyone needed to be aware of the narratives.

13.08 The HT advised that the school had higher numbers of special education needs (SEN) and free school meal (FSM) students. The MAT advisory board had asked the HT what the plans were to improve the school. The following four points had been identified:

13.08.01 **Attendance**

13.08.02 **Early identification of SEN**

The five children mentioned in 13.05 above only received their Educational Health Care Plan (EHCP) in Year 5. They should have received them in Year 4 as it took two years to get into a specialist provider.

13.08.03 **More target around White British (WBR) Boys**

There are currently four to five WBR boys in Year 4, 5 and 6 who were currently known to the police for anti-social behaviour. Parental early help plans would be in place and the combined effort of the support officers from Hunslet Carr and Cockburn would be able to offer further assistance.

13.08.04 **Phonics**

14:00 HEADTEACHERS REPORT

14.01 The Headteachers report replaced the agenda item Strategic Planning (SEF and SIP).

14.02 **Boilers**

In 2022 the school was advised that the boilers had reached the end of their life. The school had subsequently been identified as one of two sites for the decarbonisation scheme using heat source pumps.

14.02.01 The work was due to start on 12 August 2024, however, on 9 August 2024 Leeds City Council (LCC) advised that the work had been cancelled as it was not economically viable with the costs outweighing the benefits.

14.02.02 The HT had made concerted efforts to contact the Council but to no avail.

14.02.03 The HT invited questions about the boiler situation.

14.02.04	Q. With the MAT application what happens about the funding for new boilers? A. LCC advised that as a maintained school it was the school's responsibility to maintain and replace the boilers. Cockburn have further advised that they would not buy new boilers for the school but that they could assist with the communications.	
14.02.05	The reason the work was cancelled was that the electrical sub station required upgrading and National Grid only sent the costings through to LCC on 8 August 2024.	
14.02.06	Q. What are the legal obligations of National Grid to upgrade the substation. A. Not sure but the HT would make enquiries and feedback to the governors.	HT
14.02.07	One boiler was currently operating at half capacity and there was uncertainty about whether the boilers would cope with the colder weather.	
14.02.08	The HT and Chair had met to discuss a contingency plan which would be to provide heaters in the classrooms, but this would increase the electrical bill.	
14.02.09	The boiler failure would undoubtedly impact on the school operations and a governor advised that the LA would have an obligation to provide alternative premises to educate the children.	
14.02.10	It was agreed that the HT would contact Aqua Heat to find out the capacity of the half speed boiler and at what point would the boiler cease to operate.	HT
14.02.11	It was suggested that if the application to join the MAT was successful then the CEO of the MAT could speak to contacts within the DfE to put pressure on the LA.	
14.02.12	Boilers would remain an agenda item.	Agenda
14.03	Staffing update	
14.03.01	Following the resignation of the SBM a supply TA had been employed to assist with administrative tasks.	
14.03.02	Tracey Goward was assisting with financial matters one day a week and Pat McKenzie with HR matters one day per week.	
14.03.03	The HT had been fulfilling the dual role of the HT and SBM but recruitment for an SBM was underway.	
14.03.04	Q. Was there any indication as to why bills were not paid?	

A. The HT got access to the SBM emails, and it was evident that some bills had not been paid for months. It has entailed a lot of work ensuring that finances had been brought up to date.

14.03.05 Discussions took place as to how underperformance of staff could be monitored. It was agreed that performance indicators needed to be identified and would form part of the HT performance review.

14.03.06 Two TA's had resigned. One was progressing to university and the other realised the role was not for them. There had been 12 applications for two places and interviews would take place the following week.

14.03.07 **Q. What was the outcome of the consultation with the TA's increasing their daily hours by 30 minutes?**

A. Three TA's were not happy about the increase of two and a half hours per week but after meeting with Human Resources (HR) on 16 September two TA's agreed to the changes. One remained unhappy so they had been allowed to maintain their current contract.

14.03.08 There were three members of staff on long term sick leave. The school was receiving support from Fusion on managing this. Occupational health meetings had taken place, and the HT was following the advice. The Chair & HT agreed to meet to discuss this further.

Chair / HT

14.03.09 On budget setting in April 2024, £40,000 had been identified as spare funds, however additional costs over the summer period had reduced this amount. The five-year electrical testing had been carried out at a cost of £1,500. The Jungle Gym had been decommissioned and £6,000 had been spent on premises work. The resignation of the two TA's was costing the school in terms of temporary staff but on the flip side the SBM had not yet been replaced which was a short-term saving.

14.04 Academisation was discussed and the HT confirmed that the Advisory Board would be meeting on 15 October 2024. Governors would be informed of the outcome once it was known.

HT / Chair

15.00 SAFEGUARDING

15.01 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.

Resolved:

that the Child protection policy was approved.

15.02 The ARM report had been completed and submitted on time. This had been circulated to governors prior to the meeting.

15.03	The Chair had completed the online safeguarding training which was approximately 50 minutes.	
15.04	The HT agreed to re-send the email and link to all governors and would check with Andy Hinchcliffe which certificates had been received.	HT
16.00	POLICY APPROVAL	
16.01	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
16.02	Complaints Policy This was not due for review but as part of an ongoing complaint it was noted that the service of Governor Support Service (GSS) had been updated. Resolved: that the amendment had been made and the policy was approved.	
16.03	Educational Visits policy The Chair had reviewed this policy. Resolved: That the policy had been approved.	
17.00	GOVERNOR DEVELOPMENT	
17.01	The Governor Development Programme for 2024 – 2025 had been circulated prior to the meeting.	
17.02	The Chair had been booked onto the safer recruitment training.	
17.03	The Vice Chair would booked onto the Chair training.	Vice Chair
17.04	The governor Jon Hairsine agreed to send out a list of training to the HT for circulation to all governors.	JH / HT / Clerk
17.05	Q. What does being the attendance governor comprise of? A. You would speak to the attendance lead and look at attendance statistics.	
17.06	The HT requested that the clerk send out the guide for suggested attendance monitoring questions.	Clerk
17.07	The HT would send the attendance governor the report template for monitoring visits.	HT

17.08 The Chair advised that all monitoring visit reports must be completed and submitted. They would then be circulated at FGB meetings.

18.00 CHAIR'S BUSINESS

18.01 The HT referenced a complaint that had progressed to a stage three.

18.02 Two governors were required for the hearing of the complaint which would be held at Hunslet library.

18.03 It was agreed that:

- the date would be on Wednesday 16 October 2024 between 10am – 12pm.
- The Chair of the Panel and a governor was Cllr Paul Wray. He would be joined by Matthew Woodcock (Governor)
- There would also be a third independent panellist.
- Fusion HR would clerk the meeting.
- The panel would receive the papers five days prior to the meeting.

19.00 ANY OTHER URGENT BUSINESS

19.01 None.

20.00 DATE OF THE NEXT MEETING

The next meeting will be held in school on Thursday 12 December 2024 at 5.00 pm.

The Chair closed the meeting at 6.38 pm.