

**HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD  
PUPIL SUPPORT COMMITTEE**

Minutes of the meeting held virtually on Thursday 21 November 2024 at 5pm.

**PRESENT** Clare Davidson (Chair) Martin Lumb (Head)  
Iain Cunningham

**IN ATTENDANCE:** Jane Charlton - (Clerk, Governor Support Service)

<b>1.00 APOLOGIES AND MEMBERSHIP MATTERS</b>	<b>ACTION</b>
1.01 Paul Wray was not present at the meeting and no apologies had been received.	
<b>2.00 DECLARATIONS OF INTERESTS</b>	
2.01 There were none received.	
<b>3.00 ELECT A COMMITTEE CHAIR</b>	
3.01 Clare Davison was nominated for the position of Chair. Governors agreed the nomination.	
<b>Resolved:</b>	
<ul style="list-style-type: none"> <li>• that Clare Davison be elected Chair of the Pupil Support Committee.</li> </ul>	
<b>4.00 MINUTES OF THE LAST MEETING</b>	
4.01 <b>Resolved:</b>	
<ul style="list-style-type: none"> <li>• That the minutes of the meeting held on Thursday 2 May 2024 were agreed as an accurate record and</li> <li>• that the Chair was authorised to sign them.</li> </ul>	
<b>5.00 MATTERS ARISING</b>	
5.01 <b>Parent questionnaire (minute 4.01 refers)</b> Action ongoing. Feedback on the questionnaire would be provided at the next FGB meeting. This was to allow additional parents to provide feedback following the parents evening held this week.	<b>FGB Agenda</b>
5.02 <b>SEND (minute 5.02 refers)</b> Action ongoing. The meeting with Donna Bedlow, SEND needed to be re-arranged.	<b>Chair</b>
5.03 <b>Pupil Premium (minute 5.3 refers)</b> Action ongoing. The Head confirmed the new Pupil Premium Strategy had been published on the school website. The Chair and Headteacher to meet to discuss.	<b>Chair/ Head</b>
5.04 <b>Governors Appreciation (minute 6.03.3 refers)</b> Action closed. The Head confirmed governors appreciation had been passed on to staff in relation to the improvement in behaviour.	
5.05 <b>Tootoot App. (minute 7.01.6 refers)</b> Action closed. The Head confirmed the application would be not rolled out to children in Years 1	

and 2 as the school did not want to encourage children in these years to own a mobile phone.

5.06 **School ARM Report (minute 7.02 refers)** Action closed. Cllr Paul Wray had checked the ARM, and the report had been submitted to the Local Authority.

5.07 **School Food and Milk (minute 9.01 refers) Action** closed. The new costs for school meals and adult meals had been approved by the Resources Committee.

5.08 **SEND (minute 10.01.1 refers)** Action ongoing. The visit to school by Dan Barton had been cancelled and would be re-arranged for either 8 or 9 December 2024 to discuss the Rainbow Room and huge strain it placed on school finances.

**Q.** Would the outcome of the meeting be shared at the next FGB meeting?

**A.** Yes, a verbal update would be provided.

**Head/FGB**

## **6.00 STRATEGIC OVERSIGHT**

6.01 Iain Cunningham had undertaken a visit to school to observe phonics. Iain reported the visit had gone well and children had understood what they were doing. The Head advised Read Write Inc had recently been introduced therefore teachers had only begun teaching the new scheme a short time ago.

The Head confirmed a report on the visit had been submitted and would be circulated to governors.

**Head**

6.02 The NOVAC report on Early Years from Sally Hall had been circulated to governors in advance of the meeting.

During the visit, best practice guidance and research had been provided and KS1 had been observed.

A new method for assessing EAL learners had been introduced by Emma Gibbons, the EAL Leader. The Head explained how the new system worked, and that work was taking place with teachers looking at what actions they were being taken in relation to the children who fell into the lower performance quadrant on the grid.

6.03 The Chair queried how many behaviour incidents there had been since September and how the figure compared to the previous year. In response, the Head advised the Behaviour Tracker for the previous week showed 94% of children to have been ready, respectful and safe. A total of 24 children had had a behaviour incident at some point and there had been a total of 49 behaviour incidents, with 12 of these relating to one child.

6.04 A governor raised the behaviour of A SEND child. In response, the Head explained they had been in Rainbow but, as they had made progress, had been moved into the main school. Initially they had attended for full days, but their school day had been shortened to enable them to avoid coming into school at the same time as other

pupils. Following discussions with parents and teachers they were now attending school for afternoons only as the move had not been as successful as it had been hoped.

Thought needed to be given to what could be put in place to enable them to attend main school as returning to Rainbow was not considered to be the right option for them.

**Q.** What happens about their missed hours of learning?

**A.** They get a B code on the register, so no fine is issued for them missing school and work is sent home for them.

It was agreed a termly overview and a comparison of data be included on the committee agenda along with data from another comparable school.

**Agenda**

6.05 A governor asked how CREW was progressing. The Head provided a brief overview of the principles of CREW, which had been launched in school two weeks ago, and the activities that took place in school throughout the week. Staff were enjoying getting to know the children on a personal level and children were recognising their behaviour had been wrong and were taking responsibility for their actions.

6.06 The following questions were received from governors on absenteeism.

**Q.** Had the attendance bus had any impact since September ?

**A.** Yes. Attendance on Mondays, Wednesdays and Fridays was now 60% improved. The attendance team had been asked to look at improving attendance on Tuesdays and Thursdays as the school needed to know parents could sustain the good attendance themselves.

This would be discussed at the next full governing body meeting.

**FGB**

**Q.** Have the Streak/Attendance posters been put up around school?

**A.** Locations for the posters around school had been identified, all inward facing to avoid them being defaced. A table setting out days missed was now included in all letters sent to parents and teachers added how many days had been missed so far. The letters also set out how many days will have been missed by the end of the year if their attendance continued at the same ratio.

**Q.** Is there evidence that the 90% target is working ?

**A.** Some conversations with parents regarding attendance had been difficult over the past few weeks. These were where children had previously had good attendance but had taken term time holidays which had pushed them to 90% and they had then had a genuine illness.

**Q.** How will the school stop awards having a negative impact on those who cannot achieve good attendance due to a serious illness and so will never be able to achieve this ?

**A.** There were no longer any end of term or year awards, and the school was now rewarding children for five consecutive days

attendance, which are known as streaks. If a child achieves seven streaks in the first half term, then their name is entered seven times meaning no child is excluded

- 6.07 Governors noted the largest issue for the school in relation to SEND was the Rainbow Room as it was initially thought that children would be in Rainbow for a couple of months only, but one child had now been in Rainbow for around two and a half years. More information would be shared on this.

**Q.** How successful had Lexia Gold been?

**A.** This was being trialled in two or three classrooms and is working well. Children are able to log on and put headphones on and are doing well with questions and navigation. The system will be rolled out to other classrooms from 1 January 2025.

An update will be provided at the next meeting.

**Agenda**

**7.00 ATTENDANCE, BEHAVIOUR AND ATTITUDES**

- 7.01 Governors noted attendance during the previous week had been good and average attendance was now at 96.9%, which was above the national average. Attendance was also 2% higher than the previous year when average attendance had been 90%.

Governors agreed attendance during this school term could look to be lower due to there being less days in the term.

- 7.02 Pupils who were severely absent were siblings of past persistent absentees or persistent attendees who had moved up through the school. Governors were noted there were 12 pupils with attendance of less than 70% and three with attendance of less than 20%.

**Q.** Does the school need to restart gathering information on attendance each year ?

**A.** Yes. The school now had data for 10 weeks attendance so was not able to start the fast-track process.

An update on the fast-track process would be provided at the next meeting.

**Head/  
Agenda**

- 7.03 A governor queried whether the Local Authority could put a AOTAS package in place for the pupil who had not been into school for a year.

In response, the Head explained the school had taken all available steps to get the pupil back into school and they had been referred to Social Services for educational neglect as the parent was not home schooling, on which a decision was awaited.

An EHCP had been submitted for the pupil, but the Local Authority would not identify a place for them until their package was in place.

**Q.** Is work sent home for the pupil ?

**A.** Initially it was but the school had been advised by the School Advisor not to continue as it was encouraging their none attendance.

**Q.** Is the pupil seen by the school.

**A.** Yes, the school visits them on a weekly basis.

**Q.** Have the school registers been checked.

**A.** Yes, they were last checked in November 2023.

Schools were now working together on attendance and a booklet had been distributed to schools, which took best practice from hubs around the country. The booklet also contained a worksheet for schools to RAG rate themselves. The school was in the process of doing this and the worksheet would be brought to the next meeting.

## Agenda

### **8.00 SAFEGUARDING**

8.01 The Child Protection and CLS Report from Andy Hinchcliffe had been shared with governors in advance of the meeting.

8.02 A new Safeguarding Induction Checklist had been introduced by Andy for all new staff, who now spent their first day in school with him to undertake their safeguarding induction. As a result the staff induction process was not more robust and in line with Keeping Children Safe in Education guidelines.

Governors agreed it was a comprehensive report. There were no questions on the report.

8.03 The Head confirmed the due diligence procedures for joining Cockburn MAT were underway and a member of their staff had visited school to check staff records. No issues had been raised.

### **9.00 CHILDREN LOOKED AFTER**

9.01 There was only one Child Looked After in school who had been at the school since nursery.

The child had made good progress whilst at the school and would be able to attend mainstream high school should their parents wish.

### **10.00 PERSONAL DEVELOPMENT AND WELLBEING**

10.01 The report on Personal Development and Wellbeing had been circulated to governors in advance of the meeting.

The rising incidents of knife and other crime were highlighted by the Headteacher as there had been a number of serious incidents around school.

Cllr Paul Wray had recommended contact be made with the Mayor as the Police and Crime Commissioner functions were now the Mayor's responsibility and had asked senior officers to visit school to discuss the situation. There had also been issues with staff being abused on their way into school and whilst in the school car park.

**Q.** Was the school as safe as it could be during the school day?

**A.** Yes. The perimeter fence is kept locked at all times and floodlights were now in place in the car park.

**Q.** Were there any cameras on the school premises?

A. Yes, but before the lights were installed the car park had been too dark to enable the perpetrators of the abuse to be identified. The new lights would mean images would be clearly visible on CCTV.

**11.00 POLICIES FOR APPROVAL**

11.01 The Relationships and Sex Education was not yet available for approval.

The Head explained this was due to new guidance being issued when the policy was due for renewal and confirmed the new policy would be in place for when RSE was taught in January 2025.

The Chair queried whether the policy would be approved at the FGB meeting or by e-mail. The Head agreed to forward the updated policy to the Chair for approval.

**Head  
Chair**

**12.00 ANY OTHER URGENT BUSINESS**

12.01 There was none raised.

**13.00 DATE AND TIME OF NEXT MEETING**

13.01 Thursday 6 February 2025 at 5pm.

*The Chair closed the meeting at 6.30 pm*