

HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 12 December 2024 at 5.00 pm.

PRESENT	Sarah Gardner (Chair)	Martin Lumb (Headteacher)
	Olamide Ayemowa	Lindsey Kemp
	Iain Cunningham	Elisa Whitfield
	Clare Davidson	Matthew Woodcock
	Jon Hairsine	Paul Wray (arrived 5:12pm)

IN ATTENDANCE: Helen Ward (Clerk Governor Support Service)

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	No apologies had been received as all governors were present at the meeting.	
2.00	MEMBERSHIP MATTERS	
2.01	Governors discussed membership issues, including terms ending and the following was noted: <ul style="list-style-type: none">• The term for Clare Davidson, parent representative ended on 29 March 2025. As Clare would no longer be a parent at the school she was voted in as a co-opted governor for a further four years.• The term for Paul Wray, LA representative ended on 9 May 2025. This would be discussed at the next Spring FGB• There was a vacancy for one co-opted governor.• There was a vacancy for one parent governor. The current parent governor would speak to other parents about the governance role and the Head would advertise this role.	Lindsey / Head
2.02	Discussions took place around nominations for a Chair for the academic year 2024 2025. Sarah Gardner was nominated and left the room whilst a vote took place. Resolved: <ul style="list-style-type: none">• That Sarah Gardner be elected as Chair by the governing body.• that the term of office of the Chair would be one year.	
2.03	Discussions took place around nominations for a Vice Chair for the academic year 2024 2025. Clare Davidson was nominated and left the room whilst a vote took place. Resolved: <ul style="list-style-type: none">• That Clare Davidson be elected as Vice Chair by the governing body.• that the term of office of the Vice Chair would be one year.	

2.04 The governor, Jon Hairsine, would report the Chair and Vice Chair appointments to the Cockburn Multi Academy Trust (MAT).

3.00 DECLARATION OF INTERESTS

3.01 There were no new declarations of interest.

4.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

4.01

Questions were invited.

4.02

Pupil Numbers

The reduction in PAN resulted in fewer places available at the school and would mean a reduction of reception year admissions in both September 2025 and September 2026.

4.02.01

At the budget review earlier in the month, staff costs had been included. There would potentially be natural staff movement, however, if not then the school would need to enter into a process of redundancies.

4.02.02

The class structure for 2025 – 2026 was noted as follows: -

- Two classes in Reception
- Three classes in Yr1 & 2 (One Yr1, one Yr1 & 2 mixed & one Yr2)
- Two classes in Year 3
- Three classes in Yr4 & 5 (One Yr4, one Yr4 & 5 mixed & one Yr5)
- Two classes in Year 6

4.02.03

Q. How will SATS work as one half of the class will be preparing for SATS and the other half won't be?

A. We visited Strawberry Fields Primary in Garforth and have adopted their model. Children are not streamed.

4.02.04

It was noted that nursery numbers were declining which was attributed to: -

- Families moving in and out of the area as they predominantly rented accommodation.
- Birth rates had declined.
- Parents could be choosing other schools.

Staff were speaking to parents who currently had children in nursery to drive future admissions.

4.02.05

Q. Longer term is it worth considering no nursery provision or would this have further impact on numbers?

A. We need to continue to offer a nursery provision as most of the children in reception had attended the nursery. Only a few schools in the area did not offer a nursery provision.

4.02.06

It was noted that this required strategic consideration, so a governor would speak to the MAT.

**Jon
Hairsine**

4.03 **Attendance**
Attendance had been discussed at the Pupil Support committee meeting and information on attendance, including a breakdown of pupil groups, had been circulated prior to the meeting.

4.03.01 Attendance was complex and to arrive at meaningful conclusions statistics should be compared to other similar schools. The Head would ask the School Improvement Advisor (SIA) to provide this information and / or Ian Stokes who prepared the data analysis report for the school.

Head

4.03.02 Attendance remained a problem, and it was noted that Mondays and Fridays had the lowest attendance.

Q. Has research been carried out on the absences on Mondays and Fridays?

A. Yes parents may take their children to caravans for extended weekends. If families have been out late on Sundays, then parents not the children.

4.03.03 An incentive was launched around five consecutive day attendance and rewards included meal vouchers, cinema tickets and bowling vouchers.

Q. How have the rewards been validated? Perhaps these are not the correct rewards so parents should be consulted.

A. Flourishing Families come into school regularly to cook with some families so we will ask these families what would motivate parents to ensure their children attended school.

Head

4.03.04 The Persistent Absence (PA) continued to increase. The Chair requested a report for the last 12 months which would determine in year progress around interventions.

Head /
Chair

4.03.05 The Head had attended PA training. Part of the PA reporting process involved intervention from the Local Authority (LA). This should be a triangulated approach with the School, LA and Social Services but the process was not being followed by the LA. The governor, Paul Wray, would find out more information.

Paul Wray

4.03.06 **Q. What drives the dates allocated to teacher training days?**

A. On the LA school calendar the July finish date is normally a Tuesday. Teachers made up the hours for the two days by attending after school CPD sessions throughout the year, enabling the school to close on the previous Friday. A day or two is normally allocated to CPD at the beginning of the academic year and again one day in October to reflect on the start of the term.

4.03.07 **Q. When does the Performance Management (PM) of the attendance officer take place and how are targets set?**

A. In October robust conversations take place and targets are set for individual children or cohorts of children, such as the impact of the

attendance bus initiative.

Q. Does the attendance officer have any other ideas? Do they speak to other schools about their attendance strategies?

A. The LA attendance team had a positive impact on attendance, but this team had been disbanded.

The Head would send the governor, Matt Woodcock, the attendance officer targets.

**Head / M
Woodcock**

4.04 Behavior and Curriculum Update

CREW had been introduced at the start and end of each day. In these circle time sessions children discuss different topics and each Thursday there was an attendance focus. Children were self-reflecting and holding each other to account for poor behaviour. The CREW ethos was

4.04.01 The CREW leaders were now on duty during lunchtime and behaviour had improved. The overall behaviour in school was good and poor behaviour was predominantly logged from the three resource areas in school.

4.04.02 All staff had been trained on the CREW model and had regular coaching updates.

4.05 Nominated Resource Provision (NRP)

The Head explained the process of the NRP and advised that if a bid was successful additional funding would be granted. There were however concerns around staffing implications as whilst assurances had been received that the school had autonomy to deploy specialist provision, more research needed to be done. A concern was that some of the children currently accessing the internal specialist provision would be moved back into mainstream classes which would cause disruption.

4.05.01 The Head had consulted with the SENCO and Assistant SENCO and the following concerns were noted:

- Of the 12 children currently attending the Rainbow provision, six may move to the NRP but the other six would potentially move back into mainstream.
- specialist provision in 2025, however, if the NRP was established these children could remain at the school until they progress to secondary school.

4.06 Q. Are melt downs classed as behavioural issues? Some children become dysregulated, so it is non-conscious behaviour.

A. They are identified as an incident and will be logged on individual support plans.

4.07 The Head advised that the school was calm, and children were learning. The Chair reiterated this, and at the point of Ofsted they had commented on there being no exclusions.

4.08 **Staffing**

The Head advised that there had been a lot of teacher absences which were managed in-house as opposed to paying for supply. In some instances, the Senior Leadership Team (SLT) had covered lesson.

4.08.01 There was a teacher and teaching assistant crisis in Leeds and due to staff absences, some schools had to close for periods of time as staff to student ratios could not be met.

4.08.02 The school had not employed supply for ten years as the supply quality had been poor. The school Higher Learning Teaching Assistants (HLTS) were the cover in school and a timetable of cover was in place.

4.08.03 It was noted that 16 staff were absent during the previous week. The governors advised that covering in-house was not sustainable and was not the long-term solution.

4.08.04 Once the school was academised new staff contracts would be issued and possibly staff could be deployed across the Trust when absences occurred.

4.09 **Knife Crime**

All governors were aware of the anti-social behaviour problems and updates would be provided. The police were not addressing the problem and had not collected the CCTV footage. The four boys were known to the youth justice team.

4.10 **Academisation Updates**

The visit by members of the MAT had gone well. The school was compliant in safer recruitment and the Single Central Record (SCR) was up to date. The surveyor report was not available, but the visitors were impressed with the standard of the building. They were aware of the problem with the boilers.

4.10.01 The consultation with staff had commenced. A meeting would take place on 15 January 2025 to draft a communications strategy that would be shared with governors and all stakeholders. 1 April 2025 was the suggested date of academisation.

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

5.01 A governor had visited the EYFS to monitor Early Reading and the report had been circulated to governors prior to the meeting.

5.02 English as an additional language NOVAC from Leeds City Council had been circulated to governors prior to the meeting.

5.03 Clare Davidson was arranging a pupil progress visit.

6.00 MINUTES OF THE LAST MEETING

6.01 Resolved

- That the minutes of the meeting held on 03 October 2024 were agreed as a correct record and the Chair was authorised to sign them.

7.00 REVIEW ACTIONS AND MATTERS ARISING

7.01 **Term of Office** (minute 2.01 refers): The term of office on LfL was 29 March 2025. See minute 2.01 above.

7.02 **Advertising governor vacancies** (minute 2.02 refers): This was ongoing to recruit governors.

7.03 **Code of Conduct** (minute 4.03 refers): Head to obtain forms from absent governors. All forms had been received. Action closed.

7.04 **Responsibility for Literacy** (minute 8.02 refers): Matt Woodcock had taken on this responsibility, but others interested should inform the Chair and Head. Matt to remain with literacy. Action closed. See minute 17 below.

7.05 **Interview for SBM** (minute 9.05 refers): Interviews for SBM would take place on 11 October 2024. The Chair would assist, and Jon Hairsine would attend virtually. A SBM had been appointed and would start in the middle of January. Action closed.

7.06 **HT Performance Management** (minute 10.02 refers): Matt Woodcock to replace Jon Hairsine on 4 November 2024. Date to be confirmed. Action completed.

7.07 **Wording of previous minutes** (minute 12.02.02): The clerk had responded to the Chair and Head regarding the re-wording of the minutes. Action closed.

7.08 **SEND referral funding** (minute 12.03 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 Closed.

7.09 **List of governor training attended** (minute 12.04 refers): Those governors who had not yet completed the spreadsheet were asked to do so and return it to the Chair. Action ongoing

7.10 **CD to attend Chairs training** (minute 12.05 refers): The Chair would let CD know the dates for the Chair training. Action closed.

7.11 **Iain Cunningham to attend Early Years training** (minute 12.06 refers) Attendance to be confirmed at the next meeting. This had not been completed. Action closed.

Governors

7.12	<u>Reports on training attended (minute 12.07 refers):</u> This would be provided once training had been completed. Action ongoing.	
7.13	<u>Jon Hairsine to forward the link for new Prevent training to governors (minute 12.08 refers) (JH).</u> The clerk would circulate the links to all governors once received. This had been completed. Action closed.	
7.14	<u>CD to email school regarding PP training (minute 12.10 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 closed.	
7.15	<u>JH to ask if governors could visit Middleton school (minute 12.11 refers): (JH)</u> Martin to arrange a date but this was not a priority. Action ongoing. The Head would suggest some dates.	Head
7.16	<u>The safeguarding governor would circulate their report to governors (minute 12.12 refers).</u> The governor had visited the school but had not yet circulated the report. The Chair would follow up on this. Paul Wray would send this to governors.	P Wray
7.17	<u>The Chair would prepare an annual statement and look at how committees review their effectiveness for September (minute 12.15 refers).</u> Carry forward.	FGB Summer
7.18	<u>Obligations of National Grid to upgrade the substation (minute 14.02.06 refers):</u> The Head would make enquiries and feedback to governors. Action closed.	
7.19	<u>Capacity of Boilers (minute 14.02.10 refers):</u> Capacity of half speed boiler and when was this likely to cease to operate. When the boiler does not start on a morning the senior engineer is sent out. Currently this was occurring about twice a week.	
7.20	<u>Boilers (minute 14.02.12).</u> Boilers would remain an agenda item. This was ongoing.	FGB
7.21	<u>Long term staff sickness (minute 14.03.08 refers):</u> The Chair and Head would meet to discuss further the three long term absences. See above. Action closed.	
7.22	<u>Academisation (minute 14.04 refers).</u> This was an agenda item see minutes 4.10 Above.	
7.23	<u>Safeguarding (minute 15.04 refers):</u> Head to check with Safeguarding Lead which governor certificates remained outstanding. Head will check with Andy Hinchcliffe and advise governors. Ongoing.	Head
7.24	<u>Teacher Pay Policy (minute 16.01 refers):</u> Agenda item. No further	

action required.

7.25 **Governor Development (minutes 17.03 and 17.04 refer):** This had been attended to. No further action required.

7.26 **Suggested attendance monitoring questions (minute 17.06 refers):** The clerk had sent the link to resources on LfL. Action closed.

7.27 **Governor visit template (minute 17.07 refers):** The Head would send the template to the attendance governor. Action closed.

7.28 **Governor Visit reports (minute 17.08 refers):** All reports must be submitted for circulation to all governors. Action closed.

8.00 COMMITTEE REPORTS

8.01	Resources committee statutory requirements	Yes/No
	Mid-year budget review has been approved	Jan 13 th
	Audit of school funds has taken place	No
	Educational visits follow risk assessment procedures	Yes
	Support for early career teachers meets DfE guidelines	Yes
	Appraisal policy has been approved	Yes
	Capability of staff policy has been approved	Yes
	Pay and appraisal policies are being effectively implemented	No
	Headt has been agreed	TBA

8.02	Pupil support committee statutory requirements	Yes/No
	Safeguarding procedures are robust (inc 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	No

8.03 The governors, Jon Hairsine had been noted as absent but is not a member of the PS committee. The clerk would amend this. **Clerk**

8.04	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 (TOR 1.02)

9.01 A detailed update was provided at the Teaching and Learning Committee meeting. The d nevertheless been shared with all governors and questions were invited via email.

10.00 SAFEGUARDING UPDATE

10.01 The safeguarding governor would arrange a meeting with Andy **P Wray**

Hinchcliffe.

11.00	POLICY APPROVAL STATUTORY (TOR 1.05)	
11.01	Approve the Teacher Pay Policy This policy was not yet available through the LA so would be carried forward to the Spring FGB.	Spring FGB
11.02	Complaints Policy The Chair had attended a complaints course and the policy had been updated. Approved <ul style="list-style-type: none">That the Complaints Policy be approved and adopted.	
11.03	The Chair would review the policies falling due and would ask governors to review them.	Chair
12.00	APPROVE, OR RECEIVE A REPORT ON, THE MID-YEAR BUDGET REVIEW	
12.01	The review had taken place resulting in a discrepancy of £10,000. This had been clarified earlier in the day with the school receiving £340,000.	
13.00	CURRICULUM CHANGES	
13.01	The school could not teach RSE until the Policy had been approved. The Head would send the policy to their Chair.	Head / Chair
14:00	HEADTEACHER PERFORMANCE MANAGEMENT	
14.01	The Headteacher Performance Management (HTPM) had taken place and due to the resignation of the SBM, the Head advised that he had been fulfilling a dual role to keep the school operationally effective and had requested an uplift in salary for the period that no SBM was in post. This action was brought to the FGB.	
14.02	The Head and the Staff governor left the meeting whilst discussions took place. Resolved: - That the Chair would meet with the Head the following week to feedback on the outcome.	
15.00	GOVERNOR DEVELOPMENT	
15.01	Governors had attended the following training: - Safer recruitment training CD and Chair. PW was attending this training in February 2025. Chair Training CD Prevent and Equality and Diversity Training PW Ofsted inspection update and ESFA handbook training JH	
15.02	As a training governor had not been appointed it was agreed that a	Head

spreadsheet should be maintained by the school and all certificates sent to the Head. This would be the responsibility of the SBM when in post.

16.00 CHAIR'S BUSINESS

16.01 No other business was noted.

17.00 ANY OTHER URGENT BUSINESS

17.01 Discussions took place regarding governor responsibilities and the following changes were noted.

Attendance Governor MW

Literacy governor - LK

18.00 DATE OF THE NEXT MEETING

The next meeting will be held in school on Thursday 13 March 2025 at 5.00 pm.

The Chair closed the meeting at 7.38 pm.