

## HUNSLET CARR PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Wednesday 26 September 2018 at 5.30pm

**PRESENT** Kevin Birkin (Vice Chair) Martin Lumb (Headteacher)  
 Claire Aldridge Iain Cunningham  
 Clare Davidson Sarah Gardner  
 Claire Krasinski Yvonne McMullen  
 Minoti Parikh Paul Wray *from 5.40pm*

**IN ATTENDANCE:** Liz Thornton, Clerk – Governor Support Service

1.00	APOLOGIES	ACTION
1.01	Apologies were received and accepted from Claire Burgess and Olamide Ayemowa.	
<b>2.00</b>	<b>DECLARATIONS OF INTEREST AND REGISTER OF GOVERNORS' INTEREST</b>	
2.01	<p>All governors present had received a business interest form and noted the need to review the register. Each governor present completed and signed a governor's interest form for retention in school.</p> <p>The Headteacher would ensure that all governors not present were asked to sign a business interest form. The school website would need to be reviewed to ensure that it reflected the most up to date information.</p> <p>There were no declarations of interest made in relation to any item on the agenda.</p>	Headteacher
<b>3.00</b>	<b>ELECTIONS OF CHAIR AND VICE CHAIR</b>	
3.01	<p>The Headteacher advised that Claire Burgess would not be able to attend any meetings until the beginning of 2019. However she had indicated that would like to stand for re-election as Chair. There were no other nominations.</p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>It was agreed that the election of the Chair should be deferred until the first Full Governing Board meeting of 2019, when it was hoped that Claire Burgess would be present.</li> </ul> <p>Kevin Birkin put his name forward for the position of Vice Chair. There were no other nominations. He left the meeting whilst an election took place.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>Kevin Birkin was elected as Vice Chair for a term of office of one year until the first meeting of the 2019/20 academic year.</li> </ul> <p>The Vice Chair took over as Chair of the meeting and would Chair all Governing Board meetings until a substantive Chair could be elected.</p>	Clerk Agenda 6 February 2019
<b>4.00</b>	<b>MEMBERSHIP MATTERS</b>	
4.01	Yvonne McMullen said that she was attending her last meeting as a staff governor representative and tendered her resignation effective from the end of the meeting.	
4.02	The Vice Chair placed on record his thanks to Yvonne for her work as a long standing governor and her contribution to the development of the school. The Headteacher echoed this in behalf of the school.	

4.03	<p>The Headteacher advised that he would seek expressions of interest from staff to fill the vacant position of staff governor representative. An election would take place if necessary.</p> <p>The Vice- Chair reminded governors that the recent resignations of Martyn Stenton and Carla Foster meant that there were two vacancies for co-opted governors. Governors agreed that an advert should be placed on Inspiring Governance with a view to filling both vacancies.</p>	<p>Headteacher</p> <p>Headteacher</p>
<b>5.00</b>	<b>MINUTES OF THE MEETING ON 18 JULY 2018 AND CONFIDENTIAL MINUTES</b>	
5.01	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting held on 18 July 2018 were agreed as a correct record and the Vice Chair was authorised to sign them, subject to the action at item 4.02 attributed to Claire Aldridge being re-attributed to Clare Davidson.</li> <li>• The confidential minutes of the meeting held on the 18 July 2018 were agreed as a correct record and the Vice Chair was authorised to sign them.</li> </ul>	
<b>6.00</b>	<b>REVIEW OF ACTIONS AND MATTERS ARISING</b>	
6.01	<p><b>Minutes of the meeting held on 18 July 2018</b>  <u>Item 2.01: Circulation of the governor skills audit</u>  In the absence of Claire Burgess the Headteacher agreed to send a copy of the skills audit to all governors to review, re-fresh as necessary and return to him. Once he had updated the master document it would enable him to tailor an advert for new governors to address any gaps in skills.</p>	<p>All Governors/ Headteacher</p>
6.02	<p><u>Item 4.01: Updated guidance on Keeping Children Safe in Education</u>  The Headteacher confirmed that an updated document had been received in school and Andy Hinchcliff would circulate the document along with the Child Protection Policy to all governors.  Confirmation that governors had read both documents would be sought at the next meeting of the Full Governing Board on 7 November 2018.</p>	<p>Andy Hinchcliff</p> <p>All Governors by 7 Nov2018</p>
6.03	<p><u>Item 4.02: Review of information on the school's website</u>  Clare Davidson reported that her husband was in the process of reviewing the school website structure.</p>	
6.04	<p><u>Item 4.03: Governor Action Plan- questions to the Chair</u>  The Headteacher advised that the Claire Burgess had confirmed that she had not received any questions from governors.</p>	
6.05	<p><u>Item 5.02: Updating the Governing Body Action Plan</u>  The Headteacher reported that the School Development Plan (SDP) and Self-Evaluation Form (SEF) would be finalised on Tuesday 9<sup>th</sup> Oct 2018 when Jackie Reid, School Improvement Advisor, would be visiting school. He said that following that visit he would be inviting the chairs of each committee to a meeting in school to agree the key priority areas for each committee for the coming year.</p>	<p>Headteacher</p>

6.06	<u>Item 5.03: Paul Wray contacting Hillary Benn MP about evidence of good behaviour</u> Paul Wray reported that he would be meeting Hillary Benn at an event in Leeds and would speak to him about providing evidence relating to the good behaviour of the children when he had visited school.	Paul Wray
6.07	<u>Item 8.01: Governor monitoring duties – equalities</u> Sarah Gardner confirmed that she would complete and submit a written report on her visit to school.	Sarah Gardner
6.08	<u>Item 9.00: Evaluation of Governing Board Effectiveness</u> The Vice Chair offered to review the committee minutes from the summer term and identify the key actions and achievements over the year so he could draft the annual governance statement for governors to approve.	Headteacher/ Vice Chair
6.09	<u>Item 11.08: Healthy eating</u> The Headteacher confirmed that the school had introduced a water-only approach for packed lunches from September 2018.	
6.10	<u>Item 11.13: House</u> The Headteacher reported that the house was now operational and the School Council would be suggesting a name very soon.	
	<b>Confidential minutes of the meeting on 18 July 2018</b>	
6.11	There were no matters arising from these minutes.	
<b>7.00</b>	<b>CONFIRMATION OF CODE OF CONDUCT</b>	
7.01	All governors present confirmed that they had reviewed the Code of Conduct prior to the meeting. <b>Resolved:</b> <ul style="list-style-type: none"> <li>• the code of conduct was adopted as presented without amendment</li> <li>• all governors present at the meeting signed the code of conduct to be retained in school.</li> </ul> The Headteacher would ensure that absent governors were asked to sign a code of conduct.	Headteacher
<b>8.00</b>	<b>AGREEMENT OF ALTERNATIVE METHODS OF GOVERNORS PARTICIPATE IN MEETINGS</b>	
8.01	<b>Resolved</b> <ul style="list-style-type: none"> <li>• Governors agreed to the use of video and conferencing.</li> </ul>	
<b>9.00</b>	<b>CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE</b>	
9.01	Governors reviewed the updated document 'Committee Terms of Reference – Models of Working for Governing Boards August 2018' which had been circulated prior to the meeting. <b>Resolved:</b> <ul style="list-style-type: none"> <li>• that the model terms of reference be adopted without amendment</li> <li>• that all powers be delegated to each committee accordingly including the approval of the budget to the Resources Committee (except where there was a deficit budget)</li> </ul>	

	<ul style="list-style-type: none"> <li>• each committee would review the terms of reference at their first committee meeting of the year</li> <li>• that the appointment of staff other than the headteacher and deputy headteacher be delegated to the Headteacher.</li> </ul> <p>A governor queried why the document circulated by the Clerk still made reference to the Data Protection Act. The Clerk agreed to clarify why those references remained in the document.</p>	Clerk
<b>10.00</b>	<b>CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP</b>	
10.01	<p>Committee membership was agreed as follows:</p> <p><u>JRG (Formerly Learning and Teaching Committee)</u>  Would be made up of Chair of the Governing Board, Chairs of each Committee, Martin Lumb, Faye Pashby (Deputy Headteacher) and Jackie Reid (School Improvement Advisor) as well as Claire Krasinski.</p> <p><u>Pupil Support Committee</u>  Claire Aldridge, Claire Krasinski, Paul Wray, Claire Burgess and Martin Lumb.</p> <p><u>Resources and Pay Committee</u>  Kevin Birkin, Sarah Gardner, Alamide Ayemowa, Minoti Parikh, Claire Burgess and Martin Lumb.  The Chair of each committee would be elected at the first meeting of the year. These Committees would be clerked by the Governor Support Service.</p> <p><u>Pay Appeal Committee</u>  To be made up of three impartial governors (not members of the Resources and Pay Committee) dependent upon availability.</p>	
10.02	The school is part of a cluster which has a JCC and Martin Lumb is Co-Chair of the JCC.	
<b>11.00</b>	<b>GOVERNORS WITH SPECIFIC MONITORING DUTIES</b>	
11.01	<p>Resolved that governors take specific responsibility for monitoring the following areas:</p> <p>Performance data – <i>JRG</i>  Financial Data – <i>Resources Committee</i>  Child Protection and Safeguarding – <i>Pupil Support Committee</i>  SEND – <i>Paul Wray</i>  Health and Safety – <i>Kevin Birkin</i>  Children Looked After – <i>Claire Aldridge</i>  Pupil Premium – <i>Claire Krasinski</i>  Early Years – <i>Clare Davidson</i>  Attendance – <i>Kevin Birkin</i>  Equalities – <i>Sarah Gardner</i>  Training – <i>Kevin Birkin</i>  Complaints – <i>Chair/Kevin Birkin</i>  PE and sports premium – <i>Clare Davidson</i></p> <p>The Clerk agreed to see what guidance documents were available in respect of these roles.</p>	

<b>12.00</b>	<b>UNVALIDATED END OF YEAR RESULTS</b>	
	Deferred to the next meeting.	Clerk
<b>13.00</b>	<b>HEADTEACHERS REPORT ON THE SCHOOL STRENGTHS AND WEAKNESSES</b>	
	Deferred to the next meeting.	Clerk
<b>14.00</b>	<b>APPROVE THE NEW SCHOOL IMPROVEMENT PLAN AND HOW PRIORITIES WILL BE MONITORED</b>	
	Deferred to the next meeting.	Clerk
<b>15.00</b>	<b>PERFORMANCE MANAGEMENT OF THE HEADTEACHER</b>	
15.01	The Headteacher's performance management would take place as soon as possible. <b>Resolved</b> <ul style="list-style-type: none"> <li>that the performance management governors be agreed as Kevin Birkin, Sarah Gardner, Minoti Parikh and Claire Burgess.</li> </ul> The external advisor for performance management would be Jackie Reid, School Improvement Advisor.	
15.02	It was agreed that objectives would be agreed for transparency.	
<b>16.00</b>	<b>DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS</b>	
16.01	<b>Resolved:</b> <ul style="list-style-type: none"> <li>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.</li> <li>That signatories for authorisation of orders would continue as previously agreed.</li> <li>It was confirmed that corresponding invoices and orders would be signed off by different individuals.</li> <li>The Leeds Scheme for Financing Schools would be adopted.</li> <li>The Chair, on behalf of the Governing Board be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.</li> </ul>	
<b>17.00</b>	<b>POLICY REVIEW</b>	
17.01	The Governing Board had established a Policy Review Group to review all policies and approve those which did not require approval by the FGB.	
17.01	Minute 6.02 refers. The updated Child Protection Policy and the document Keeping Children Safe in Education would be circulated to all governors and agreement to adopt the policy would be sought at the next meeting of the Full Governing Board on 7 November 2018.	Clerk Agenda
<b>18.00</b>	<b>GDPR UPDATE</b>	
18.01	The Headteacher reported that the school was hoping to work in partnership with New Beverley Primary School to appoint a joint Data Protection Officer.  In response to a question from a governor the Headteacher said that a further update on the development of a privacy notice would be given once a Data Protection Officer was appointed. He added that parents who attended the next parents evening would be asked to sign consent forms. Those who did not would be contacted separately.	Headteacher

	A further update would be provided at the next meeting.	
<b>19.00</b>	<b>GOVERNOR DEVELOPMENT</b>	
19.01	<p>No governors reported attending any training over the summer. The Headteacher said that Prevent training for governors was scheduled to take place before the next Full Governing Board meeting on 7 November 2018, between 4.30pm and 5.30pm.</p> <p>In response to a question from a governor the Headteacher advised governors to contact Faye Pashby, Deputy Headteacher if they wished to enrol on any training courses.</p> <p>The Vice-Chair suggested that once the governor skills audit had been fully completed a review could be undertaken to identify where the gaps in skills were and what training might be appropriate.</p>	Clerk to signpost on meeting notification
<b>20.00</b>	<b>CHAIR'S BUSINESS</b>	
20.01	The Vice Chair confirmed that he would make regular contact with the Headteacher the frequency to be agreed following the meeting.	Vice Chair/ Headteacher
<b>21.00</b>	<b>CLERK'S BUSINESS</b>	
21.01	The Clerk drew governor's attention to the up and coming training events.	
<b>22.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
22.01	The Headteacher reminded governors that they should only use their governor pass to access school to undertake their duties as a governor not for general access to the school building.	
<b>23.00</b>	<b>DATE OF NEXT MEETING</b>	
	<p>7 November 2018 at 4.30pm – 5.30pm for Prevent training.  5.30pm Full Governing Board meeting.  The Chair closed the meeting at 6.45pm.</p>	