

Minutes of the meeting of the Governing Body of Stormont House School held on Tuesday 10 November 2015.

The meeting opened at 5.30pm.

Present:	Mr Bernard Hawes	Community Governor – Chair
	Ms Lynn Dalton	Community Governor
	Dr Hans-Christoph Hirt	Local Authority Governor
	Ms Ann Hollingworth	Parent Governor
	Ms Emma Kingsley	Parent Governor
	Mr Geoff Owden	Co-opted Governor
	Ms Mary Slocombe	Parent Governor

In attendance:	Ms Christina Elford	Deputy Headteacher
	Ms Frances Jessie	Deputy Headteacher
	Ms Yvonne Packer	Associate Member
	Ms Carol Weston	School Business Manager

Clerk: Mrs Sarah Davies

PART 1: NON-CONFIDENTIAL BUSINESS

1 ATTENDANCE

- 1.1 Welcome: Mr Bernard Hawes welcomed all to the meeting. It was confirmed that both Ms Elizabeth Cope and Dr Fiona McFarlane have resigned as Co-opted Governors. Mr Bernard Hawes informed Governors that Ms Claire Napier had a baby girl last week and that Mr Kevin McDonnell's wife had a baby boy.
- 1.2 Apologies: these were received and accepted from Mr Kevin McDonnell and Ms Claire Napier.
- 1.3 Declarations on interest: none were received.
- 1.4 Register of Pecuniary Interest: the form was circulated to Governors and those present signed the register.
- 1.5 To elect a Chair of Governors for the academic years 2015/17: Ms Lynn Dalton nominated Mr Bernard Hawes to be Chair of Governors; Dr Hans Christoph-Hirt seconded this. All **agreed** that Mr Bernard Hawes would be Chair of Governors for the academic years 2015-17. Mr Bernard Hawes noted that he would step down after this period.
- 1.6 To elect a Vice-Chair of Governors for the academic years 2015/17: Mr Bernard Hawes nominated Ms Lynn Dalton to be Vice-Chair of Governors; Dr Hans Christoph-Hirt seconded this. All **agreed** that Ms Lynn Dalton would be Vice-Chair of Governors for the academic years 2015-17.

- 1.7 Membership of the Governing Body: The Clerk confirmed that there are currently 3 Co-opted Governors vacancies. Mr Bernard Hawes noted that the skills audit would be looked at to identify the skills gap. It was noted that there should be a minimum of 2 or 3 external Governors on each Committee.
- 1.8 Committee Membership: It was confirmed that the Governing Body had moved to two Committees: Resources and Teaching & Learning. It was agreed that the following Governors were members of the Committees as below:

Resources Committee

Mr Bernard Hawes
Dr Hans Christoph-Hirt
Mr Geoff Owden
Ms Ann Hollingworth
Ms Yvonne Packer
Ms Carol Weston
Ms Frances Jessie
Mr Kevin McDonnell
Ms Claire Napier

Teaching & Learning Committee

Ms Lynn Dalton
Mr Kevin McDonnell
Ms Emma Kingsley
Ms Mary Slocombe
Mr Bernard Hawes
Ms Christina Elford

2 MINUTES OF THE LAST MEETING AND ACTION TAKEN

- 2.1 To agree the minutes of the meeting held on 16 June 2015:
All agreed the minutes of the meeting held on 16 June 2015 were a true and accurate record of the meeting.

Mr Bernard Hawes signed a copy of the minutes, which were retained by the School.

- 2.2 Matters arising from the minutes which are not included elsewhere on the agenda:
The following updates were given:

- Minute point 2.2: Pupil Premium Grant: Ms Carol Weston confirmed that an updated document on PPG would be presented to the Strategic Leadership Group on Monday 16 November 2015. The document would then be circulated to Governors and uploaded to the school's website.
ACTION: PPG document to be discussed on Monday 16 November and then to be circulated to all Governors.
- Minute point 2.2: Statutory Policies Meeting: it was noted that this meeting had not happened and was still outstanding. Mr Bernard Hawes and Ms Lynn Dalton to arrange.
ACTION: Meeting to be arranged to discuss policy review.
- Minute point 3.2: Skills audit: Mr Bernard Hawes requested all Governors who had not completed the audit to send the information to him.
ACTION: All Governors to complete skills audit if not already completed.

- Minute point 3.5.3: Capital budget: Ms Lynn Dalton confirmed that the Linklaters donation would be £500. Ms Lynn Dalton will find out what the situation is regarding Ms Elizabeth Cope's donation.

ACTION: Ms Lynn Dalton to confirm Ms Elizabeth Cope's donation.

2.3 Any urgent action taken since the last meeting: none had been taken.

3. MAIN BUSINESS

3.1 Skills Audit:

The updated skills audit document was tabled. The following points were noted:

- Section 1: confirmed that all skills were covered well within this area.
- Section 2: noted that Governors were slightly weaker in these skills than in Section 1, noted that Governors felt weak on Ofsted as this keeps changing. Noted that training can be attended. A high level skill identified in this section is data literacy and noted that this was needed for both Finance Committee and to review pupil progress in the Teaching & Learning Committee. It was agreed that Mr Derek Powell would be invited to the next meeting to provide training on understanding pupil progress data.

ACTION: Mr Derek Powell to be invited to next meeting to provide training on data literacy.

Knowledge of Child Development and Child Mental Health was also highlighted as a key weakness. It was noted that the School could provide information around this area and link in with multi agencies based in the school. Agreed that Ms Frances Jessie would present this at a future meeting.

ACTION: Knowledge of Child Development and Child Mental Health to be discussed at a future meeting.

- Finance Committee: on a whole skills set are good. It was commented that there appears to be less of a focus on premises as a facilities management team are employed.

Governor question: does someone check the facilities management company?

Answer: yes they provide monthly reports to Ms Carol Weston although it is acknowledged that this needs to be communicated better with the Governing Body.

The school does have a health and safety policy, however it was noted that this needed to be updated due to recent changes. A risk assessment for the whole school also needs to be included in the policy. The policy will be presented to the Resources Committee.

ACTION: Health and Safety policy to be reviewed at Resources Committee.

Governor question: are risk assessments generic?

Answer: it depends on the activity and the group going on a trip.

It was agreed that health and safety would be an agenda item at the next Resources Committee where a sample school journey risk assessment will be discussed.

ACTION: Risk assessment to be discussed at the next Resources Committee

It was agreed that Mr Bernard Hawes would summarise the skills shortages identified by the audit and circulate for Governor recruitment. Ms Lynn Dalton and Mr Bernard Hawes are to agree next steps for Governor recruitment.

ACTION: Mr Bernard Hawes to summarise skills shortages and circulate.

ACTION: Ms Lynn Dalton and Mr Bernard Hawes to meet to discuss next steps for Governor recruitment.

3.2 Link Governor Review:

It was agreed that this would be discussed after the skills audit actions above had been completed. If any Governor has a specific area of interest, they are to notify Mr Bernard Hawes.

ACTION: Any Governors with a specific area of interest to contact Mr Bernard Hawes.

ACTION: Link Governor Review to be added to next Governing Body agenda.

3.3 Hackney Teaching Schools Alliance (HTSA):

Ms Frances Jessie gave a presentation to Governors as way of an update and noted that a visible learning development day had been held before October half term that included staff from all 3 schools. A second INSET day is due to take place on 4 December 2015.

3.4 School Development Plan

Ms Frances Jessie presented the school's 3 key priorities for 2015-17; these were:

- An Appropriate Progressive Enjoyable (APE) Curriculum: this would review all curriculum provision for all ages and make it more appropriate for learners.
- Visible Learning: this will focus on improving quality of teaching that will lead to learning and assessment.

Governor question: how are the school assessing if there is no national guidance?

Answer: the school are looking through each subject and guidance associated with that subject, the core subjects do have pro formas which the school use, and the school are looking at the other subjects. The assessment will be different for each pupil and therefore a year has been given to undertake this piece of work.

Governor question: is this consistent with other special schools?

Answer: the school is not sure what other special schools in the borough are doing but are taking guidance from the Learning Trust. Baseline assessments also need to be taken and incorporated into SIMS.

- Collaborative Expertise: this will identify new areas of expertise and developing beyond the expertise. This will then be shared across the school and within the HTSA.

Mr Bernard Hawes noted that he would like to see how these priorities link in with the priorities previously identified within the School Development Plan.

Mr Bernard Hawes proposed that the Governing Body agree the priorities with the understanding that further information would be presented at the next Governing Body meeting. All Governors agreed this.

- 3.5 Staff Performance – Governor Responsibilities: it was agreed that this item would be deferred to the next Governing Body meeting.
- 3.6 Constitution of Governing Body: this item was not discussed.

ADMINISTRATION

4. HEADTEACHER'S REPORT

It was confirmed that the report had been previously circulated to Governors; any comments or questions are to be directed to Mr Kevin McDonnell.

5. REPORTS FROM COMMITTEES AND WORKING PARTIES

- 5.1 Finance: these were noted.
- 5.2 Human Resources: these were noted.
- 5.3 Resources: these were noted.
- 5.34 Teaching and Learning: these were noted.
- 5.45 Strategic Leadership Group: these were noted.
- 5.56 SIP Annual Report: the report was noted.

6. HEADTEACHER PERFORMANCE MANAGEMENT

All **agreed** that the arrangements for the Headteacher's Performance Management would be a panel consisting of Mr Bernard Hawes, Ms Lynn Dalton and Dr Hans Christoph-Hirt. All **agreed** that Mr Derek Powell would continue to be involved.

7. STATUTORY REPORTING

- 7.1 Pupil Premium Grant: Ms Carol Weston confirmed that the 2013/14 report was on the School website and that the 14/15 analysis would be presented to the Strategic Leadership Group on Monday 16 November 2015.
- 7.2 Primary Sports Funding / Year 7 Catch up Funding: Ms Carol Weston confirmed that the £10k Year 7 Catch up funding would be included in the above report and presented to the Strategic Leadership Group. It was confirmed that both reports would be on the school website by the end of November.

Governor question: is an updated safeguarding policy online?

Answer: the school are aware of the guidance, however it is not on the school website. Ms Frances Jessie to check and report back.

ACTION: Ms Frances Jessie to check safeguarding policy and guidance is up to date.

8. GOVERNING BODY SELF REVIEW

Governors noted the self-review document.

9. GOVERNOR TRAINING

Mr Bernard Hawes informed Governors that the training programme had been included in the set of papers and asked Governors to select training to attend. All Governors to inform Ms Carol Weston of any training attended.

ACTION: All Governors to identify training to attend and inform Ms Carol Weston.

Clerk to confirm if external training can be transferred.

ACTION: Clerk to confirm if external training can be transferred and noted.

10. URGENT BUSINESS

None to report.

11. DATES OF FUTURE MEETINGS

15 March 2016

14 June 2016

8 November 2016

PART 2 – CONFIDENTIAL BUSINESS

10. CONFIDENTIAL MINUTES

None to report.

11. CONFIDENTIAL REPORT OF THE HEADTEACHER

None to report.

12. CONFIDENTIAL MINUTES FROM COMMITTEES

None to report.

13. URGENT CONFIDENTIAL BUSINESS

13.1 None to report.

The meeting closed at 7.45pm.

Signed _____

Date _____