

Minutes of the meeting of the Governing Body of Stormont House School held on Tuesday 11th July 2017.

The meeting opened at 5.30pm.

Present:	Mr Bernard Hawes (BH)	Co-opted Governor – Chair
	Ms Lynn Dalton (LD)	Co-opted Governor – Vice Chair
	Mr Kevin McDonnell (KM)	Head teacher
	Ms Claire Napier (CN)	Staff Governor

In attendance:	Ms Carol Weston (CW)	School Business Manager
	Ms Laura Thackaberry (LT)	Assistant Headteacher
	Ms Frances Jessie (FJ)	Deputy Headteacher

Apologies:	Dr Hans-Christoph Hirt (HH)	Local Authority Governor
	Ms Emma Kingsley (EK)	Parent Governor
	Ms Yvonne Packer (YP)	Associate Member
	Ms Ann Hollingworth (AH)	Parent Governor
	Ms Hannah Lilley (HL)	Co-opted Governor
	Ms Katie Foster (KF)	Staff Governor

Absent:	Ms Mary Slocombe (MS)	Parent Governor
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Clerk:	Elizabeth Bart-Williams	HLT Governor Services
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PART 1: NON-CONFIDENTIAL BUSINESS

1 ATTENDANCE

1.1 Welcome: The Chair welcomed all to the meeting. The Chair pointed out that only 2 external governors were in attendance and the meeting was not quorate; therefore no decisions would be made at this meeting.

1.2 Apologies: were received and consented to as above.

1.3 Declarations of interest: none was received.

1.4 Membership of the Governing Body and Committees: The update membership was accepted as accurate, KF's start details are missing. **ACTION 1:** CW to confirm KF's start date as staff governor to the Clerk.

The Chair pointed out that the GB needs to be strengthened. Identified skills gaps include experience of leading GB/Committee meetings, finance, teaching & learning (including curriculum) and data analysis skills/knowledge. There are currently 2 co-

opted governor vacancies which need to be filled in September. **ACTION 2:** Chair, Vice Chair and Head-teacher to recruit suitable individuals.

2 MINUTES OF THE LAST MEETING AND ACTION TAKEN

2.1 Minutes of the last meeting held on 21st March 2017 were agreed as an accurate record of the meeting. The following corrections were pointed out:

- a) Page 2, item 2.1 - Clare should be Claire (with an i)
- b) Page 5, Action 2: CE (not CF) to email details.

The Chair effected the amendments as above and signed the minutes – a copy each to be forwarded to the School and Governor Services (Core Team) for their records.

2.2 Matters arising from the minutes which are not included elsewhere on the agenda:

Outstanding Actions Log

Date/Action No.	Details	Status
8.11.2016; Action 1	a) Chair, Vice Chair and Y Packer to discuss YP's role on the GB.	Outstanding. Chair to action Meeting arranged 18th July
8.11.2016; Action 3	CW to compile up to date record of governor training	Outstanding: No information provided by governors. CW to collate and add to future meeting pack
8.11.2016; Action 4	Chair and Vice Chair to discuss staff survey results with the staff governors.	Outstanding: in hand, awaiting survey summary
8.11.2016; Action 6	CN to circulate Careers Link governor responsibilities; Governors to volunteer for this role	Closed: Ann Hollingworth is now the Careers Link Governor
8.11.2016; Action 7	Governors to discuss the GB Chair and Vice Chair tenure	Tenure is 2years: Agenda item for 7 th November meeting
21.03.2017: Action 1:	Chair to explore sharing SHS survey model with the Council.	Headteacher to invite Cllr Bramble (Hackney Council) and share the school's post-16 model with Council.
21.03.2017: Action 2	FJ to email details of interventions which parents could employ at home with their children to Emma and Ann (parent governors).	CE and FJ to action and report to the T&L Committee
21.03.2017: Action 3	LD and HL to work with CW on proof-reading the website in readiness for September 2017.	Completed
21.03.2017: Action 4	Chair, Vice Chair and Hans-Christoph to agree a date for the head teacher's performance management	Completed: date set for November 2017
21.03.2017	Safeguarding training to be arranged for all governors	Outstanding

Whole School Priorities 2016-19: Updates

Governor question: Is Kudos now installed and in use? KUDOS has been installed but is not yet in use. It still needs to go through the Careers team and staff training also needs to be arranged. Once operational, parents should be able to use the tool with their children, with the children's log-in details. **ACTION 3:** T&L to progress and report to the FGB.

SHS Baccalaureate: **ACTION 4:** T&L to progress and report to the FGB.

EHCPs: Governors asked if the process was experiencing difficulties in Hackney. FJ stated that the current process is very time-consuming and needs a lot of paperwork. The rate of approval of EHCPs is very low. SHS is currently part of a pilot scheme which aims to streamline the process; and the EP commends the good practice of SHS staff. However, there is still very little feedback and few actions arising from the many draft EHCPs that have been submitted. In response to governor question, FJ confirmed that parent and pupil views are taken into account and parents are involved in the sign-off of EHCPs.

Electronic home/school diaries: plans to trial this with Year 9 (with benchmarking of the reporting process, content and format by SLT) to be progressed by T&L and reported to the FGB.

How to understand data – training by Fiona to be an Agenda item in the November 2017 meeting.

- 2.3 Any urgent action taken since the last meeting: No urgent action had been taken by the Chair.

3. MAIN BUSINESS

3.1 OfSTED readiness

The Chair regretted that many governors were absent at this meeting.

Members present considered the OfSTED Framework which was circulated by the Headteacher in advance of this meeting. The Chair pointed out that pages 11 to 18 of the document offers comprehensive information on what Inspectors will consider before they visit the school. The website remains a very important source of information and impacts the inspection judgement. Governors noted that the website was considered non-compliant at the meeting held in March, and therefore designated its review and proof-reading to LD and HL.

LD stated that she reviewed the website with HL and compiled a list of update and items needing attention. Specifically, whilst there were no startling omissions, the PPG report, Equality and Accessibility statements do not appear to contain enough detail. **ACTION 5:** LD and CW to agree a date during the summer holidays when the website update will be effected.

Policies: governors asked if all policies were compliant and up to date. CW confirmed that there is a Policy Schedule in place and this will be circulated to all governors by 12th July 2017. **ACTION 6**: CW to circulate policy schedule. Governors suggested that statutory policies should be allocated to designated SLT members and then routinely reviewed by the appropriate G GB Committee, to ensure that they remain in date.

3.2 Self-Evaluation

The Chair pointed out that it is necessary that governors understand the school's SEF and be able to confidently hold the school to account as well as demonstrate this to OfSTED.

Governors present pointed out that the SEF was a working document and is regularly updated and is a core document for an overview of the school's position. School leaders should however improve the link between the SEF and evidencing the evaluation, as well as the availability and accessibility of the supporting data.

ACTION 7: It was AGREED that the Headteacher should finalise the SEF and share it with SLT by end of July. The judgements and periodic review should then be agreed with the full GB.

3.3 Governors' understanding, support and challenge

LT shared her experience of an OfSTED inspection of an alternate education provider where LT was a governor. She pointed out that governors were asked questions ranging from safeguarding, attendance to policies which explored governors' understanding of the school policies, documentation and procedures. Following in-depth discussion, the following were AGREED:

ACTION 8:

- a. LT and LD to compile a 'crib sheet' to equip and jog governors' memory
- b. BH and KM to compile answers to questions from 'The Key' to aid governors
- c. LT to circulate the DfE document *Keeping Children Safe in Education* for governors to read and sign.

Governor Question: who will lead the school in the absence of the Headteacher? **Answer**: the Headteacher stated that he is now much more confident of the ability of the Deputy Head and SLT to lead the school in his absence.

Governor Question: is the admin team ready in terms of documentation on SCR, attendance etc.? **Answer**: CW confirmed that the team is ready, but needs some streamlining. The team will compile a folder to keep all required documentation together.

Governor Question: is there any ground to request postponement of an inspection? **Answer**: The Chair read out a clause from the Framework which stated that postponement is only considered in exceptional circumstances and at OfSTED's discretion. Governors noted that absence of the Headteacher,

Chair and Vice Chair may not be considered exceptional circumstances, as the school would be still be expected to run effectively.

In view of these discussions and governors' evaluation, members present suggested that the GB should have a 'dummy run'. The Clerk suggested that governors contact Hackney Learning Trust who can organise both a dummy run and OfSTED readiness check.

The Headteacher confirmed that he has updated the SDP as agreed – this will be circulated to all governors.

Members present agreed as follows:

- that the SDP is **RECOMMENDED** for approval by all governors
- an OfSTED readiness check should be considered after the website is confirmed compliant.

ADMINISTRATION

4. HEADTEACHER'S REPORT

This had been circulated earlier for consideration. Governors noted that the staff absence due to sickness and authorised absences was very high. Governors requested a breakdown. **ACTION 9: Headteacher to provide a detailed report of absences** for the Chair and Vice Chair, indicating sickness, authorised paid/unpaid, unauthorised paid/unpaid.

5. REPORTS FROM COMMITTEES AND WORKING PARTIES

Minutes of the T&L and Resources Committee had been circulated prior to the meeting. There were no questions raised concerning these minutes. It was agreed that Safeguarding training for Governors to should be arranged.

6. POLICIES

Safeguarding Policy – the default HLT policy has been adapted and tailored to the school's requirements. As the meeting was not quorate, governors AGREED this Policy in principle and asked that it be emailed to all governors for comments. **ACTION 10:** Chair to email policy to all governors.

Teaching & Learning Policy – this had been reviewed by LT. The Headteacher pointed out that he intends to streamline the Policy further so that it is slimmer and provide detailed supporting documents. **ACTION 11:** Headteacher to send Policy to the LD with a view to its agreement in September by the T&L committee.

7. GOVERNOR TRAINING

LD carried out a Safeguarding Visit at Kench Hill. The visit included a review of Risk Assessments, Individual Medication sheets and other checks.

Details of available training courses are available on the Hackney Learning Trust website. Details of all training attended should be given to CW.

8. URGENT BUSINESS

The Headteacher informed members that Chris Elford will be stepping down as Deputy Head at the end of this academic year and taking the role of Art Teacher from September. He stated that his preference is to have a trimmer SLT and stronger Middle Management team and governors' support is needed to ensure a successful outcome. The Chair and Vice Chair were in agreement with this change in shadow structure. The Chair agreed to inform all members of the GB of this change.

9. DATES OF FUTURE MEETINGS

Governing Body

Tuesday 7th November 2017
Tuesday 20th March 2018
Tuesday 12th June 2018

HASGA meetings

TBA

Committee meetings: CW stated that dates should align with the school calendar and statutory requirements. This will ensure that meetings are more purposeful and targeted. She will work with the T&L members and forward a schedule of meetings to the Chair and Vice Chair before the end of this term.

ACTION 12: CW to set meeting dates for the Resources & Teaching and Learning Committees and send to BH and LD by end of this term.

10. There was no Confidential Business

The meeting closed at 7:25pm.

Signed _____
Chair of Governors

Date: