

## Minutes of the meeting of the Governing Body of Stormont House School held on Tuesday 12<sup>th</sup> June 2018

The meeting opened at 5.30pm.

<b>Present:</b>	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
	Ms Dot Hodgson	Co-opted Governor (new)
	Ms Hannah Lilley (HL)	Co-opted Governor
	Ms Laura Thackaberry	Deputy Headteacher
	Ms Ann Hollingworth	Parent Governor

**In attendance:**

Ms Frances Jessie (FJ)	Deputy Headteacher
Ms Beatrice Andrews	Prospective Co-opted Governor

**Apologies:**

Ms Emma Kingsley (EK)	Parent Governor
Ms Carol Weston (CW)	School Business Manager

<b>Clerk:</b>	Elizabeth Bart-Williams	HLT Governor Services
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### **PART 1: NON-CONFIDENTIAL BUSINESS**

#### **1. Attendance**

- 1.1 **Welcome:** The Chair welcomed all members to the meeting, especially Beatrice who was observing the meeting with a view to becoming a governor. Everyone in attendance introduced themselves.
- 1.2 **Apologies and Consent for Absence:** These were noted and consented to as above.
- 1.3 **Declarations of Interest:** None

#### **2. Governing Body Membership & Administration**

##### **2.1 Membership of the Governing Body and Committees:**

The Chair pointed out that members agreed to reduce the number of parent governors from 3 to 2 at the last meeting. The 2 current parent governors will become co-opted governors after their children leave the school. Beatrice and one other person from Linklaters have shown interest in becoming governors and this should bring the membership to full capacity.

Committee membership: The Resources Committee has some vacancies which would be filled once the GB is at full capacity.

#### **3. Minutes of the Last Meeting and Matters Arising**

- 3.1 To agree the minutes of the meeting held on 20<sup>th</sup> March 2018: Members **AGREED** the minutes for accuracy and they were signed off by the Chair.

### 3.2 **Review of Action Log:** Meeting of 20<sup>th</sup> March 2018

- Action 1:** a) Reduction of parent governors from 3 to 2: Completed. **Closed**  
b) BH/KM to recruit new parent governors: nominations have been received, ready for election in September. **Ongoing.**  
c) CN has been retained as staff governor. **Closed.**  
d) Resources Committee membership to be considered – **Ongoing.**

**Action 2:** Data Protection compliance in view of GDPR: KM confirmed that the school has signed up for an external DPO. Governors considered various options of ensuring confidentiality, including password-protecting outgoing emails and deleting ex-governor accounts. It was agreed that HL advise the GB on protocol and compliance only (not legal advice) and this item will be discussed more at the next meeting. **Ongoing.**

**Action 3:** 6<sup>th</sup> Form data review – KM confirmed that this is ready for deliberation by the T&L Committee and will be reviewed with the SIP at the next meeting. Governors agreed that this will be reviewed along with the SEF at the next GB meeting. **Ongoing**

**Action 4:** 'Getting to know our School' document: this had been emailed to all governors and would be uploaded onto the Governors section of the website. **Ongoing**

**Action 5:** HL volunteered and was agreed as the Staff Wellbeing Link Governor. **Closed**

**Action 6:** Chair, Vice Chair and Headteacher have reviewed staff absence records: **Closed**

**Action 7:** HT to further clarify pupil attendance percentages: KM presented a spreadsheet which clarified how the percentages were derived, and the weighted overall figures. The report indicated that unauthorised absences were quite low at approx. 0.6%, and the overall attendance compares favourably with mainstream schools at 95.5%. Contextual data showed that persistence absence was only 12% last year, which was quite impressive given the medical needs of some of the pupils. Governors thanked KM and requested that the year-end spreadsheet be emailed out to governors. **Ongoing**

**Action 8:** Health & Safety Policy has been uploaded onto the website. **Closed**

**Action 9:** Governors Allowance Policy has been emailed to all governors. **Closed**

**Action 10:** CPOM forms to be further investigated by BH/JF for the next meeting - **Ongoing**

#### Actions from previous meetings

##### **07.11.2017 meeting:**

**Action 6:** Code of Conduct for Governors – this should include a Confidentiality Clause and undertaking by governors to securely dispose of governance documents when they leave the governing body. Members agreed to deliberate on this at the next GB meeting. **Ongoing**

### 3.3 **Any urgent action taken since the last meeting:**

The Chair informed members that, following the agreement of the draft 2018/19 budget by the Resources Committee, a copy was sent to the Learning Trust to meet the deadline.

## 4. **Main Business**

### 4.1 **Receive and approve the Budget for 2018/19**

The Chair took members through the budget summary, which had been ratified by the Resources Committee. The following were highlighted:

- Total projected pupil-led income is expected to be £3,225,402. This year, Hackney is moving away from categorised per-pupil rate to a flat rate. Children from other LAs will however still be funded on a need's basis
- The sum carried forward from 2017/18 was £238,852. A surplus spend plan is not required for this as it represents less than the 8% of the total budget
- Staffing costs, including provision for absence insurance cover has been budgeted at £2,501,888
- Premises has been budgeted at a cost of £321,915 which includes the cost of the FM contract. This contract is due for retendering in early 2019 when the cost is expected to increase.
- IT equipment: following the tabling of a draft IT strategy, the provision of £89,000 includes the refresh of equipment which is reaching its' end of life.

- With a total budgeted expenditure of £3,447,175 an in-year deficit of £63,930 is projected, resulting in a reduced carried-forward balance of £174,922 as a contingency sum.

## **Governors APPROVED the budget.**

### **4.2 Receive report on the PPG and Year 7 Catch-Up Grant**

FJ circulated a report which summarised the Pupil Premium Grant and the Year 7 Catch-up grant which is paid in respect of Years 7 to 11 pupils only. Full details of how these grants are deployed are on the website as required by DfE. The online reports show that the KPIs have been met in respect of the impact of interventions. FJ also explained that the rationale for determining the areas of focus are always needs-led and in alignment with the SDP and SEF.

For 17/18, the planned interventions include Numbers Count and Specialist TAs. FJ further clarified that nearly 70% of the pupils are eligible for PPG, hence majority of pupils who need additional interventions can be supported. The Headteacher confirmed that deployment of the grant is devolved to the school, and not the pupil and the interventions funded often support all pupils with the same learning difficulty.

The Vice Chair pointed out that the PPG report on the website has no detail of spend and the headlines are out of date. Links should also be provided to the detailed pdf reports. **FJ to ACTION**

### **4.3 Agree Timetable for GB review of SEF and SDP**

The Headteacher took governors through a suggested diagrammatic cycle of the SEF and SDP reviews, and how these are linked. The Cycle should be to:

- a) set/plan targets in line with the school Vision;
- b) Implement and then
- c) Review action.

The SEF is set in line with OfSTED criteria and sets out shorter-term targets in line with the SDP which is organic and more long-term.

The following timetable was agreed:

**SEF: Strategic Leadership Group review in October → FGB review in November**

**SDP: Impact Review by Committees in February and September → Ratified by FGB in November**

Members noted that the timetable offers clarity and certainty and would be a useful guide to the SLT and GB. The Chair also noted that the SEF would be much simpler to review based on OfSTED criteria. Members welcomed this as a good start. KM to email the diagrammatic format to all governors. **KM to Action**

## **Governors AGREED the Timetable.**

### **5. Head teacher's Report: *this had been circulated in advance of this meeting.***

In addition, the Headteacher stated that:

- the next SIP visit would be on 20<sup>th</sup> June, when the 6<sup>th</sup> Form provision would be reviewed. The HT was confident that the provision would be meet the Ofsted criteria for an outstanding rating.
- the school has been designated as a National Support School and the Mark is expected soon. This has a small funding attached and is the result of the hard work of Bell Waters (Deputy Head teacher). The award also strengthens the role of the school within the Teaching Schools Alliance.
- FJ informed members that the school was one of 4 schools who helped to develop a model for the award of World Class Schools Quality Mark. The school has progressed to the final stages and has been booked for the presentation on 9<sup>th</sup> July.

Governors congratulated the school leaders on these achievements.

6. **Reports from Committees and Working Parties:** *these had been circulated in advance of this meeting.*

Reports from the Resources, Teaching & Learning and the Strategic Leadership Group were all AGREED. Any questions should be forwarded to the HT/Chair.

7. **Policies for Ratification/Approval**

7.1 Teaching & Learning Policy: This Policy was AGREED by Governors.

7.2 Behaviour Principles: The Headteacher explained that this will link into the Behaviour Policy as an overarching short-term document which will be cross-referenced to the Behaviour Policy to provide clarity. Governors AGREED this Policy – to be uploaded onto the website.

8. **Urgent Business** - None

9. **AOB**

The Chair informed members that this would be the last meeting clerked by Liz Bart-Williams. Members thanked her for her clerking support and wished her well for the future. The Clerk confirmed that e-copies of Minutes and Agendas are always copied to the Governor Services team for their records. She however undertook to delete all electronic records held by her in respect of the school.

The Chair also informed members that the Business Manager – Carol Weston – would be retiring at the end of the academic year. Members commended her for her hard work which has contributed immensely to the success of the school.

10. **Dates of Future Meetings:** All meetings start at 5:30pm  
Monday 19<sup>th</sup> November 2018 – **Governors to note change of day from Tuesday to Mondays**

**The meeting closed at 7:20pm.**

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**Signed: Chair of Governors**

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**Date**

**SUMMARY OF OUTSTANDING ACTIONS**

<b>Date / Action No.</b>	<b>Details</b>
20.03.2018 Action 1	a) new Parent Governors to be elected in September b) Composition of the Resources Committee to be considered in view of the above – <b>BH/KM</b>
20.03.2018 Action 2	<b>CW</b> to obtain advice and guidance, on how to store and confidentially access/share data, in line with GDPR
20.03.2018 Action 3	<b>SLT</b> to review the 6 <sup>th</sup> Form data and present to the GB for review in the November meeting.
20.03.2018 Action 4	<b>CW</b> to upload the 'Getting to know our School' document onto the Governors section of the school website
20.03.2018 Action 10	Chair and Deputy Headteacher to further review the CPOM forms indicating how many were investigated/referred, how many are still active and how many related to CIN – <b>BH/FJ</b>
07.11.2017 Action 6	<b>HL</b> to review of Code of Conduct for accuracy in November meeting.
12.6.2018	Detail of spend and the headlines on PPG to be updated. Links should also be provided to the detailed pdf reports. <b>FJ</b>
12.6.2018	KM to email SEF and SDP review timetables to all governors. <b>KM</b>