

Minutes of the meeting of the Governing Body of Stormont House School held on Monday 19 November 2018

Present:	Mr Bernard Hawes Ms Lynn Dalton Mr Kevin McDonnell Ms Claire Napier Ms Laura Thackaberry Ms Beatrice Andrews	Co-opted Governor – Chair Co-opted Governor – Vice Chair Head Teacher Staff Governor Deputy Head Teacher Co-opted Governor
In attendance:	Ms Frances Jessie Ms Grainne Hylton Ms Helena Burke	Deputy Head Teacher School Business Manager HLT
Apologies:	Ms Dot Hodgson Ms Emma Kingsley Ms Hannah Lilley (HL)	Co-opted Governor Parent Governor Co-opted Governor
Clerk:	Nyree Hughes	HLT Governor Services

SUMMARY OF OUTSTANDING ACTIONS

Date / Action No.	Details
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 – BH/KM Action ongoing
20.03.2018 Action 2	CW to obtain advice and guidance, on how to store and confidentially access/share data, in line with GDPR Action completed
20.03.2018 Action 3	SLT to review the 6 th Form data and present to the GB for review in the November meeting. Action completed
20.03.2018 Action 4	CW to upload the 'Getting to know our School' document onto the Governors section of the school website Action completed
20.03.2018 Action 10	Chair and Deputy Head Teacher to further review the CPOM forms indicating how many were investigated/referred, how many are still active and how many related to CIN – BH/FJ Action ongoing
07.11.2017 Action 6	HL to review of Code of Conduct for accuracy in November meeting. Action completed
12.06.2018	Detail of spend and the headlines on PPG to be updated. Links should also be provided to the detailed pdf reports. FJ Action completed
12.06.2018	KM to email SEF and SDP review timetables to all governors. KM Action completed
19.09.2018	Claire Napier to forward full details of the Quality in Careers accreditation to Beatrice Andrews.

1 Attendance

1.1 Welcome

The Chair welcomed all attendees to the meeting.

1.2 Apologies and Consent for Absence

Apologies were consented to as listed above.

1.3 Declarations of Interest

There were no declarations of interest.

1.4 Register of Pecuniary Interests

There were no declarations of pecuniary interest.

1.5 To elect a Chair of Governors for the academic year 2018

Governors **agreed** to carry this item over to the next board meeting as it was likely to be more fully attended by external governors.

1.6 To elect a Vice-Chair of Governors for the academic year 2018

Governors **agreed** to carry this item over to the next board meeting as it was likely to be more fully attended by external governors.

2 Governing Body Membership & Administration

2.1 Review and agree the Governing Body Terms of Reference

Governors reviewed and **agreed** the Governing Body Terms of Reference as previously circulated.

2.2 Membership of the Governing Body and Committees

Governors **agreed** the previously circulated list of Governors and Committee membership, subject to the term of office for Claire Napier being amended to the correct start date of 11/03/2018.

The Chair was due to meet with a potential new Governor who may also be interested in serving on the Teaching & Learning Committee.

Resources Committee membership was **agreed** as follows:

Bernard Hawes (Chair)

Hannah Lilley

Claire Napier

Beatrice Andrews

Teaching & Learning Committee membership was **agreed** as follows:

Lynn Dalton (Chair)

Kevin McDonnell

Emma Kingsley

Katie Foster

Dorothy Hodgson

Bernard Hawes

3 Minutes of the Last Meeting and Matters Arising

3.1 To agree the minutes of the meeting held on 12 June 2018

The minutes of the meeting of 12 June 2018 were **agreed** by Governors as a true record and signed by the Chair.

3.2 Matters arising not covered on the agenda

Action (20/03/2018): Chair and Deputy Head Teacher to further investigate CPOM forms.
Update: Chair to arrange with Frances Jessie.

3.3 Any urgent action taken since the last meeting

There was no urgent action to report.

4 Main Business

4.1 Receive 2018 Annual SIP Report

This item was covered at the start of the meeting.

Governors **noted** the tabled SIP Annual Summary from October 2018.

Helena Burke presented her report, which provided a summary of her three visits during the year.

She drew particular attention to the following:

- All 22 6th Form students successfully progressed to external courses matched to their skills, interests and ambitions, including the first students progressing onto apprenticeships or supported employment.
- The 20 students in the Key Stage 4 cohort achieved accreditation in at least five subjects. 70% of student passed accreditation in nine subjects and 80% in eight.
- All Key Stage 4 students progressed on to appropriate post-16 courses in Year 12.
- Of the 21 Key Stage 3 students, 95% achieved or exceeded their target from starting point in Maths. 67% achieved or exceeded their target in reading and 72% in Writing.
- Assessment processes at Key Stage 3 in Maths and English were externally moderated with the LA.
- Teaching and Learning was reported as typically Outstanding. A range of evidence seen throughout the year supported this evaluation.
- Learning walks throughout the year showed strong agreement between the SIP and school staff as to the strengths and areas for development.
- Personal development, behaviour and welfare was graded 1 (Outstanding). Student wellbeing continued as a priority and the school was now involved in the WAMHS project (Wellbeing and mental health in schools).
- Exclusions remained low and attendance was good.
- The Head Teacher had led the school effectively and with ambition and vision, leading to its fourth Outstanding Ofsted.
- There was a continued focus on developing leadership at all levels. Staff welcomed the opportunity to set the direction and be accountable for innovation and improvement.

Question (Chair): Persistent Absence is up to 14%. How many students does this represent?

Answer (Head Teacher): Eighteen students. We will prepare a more detailed report on the background of persistent absence.

Question (Chair): Does it matter if we switch accreditations depending on ability of the children?

Answer (Helena Burke): It is worth having a range of accreditations and switching if something is not fit for purpose or helping students progress to the next stage.

Helena Burke left the meeting at this point.

4.2 GDPR and the responsibility of Governors

The school was due to have a GDPR inspection on 5 December 2018.

The Chair reminded Governors to use the school email address that they had been provided with in the light of GDPR.

The School Business Manager had issued instructions to Governors on how to log on to the secure area of the school website and access relevant documents and would explore further functionality.

4.3 Review revisions to the SEF and SDP

Governors **noted** the previously circulated Self-Evaluation Report.

The Head Teacher explained that the school intended to develop a Stormont House Baccalaureate to recognise academic and wider learning. The careers strategy would also be revised to incorporate Gatsby Benchmarks and reinforce the school's approach to ongoing education and development. Assessment and development of emotional literacy was a priority.

The school had achieved Outstanding at the Ofsted inspection in July 2018.

The 6th Form had been aware it was at least Good. The Head Teacher explained that this was the first external validation of it and paid tribute to all involved in this outcome.

4.4 6th Form Progression Data

Governors **noted** the previously circulated 6th Form Progression Data which had been presented to the Teaching & Learning Committee.

The Head Teacher explained that the report detailed how students progressed through the 6th Form and beyond. At the time of writing the report, only one student had no Year 14 destination, however they had since started an internship.

The school was part of a supported internship forum programme. This would also serve to assist the students find employment elsewhere if they were not eventually taken on by the internship provider. The school had started to track students' progress after leaving as it was in touch with alumni.

Governors discussed the report and the progress of the 2015-16 and 2016-17 cohorts. Students occasionally stayed at the same level or moved down a level if changing subjects or provider, although this was not the norm.

Question (Chair): At what stage can we expect the students to move into employment?

Answer: Year 14 to 16.

Question: Who are the internships with?

Answer: Hackney Council, The Ellingham Project and The Tower Project in Tower Hamlets.

Question: Are the internships paid?

Answer: That is the aim, but currently no.

4.5 Ofsted Report

Governors **noted** the previously circulated Ofsted report from the inspection made on 17-18 July 2018.

The Chair congratulated all concerned on the Outstanding rating.

5 Head Teacher's Report

Governors **noted** the previously circulated Head Teacher's Report.

The Head Teacher drew attention to the World Class Schools Quality Mark (WCSQM) which the school was awarded on 9 July 2018. Stormont House was in the first group of four special schools to receive the award and it will now be involved in helping others meet that mark.

6 Reports from Committees and Working Parties

Governors **noted** previously the circulated minutes from the Resources Committee, Teaching & Learning Committee and the Strategic Leadership Group.

7 Policies for Ratification/Approval

7.1 Financial Procedures Policy

Governors **noted** the previously circulated Financial Procedures Policy. The policy had been based on the HLT model document.

The following amendments were **agreed**:

The Summary of Delegated Authorities table was to be aligned with the figures listed in Appendix B.

The Clauses regarding virements were to be removed from Appendix B.

Governors **agreed** the Financial Procedures Policy subject to the above amendments.

7.2 Governing Body Code of Conduct

Governors **noted** the previously circulated amended Code of Conduct.

Responsibility for staff had been deleted from clauses in the Responsibilities section (page 1) as it was considered this was covered by the bullet point "We have a duty to act fairly and without prejudice". The data protection clause in the Confidentiality section had been expended in the light of the 4th bullet point relating to confidential materials GDPR (page 3).

Governors **agreed** the Governing Body Code of Conduct subject to the amendments above.

8 Urgent Business

Schools financial value standard (SFVS)

Governors **noted** the previously circulated Schools financial value standard.

Governors **agreed** the SFVS with no further amendments.

Investors In Careers

Claire Napier explained that Investors In Careers had launched a new Quality in Careers Standard which incorporated Gatsby Benchmarks.

Governors discussed and **agreed** the commitment to achieving the Quality in Careers Standard for the school.

Governors **agreed** Beatrice Andrews as the Link Governor for Careers.

Action: Claire Napier to forward full details of the Quality in Careers accreditation to Beatrice Andrews.

9 Dates of Future Meetings

Governors **noted** the dates of future meetings as follows:

Monday 25 March 2019

Monday 10 June 2019

Monday 18 November 2019

All meetings start at 5:30pm

The meeting closed at 6.55pm

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Signed: Chair of Governors

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Date