

**Minutes of the meeting of the Governing Body of
Stormont House School held at 4pm on Monday 23 November 2020 by
videoconference**

Membership:

Name	Role	Term of Office
Mr Bernard Hawes	Co-opted Governor – Chair	25/11/2019-24/11/2023
Ms Lynn Dalton	Co-opted Governor – Vice-Chair	25/11/2019-24/11/2023
Mr Kevin McDonnell	Head Teacher	Ongoing
Ms Beatrice Andrews	LA Governor	25/03/2019-24/03/2023
Ms Rhiannon Eglin	Co-opted Governor	05/10/2020-04/10/2024
Ms Katie Foster	Staff Governor	12/09/2016-08/12/2020
Ms Dot Hodgson	Co-opted Governor	20/03/2018-31/07/2022
Ms Claire Napier	Staff Governor	01/09/2019-31/08/2023
Mr Dayo Okewale	Co-opted Governor	23/11/2020-22/11/2024

Present:

Mr Bernard Hawes	Co-opted Governor – Chair
Ms Lynn Dalton	Co-opted Governor – Vice-Chair
Mr Kevin McDonnell	Head Teacher
Ms Beatrice Andrews	LA Governor
Ms Rhiannon Eglin	Co-opted Governor
Ms Katie Foster	Staff Governor
Ms Dot Hodgson	Co-opted Governor
Mr Dayo Okewale	Co-opted Governor

In attendance:

Ms Grainne Hylton	School Business Manager
Ms Frances Jessie	Deputy Head Teacher

Clerk:

Ms Nyree Hughes	Hackney Education Governor Services
-----------------	-------------------------------------

SUMMARY OF OUTSTANDING ACTIONS

Date	Details
25.11.19	Head Teacher to arrange Safeguarding training and Safeguarding Report for March 2020 Board – Report presented and agreed with minor amendments
06.07.20	Ms Andrews and the School Business Manager to update Parent Governor information and commence recruitment in autumn term – Action ongoing
05.10.20	Ms Dalton to provide details of the Teaching and Learning Committee dates to Ms Eglin – Action completed
05.10.20	Head Teacher to share the school's and the LA's Coronavirus operating procedures with Governors – Action completed

05.10.20	Clerk to include membership and Terms of Reference of Board and Committees on November agenda – Action completed
23.11.20	Head Teacher to check register of interests completed and published for 2020/21

1 Attendance

1.1 Welcome

The Head Teacher welcomed all attendees to the meeting while the Chair joined online. Ms Napier had sent her apologies, which were accepted.

1.2 Declarations of Interest

There were no new declarations of interest.

1.3 Register of Pecuniary Interests

There were no declarations of pecuniary interest.

Action: Head Teacher to check that the school had completed and published the register of interests for 2020/21, including newly joining Governors.

2 Administration

2.1 Election of Chair

The Chair of Governors explained that having served for some years as Chair it was inappropriate that he continued long term in this role.

There were no nominations for the role of Chair, so this item was deferred for further discussion at the next meeting.

2.2 Election of Vice-Chair

The Vice-Chair of Governors also wished to step down from her current role.

There were no formal nominations for this role, however Ms Andrews would potentially be interested and would discuss the role more fully with the current Vice-Chair.

2.3 Agree Terms of Reference for GB

Governors reviewed the previously circulated Terms of Reference for the Governing Board. It was agreed that there were no changes needed and that the document would be reviewed again in autumn 2021.

2.4 GB and Committee Membership

Ms Foster would step down as Staff Governor when her term of office expired in December 2020.

Governors **agreed** to increase the number of Co-opted Governors from 6 to 7 to ensure healthy challenge. The number of Staff Governors would be reduced from 2 to 1, leaving the overall maximum membership at 12. Ms Dalton was in contact with two further potential Co-opted Governors.

The Board noted that there were also 2 Parent Governor vacancies. Ms Andrews had emailed one potential Parent Governor but had not yet received a response.

3 Minutes of the Last Meeting and Action Taken

3.1 To agree the minutes of the meeting held on 5th October 2020

The minutes of the meeting of 5th October 2020 were **agreed** by Governors as a true record, subject to the amendment of the attendance list to include Ms Eglin.

3.2 To note outstanding matters and agree carry forward items Safeguarding

The draft Safeguarding Report had been reviewed by the Chair and the Head Teacher and circulated to Governors. It was **agreed** that this was an informative report, however a note would be added to indicate that some students were counted in more than one category in the statistical analysis sections of the report.

Question: Do Governors need to review details of Safeguarding issues?

Answer: The Safeguarding Link discusses more detail with the DSL, including some confidential information if required. The Resources Committee also receives reports where appropriate. There is an action plan to address audit outcomes.

The Chair thanked the staff for the Safeguarding Report.

See also updated actions chart above.

3 Any Urgent Action Taken since the Last Meeting

The Chair explained that there had been a complaint sent to Ofsted regarding an incident between two pupils at the school. This had been filed following a comment made by a looked after child to another agency, which had then raised a concern. The Adult Safeguarding Lead in the borough asked the school to investigate. There had been no direct complaint to the school.

The matter concerned an allegation about a member of staff, made by an ex-student and relayed by another ex-student to their carer. The member of staff was about to leave the school for unconnected reasons. The investigation culminated in the matter being closed and no further agency was involved. The Chair had informed Ofsted.

The Chair reported that the Head Teacher had followed the correct procedure and Hackney Education had been involved. The issue was not expected to cause any problems in the next Ofsted inspection.

4 Main Business

4.1 Briefing on operating the school under Covid-19 guidance.

The Head Teacher reported that there had been an immense burst of activity before half term. The school had four confirmed adult Covid-19 cases. One of these was ill

for longer than the isolation period, one had very mild symptoms and the other two were asymptomatic.

The school had lost around six class weeks due to Covid-19 cases, and this represented 5% of teaching time. It was not clear if there had been instances of adult to adult transition.

12 staff members had quarantined after half term because of potential transitions. Classrooms had been reorganised as part of the procedures in place to ensure adults did not accidentally come into contact with each other.

The Chair reported that PHE were complimentary on the school's actions regarding scheduling. The Head Teacher thanked Ms Jessie and Ms Hylton for their hard work during this time.

4.2 Recruitment

Deputy Head Inclusion and Safeguarding

The Head Teacher reported that the Recruitment Panel had identified someone who seemed an excellent candidate for the Deputy Head for Inclusion and Safeguarding role, however they had rejected the job offer.

Successful recruitment was unlikely in the spring term and the role would therefore be advertised in summer. Ms Jessie would continue in the role, which had been restructured to three days per week until the post could be filled in September. The Head Teacher would also communicate some line management changes around this to staff later in the week.

Question: Do we need to bring someone in to cover any responsibilities?

Answer: The staff member leading the admin team was working very closely to the safeguarding team and would join the team assuming additional safeguarding responsibilities. Ms Jessie will continue as DSL.

Question: Does this weaken admin team?

Answer: Another person in the admin team has been identified to lead the team. There was previously one person leading back office and one front office. The management responsibilities will be structured under one person leaving the team one person down.

Question: What happens to the admin team in September?

Answer: The intention is to make the rearrangement work as it's more efficient on the admin side.

Question: During the spring and summer terms the SENCo will take on additional responsibilities, as will others. Will this continue?

Answer: The final decision will be in March but a clearer degree of delegation is needed, along with a greater freedom to enact responsibilities.

Maternity Cover for Deputy Head Teaching and Learning

The Head Teacher explained that maternity cover for the Deputy Head Teaching and Learning role would be covered by Ms Crossland. The Teaching and Learning team

had built up capacity and the Art lead would be returning before Ms Foster went on leave.

The Chair thanked the Head Teacher for the work he had put into organising suitable cover for the two roles.

4.3 SDP Priorities 2020/21

Governors reviewed the previously circulated SDP Impact Plan Report.

The Head Teacher explained that the lack of Parent Governors was impeding the collection of parent input to processes causing the school's inability to use information from all stakeholders. Working practices were being reviewed constantly. The risk register was also under constant scrutiny, especially regarding the use of public finances.

Question: Is provision around staff and pupil welfare and premises in place?

Answer: Pupil wellbeing is rated amber as we would like to be further along. The new SIP partner is making a first visit next week for external validation.

Question: Why is the home learning plan for autumn amber?

Answer: This is running later than planned. It is on the agenda for the Teaching and Learning Committee next week.

There were no further questions and the document was taken as read.

Ms Jessie left the meeting.

4.4 Exams and Accreditations 2021

Ms Foster reported that English Language and Chemistry GCSEs had been confirmed for the end of May and during June. Where exam dates had not been announced, the school was working on the assumption they would be in line with the previous year until told otherwise.

Student assessments had been made early in case the national picture changed and there was a return to centre assessments in place of exams. Mock Art GCSE exams would be held in December and Maths and English in January. Functional Skills exams were scheduled. English would take place later in the week and Maths over the two weeks following the meeting. ICT exams were in progress as was Science Entry Level Certificate.

External, remote visits had been set up to moderate the assessments in order to strengthen the rationale. BTecs in PE, Workskills, PSD and Worktech, plus an Art awards, would be moderated in the following two weeks. A moderator for Functional Skills was also engaged and would be assessing samples of work. The same process would be followed as the previous year; assessments and classwork would go to the subject leader and then on to Ms Crossland before the centre declaration was signed.

The cohorts were unique from year to year, however the scrutiny involved some comparison with previous outcomes.

All year groups had been assessed in the first half term apart from Year 7 who would be assessed for English and Maths at the end of the autumn term. Isolating students had also been assessed. Parents would receive the results on 3rd December.

The Chair remarked that he felt the school was in a good position.

5 Dates of Future Meetings

Governors noted the remaining dates for the academic year as 15th March 2021 and 21st June 2021.

6 Any Other Business

Compromise Agreement

The Head Teacher reported that the school had reached a compromise agreement with a member of staff who was leaving.

Student Fatality

The Head Teacher reported that a Year 12 student had very sadly passed away at home the previous week from a cardiac arrest. The young man had been disabled with some medical conditions but they were not terminal and the death was unexpected.

The Head Teacher had visited the student's home to pay his respects. There had been a multi-disciplinary team meeting to put an appropriate support plan in place and to plan for informing the students.

The meeting closed at 5.49pm

(Signed) 
(Chair of Governing Body)

15th March 2021

.....
Signed: Chair of Governors

.....
Date