

**Minutes of the meeting of the Governing Body of
Stormont House School held at 4pm on Monday 15 March 2021 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 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 (part of meeting)
Ms Rhiannon Eglin	Co-opted Governor
Ms Dot Hodgson	Co-opted Governor
Mr Dayo Okewale	Co-opted Governor
Ms Claire Napier	Staff Governor

In attendance:

Ms Toni Altinok	Leadership Team PA
Ms Fiona Crossland	Deputy Head Teacher
Ms Grainne Hylton	School Business Manager
Ms Frances Jessie	Deputy Head Teacher

Clerk:

Ms Nyree Hughes	Hackney Education Governor Services
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SUMMARY OF OUTSTANDING ACTIONS

Date	Details
06.07.20	Ms Andrews and the School Business Manager to update Parent Governor information and commence recruitment in autumn term – Action ongoing
23.11.20	Head Teacher to check register of interests completed and published for 2020/21. Update - Ms Altinok recirculated interests form March 2021
15.03.21	Clerk to forward generic Chair job description to Chair, Vice-Chair and Head Teacher - Completed
15.03.21	Chair, Vice-Chair and Head Teacher to agree a Chair job description for the next meeting (summer term).

15.03.21	Clerk to add Chair job description as agenda item for next meeting (summer term).
15.03.21	Mr Okewale to meet with Chair and Vice-Chair.
15.03.21	Clerk to change records to reflect new Vice-Chair in September.
15.03.21	Ms Andrews to link up with Ms Napier and Ms Hylton to work on Parent Governor recruitment.
15.03.21	Ms Eglin and Ms Jessie to discuss potential measures around system crashing (My Concern).
15.03.21	Head Teacher to share video around Taxonomy.

1 Attendance

1.1 Welcome

The Chair welcomed all attendees to the meeting. Ms Andrews had sent her apologies for lateness.

2 Governing Body Organisation

2.1 Declarations of Interest

There were no new declarations of interest.

2.2 Register of Pecuniary Interests

There were no declarations of pecuniary interest.

2.3 Election of Chair

The Chair reminded Governors that he had been Chairing for a number of years and wished to step down by the end of his current term of office in November 2023. It would be preferable not to change Chair and Vice-Chair at the same.

The Head Teacher explained that the intention was to persist in trying to recruit new governors, however this had been particularly difficult during the pandemic.

The Board discussed succession planning and a potential job description for the Chair role. There had also been changes to the Teaching and Learning Committee which may be of benefit to other Committees, and a broader governance structure review could also be considered.

The Board agreed that Mr Hawes continue as Chair on the above basis.

Action: Clerk to forward generic Chair job description to Chair, Vice-Chair and Head Teacher.

Action: Chair, Vice-Chair and Head Teacher to agree a Chair job description for the next meeting.

Action: Clerk to add Chair job description as agenda item for next meeting.

Action: Mr Okewale to meet with Chair and Vice-Chair regarding the needs of the school and succession planning.

2.4 Election of Vice-Chair

Ms Andrews joined the meeting at this point. This item was taken at the end of the meeting for that purpose.

Ms Andrews explained that she had enjoyed her time on the Board and was keen to support the school more. She felt that standing for Vice-Chair was a natural progression. There were no other nominations for Vice-Chair.

The Board agreed Ms Andrews as Vice-Chair, with the role commencing in September 2021.

Action: Clerk to change records to reflect new Vice-Chair in September.

2.5 Governing Body Membership and Recruitment

Ms Dalton explained that there had been some initial contact with another potential Co-opted Governor, however they were now moving to America.

Ms Dalton, the Chair and the Head Teacher had also met potential Co-opted Governor, Judith Enenmoh the previous week. Ms Enenmoh lived locally and worked in inclusive learning for City and Islington College. She had a background in special needs work. Ms Enenmoh to be invited to visit the school and observe the GB meeting in June.

Ms Hylton reported that the flyers had produced interest from one potential Parent Governor and this would be followed up.

The Board discussed ideas for attracting more Parent Governors. These included producing a video to explain what was involved, or headhunting specific parents that were good candidates.

Action: Ms Andrews to link up with Ms Napier and Ms Hylton to work on Parent Governor recruitment.

2.6 Governor Training and Training Needs

Ms Dalton had completed safeguarding training since the last meeting.

3 Minutes of the Last Meeting and Action Taken

3.1 To agree the minutes of the meeting held on 23rd November 2020

The minutes of the meeting of 23rd November 2020 were agreed as a true record, subject to the amendments below:

Page 1: Dayo Okewaled should read Dayo Okewale.

Page 4: The Art lead was returning, not the Science lead.

3.2 To note outstanding matters and agree carry forward items

Any matters arising were in progress or included under other agenda items.

3.3 Any Urgent Action Taken since the Last Meeting

There was no Chair's action.

4 Main Business

4.1 Reopening of the School for all Pupils

Testing of Pupils and Staff

Governors reviewed the previously circulated Covid Testing slides.

The Head Teacher reported that there had been a very positive return to school the previous week. Testing facilities had been set up very professionally. Three student nurses had started the week prior and underwent training. Two tests had so far been offered to all students where consent had been given. There would be a discussion the following day around supporting parents to continue to test at home.

A return to school testing might be requested of schools after the Easter break. It was possible to test half the school in 60 to 90 minutes, which was a short interruption to the curriculum. Processing the tests would then happen afterwards.

Five students had not yet returned to school, including one who had not attended for some time and had placement issues and one vulnerable young person who was being integrated into the school.

One Year 12 student was anxious to be back in school which had led to him drinking excessive water and being hospitalised. Generally students were happy to be back.

Keeping pupils and staff safe

The Board reviewed the updated Keeping Safe in School protocol, which had been previously circulated.

The Head Teacher explained that one of the big changes was the need for increased ventilation in classrooms, so students needed to come to school warmly dressed.

There would be a Wellbeing CPD the following day for staff.

Question: What proportion of students do we have consent for them to self test.?

Answer: 86%, plus some students have key workers testing them at home, so it is higher in reality. Consent can be given by phone.

Curriculum Planning and Delivery to July 2021 and Catchup Sessions

Ms Crossland explained that the schemes of work in place for the year had been amended in the last two weeks now that the pupils had been assessed. The school was also including play and fun activities as some opportunities for that would have been missed over the past months.

There were various sources of catch-up funding available. Year 7 were doing a puppet project plus art and social action. Year 9 were also undertaking project work.

Question: Are most of the students working at the level we would expect?

Answer: When the students were assessed in October we found that some students were one or two sub-stages behind. Very few had regressed since the previous October. The next formal assessment will be in May, but anecdotally they are not massively behind and there was more remote learning provision this time.

5 Head Teacher's Report

Governors reviewed the previously circulated Head Teacher's Report and SDP summary.

The Head Teacher explained that there was clear evidence of a reduced amount of curriculum enrichment as visitors were generally not permitted and visits had been suspended. The Teaching and Learning Committee would discuss steps to restoring this.

Absences of support staff had been high in autumn term due to three members being on long term sick leave with significant medical issues. Two of these staff had now returned.

The SDP had been produced at the end of autumn term just before lockdown. The Chair expressed a need for the Committees to review the priorities set out in the plan.

The remainder of the Head Teachers Report and SDP were taken as read.

Ms Hylton left the meeting.

6 Safeguarding

6.1 Progress towards priorities arising from October 2019 External Safeguarding Audit (reviewed Oct 2020)

Ms Jessie explained that the recording of concerns had moved from CPOMS to My Concern and work was being completed to ensure that decisions made were trackable. Students had been tracked in a different way during lockdown, however the school now needed to be sure there was a format for sharing info with staff.

The Chair would be meeting Ms Jessie to discuss the safeguarding action plan.

City & Hackney Safeguarding Children Partnership Safeguarding Audit

A safeguarding audit was undertaken annually by Hackney LA. Some outcomes would be carried over to the current year's audit and those audits would also feed into the main safeguarding action plan for the year.

Question: Are we exposed in any way regarding safeguarding?

Answer: We need to ensure staff have the information they need and that we are tracking cases and using My Concern in the best possible way. Those are the two priorities.

Question: Is there any provision for the system crashing?

Answer: The system is backed up but there is no provision for access for the short term if this happens.

Action: Ms Eglin and Ms Jessie to discuss potential measures around system crashing.

7 Reports from Committees and Working Parties

7.1 Resources

The previously circulated minutes of the Resources Committee of 16th November 2020 were taken as read and there were no questions.

7.2 Teaching and Learning

The previously circulated minutes of the Teaching and Learning Committee of 30th November 2020 were taken as read and there were no questions.

7.3 Strategic Leadership Group

7.4 SIP Visit 1

Governors reviewed the previously circulated report from Stephen Hall from SIP Visit 1.

The Head Teacher reminded the Board that this was a new School Improvement Partner from the LA and they were familiarising themselves with the school. They would visit once per term.

One area of focus was to evaluate the effectiveness of the middle leadership training programmes. Another was looking at the current SDP and interim leadership model during Ms Foster's maternity leave.

The next SIP visit would be before Easter and a report would be made to the summer term Board meeting.

Question: What does the school do with those staff put through the middle leadership programme?

Answer: This is partly to establish that they are equipped for leadership and also to understand leadership in their own context. They will all take on a small scale project and then share that and have a framework to reference it against. We are trying to increase satisfaction in current roles and developing skills in a consistent way to have better line management conversations. There has been positive feedback.

8 Policies

The Chair requested that a suitable Committee or individuals reviewed each of the following policies that were due for renewal. Reviewed and amended versions would then be brought back to the next Board meeting.

Safeguarding

The Chair would review the Safeguarding Policy with Ms Jessie.

SEND Information Report

Ms Eglin would review the SEND Information Report.

Health and Safety

The Resources Committee would review the Health and Safety Policy. This had been updated to adopt the LA template.

9 Date of Next Meeting

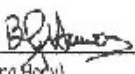
The Board noted the remaining meeting date for the academic year as Monday 21st June at 4pm.

The Head Teacher recorded his thanks to Ms Crossland and the staff and students for their work on a video about taxonomy for the World Education website. This would be made available to Governors.

Action: Head Teacher to share link to video about taxonomy.

The Chair thanked the school team on behalf of the Board for the enormous amount of work done on keeping the school safe and everyone feeling cared for.

The meeting closed at 5.16pm

(Signed) 
(Chair of Governing Body)

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Signed: Chair of Governors

21st June 2021
Date: