

## Minutes of the meeting of the Governing Body of Stormont House School held on Monday 17 June 2019

<b>Present:</b>	Mr Bernard Hawes Ms Lynn Dalton Mr Kevin McDonnell Ms Beatrice Andrews Ms Dot Hodgson Ms Claire Napier Ms Katie Foster	Co-opted Governor – Chair Co-opted Governor – Vice Chair Head Teacher LA Governor Co-opted Governor Staff Governor Staff Governor
<b>In attendance:</b>	Ms Grainne Hylton Ms Hannah Trickett Ms Francis Jessie	School Business Manager Potential Parent Governor Deputy Headteacher
<b>Apologies:</b>	Ms Hannah Lilley Ms Emma Kingsley	Co-opted Governor Co-opted Governor
<b>Clerk:</b>	Silvi Shrestha	HLT Governor Services

### SUMMARY OF OUTSTANDING ACTIONS

Date / Action No.	Details
20.03.2018 Action 1	Composition of the Resources Committee to be considered in view of the election of new Parent Governors – <b>BH/KM Action ongoing (New Parent Governor identified)</b>
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 – <b>BH/FJ Action ongoing</b>
25.03.19	Frances Jessie to put Hannah Lilley in touch with Angela McKell regarding the School Council – complete
25.03.19	Governor recruitment: Head Teacher to produce flyer for Expressive Arts event to be held at the school on 30 <sup>th</sup> March 2019 – action complete
25.03.19	Chair to undertake a Safeguarding visit to the school to look at the programmes available around knife crime – Action ongoing
25.03.19	The Teaching and Learning Committee to look at what is delivered on knife crime through the curriculum – Action ongoing (to be added to November's meeting agenda)
25.03.19	Head Teacher to post new Governance Handbook on school website – Action complete
17.06.19	Beatrice Andrews and Hannah Lilley to convene separately to finalise the Parent Governors recruitment documents.
17.06.19	Headteacher to make recruitment presentation available to governors on the website.

## **1 Attendance**

### **1.1 Welcome**

The Chair welcomed all attendees to the last FGB meeting of the academic year. Introductions took place for the purpose of welcoming the potential parent governor.

### **1.2 Apologies and Consent for Absence**

Hanna Lilley and Emma Kingsley had sent their apologies for not attending the meeting which were accepted.

### **1.3 Declarations of Interest**

There were no declarations of interest.

### **1.4 Register of Pecuniary Interests**

There were no declarations of pecuniary interest.

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

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

Governors noted that Membership of the Governing Body will be discussed as part of the main agenda item.

### **2.2. Recruitment of Parent Governors**

Governors noted that there are two vacancies for the post of Parent Governors. A flyer and supporting documents are being created to advertise the vacancies.

**Action – Beatrice Andrews and Hannah Lilley to convene outside of the governors' meeting to finalise the Parent Governors recruitment documents.**

## **3 Minutes of the Last Meeting and Action Taken**

### **3.1 To agree the minutes of the meeting held on 25 March 2019**

The minutes of the meeting of 25 March 2019 were **agreed** by Governors as a true record and signed by the Chair.

### **To agree the minutes of the meeting held on 23 May 2019**

The minutes of the meeting of 23 May 2019 were **agreed** by Governors as a true record and signed by the Chair subject to the following change;

- 2.3. 'Reluctance was shown...' should read 'Governors present stated they are not in a position to take up the roles of Chair and Vice Chair'.

### **3.2 Any matters arising were covered elsewhere in the minutes.**

Governors confirmed receipt of login details for the School's website. It was noted that governors will be able to access meeting documents on the website.

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

There was no urgent action to report.

## **4 Main Business**

### **4.1 Development of the Governing Body**

The Chair noted that a previous discussion had taken place about recruiting governors who have skills to take on the role of Chair, Vice Chair and Chair of Committee, or training current governors to take on these roles. It was recognised that the governing body needs a change in Chairperson.

Lynn Dalton updated that three potential candidates, with the relevant skills, have expressed an interest in the Co-opted governors' role. An introductory meeting has been scheduled between one of the candidates and the Chair and the Headteacher.

The Chair stated that it is important for the new recruits to have the dedication to fulfil the role well and work well with the Headteacher.

It was noted that Katie Foster is standing down from her role as staff governor. Currently, the governing board has two vacancies for Co-opted Governor and two for Parent Governors.

The Headteacher asked how the school can ensure that governors are drawn into the school life as part of their role. Governors agreed that the school is already doing this by organising governors' school visits for special events. Governors expressed an interest in further being involved in school life. For e.g. volunteering in the School as a Teaching Assistant. The Headteacher suggested governors attend the school to see the 'Preparation for Adulthood' process or take part in Learning Walks to get a good idea of school life.

The Chair welcomed input from governors into the Governing Body meeting agenda especially if there are aspects of the curriculum, the Visible Learning initiative or other areas of school life that they would like to more fully understand.

#### **4.2 Recent recruitment and changes in Leadership – the way forward.**

The Headteacher shared a presentation with governors about the current leadership structure and the proposed structure for the new academic year.

The Headteacher updated that the position of Deputy Head had been filled by an internal candidate, leaving a vacancy for a T&L Leader. In addition a T&L Leader had been appointed into an Assistant Head Teacher role at another school and would be leaving Stormont at the end of term. Teaching staff has resigned from her role. The School has also decided to eradicate a Teaching & Learning (T&L) lead post in September 2019. These changes in the T&L team gives an opportunity to consider the shadow structure of the team.

The Headteacher noted that the lack of spare capacity in the responsibilities of current Middle Leaders is an issue. The school requires an English Lead to take on additional tasks. Existing mid-leaders are fully committed to their responsibility, therefore, there is no internal capacity to take on any additional responsibilities. This needs to be addressed as it compromises quality assurance and development processes.

The Headteacher noted that there are opportunities with the new structure. These include, additional capacity following the phased returns of 2 staff from long term sickness. Potentially they could be used to release the T&L lead to implement regular monitoring and evaluation processes. Their work will be aligned to working with the Assessment Lead to form part of the T&L team.

Internal staff are being developed but are not ready to take on a more senior role. The middle-leaders have confirmed that an additional senior leadership role would be valuable to ensure that the school continues to provide high quality provision for pupils.

Question – Is the Assessment Lead the same level as T&L lead?

Answer – Yes.

Question – Are the two T&L lead roles being reduced to one?

Answer – Yes, the two roles are being combined into a senior post. The School is in the process of writing the timetable based on current configuration.

Question – Will the T&L lead have the capacity to carry out responsibilities of two people?  
Answer – Their time will be focussed predominantly on developing T&L. Additional tasks like lesson observation will be carried out by other staff members.

Question – What about the classroom teaching vacancy and part-time teaching vacancy?  
Answer – Those vacancies are being joined together to form one role. The School needs to recruit an English subject lead following the appointment of the previous post holder to the Deputy Head position.

Question – Is there value in seconding someone?  
Answer – Secondment opportunities will be considered as an option.

Question – Whilst the recruitment is ongoing, what areas will the School have limited capacity in?  
Answer – The School won't be able to focus on developing practices or developing new projects.

Question – How will issues of capacity be brought to governors attention?  
Answer – They will be included when reviewing the school's development plan. The T&L Committee will evaluate the gaps caused by the new structure. SIP reports will be able to provide information on the matter.

Question – Are there any potential candidates from those who had applied but were not successful for the Deputy Headteacher role?  
Answer – The School has received 28 applications for the Deputy Headteacher role from high quality applicants.

The Headteacher stated that recruitment has been brought to the governors' attention to highlight capacity issues and potential recruitment of a senior member of staff. It was agreed for the T&L Committee to discuss various options for the way forward.

**Action – Headteacher to make the presentation available to governors on the website.**

#### **4.3 Admissions/ EHCPs/ Annual Reviews – Processes and Challenges**

Frances Jessie presented the following key information on Admissions, EHCP and Annual Reviews;

The admissions criteria from the local authority sets out the needs of SEN pupils and these are matched to the education provision that Stormont offers. All pupils at Stormont have an EHCP except in exceptional circumstances which has rarely occurred. The process of an EHCP application is challenging as there are strict deadlines in place. The School needs to examine whether its provisions are right for the student and compatible with the education of other pupils.

With regards to secondary transfer, if a parent has expressed a preference for a school, the local authority consults with the school on whether it is appropriate or not. Stormont School offers a tailored education to pupils who have specific SEN requirements has limited provisions for pupils within the borough. The school receives secondary transfers from neighbouring boroughs, however, its priority is to provide a place for Hackney pupils first.

By February, schools need to make a decision whether to reject or accept pupils based on matching the pupils needs and what the school offers. Once the decision is made by the Headteacher, a meeting takes place with a local authority officer to review the decision.

Question – Does every applicant have to have parental consent?

Answer – No. If a pupil has named the School as its preference, the local authority will seek a view whether the school can meet the pupil's needs. A mediation discussion takes place to inform parents about the decision for their children.

Question – Has the school ever agreed to a place for a child where the placement hasn't worked out?

Answer – Yes, but the school endeavours to make it work.

Frances Jessie clarified that the EHC plan includes social care aspects as well as health. The move from statements to EHCP has been challenging for all parties involved; details have been lost in this transition.

ECHPs are required to provide support for SEN pupils from birth to the age of 25. EHCP must include interest and aspirations of the young person. The School is expected to work collaboratively with the parents to complete the plan. The SENCo has a strategic role in the plan completion.

EHC plans are reviewed annually, however, if there are changes to the needs, the review might be done earlier.

Question – How does one change an EHCP? Does the school inform the local authority if anything needs changing?

Answer – Changes normally relate to the detail of the information rather than the provision. If a school is no longer the right provision, it would go to the complex needs panel for closer examination of what the pupil needs. The local authority will be part of that discussion.

Question – Is it the responsibility of a SENCO to complete annual reviews?

Answer – Yes.

Question – How many plans work out ok?

Answer – Drafting the plans is time consuming and requires lots of updating especially if a pupil is transferring to a different provision. The School tries to be explicit to ensure correct support is in place for the pupil even when they transfer. Due to the multi-agency aspect of the work, delays can be caused by lack of delivery from other services. The school needs to ensure the relationship with other services is good and communication is clear.

It was noted that the local authority is ultimately responsible for the EHCP, however, if outcomes of pupils are not met, the responsibility falls on the schools.

Question – Do governors have to have an oversight of EHCP and percentage of outcomes of pupils?

Answer – Schools are accountable for steps taken to achieve the outcomes. Measuring the success of the EHCP is not accurate but staff are going to be trained on it. The governing Body needs to ensure the SEN link governor has an understanding of the process and they are checking the correct aspects. Governors can challenge the process and whether it works.

Beatrice Andrews withdrew from the meeting at 19.20

## 5 Head Teacher's Report

Governors **noted** the previously circulated Head Teacher's Report. There were no further questions from the governors on the report.

Governor queried about an ex-pupil

**6 Reports from Committees and Working Parties**

**6.1 Resources Committee**

Governors **noted** the previously circulated minutes of the Resources Committee.

**6.2 Teaching and Learning Committee**

Governors **noted** the previously circulated minutes of the Teaching and Learning Committee.

**6.3 Strategic Leadership Group**

It was noted that the Strategic Leadership Group had not met.

**6.4 SIP Visit 1**

Governors **noted** the previously circulated report from SIP Visit report.

Governor enquired about the WAMHS project which may not be working well. It was agreed for this item to be looked at the next Resources committee meeting.

Noted positive SIP report.

**7 Policies for Ratification/Approval**

There were no policies for ratification or approval.

**8 Urgent Business**

There was no urgent business.

**9 Dates of Future Meetings**

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

Monday 18 November 2019

**All meetings start at 5:30pm**

**10. Confidential items**

There were no confidential items for discussion.

The meeting closed at 20.30

.....  
**Signed: Chair of Governors**

.....  
**Date**