

Minutes of the meeting of the Governing Body of Stormont House School held on Tuesday 20th March 2018

The meeting opened at 5.30pm. The clerk arrived at 5:45pm and apologised for the lateness.

Present:	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)

In attendance:	Ms Carol Weston (CW)	School Business Manager
	Ms Frances Jessie (FJ)	Deputy Headteacher

Apologies:	Ms Hannah Lilley (HL)	Co-opted Governor
	Ms Emma Kingsley (EK)	Parent Governor
	Ms Katie Foster (KF)	Staff Governor
	Dr Hans-Christoph Hirt (HH)	Local Authority Governor
	Ms Ann Hollingworth (AH)	Parent Governor
	Ms Laura Thackaberry	Deputy Headteacher

Clerk:	Elizabeth Bart-Williams	HLT Governor Services
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PART 1: NON-CONFIDENTIAL BUSINESS

1. Attendance

(The Clerk was late and missed this part)

- 1.1 **Welcome:** The Chair welcomed all members to the meeting.
- 1.2 **Apologies and Consent for Absence:** These were accepted as noted above.
- 1.3 **Declarations of Interest:** None

2. Governing Body Membership & Administration

2.1 Membership of the Governing Body and Committees:

Governors considered the number of governors whose terms were coming to an end as follows:

- HH – LA Governor, will no longer continue;
- CN – Staff Governor, willing to continue.
- 3 Parent Governors – **MS** will step down. **EK** not keen, but governors would like her to continue for another year; **AH** – son no longer in school but would continue to end of the year, and with the option of becoming a Co-opted governor.

The following were AGREED:

ACTION 1:

- a) Number of Parent Governors to be reduced to 2. The Instrument of Government to be changed to reflect this – **BH/KM**;
- b) Elections for new Parent Governors to be held – **CW**
- c) CW to seek approval from staff by the end of April for CN to continue as a Staff Governor.



- d) Composition of the Resources Committee to be considered in view of the above governor resignations.

(The Clerk joined the meeting at this point - 5:45pm)

2.2 **Confirmation of new Co-opted Governor:** DH was welcomed as a new Co-opted Governor.

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

3.1 To agree the minutes of the meeting held on 7th November 2017: Members AGREED the minutes with the following amendments:

- a) References to Clapton School throughout the minutes should be Clapton Girls' Academy;
- b) Item 6 re governor questions to the SIP: change 'rest on its oars' to 'rest on its laurels'.

3.2 **Review of Action Log:**

Meeting of 7th November 2017

Action 1: parent governor recruitment – **Ongoing**.

Action 2: Register of Pecuniary Interests – the Clerk gave out hard copies which were completed and submitted to CW. **Closed**

Action 3: DT teacher vacancy has been filled without the need to pool this resource with another school. **Closed**

Action 4: Alignment of SEF, SDP and SIP reports and individual action for governors – this is an Agenda item for the next GB meeting. **Closed**

Action 5: The Safeguarding & Child Protection Policy has been uploaded to the school's website **Closed**

Action 6: review of Code of Conduct – HL was unclear as to what was required of her. This was clarified: HL to check the document for accuracy only. **Ongoing**

Action 7: Update on staff survey: see 4.2 below. **Closed**

Actions from previous meetings

21.3.17 meeting:

- Chair to explore sharing SHS model with the Council: **Completed** – the Mayor has also visited the school. **Closed**
- Chair to arrange safeguarding training for all governors: See item 8 below – **Closed**

11.7.2017 meeting:

- Recruitment of new governors to fill vacancies: **Ongoing**
- T&L Committee to progress KUDOS and report to GB: Report received. **Closed**
- T&L to progress SHS Baccalaureate and report to GB: Delegated to T&L. **Closed**
- Preparation of quick guide for Governors: See Agenda Item 4.2 below. **Closed**
- FJ to circulate the DfE guidance – Keeping Children Safe in Education: to be included as part of the Safeguarding training (item 8 below). Links have also been included in the Safeguarding Policy. **Closed**
- Detailed report of absences: this was delegated to the Chair, Vice Chair and Headteacher. **Closed**
- T&L Policy: this has been approved by the T&L Committee. To be included in the next GB Agenda for GB ratification. **Outstanding**

3.3 **Any urgent action taken since the last meeting: None.**

Governors however deliberated on the impending GDPR and the implication of governors' use of personal emails for GB business and the retention of data. Various options, including the use of a central governors' portal, Google docs etc. were explored. It was AGREED that CW investigate this further, obtain expert advice and report back to Governors. **ACTION 2:** CW to obtain advice and guidance, on how to store and confidentially access/share data, in line with GDPR.

BGA

4. Main Business

4.1 Receive and Review 6th Form Self Evaluation Form

The HT reported that the SIP was impressed at the quality of Governors' interrogation of her report at the last GB.

Governors questioned why the SIP report suggested that there was no verifiable proof that the 6th Form provision is outstanding. It was also reported that the students had failed to meet the required target in Maths and English Functional skills.

The Headteacher stated that the SIP comments referred to desired outcomes rather than the actual results. He agreed that the current format of data needs to change, and school leaders are already working on this. The targets are set to ensure that pupils make progress and move towards reaching the targets, rather than actually meet it. OfSTED has specific 6th Form formats and this is tailored to evidence pupil progress more clearly.

The Headteacher also suggested that the data needs to be further quality-assured as it currently does not effectively evidence pupil progress.

In response to a governor's question, the Headteacher confirmed that while the 6th Form provision is not yet 'Outstanding', this does not affect OfSTED judgement on the rest of the school's provision, as the 6th Form is judged separately from the main school provision.

ACTION 3: SLT to review the data and present to the GB for review in the summer meeting.

4.2 Preparation for Ofsted - Getting to know our School

A document 'Getting to Know Our School' has been produced to provide a good guide to Governors in respect of OfSTED Inspections. Governors reviewed the document and agreed that the information would be useful as a guide to all governors. This was echoed by DH, new Co-opted Governor. It was AGREED that:

ACTION 4: CW to upload the document onto the website and LD would email the document to all governors who were not in attendance.

4.3 Staff Wellbeing – Receive an update on the progress towards achieving the agreed action plan and the feedback received from staff.

CN informed Governors that a summary developed by staff, is being included in the SDP.

In summary, a model was adopted following a staff CPD held on 19th February 2018 and staff were free to ask questions and make suggestions. A suggestion box is also now available for staff use. There are currently no major issues with the teaching staff, and issues around the development of TAs are being addressed. The structure of TA training is being considered, along with line management arrangements. 3 consultations are ongoing around Mindfulness; Cover Supervisor role and Line management arrangements, and the impact will be assessed after the consultations.

Governors stated that the initial document from staff highlights desired action and noted that the ideas suggested are being implemented.

Governor Question: are office staff considered alongside classroom support staff?

Answer: recognition and reward issues are mainly related to TAs.

Governor Question: does the school support TAs to become teachers?

Answer: TAs can become teachers through the School Alliance training and this is more typical of the younger TAs, rather than the long-standing staff.

Governors suggested a nominated Staff Wellbeing Link governor

ACTION 5: Governors to nominate a Staff Wellbeing Link Governor.

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

Governors reviewed the Report and noted as follows:

Support staff absence appears higher than last term's, with substantial disparity when compared to the teaching staff absence levels. The Headteacher explained that there were some long-term absences and suggested that these be explored in greater detail at a meeting with the Chair and Vice Chair. This was AGREED by governors.

ACTION 6: Chair, Vice Chair and Headteacher to explore the absence records in more detail.

Numbers on roll: Governors noted that there has been an increase in number on roll which would result in additional funding.

Attendance summary: the Headteacher explained overall attendance figures in relation to persistent absences. He explained that attendance is currently around 95.5%; but some persistent absences relate to ongoing medical appointments for pupils with complex needs. Only a few pupils are causing concern and appropriate intervention are in place (including working with parents, support around engagement and other professional support).

ACTION 7: Headteacher to provide a breakdown of attendance, highlighting mitigating factors and action being taken, for deeper discussion.

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.

7. **Policies for Ratification/Approval**

7.1 Health & Safety Policy: Governors commented as follows:

- CW to ensure consistency throughout the Policy
- Item 3.9 – person responsible for reviewing the Policy should be clarified
- Item 5.5.2 – Headteacher to review the wording relating to “the removal of knives and other offensive weapons found on pupils”

The Policy was AGREED by Governors, subject to school leaders addressing the issues highlighted above. It was also AGREED that the Policy be uploaded onto the website as a DRAFT Policy. **ACTION 8**

7.2 Governor Allowance Policy: CW stated that the copy included in the meeting pack was an old version. The current version had been approved by the Resources Committee. Governors RATIFIED the correct version and AGREED that CW email this out to all Governors.

ACTION 9: CW to email the correct version to all Governors.

8. **Governor Training**

8.1 Governors to receive an overview of the school's Safeguarding Policy and the current safeguarding areas of concern.

FJ delivered a training to all governors present, based on the Learning Trust's Safeguarding Policy, with highlights from the Keeping Children Safe in Education guidance.

The training highlighted:

- Confirmation of the Designated Safeguarding Lead (DSL) team which is led by FJ
- CPOM – the online management system for Child Protection monitoring
- Abuse – categories, recording and reporting
- Handling Disclosures
- Making Social Services referrals
- Whistleblowing
- Annual refresher training for staff

In response to Governor questions, FJ clarified as follows:

- There have been 81 CPOM forms in respect of 42 students
- 40 of these were identified as safeguarding concerns
- There has been no referral this year so far to Social Services



- CPOM forms record mental progress and wellbeing of pupils and enhance robust practice
- HLT Governor Services offer more detailed training for governors around safeguarding and whistleblowing
- A summary of Safeguarding issues should be included in future Headteacher's reports. Governors requested further details, including how many CPOM forms were investigated/referred, how many are still active and how many related to CIN. It was AGREED that these be further reviewed by the Chair and DSL. **ACTION 10.**

9. **Urgent Business - None**

10. **Dates of Future Meetings:** All meetings start at 5:30pm
 Tuesday 12th June 2018
 Monday 19th November 2018 – **Governors to note change of day from Tuesday to Mondays**

The meeting closed at 7:50pm.

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 Signed:  Chair of Governors

..... 12-6-18
 Date

SUMMARY OF OUTSTANDING ACTIONS

Date / Action No.	Details
20.03.2018 Action 1	a) Number of Parent Governors to be reduced to 2 on the IoG – BH/KM b) BH/KM to recruit new Parent and Co-Opted Governors c) CW to check if staff are happy for CN to continue as Staff Governor, with election by end of April; d) Composition of the Resources Committee to be considered in view of the above – BH/KM
20.03.2018 Action 2	CW to obtain advice and guidance, on how to store and confidentially access/share data, in line with GDPR
20.03.2018 Action 3	SLT to review the 6 th Form data and present to the GB for review in the summer meeting.
20.03.2018 Action 4	CW to upload the 'Getting to know our School' document onto the website and LD would email the document to all governors who were not in attendance.
20.03.2018 Action 5	Governors to elect a Staff Wellbeing Link Governor at next GB meeting - BH
20.03.2018 Action 6	Chair, Vice Chair and Headteacher to explore staff absence records in more detail
20.03.2018 Action 7	Headteacher to provide a breakdown of pupil attendance, highlighting mitigating factors and actions being taken, for deeper discussion.
20.03.2018 Action 8	Health & Safety Policy to be uploaded onto the website as a DRAFT Policy subject to school leaders addressing the issues highlighted.
20.03.2018 Action 9	CW to email the correct version of Governors Allowance Policy to all Governors
20.03.2018 Action 10	Chair and Headteacher to further review the CPOM forms indicating how many were investigated/referred, how many are still active and how many related to CIN – BH/KM
07.11.2017 Action 6	HL to review of Code of Conduct for accuracy.
07.11.17 Action 4	Alignment of SEF, SDP and SIP reports and individual action for governors to be included as an Agenda item for the next GB meeting – BH/Clerk
07.11.2017	T&L Policy which had been approved by the T&L Committee to be included in the next GB Agenda for GB ratification – BH/Clerk

