

**Minutes of the meeting of the Governing Body of  
Stormont House School held at 4pm on Monday 6 July 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 Katie Foster	Staff Governor	12/09/2016-08/12/2020
Ms Dot Hodgson	Co-opted Governor	20/03/2018-31/07/2022
Ms Hannah Lilley	Co-opted Governor	01/11/2016-01/11/2020
Ms Claire Napier	Staff Governor	01/09/2019-31/08/2023

**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 Katie Foster	Staff Governor
Ms Dot Hodgson	Co-opted Governor
Ms Claire Napier	Staff Governor

**In attendance:**

Ms Frances Jessie	Deputy Head Teacher
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**Clerk:**

Ms Nyree Hughes	HLT Governor Services
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**SUMMARY OF OUTSTANDING ACTIONS**

Date	Details
25.03.19	Chair to undertake a Safeguarding visit to the school to look at the programmes available around knife crime – <b>Action ongoing</b>
25.03.19	The Teaching and Learning Committee to look at what is delivered on knife crime through the curriculum. Committee to report to March 2020 Board – <b>Action ongoing</b>
25.11.19	Vice-Chair to manage identifying potential co-opted Governors, with all Governors' assistance – <b>Action Completed</b>
25.11.19	Head Teacher to arrange Safeguarding training and Safeguarding Report for March 2020 Board – <b>Action ongoing (in progress)</b>

15.06.20	Ms Dalton to arrange online meeting with potential Co-opted Governors ASAP – <b>Action Completed</b>
15.06.20	Head Teacher to circulate link to Hays online training – <b>Action ongoing</b>
06.07.20	Ms Andrews and the School Business Manager to update Parent Governor information and commence recruitment in autumn term.
06.07.20	Clerk to circulate Ms Eglin’s application for Co-opted Governor with finalised minutes.

The meeting started at 4.03pm.

## 1 Attendance

### 1.1 Welcome

The Chair welcomed all attendees to the meeting. There was an apology for absence from Ms Lilley, which was noted.

### 1.2 Declarations of Interest

There were no declarations of interest.

### 1.3 Register of Pecuniary Interests

There were no declarations of pecuniary interest.

## 2 Minutes of the Last Meeting and Action Taken

### 2.1 To agree the minutes of the meeting held on 15<sup>th</sup> June 2020

The minutes of the meeting of 15<sup>th</sup> June 2020 were **agreed** by Governors as a true record.

### 2.2 To note outstanding matters and agree carry forward items

Ms Dalton had previously identified a potential Co-opted Governor, Rhiannon Eglin, who had a background in SENCo. Ms Dalton and the Chair would have an online meeting on 8<sup>th</sup> July with two further interested candidates for Co-opted Governor.

**Action:** Clerk to circulate Ms Eglin’s application with the finalised minutes.

**Action:** Ms Andrews and the School Business Manager to update Parent Governor information and commence recruitment in autumn term.

See also updated actions chart above.

## 3 Any Urgent Action Taken since the Last Meeting

### Budget 2020-21

The Chair reminded Governors that the budget approved at the previous meeting had been for a deficit of £103k at 31<sup>st</sup> March 2021. This had since been further reviewed and the School Business Manager had been able to reduce the amount ~~for~~ allowed for staff absence cover as this had not been needed for the first part of the year. Six months of cover was now included.

The final version of the 2020-21 budget showed a deficit of just under £3k. This was based on an expected roll number of 135 pupils, although it is possible that there would be some changes to pupil numbers before the start of the autumn term.

This budget for 2020-21 was **agreed** by Governors.

## 4 Main Business

### 4.1 Update on Safeguarding and Wellbeing of both Pupils and Staff

Governors reviewed the previously circulated Weekly Review of Provision for Vulnerable Children/ Children of Key Workers.

Ms Jessie explained that each child was receiving a phone or video call every week. Safeguarding or SEN requirements were flagged online on the pupil's log. The Head Teacher reviewed cases for children of key workers who also had a Child Protection Plan, were a Child in Need, had a recent referral to Social Services or an escalated concern. The school was in contact with Social Workers, where they were working with Stormont pupils. Towards the end of each week any families that had not been contacted were prioritised to ensure at least one call per week. Vulnerable and key worker pupils had been offered a place in the current provision of two classes of six.

**Question:** Can we give provision for those pupils with an Education, Health and Care Plan (EHCP)? If not, would there be any comeback on the school?

**Answer:** The Secretary of State has removed the statutory duty on the LA to ensure provision and this has now become a matter of making reasonable efforts to ensure provision. This currently applies to 31st July, however it might be extended. The provision in the plans is too specific to be carried out remotely. The school has done better than making reasonable efforts.

**Question:** Are there any families where English is not their first language and consequently we have difficulties explaining what we are trying to do?

**Answer:** Yes, and we have other issues with families accessing assistance due to lack of technical knowhow, for example for accessing online vouchers. Interpreters have been engaged in some cases. The school website can be instantly translated into any language which helps with some aspects.

**Question:** Have any safeguarding issues been identified?

**Answer:** There have been three occasions where we or someone else have contacted Social Care. None of these cases were ultimately placed under Social Care, but they received an elevated level of support in the home. One child was on the periphery this before lockdown and is now a Child in Need.

**Question:** Will there be any support over the holidays?

**Answer:** The plan is not quite finalised but there will be lots of learning assignments available.

**Question:** Is there any provision for short breaks?

**Answer:** The Government has said that it is not expecting schools to run anything where this is not already set up. We are offering the school playground to the LA to run targeted provision for the most vulnerable children. This will include the green space outside.

The Head Teacher explained that there was currently a weekly review of where things stood regarding staff welfare, overseen by the School Business Manager. Wellness and availability were being tracked. Line managers were keeping in touch weekly with staff, some of whom had childcare responsibilities while working.

Some staff had suffered multiple bereavements during the crisis. Counselling was available for staff and they were being encouraged to self-refer if this was needed. Some had taken up the offer. Staff coming into school recorded where they were on a scale and tended to be more confident after attending. Three quarters of the staff, including premises and catering

staff, had been in the building in the previous month; this totalled over 60 staff. The responses from staff in school had been very positive.

There was a CPD session planned for 10<sup>th</sup> July at the school, and all staff were expected unless isolating. The 2m social distancing rule would be respected.

**Question:** Do people feel that staff are working equally?

**Answer:** This is hard to gauge. We are looking and listening for any signs of resentment. The Resources Committee will review information from Public Health England over the summer.

## 4.2 Update on School and Home Learning

Governors reviewed the previously circulated documents detailing the students' timetable, reconnecting days, Year 11 induction days and Year 12 transition days.

Ms Foster explained that Year 10 would have one day in school to focus on what home learning they had been doing and any needs for the remaining two weeks and over summer. Year 11 would be in school for two days before the summer to discuss the transition to 6<sup>th</sup> Form or their plans for external learning. There would also be a ROA ceremony. Year 12 would also be in to discuss their transition to Year 13 work and to say any goodbyes for those leaving.

One Year 7 form had attended school on 3<sup>rd</sup> July and one on 6<sup>th</sup> July. Where children had been assisted with using MSTeams in person there had been an increase in engagement and also this ensured that students could not claim they were not able to use the facility. There was also a transition day to meet new tutors and TAs and for processing recent events and reconnecting.

Year 9 would attend school for part of the week commencing 6<sup>th</sup> July, as would Year 8 the following week.

Students were receiving a new home learning pack every two weeks and would also receive one in the last week of term. Some pupils had brought back completed packs when they came into school. Others had been taking photos of their work and uploading these onto MSTeams. Calls made by tutors were also used to ascertain whether the packs were sufficiently challenging and this was then recorded in the phone log. The subsequent packs were adjusted to be more or less challenging if needed.

There had been an increase in engagement with MSTeams including use of Mathletics. The school had provided tablets for students where needed as the Government scheme was taking some time.

Grade assessments had been submitted in the previous month and the school was in the process of taking enquiries from the exam board. A higher proportion of students had a higher starting point than previous years so the results would not be directly comparable. Most assessments had been accepted and the exam board was generally happy with the school's rationale. Results would be released on results day as per usual arrangements.

**Question:** How is learning arranged online?

**Answer:** Each year group has teams and assignments are loaded per team in sections. Pupils can write into the word document online and the teacher can feed back. For photos or videos the teacher can insert feedback underneath.

**Question:** How are teachers interacting with pupils?

**Answer:** Form tutors are not focusing on particular assignments but are working through as a class. Online lessons are now in place three or four times a week for lower attaining students. There is more teacher-led help for these.

#### 4.3 Update on School Reopening in September

Governors reviewed the previously circulated Covid-19 2020-21 Scenario Plan detailing various scenarios and the associated risk mitigations.

Ms Foster reported that Government guidance on reopening had been released the previous Thursday and was currently being considered by the school. There was a legal requirement to update the risk assessment swiftly, and this would also be discussed with the unions. There was no zero-risk option and a clear direction in that children were expected to be back in September. The school would layer the restarts in a safe way. There was also heavy use of public transport to consider.

The tiered range of scenarios was to be explored in the CPD session in school on 10<sup>th</sup> July. There would then be a meeting with the Chair of Governors on 16<sup>th</sup> July. It would then be possible to share the most likely scenarios with parents, update the risk assessment and prepare the school for September. Provisions put in place would also be shared with parents. Term commenced officially on 3<sup>rd</sup> September, however there would be training days first, followed by the students' return from the following Monday.

The Head Teacher reported that a video with voiceover had been made to give the incoming Year 7 students a virtual walk around the school. Incoming Year 7s had also been coming into school in small groups with their parents to discuss arrangements. 16 children had visited in the previous week and the feedback had been very positive. In previous years they had also stayed for some lessons, but this had not been possible.

**Question:** Are we happy with provision from colleges for next year's Year 12?

**Answer:** Not with some of them, and the 6th Form team are working on this. The NCC has been through massive reorganisation and we were unhappy even before this happened. We are in discussion with them as we are not sure they are planning for our Year 12s that are leaving us and consequently there is a lot of work to do. We could potentially grow an alternative course for a following year with an alternative provider but this doesn't help the current leavers. It has been hard to communicate with them currently and the 6th Form team are working very hard on this.

**Question:** Are there any other major risks?

**Answer:** Moving around the school and the cleaning provision required is the main one. We need to model this and work through it.

Ms Dalton congratulated the Head Teacher and staff on the thorough preparation that had been made so far.

#### 5 Dates of Future Meetings

Dates of future meetings:  
Monday 5<sup>th</sup> October

The meeting closed at 4.58pm

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**Signed: Chair of Governors**

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**Date**