

Minutes of the meeting of the Governing Body of Stormont House School held on Tuesday 21st March 2017.

The meeting opened at 5.30pm.

Present:	Mr Bernard Hawes (BH)	Co-opted Governor – Chair
	Dr Hans-Christoph Hirt (HH)	Local Authority Governor
	Ms Lynn Dalton (LD)	Co-opted Governor – Vice Chair
	Ms Yvonne Packer (YP)	Associate Member
	Ms Ann Hollingworth (AH)	Parent Governor
	Ms Hannah Lilley (HL)	Co-opted Governor
	Ms Katie Foster (KF)	Staff Governor
	Ms Claire Napier (CN)	Staff Governor

In attendance:	Ms Carol Weston (CW)	School Business Manager
	Ms Christina Elford (CE)	Deputy Headteacher
	Ms Laura Thackaberry (LT)	Assistant Headteacher

Apologies:	Mr Kevin McDonnell (KM)	Head teacher
	Ms Emma Kingsley (EK)	Parent Governor
	Ms Frances Jessie (FJ)	Deputy Headteacher

Absent:	Ms Mary Slocombe (MS)	Parent Governor
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Clerk:	Elizabeth Bart-Williams	HLT Governor Services
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PART 1: NON-CONFIDENTIAL BUSINESS

1 ATTENDANCE

- 1.1 Welcome: The Chair welcomed all to the meeting. All members present introduced themselves.
- 1.2 Apologies: were received and consented to as above.
- 1.3 Declarations on interest: none was received.
- 1.4 Membership of the Governing Body and Committees: Mr Geoff Owden had resigned as a Governor, so there are now 2 vacancies on the GB.
ACTION 1: Clerk to update GB and Committee Membership details and notify HLT Governor Services.

2 MINUTES OF THE LAST MEETING AND ACTION TAKEN

- 2.1 Minutes of the last meeting held on 8th November 2016 were agreed as an accurate record of the meeting. Clare Napier was amended to Ms Clare Napier.

The Chair signed the minutes – one copy to be retained by the School and a copy to be forwarded to Governor Services.

- 2.2 Matters arising from the minutes which are not included elsewhere on the agenda:

Outstanding Actions Log

Date/Action No.	Details	Status
8.11.2016; Action 1	a) Chair, Vice Chair and Y Packer to discuss YP's role on the GB. b) CW to conduct a staff governor election. c) HL to join T&L Committee and act as the Student Voice Lead and Liaison Officer for pupils.	Outstanding. Chair to action. Closed: CN and KF were both elected as staff governors. Closed: HL is now the Student Voice Lead and Liaison Officer for pupils.
8.11.2016; Action 2	Clerk to update Governors' list and notify HLT	Closed: list updated and copied to Governor Services.
8.11.2016; Action 3	CW to compile up to date record of governor training	Outstanding: No information provided by governors. CW to collate and add to future meeting pack.
8.11.2016; Action 4	Chair and Vice Chair to discuss staff survey results with the staff governors.	Outstanding: in hand, awaiting survey summary.
8.11.2016; Action 5	All governors to conduct Skills Audit asap and check the Action Log regularly.	Outstanding
8.11.2016; Action 6	CN to circulate Careers Link governor responsibilities; Governors to volunteer for this role	Done; but governors requested that the details be re-sent. CN to resend responsibilities. Governors to volunteer for this role.
8.11.2016; Action 7	Governors to discuss the GB Chair and Vice Chair tenure	Outstanding
8.11.2016; Action 8	Governors to suggest ideas for better and stronger GB to the Chair	Completed
8.11.2016; Action 9	Chair and Vice Chair to circulate suggestions to all members.	Agenda item

- 2.3 Any urgent action taken since the last meeting: No urgent action had been taken by the Chair.

3. MAIN BUSINESS

3.1 Whole School Priorities 2016-19:

An Appropriate, Progressive and Enjoyable Curriculum: the presentation had been circulated in advance of the meeting. LT and CE took members through:

1. Outcomes and Pathways – Ms L Thackaberry (LT)

The main points to note were:

- Links curriculum in KS 3 – 5 to improve the continuity of learning include careers visits for all KS3 and KS4 students to Kidzania. This gives them real life experiences and links in with investors in careers. Year 9 students to work on PSD at the end of the year. KUDOS, an online research tool which provides information on different careers/industry, will be introduced.

Governor Question: is KUDOS at the right level for our pupils; and do KS3 pupils receive careers training?

Answer: KUDOS clarifies the qualifications required, grades etc. for different careers. It is very visual and easy to use and also links well with the investment in careers bid. KS3 pupils do not receive careers training but the program links in with other areas of their study.

Governor Question: could this program link in with parents to support them at home with their children?

Answer: this is possible and is being considered.

- The national Progress 8 measure is challenging for our pupils and, as a SEN school, only about 8% of our pupils attained this level. The school is therefore considering a Baccalaureate which would capture the whole SHS experience including courses studied, sporting events, student council involvement etc. This would allow students to leave SHS with a portfolio which accurately shows the journey they have been through. Staff responded positively to this possibility at the INSET day on 20th February. Proposals of the Baccalaureate to be shared at the next T&L meeting, along with feedback from the staff INSET day.
- The leadership team continues to track and monitor the post-Year 12 students, to ensure that they remain in education. They maintain an open door policy to both the students and their parents. Also, those children who did not attend Year 12 are still tracked as much as possible to monitor their provision and engagement. Currently the team finds it difficult to engage with only 2 of these pupils who are at the Courtyard. It appears that the school authority, Courtyard, is not cooperative.
Governor Question: did the school offer any reasons for not cooperating and will the school use this provider again in the future?

Answer: the relationship has always been “cloak and dagger”, even before the children were placed there. They offer an initial 2-year placement, and parents find this very attractive. Proximity is also an attractive factor to parents, who have the final say on their children’s placements. The leadership team is considering setting up an Alumni to keep in touch; and also continue mentoring with Hackney Inspire and Ground Works. They will also monitor pupils who are at risk of being NEET – not in education, employment or training.

Members noted that the Council is keen on Post-16 survey and the school could share its model with the Council.

ACTION 1: Chair to explore sharing SHS survey model with the Council.

2. Redefining the curriculum – Ms C Elford (CE)

The school leaders reviewed the curriculum, linking it through each Key Stage subject, skills, experience, preparation for later life etc.

- Expressive Arts: extended to KS4 (Yr 10) as suggested by the school council and the Yr 10 students are becoming natural tutors to the younger students. Dance, gardening, film-making and animations are also working very well. There is good camaraderie and the Yr. 7 pupils are supportive of their peers. Links are being made with Whitechapel Gallery with a view to linking Expressive Arts to the Arts Award certification.
- All staff have had CPD on supporting safe play in the Playground and they are making the playground more enjoyable.
- Preparation for later life – includes trips to Kidzania; CHYPS for PSHCE in years 7 and 12.
- The Work Experiences for Yr 11 pupils this year will be arranged for May. School leaders are mindful that employers need to be able to manage the pupils’ challenges. Teachers will be able to offer more support in May. Governors agreed that this arrangement is better. The school will adopt this earlier date if the trial is successful.

LD offered work experience places at Linklaters for 2 independents.

Governor Question: what happens with pupils who we cannot hold on to or allow to come back for one reason or the other?

Answer: it is fairly difficult to track such pupils. They could be tracked if they remain in the PRU placement, but if they are on home learning, tracking would be difficult. Prospects may be able to track but this is uncertain.

3. Inclusion and personalisation:

CE gave a brief overview – questions should be emailed to Frances:

- Yrs. 7, 9, 11 and 12 have undertaken EHCP transfers. Hackney is considered to have a good system and the EHC plans are easy to prepare. The quality of EHCPs are also considered to be very good.

- Various interventions – Numbers Count and 1st Class @ Numbers continue to help pupils make gains and acceleration year on year. The Speech and Language TA has now been well established, and continues to receive support from the SaLT. Staff survey results indicate that staff have overall positive response to RA and PST.

Governor Question: could the methodology of this intervention help parents with their children at home?

Answer: yes, it could help. **ACTION 2: CF/FJ to email details to Emma and Ann (parent governors).**

4. Parent/Carer Priorities:

C Elford highlighted procedures to ensure that parents are aware of school learning and are able to continue and support their children at home. Home Activity sheets are sent home for the Christmas and summer breaks.

The reporting format was reformatted by F Matthews to improve the quality. Governors discussed this in detail. Teachers know the pupils and should be able to produce personalised reports. Homework should be a priority, but the home learning books on the website are not very useful. The school is considering electronic home/school diaries which will be trialled in Year 9.

The following were agreed:

- **SLT to benchmark reporting process, content and format**
- **LT to circulate outcomes to all governors**
- **Record of Achievement to be looked at in the same way as student reports**
- **The above to be considered in the T&L Committee**

Members also discussed the establishment of a PTA, which could help foster social atmosphere and support for parents. 5 – 6 parents are very keen and the terms of reference will be established at the first meeting. This group differs from the Carers group which reviews pupil learning.

3.2 School Website:

The Chair led governors on a review of the website. Using the online guide to what maintained schools must publish online, members checked that the school website was compliant.

CW informed members that she is working through this using The Key's compliance tracker and is aware that the Accessibility Plan was missing.

Governors checked the following:

Governor photographs: a photographer will be invited to the next meeting so that governor photographs can be taken for upload on the website;

GB meeting dates: this is being updated;

Calendar – this is not up to date. Members suggested that this can be deleted if it is not being used;

CW stated that updating the website has been delegated to a specific member of staff who is working hard to ensure that it is compliant. The school brochure will also be uploaded.

Members noted that the website is more up to date now and commended the team effort.

HL and LD pointed out that they noted some typographical errors on the website and offered to proof-read once the website is fully updated. It was agreed that this would be done on 26th June in readiness for the new academic year.

ACTION 3: LD and HL to work with CW on proof-reading the website in readiness for September 2017.

3.3 How Good Is The Governing Body?

The Chair led members through a further review of the Governing Body, following up from the evaluation at the last meeting.

The following were considered:

- Knowledge – this is an area of weakness for governors; support can be provided by NGA, HLT and Governor Services;
- Experience – this can be acquired through attending meetings, willingness to chair meetings, represent the school externally etc.;
- New Members Skills – new governors to be recruited with skills that appear as a weakness in the recent Skills Audit. These include HR, schools financial knowledge, education policies and curriculum and an ability to understand legal documents and contracts.
- The Chair pointed out that it is important to rotate the chairing of meetings for versatility. HLT offers training and this should be utilised by members.
- Teacher support – this would be useful especially around understanding data. It was suggested that Fiona could provide training, therefore it was **agreed that ‘How to Understand Data’ will be an Agenda item in the November meeting.**
- Headteacher performance management – this could also be better.
ACTION 4: Chair, Vice Chair and Hans-Christoph to agree a date for the head teacher’s performance management.
- Links with parents and wider community – this needs to be improved too. Parent governors to forge closer links with other parents. **CN to circulate database and invite governors to the Achievement meetings.**
- The posts of Chair and Vice Chair are due for renewal in September and this is an opportunity for change. The same applies to the Chairs of Committees.

Members considered various means of raising the GB profile, including:

- posting governors’ profile on the school premises;
- featuring governors in school newsletters;
- pupil/governor interviews;
- promotion of the role of governors

- team-building events for governors to enhance socialisation and understanding of each other's individual skills.

Members agreed that overall, the governing body is reasonably effective, and but there is room for improvement. Members were urged to use the Compliance Tracker to review the effectiveness of the school website.

ADMINISTRATION

4. HEADTEACHER'S REPORT

This had been circulated earlier, comments and questions should be sent directly to the Headteacher.

5. REPORTS FROM COMMITTEES AND WORKING PARTIES

T&L: LD noted that the wrong reports was circulated and should be ignored.

Safeguarding report: a report outlining the summary of meetings attended, number of requests for information received, referrals etc. was produced. Governors noted that the format needs to be reviewed. They also agreed:

- Safeguarding training for Governors to be arranged.**
- Safeguarding Link Governor to sign off SCR**

6. POLICIES

There was no Policy for adoption.

7. GOVERNOR TRAINING

Governors were again reminded to visit the Hackney Learning Trust website for details of available training courses. These training sessions have been bought into and should be fully utilised. Details of training attended should be given to CW

8. URGENT BUSINESS

There was no urgent business.

9. DATES OF FUTURE MEETINGS

Governing Body

Tuesday 13th June 2017
Tuesday 7th November 2017

HASGA meetings

Tues 16th May 2017
Wed 5th July 2017

Governors to note: All HASGA meetings hold at the Learning Trust from 6pm.

10. There was no Confidential Business

The meeting closed at 7:40pm.

Signed _____
Chair of Governors

Date: