

Minutes of the meeting of the Governing Body of Stormont House School held at 4pm on Monday 15 June 2020 by videoconference

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 Hannah Lilley	Co-opted Governor
Ms Claire Napier	Staff Governor

In attendance:

Ms Grainne Hylton	School Business Manager
Ms Frances Jessie	Deputy Head Teacher

Clerk: Nyree Hughes HLT Governor Services

SUMMARY OF OUTSTANDING ACTIONS

Date	Details
20.03.18	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 – BH/FJ Completed
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. Committee to report to March 2020 Board – Action ongoing
17.06.19	Beatrice Andrews and Hannah Lilley to convene separately to finalise the Parent Governors recruitment documents – Action ongoing, Chair and Ms Hylton leading
17.06.19	Head Teacher to make recruitment presentation available to Governors on the website - Completed
25.11.19	Head Teacher to progress Parent Governor recruitment in the spring term – Action ongoing
25.11.19	Vice-Chair to manage identifying potential co-opted Governors, with all Governors' assistance – Action ongoing
25.11.19	Head Teacher to bring detailed Priorities document and SDP for 2020/23 to March 2020 Board - Completed
25.11.19	Head Teacher to arrange Safeguarding training and Safeguarding Report for March 2020 Board – Action ongoing

15.06.20	Ms Dalton to arrange online meeting with potential Co-opted Governors ASAP.
15.06.20	Head Teacher to circulate link to Hays online training.

The meeting started at 4.28pm due to technical difficulties. Items 4 and 5 were taken first.

1 Attendance

1.1 Welcome

The Chair welcomed all attendees to the meeting. There were no apologies for absence.

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 Governing Body Membership & Administration

2.1 Membership of the Governing Body and Committees

Governors noted that there were currently vacancies for two Parent Governors and two Co-opted Governors on the Governing Body.

2.2 Governor recruitment

The Chair reported that before lockdown there had been three potential candidates for the Co-opted Governor roles. One of these had visited the school.

Action: Ms Dalton to set up an online meeting with the three potential Co-opted Governors for her, the Chair and the Head Teacher, in order to gauge current interest.

2.3 Training attended and training needs

The Head Teacher reminded Governors that Hays online training was available for Safeguarding training. A further session could also be arranged as part of a Governing Body meeting if needed.

Action: Head Teacher to circulate link to Hays online training.

3 Minutes of the Last Meeting and Action Taken

3.1 To agree the minutes of the meeting held on 25th November 2019

The minutes of the meeting of 25th November 2019 were **agreed** by Governors as a true record.

3.2 To note outstanding matters and agree carry forward items

See updated actions chart above.

3.3 Any urgent action taken since the last meeting

There was no urgent action to report.

4 Main Business

4.1 Update on response to Coronavirus

Ms Jessie reported that form tutors were contacting students twice per week, one of these times being by video call. The students responded well to their social community time so it was important that video calls were included in the contact.

Students were updating a log on Sharepoint, and additionally families could raise questions and issues through the same platform. Urgent safeguarding issues would then be referred to Ms Jessie as the DSL, and other issues picked up by staff as appropriate. There had been two referrals to Children's Social Care during lockdown.

The Safeguarding team was meeting on Tuesday mornings to review the safety and care of vulnerable students and the support from Children's Social Care. On Wednesdays Ms Jessie and the Head Teacher reviewed these cases and also the ongoing arrangements for key worker children, those in care and families receiving Early Help.

The school was currently exploring what else could be done to support and encourage students, particularly those who had been less engaged in home learning.

The Head Teacher explained that there was a Safer Working Sharepoint site focussing on the expanding need of provision for vulnerable and key worker children at [Safer Working and Wellbeing- coronavirus updates](#). The numbers attending were currently small, at nine children in the previous week and 11 in the week of the meeting. Governors were invited to access and review the site.

From the week of 22nd June, 25 Year 11 students would be attending face-to-face sessions at the school. Year 12 would be in the following week. The intention was to see the students face to face in class before the end of term and touch base on pastoral issues to gauge the family circumstances as well as with learning. Special schools had not had specific guidance on priorities over this period, apart from those pupils transitioning, i.e. those about to go into secondary school.

The current virtual programme was being reviewed to explore face to face teaching. September was likely to see a mixed model for delivering the curriculum, however the details were dependant on developments around social distancing guidance and Unions. There was a possibility that social distancing might drop from 2 meters to 1 metre. This would enable 12 children to be accommodated in a classroom instead of 6. There were decisions to be made on how to practically run the curriculum. This included moving students into the science lab, cleaning rooms, and alternative arrangements for elements of the curriculum that could not be taught under the current social distancing rules.

Further guidance was expected to be released gradually and in the meantime the school was planning for different possible scenarios. For Secondary lessons, staff moving between classes was being considered as an alternative to the students moving around the school. Potential solutions would continue to be reviewed over the next two weeks. The dining room could be used but could only take 18 students with 2 metre distancing.

Ms Foster explained that paper study packs for homeworking were being produced on a fortnightly basis and these included English, Maths, PSD and Life Skills. Resources were also uploaded to the website. The students had logins for Maths and English programmes and this assisted with tracking engagement. Humanities, Art and Science resources had accompanying videos hosted on the school website. There had been some live lessons over the previous two weeks. The students found Zoom lessons challenging but were getting used to it.

Those children attending school were studying English, Maths and Writing every day, followed by project-based work in the afternoons. The Speech and Language team had produced a lot of resources.

The Head Teacher would report on the student tracking information in the next meeting.

Governors noted the Risk Assessments, which had been drawn up in line with the level of detail requested by the LA. These would also be examined further by the Resources Committee where needed. The school had produced a flow chart for staff availability which had been adapted by the LA for use at other schools.

Question: Is the risk assessment on the school website the official one submitted to the LA?

Answer: That is a summary version with less detail.

Question: How do we know an adequate audit of staff etc has been carried out?

Answer: Governors from the Resources Committee can work through those details, which include a wellness tracker, weekly updates and rota.

4.2 Adopt Budget for 2020-21

Governors reviewed the previously circulated draft Budget for 2020-21.

The proposed budget gave an in-year deficit of £103k, with a projected total surplus at 31st March 2021 of £66k.

Ms Hylton explained that the draft budget was based on what was predicted to happen in the coming year. The income was based on a student roll of 135. Expenditure was based on a full year's cost similar to 2019/20 and included a 3% pay increase for all staff and increased pension costs, however some of these costs might not be spent in the current financial year. Some money had already been saved on expenditure and consequently some budgeted cost could be reduced.

Governors further discussed the budget. It was recognised that in-year deficits could not be sustained in future years as the current reserves would be used up very quickly.

The Head Teacher pointed out that Staff and Premises costs had not changed much in the current year so there was little opportunity to save on those areas. Sickness cover and consumables amounts could potentially be reduced.

Funding for pupils out of borough might be added to the income during the year. It was not known if the Government would continue to fund any further pay and pension rises.

Ms Hylton explained that there needed to be some decisions about IT devices and food boxes for the students and that this would be in advance of knowing the full funding details. It was hoped that this could be refunded from the exceptional grant scheme.

The new national funding formula might affect the school substantially in a negative way, as it was designed to spread funding more evenly across whole country and Hackney Schools are some of the best funded schools. The surplus should be carefully managed with this in mind.

Question: Can the LA claw back funds not spent?

Answer: No, it's delegated funding and the possibility for claw back or a reduction in future funding is only for surplus amounts over 8% of budget.

The proposed budget for 2020-21 was **agreed** by Governors with the proviso that the Chair, Head Teacher and Business Manager would meet and consider/agree costs which could be reduced to allow a balanced budget to be submitted.

4.3 Adopt SDP 2020-23

Governors reviewed the previously circulated SDP for 2020-23.

The Head Teacher reminded Governors that at the November FGB it had been agreed to pull forward the start of the new three-year SDP cycle. This included reviewing and consolidating planned strands under priorities and the amending of Priority 1 to read 'Preparing for Adulthood' revised from 'An APE Curriculum'. The curriculum would further be reviewed to ascertain how well it provided a supportive net to prepare the students for the wider world.

The outline SDP had been agreed in November and, following a series of meetings with Chairs of the Committees, had been fully drafted. This draft would have gone to the FGB on 23rd March if the meeting had not been cancelled due to the pandemic situation.

Once it was clearer what the restrictions for the autumn term might be, a further exercise would be completed in identifying any gaps in the SDP and deciding what to prioritise and what to park for now. It was likely that the educational environment would be different for quite a few months and the timelines for the plan may need to be extended to accommodate this factor.

Governors **agreed** the detailed SDP for 2020-23.

Ms Foster left the meeting.

5 Head Teacher's Report

Governors **noted** the previously circulated Head Teacher's Report. This was taken as read.

6 Reports from Committees and Working Parties

6.1 Receive SIP Visits Reports 1 and 2

Governors reviewed the previously circulated reports from the last two SIP visits.

The Head Teacher reported on the SIP visit from 3rd March. This had highlighted the positive way Teaching and Learning had been developed. One of the key recommendations was to use the same method to link up pastoral care, PHSE and SEN processes. This would continue to be addressed through the Committees and then reported back to the FGB. There was scope to further focus PD programmes to concentrate on what was most needed as preparation for adult life.

7 Urgent Business

There was no urgent business.

8 Dates of Future Meetings

Governors **noted** the date of the remaining FGB meeting of 2019-20 as Monday 6th July 2020 at 4pm via videoconference.

The meeting closed at 5.21pm

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Signed: Chair of Governors

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Date