

**HOLT HOUSE/CARTERKNOWLE FEDERATION**  
**MINUTES OF THE MEETING OF THE GOVERNING BOARD**  
**HELD ON 20 SEPTEMBER 2016**

Present:	Toby Fisher	(Co-opted Governor and Chairperson for Items 6-18)
	Louise Green	(Parent Governor)
	Helen Haynes	(Headteacher)
	Amanda Livesey	(Co-opted Governor and Chairperson for Items 1-5)
	Michelle Powell	(Staff Governor)
	Roberta Reilly	(Associate Governor)
	Jayne Robinson	(Co-opted Governor)
	Shabnam Shah	(LEA Governor)
	Gaynor Tyrrell	(Associate Governor)
In Attendance:	Jane Beale	(Clerk to the Governors)

**ACTION**

**1. Apologies for absence**

Apologies for absence were received from Alison Warner (approved in advance by Toby Fisher).

**2. Declaration of any pecuniary interests relevant to this agenda**

Governors were asked to declare any pecuniary interests relevant to the agenda. There were no interests declared.

**3. Appointment of Chairperson and Vice Chairperson**

Governors agreed that the term of office of the Chairperson and Vice Chairperson would be 4 years.

**3.1 Appointment of Chairperson**

Governors unanimously agreed that Toby Fisher be elected as Chairperson.

**3.2 Appointment of Vice Chairperson**

Governors unanimously agreed that Amanda Livesey be elected as Vice Chairperson.

**4. Co-opt Governors to vacant positions**

Governors had previously received information from prospective applicants to consider their skills sets in relation to the areas they felt would be beneficial to the school. Governors discussed the applications and requested that the Chair/Vice Chair invite all the applicants to discuss the role further. A shortlist of three applicants to be made who will then be invited to the next full governing board meeting.

Chairperson/  
Vice Chair  
  
Agenda item

**5. Minutes from the previous meetings and matters arising**

Resolved: That the minutes of the meeting held on 5 July, 2016 be approved and signed, subject to the following corrections:

- Diane Stokes was not present at the meeting
- the correct spelling of Helen Haynes
- Item 9.1 should read July not June
- Item 6 should read ‘..for the current structure to continue to be successful there needs to be more clarity of contracts’.

A signed copy was retained in school.

**Matters arising**

**5.1 Leadership Structure (Item 6)**

At the previous meeting Governors agreed to contact H.R. in order to make the leadership structure more permanent. This was raised at the Steering Committee in July and it was an action point for Learn Sheffield to broker between the school and H.R.

Chairperson/  
Vice Chair

Governors were in agreement that the structure be made permanent as soon as possible, and it was agreed that the Chair/Vice Chair contact Diane Stokes at Learn Sheffield to expedite the process. Governors hoped that the matter could then be agreed at the next full governing board meeting.

Agenda item

**5.2 P.A. Recruitment Process (Item 9.3)**

Rachael Watterson has been appointed as P.A. The School Administrator role has not been filled and will be re-advertised.

**6. Governor Programme, 2016/17**

The Headteacher provided a Governor programme for 2016/17.

(Toby Fisher arrived at this point)

**7. Date and Time of Next Meeting**

Governors agreed that the next meeting be held at Holt House School at 4.30 p.m. on 18 October, 2016. Governors confirmed that the agenda items would be:

- (i) Co-option of new members on to the governing board
- (ii) Confirmation of leadership arrangements

**8. Headteacher’s Report**

Governors had previously received the Headteacher’s Report.

**8.1 Finance**

Governors noted the difference in finances between the two schools. The Headteacher reported that Tony Greenwood, LA Finance, advised Carterknowle School to apply for a licensed deficit of £6,000. The school's bursar was happy that Carterknowle has an in-year surplus, but highlighted that this will decrease due to fewer children in Y3.

The Headteacher was asked what is being done to promote the school in order to redress the situation of falling pupil numbers. The Headteacher informed governors that prospective parents have been contacted by letter to inform them of the school open day later this month, and that further information is available on the school website. Parent Governors reported on parental concerns about the catchment area.

The Headteacher confirmed that Silverdale School has been appointed as the sponsor of the new secondary school. The Chairperson is to contact the Chair of Governors at Silverdale in order to start the process of schools working together.

Governors were informed that the school was promised £3,500 special needs funding monies, but this has not yet been received. Gaynor is chasing this.

Gaynor  
Tyrrell

**8.2 FS Data**

Governors studied data and discussed children's age related expectations on entering and on leaving FS, noting the high levels of children achieving a good level of development (at 83% this is significantly higher than the national level of 69%).

The emphasis on literacy and maths starts very early in the FS due to the statutory assessments all schools have to make to determine whether children have reached a 'good level of development' ; the school is holding an arts week in order to ensure that children receive additional wider experiences.

**8.3 KS1**

Governors studied the data for KS1, noting the good progress made by children.

The school is to work on writing in greater depth.

**8.4 KS2**

Governors studied the data for Y3, Y4, Y5 and Y6.

A governor noted numbers of Pakistani children on the cusp of, and reaching expected standards. The school are to approach the LA for additional support for these children.

The Headteacher was asked whether there was a gender split and Gill reported that Pakistani girls achieved slightly better in reading and writing, but not as well as boys at maths. All staff are aware of which children's progress is a concern, and are monitoring them closely.

The Headteacher reminded governors of the additional support that Holt House Infant School is providing.

#### 8.5 **Average Scale Scores and Progress Scores**

Governors looked at progress scores against other schools across the country, noting the school's good data.

The end of key stage teams (FS, Y2 and Y6) are very focussed on the standards children need to reach by the end of this academic year.

#### 8.6 **Special Achievements**

Roberta has successfully applied for Holt House to receive the Bronze School Games Award.

#### 8.7 **School Census**

A governor queried, in preparation for the school census, whether the school had details of children's country of birth. Gaynor confirmed that the school has all the information necessary to complete the census.

#### 8.8 **Behaviour Management Policy**

A governor asked about the current arrangements, and was informed that the decision was taken that the school would no longer use red slips but instead address the behaviour immediately.

The Headteacher reported that the school is to elect a School Council and the Council will be asked to work on school behaviour and expectations.

#### 8.9 **Parents/Carers**

Members of Carterknowle PTA are to appoint a new committee. A governor suggested the possibility of a federated PTA supporting both schools. Amanda to attend the next Carterknowle PTA meeting on 30 September.

Amanda  
Livesey

#### 8.10 **Staffing**

Roberta has been successful in her application to be a SLE (Specialist Leader of Education).

The Headteacher has put on hold her work as an Associate School Improvement Partner of Learn Sheffield until after the Carterknowle Section 5 Ofsted inspection, which is expected in the Spring term, 2017.

#### 8.11 CPD Meetings and Training Days

Governors are to liaise on their availability to be able to attend staff CPD and training events.

Governors were particularly welcomed to the shared meeting on reading assessment, parents' meetings, and to the event in June 2017 which will focus on assessments.

Governors

Dates of events are published on the school website.

#### 8.12 School Website

Governors discussed whether to continue with the school portal and security of document sharing. As Holt House governors use either a school email address or a Local Authority email address, it was asked that the technician remove the portal.

School technician

### 9. Section 8 Ofsted Inspection on Monday 18 July, 2016

The Ofsted report was published on 6 September, 2016. The Chairperson, seconded by all governors, congratulated all staff on the hard work they have done to achieve the results. The Headteacher re-iterated the liaison work done by all staff between the two schools.

Governors congratulated the pupils on their resilience and energy in working towards the new curriculum.

### 10. Establish Committees and Membership, Terms of Reference, Delegated Powers

Governors discussed and agreed committee membership

#### 10.1 Resources Management Committee

Louise Green (Chair)  
Headteacher  
Gaynor Tyrrell  
Michelle Powell  
Alison Warner

#### 10.2 Equality and Standards Committee

Shabnam Shah (Chair)  
Roberta Reily  
Gillian Clark  
Jayne Robinson

#### 10.3 School Development Committee

Chairperson  
Vice Chairperson  
Chairs of both committees

New Co-opted Governors, when appointed, will join a committee

Governors discussed how to encourage more parents from the BME background to consider volunteering for the governing board in order that it is more reflective of the community that the schools represent. The Vice Chairperson to contact parents.

Amanda Livesey

Governors agreed that Associate Governors have voting rights on committees. Draft Terms of Reference to be distributed to governors for consideration prior to agreement at the next committee meeting.

**10.4 Dates of Meetings**

The Chair of Governors to meet with the Headteacher on a termly basis.

**10.4.1 School Development Committee**

It was agreed that the next meeting be held at 4.30 p.m. on 13 October at Holt House.

**10.4.2 Resource Management Committee**

It was agreed that the next meeting be held at 2.00 p.m. on 19 October at Holt House. The Chair of this committee will meet with the School Bursar on their visits on 14 and 18 October.

Louise Green

**10.4.3 Equality and Standards Committee**

It was agreed that the next meeting be held at 2.00 p.m. on 9 November at Carterknowle.

**11. Expectations of Governors Making Visits to the School**

Governors visits to take place in December. Committees to decide on the focus for the visits and to arrange dates.

Committees

The Chairperson reminded governors of their Code of Conduct for visits and asked that visits always be arranged via committee chairs or the Chair of Governors.

A number of governors are also volunteers in school; they were welcomed to continue in their role.

**12. Governor Development Plan**

The Chairperson and Vice Chairperson to liaise and then present the draft plan to the School Development Committee.

Chairperson  
Vice Chair

**13. To Adopt the Governing Body Code of Conduct**

The Local Authority has produced a new Code of Conduct for Governors. This will be presented for consideration at the next governing board meeting when new governors are in place.

Agenda item

**14. Establish Link Governors for Priority Areas and Working Groups**

**14.1 SEN Governor**

Shabnam Shah was agreed as SEN Governor.

**14.2 Safeguarding Governor**

Louise Green and Toby Fisher were confirmed as Safeguarding Governors.

The roles of FS Governor, Parental and Community Engagement Governor, Maths Governor and Health & Safety Governor are to be discussed at committees and appointed when new governors are in place.

Committees

**15. Vision Statement**

Governors, considering their responsibility to ensure clarity of vision, ethos and strategic direction of the school, asked that the School Development Committee produce a vision statement.

**16. New School on Bannerdale Site: feedback from Council meeting on 12 September**

The Chairperson has asked to receive minutes from the meeting held on 12 September. A governor reported that the City Council expect the new school to open in 2018/19.

**17. School Admissions 2018/19: to approve the Indicated Admission Number**

Governors approved the Indicated Admission Number of 60 for Carterknowle School.

Governors approved the Indicated Admission Number of 60 for Holt House School.

**18. Any Other Business**

**18.1 Trips and Visitors**

**18.1.1 Residentials**

Governors approved the following:

- Y3 visit to Whirlow Farm for 1 night
- Y4/5 visit to Ilam for 2 nights
- Y5 visit to Thornbridge for 2 nights
- Y6 visit to Caythorpe Court for 4 nights

Parallel daytrips will be run to the same providers in order that the school is as inclusive as possible for those families who chose for their children not to stay overnight.

**18.1.2 Trips**

Agreement of trips to be deferred to the Equalities and Standards Committee.

Equalities and Standards

**Meeting closed at 6.10 p.m.**