

HOLT HOUSE/CARTERKNOWLE FEDERATION

MINUTES OF THE MEETING OF THE GOVERNING BOARD HELD ON 26 JUNE 2018

Present: Alison Warner (Chairperson); Dr Jenny Bywaters; Helen Haynes;
Tim Sushans; Jenny Johnson, Michelle Powell; Amanda Livesey

Associates: Gillian Clark; Gaynor Tyrrell

In Attendance: Gemma Jackson (Clerk to the Governors)

1. Apologies for absence

Apologies were received and accepted from Jayne Robinson.

Clerk to inform Governor Support that Nick Evans has stepped down as Co-opted Governor.

ACTION

Clerk

2. Declaration of conflict of interests relevant to this agenda

Alison declared that she is a member of the Chorus Trust, and Director at Brigantia Trust and Yewlands. Tim declared that he was employed by the Mercia Trust and that his wife was a member of the SLT at Twinkle. Helen declared her interest in ICT direct.

3. Minutes from the previous meetings and matters arising

Resolved: The minutes of the meeting held on 20 March 2018, be approved and signed (a signed copy was retained in School).

Matters arising

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Amanda made the Clerk aware that she was in attendance at this meeting however the minutes did not reflect that she was present.

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The Easter hat parade was attended by Amanda and Jenny Johnson who told the GB that it was very good and the children enjoyed it

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The quarter end budget report is due on 25 July 2018 and Gaynor will forward it on to Helen when it is received.

Gaynor

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Regarding the transfer of data between the Infant and Junior School Helen asked for it to be noted that the transfer would happen and was not subject to GDPR as reported in the minutes.

Page 5.

It was reported that Gaynor and Helen had done an excellent job in terms of ensuring the School was GDPR compliant. Helen confirmed that through the SWIP group they were considering buying in the service of a Data Protection Officer.

Dr Jenny Bywaters asked about the new Finance Officer, Suzie and couldn't GDPR be part of her role?

Helen explained that best practice is that the DPO should be someone external to the School if they are auditing the Schools data processes.

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Governors were told the risk assessment had come back but there was no offer of money from the Local Authority to help with the costs of work identified.

Helen advised that they had saved £10,000.00 in Capital money but just recently there was a gas leak under the Studio in Carterknowle. The GB were told that the gas pipe had been capped but there was currently no heating or hot water.

The School are actively looking in to getting a new boiler that provides electricity.

A Governor asked about fixing the current boiler and heating system.

It was explained that the School had been advised that to fix it the location of the gas leak would first need to be identified and

this would require digging up tarmac and moving flooring etc so costs to repair could escalate along with potentially causing more disruption.

Governors were told that after the boiler system had been replaced/fixed they would look at what was left in the Capital budget for windows.

Gaynor reported that the new heating system for Holt House is scheduled to be done during the Summer.

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It was reported that currently the School have 2 Co-opted Governors vacancies. The GB were advised that they had written out to parents asking for interested people to get in touch however had not had any response. There was a consensus among the group that this communications may have got missed as it was sent out at time when the School were gathering parental consents for GDPR.

Questions from Amanda

Could it be advertised on the website?

It was agreed that the vacancies would be advertised on the School website and Gaynor would speak with the person responsible for updating/maintaining the website.

Gaynor

When will they next write out to parents about the vacancies as some Parent Governors knew of parents that had said they were interested?

It was agreed that they would email out giving parents 2 weeks to register their interest and this would be done before the end of this term.

Headteacher's report

Helen began by discussing the outcome of the HMI visit by Karine Hendley. She fed back that it had been a very positive report and Karine had no criticisms of governance. A big thank you and well done was given by Helen to staff and the GB.

She advised that following the HMI visit the focus is on both Schools moving forward with the times and being good at delivering

a wider curriculum that is broad, balanced, delivers the School vision and is suitable for the Schools' context. She felt that the Schools' could achieve this by having a good MLT and taking a holistic approach, considering the emotional health and wellbeing of children.

Helen was pleased to report that there were no new teachers to induct as no new teachers were joining either School.

The Headteacher reported that 93% of the Y1 cohort had achieved the pass rate in the phonics test. The GB were told that there had been a lot of targeted support given to pupils and offered her thanks to Michelle and other staff working in Y1.

Jenny Johnson was impressed that the Phonics Screening test had been sensitively handled by the School. She reported that many parents of Y1 pupils she had spoken to had reported that their children had not been aware that they had completed the assessment.

Dr Jenny Bywaters had previously asked about what was being done to assist the more able children to fulfil their full potential?

Helen explained that in any cohort there will be gifted children that can achieve greater depths through quality first teaching and suitable differentiation. This was about identifying those children that are at the top of expected standard, had the potential to achieve greater depths and giving them quality first teaching they need so that they could achieve this.

Governors wanted to know more about how they would offer specialised teaching to those children in a classroom with other children?

It was explained that those children may be given a different start to a lesson than the rest of the class. For example during a Maths lesson those children might be given a laptop and head phones to watch a "Mathswatch" tutorial. After the tutorial the Teacher would speak with them.

Alison asked about Home Issues and differentiating between this and Safeguarding and Child Protection.

The Headteacher reported that Home Issues were when the School had been informed by a parent/carer of something that the School may not be aware of that may impact on a child's happiness for example a parent working away from home or a recent bereavement.

Safeguarding may cover something parents/carers are informed by the School for example a child had not eaten their lunch.

Child Protection is about protecting children from harm.

Alison remarked that the number of pupils involved in incidents around behaviour seemed to be low. Helen advised that a lot of work had been done since the last inspection to address this and the inspector on the most recent visit had been very positive about it. Helen advised work around this would continue.

Alison asked if having Children coming from 9 different providers in to Foundation stage at Holt House was higher than previous years?

Jenny Jones asked if nursery and home visits had been completed for those children coming in to Foundation in September?

Governors were told by Helen that children coming from 9 providers was not particularly higher than previous years and that nursery and home visits would be happening this week.

Governors congratulated Helen on a very detailed report.

The Headteacher asked Governors to make visits in to the School and make sure these visits are recorded by emailing Rachel with a summary of the visit. Governors were informed of various events coming up including Sports Days, Summer fayres.

All
Governors

4. Committee minutes and reports from Governors with curriculum links.

It was confirmed that the Resources Committee had met to discuss the spending plan and deficit however a further budget report will be received at the end of July.

It was reported that the Equalities meeting was cancelled and will not be rescheduled however Helen has covered this in her Headteacher report.

Gaynor and Helen reported that The Key had offered good guidance in helping to ensure the School is GDPR compliant. Both reported that GDPR allowed the School to take action to protect a child's vital interests, without parents' consent.

It was reported that the Halal kitchen is up and running on Tuesdays, Wednesdays and Thursdays and is going well

5. To approve the budget spending plan for the financial year 2018-19

It was reported that the budget spending plan had been scrutinised at the Resources Committee. Governors in attendance approved the plan.

The GB were advised that they had applied for a licensed deficit for both Schools.

Alison reported that the Local Authority would be pressing the Funding Council to address Schools that are underfunded in Sheffield both mainstream and specialist. At a Schools forum last week it was announced that a petition about under funding in Sheffield Schools would be circulated during the 6 weeks holidays to help ensure the matter is not forgotten.

Helen reported that they would need to consider the cost of residential trips at Carterknowle as some parents had said they were expensive and there had been poor uptake on the Y6 residential when it had been a week long trip.

Helen said that this had also been raised by the HMI due to it being raised by a parent/carers.

Helen explained that the cost for a 1 night residential is £60.00 however the supervision costs per child add an extra £20.00 making it £80.00.

Gaynor confirmed that she had spoken with Dobcroft School as they do the same trips but the total cost of their trip is £60.00. This suggests that Dobcroft School absorb the additional £20.00 supervision costs from their budget.

Helen explained that if Carterknowle did this could account for up to £4,000.00 of their budget when they were already a predicted deficit. **She asked Governors for a decision on if the supervision cost should be passed on to parents?**

There was a discussion around this, it was explained by Helen that currently pupils will have a 1 night residential trip in Y3, Y4 and Y6 and a 2 night residential trip in Y5.

Tim asked if pupils needed to have a residential every year especially for families who may have more than one child in the School?

Jenny Johnson asked if parent volunteers could attend instead of staff as this would reduce supervision costs?

Governors were told about the positive impact a residential can have on a child as their maturity and independence develops. The School had reduced the Y6 residential from 4 nights to one night to reduce the costs and that actually this had worked out well for the School as it meant all children would be in School for the activity week and those Y6 children that chose not to do the residential would still get the opportunity to go out to Edale for the day and to spend time with the other pupils.

Governors agreed that the School would absorb half of the £20 supervision cost and the other half would be passed on to parents/carers. A letter is to go out to parents explaining that this is a Governor decision.

6. Annual report on Safeguarding.

It was reported that this has been done but that another audit was due to be completed by September.

It was raised that the previous year's audit they had done they had received no feedback from the Local Authority. Alison is attending a meeting with the Local Authority next week so will ask if this is a statutory return and feedback to Helen.

Alison

7. Confirm or appoint the reviewers for the Performance Management of the Headteacher and to appoint an external advisor to support the process.

Governors agreed to appoint Amanda and Alison as reviewers for the performance management of the Headteacher.

External reviewer?

8. Review of the meeting- how has the Governing Board fulfilled the three core functions it is responsible for?

The GB reflected that the School this year has devised a vision and ethos and they have set a budget.

Alison informed Governors that they need to submit their diary sheets as she needs to get a figure of attendance for meetings and training.

All Govenors

It was raised during the HMI visit that Governors and staff at the School need to understand the Duty to Prevent Radicalisation and Extremism in relation to safeguarding,

Gillian

Gillian is to send the link to a 45 minute online training course from the DFE to Alison.

Alison also brought to the meeting copies of a magazine she subscribes to "Governing matters report" with the offer for Governors to borrow.

9. Date and time of next meeting

This was not agreed at the meeting.

10. Any Other Urgent Business.

Helen raised LPPA and that the Consultant during the recent HMI had said that there were a few pieces of evidence that needed submitting but they were nearing the award.

The consultant had said that the Schools vision statement was excellent. This will be used as a main driver of the Schools' curriculum.

Helen reported that the SATS results for KS2 will be published on 10th July. All KS1 SATS results were nearly in. The SATS results will be reported to Parents with comparisons as to how the Schools are performing at local and national level.

Meeting closed at 5.40pm

