

HOLT HOUSE/CARTERKNOWLE FEDERATION

MINUTES OF THE MEETING OF THE GOVERNING BOARD HELD ON 20 MARCH 2018

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

Associates: Gillian Clark; Gaynor Tyrrell

In Attendance: Gemma Jackson (Clerk to the Governors)

	ACTION
<p>1. To accept or receive apologies for absence</p> <p>Apologies were received and accepted from Shabnam Shah, Roberta Reilly and Jayne Robinson</p> <p>Gemma to inform Governor Support that Raza Choudhury has resigned due to work commitments.</p>	Clerk
<p>2. Declaration of pecuniary interests relevant to this agenda</p> <p>Alison declared that she is a member of the Chorus Trust and a Director at Brigantia Trust. Tim declared that he was employed by the Mercia Trust and that his wife was a member of SLT at Twinkle. Helen declared her interest in ICT direct.</p>	
<p>3. Confirmation of the minutes of the previous meeting(s) and report on matters arising from the minutes.</p> <p>Page 1, item 3 – Jenny Bywaters suggested that in future when minutes are taken we include her surname and Jenny Johnson’s family name when referring to them.</p> <p>Page 2, Item 4 – The Standards Committee have requested some training in around ASP. Alison confirmed that she has been in contact with Peter Heaton who is happy to provide this training during twilight hours. Governors agreed that an hour and half training should be sufficient.</p> <p>Page 3, Item 4, Outcome of Awkward Class Size fund application Helen was pleased to report that this application had been successful and Carterknowle Juniors had been awarded £26,000.00 to help reduce their deficit.</p> <p>Page 3, Item 4 It was confirmed that Rachel has completed names badges/lanyards for all Governors. Governors to collect from Rachel.</p>	

Governors

Page 3, Item 4, Task/Finish Group.

It was confirmed that the Task/Finish Group had taken place and they were taking the vision statement to the parent partnership meeting tomorrow.

Page 3, Item 5, Committee minutes and reports from Governors with Curriculum links

Alison confirmed that Rachel had circulated all the minutes from committee meetings however on the School Development Committee meeting minutes were headed Resource Management. Alison has already flagged this up with Rachel.

Page 4, Item 8, Annual safeguarding report

Confirmation was received that this had been done and sent in, with Alison completing the Governors section. There has been no feedback received so far.

Page 4, Item 9, Strategies to improve Attendance

It was confirmed that data received at the Standards meeting on School attendance had been scrutinised in respect of strategies to improve attendance.

Page 4, Item 10 School Admissions 2019/2020, Carterknowle Juniors

Helen confirmed that she had spoken to John Bigley in Admissions as originally the School had requested the number of pupils be increased to 64. John has said that he will publish that the School will take 60 pupils 2019/2020 but he is aware of their flexibility to take another 4 pupils. Helen remarked that taking the extra 4 pupils may make a significant difference to the School finances. Alison commented that they may get the extra 4 pupils following appeals.

Page 5, Item 11, Any other urgent business

Following the invite to Governors to attend events in Schools, Helen invited Governors to attend the Easter hat parade on Thursday, 29 March 2018 at 9.00am at Holt House School.

Governors

4. Headteacher's Report

The Headteacher's report had been circulated to all Governors prior to the meeting and any questions emailed to Helen.

Helen began by sharing some writing work completed by pupils coming to the end of KS1. She explained that the work had been moderated. Currently there are 3 KS1 moderators at Holt House and one moderator in KS2 at Carterknowle. She confirmed that she has moderator status for both KS1 and KS2. It was explained that when moderating what the moderator was specifically looking for was evidence that the pupil had met all the criteria for a certain level.

The Headteacher asked Governors to rank the examples of work in terms of which showed the most skill and which showed the least skill. She then said that one piece of work was moderated as working at greater depth, two pieces of work were marked as working at the expected standard and one piece was assessed as working towards the expected standard. A commentary for assessing each score was circulated to all Governors.

All Governors judged that exhibit A was assessed as a pupil working at greater depth. Governors were told by Helen this was correct and surmised that this pupil had achieved the greater depths score because they had evidenced that they can write effective and coherently, using the past tense appropriately and there was precision in their description. Helen did advise that they would look for evidence across more than one piece of writing. Alison remarked on the number of exclamation marks. Helen commented that as long as they were used correctly this was ok.

Governors decided that E and B were assessed as working at the expected level, though in contrast it was agreed that example B demonstrated greater skill and some evidence of working at greater depth.

Exhibit F – was assessed by Governors as working towards the expected standard, Governors commented that although the presentation of this writing was very good, there were no spaces between words and lots of spelling mistakes.

Jenny Bywaters had asked Helen what help was in place to help middle Achievers?

Helen answered by saying that although a lot of work is being done with these children as demonstrated by exhibits B and E the Expected Standard spectrum is quite vast and there is a longer distance for some pupils to travel to make it to KS2 expected standard from KS1. Currently there are children who are working towards expected standard where SEN has not been identified so there is a greater focus on trying to get these children to achieve the expected standard score.

Tim commented that quite a lot of the KS1 children not working towards expected standard were also disadvantaged children.

Helen confirmed that this was a priority for the School.

Jenny Bywaters remarked that still appeared to be some cohort issues resulting in scores being lower than last year.

The Headteacher advised that there was quite a lot of special needs children in Y2 and that this cohort was 3% below national in the phonics check they did at last progress meeting.

Alison asked if it was fair to say that these children's progress may be slightly down due to historical staffing issues in foundation stage?

Helen responded by saying that by now all Y2 children affected by these issues should be coming to the stage where they have caught/catching up or it may be that since being in Foundation they have had a SEN identified.

Jenny Bywaters questioned a Paragraph labelled 1.2 in the Headteacher Report about finances and the School having to make some tough

decisions about what they can afford to buy in.

Helen confirmed that there had been a budget meeting/setting that Alison had attended and neither school currently balanced despite it being reported in the last FGB meeting that the finances at Holt House being sound. Helen advised that she was puzzled by the finances at Holt House as the Enhanced Bursar service have not flagged up any problems prior to meeting with her in February 2018.

She also informed Governors that they will know more after close down in the Easter holidays and there will be a meeting on the second week back to discuss further. It was reported that the Enhanced Bursar Service has historically wrongly predicted the budget for Holt House.

It was asked what would happen if there was found to be a sizeable deficit?

Helen confirmed that there was a sizeable carry forward from last year's budget and currently they have taken steps to minimise spending including no staff overtime, deploying staff in other areas. They have considered what services can be afforded whilst maintaining quality at both schools and have recently employed a Finance Officer so they would no longer need to pay for the services of a bursar at Holt House. They have decided to retain the library service to support learning and would inform Governors of any other decision made.

She advised that they were limited as to what they could do to reduce any deficit in Holt House as generally infant Schools are legally restricted on class sizes.

It was asked that quarterly budget report is circulated to all Governors.

Helen

Incident monitoring

This was discussed particularly in relation to two children with complex SEN needs at Carterknowle School who had accumulated 103 incidents/actions between them.

Jenny Bywaters asked what counted as an incident?

Helen advised that it could include a child not wanting to leave their parent/carer in a morning and being distressed. She did advise that one of these children had recently suffered a bereavement and the other pupil there were child protection issues.

Jenny Bywaters asked if the School had made appropriate referrals for These children?

Helen advised appropriate referrals had been made and there was currently a member of staff in post until the end of the Summer to support these children who will then be going to secondary school.

Premises

Helen informed Governors that at Carterknowle School on Friday 10th March, Some Y6 children had been playing football and the ball came through the Window in to the Hall, injuring another pupil. Thankfully the injury to the pupil was not as serious as it could have been.

Since the incident she reported that the LA have been contacted and it transpired that the glass risk assessment was 18 years old. Property Services had been to the school to conduct another risk assessment with the advice being to install safety glass widows though as an interim measure to put film over current windows. Helen agreed to action the recommendations from the report when it was received and Alison to write to the LA as they have promised the school new windows for some time and Alison had previously been involved in contact with LA around this matter.

Helen

Alison

Governors felt that the Headteacher’s report was excellent, there had been a huge amount of work, in terms of achievement and thanks were given to Helen and SLT.

Helen advised Governors that going forward the School want to look at Developing acts of Citizenship and kindness throughout both Schools.

5. Co-option of a Governor

It was noted that another Governor had so far not been found. Alison advised It does not necessarily need to be a parent but perhaps some who lives in the local community and ideally with skills/knowledge in facilities/buildings.

A Governor highlighted that the current Governing Body does not reflect the cultural/racial profile of the School and a suggestion was made to approach the local mosque.

Alison advised the School can approach Governor Support for support with Governor recruitment as they hold a list of people interested in becoming a School Governor.

6. Committee minutes and reports from link Governors

Alison had reaffirmed that Rachel had circulated all the minutes from Committee meetings.

7. Changes to the Data Protection Law-Are we ready?

Helen reported that that she has made headway in preparing the School For GDPR including subscribing to The Key for school leaders which has a GDPR hub that sets out a GDPR framework with tasks to complete, which have been started.

Alison reported that other Schools seems to have either bought in to expensive IT systems or purchased the services of an independent Data Protection Officer.

Helen acknowledged the importance of being compliant with GDPR and is confident that the new finance officer they have appointed will be able to carry out the role of DPO at both Schools.

Jenny Bywaters asked if the new Finance Officer will be in place for The introduction of GDPR?

Helen thought so.

Tim asked about the transfer of data from the infant to the junior School?

Helen advised that they will have as much in place as possibly by 25 May 2018 but acknowledged there is a lot to do to be fully compliant. The next step is to look at consent requirements.

Alison is going to email a consent form to Helen for her to consider adopting.

8. Review of Meeting

Governors felt strongly that by completing the exercise set by the Headteacher and the subsequent questions they asked her they had demonstrated that they had held the Headteacher to account for the educational performance of the School and its pupils.

9. Date and time of the next meeting

26th June 2018, 4.30pm

10. Any other urgent business

Nothing was reported.

Meeting closed at 6.00pm

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ACTION

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