

HOLT HOUSE/CARTERKNOWLE FEDERATION

**MINUTES OF THE MEETING OF THE GOVERNING BOARD HELD ON 4 DECEMBER
2018**

Present: Alison Warner (Chairperson); Helen Haynes (Headteacher); Dr. Jenny Bywaters; Joshua Fisher; Jenny Johnson; Amanda Livesey; Shabnam Shah; Tim Sushams; Nikki Rees.

Associates: Gillian Clark (Deputy Head)

In Attendance: James Kelly (Clerk to the Governors)

	ACTION
<p>1. Apologies for Absence</p> <p>Apologies for absence were received and accepted from Michelle Powell and Jayne Robinson.</p>	
<p>2. Declaration of Pecuniary Interests</p> <p>The following declarations of interest were highlighted:</p> <ul style="list-style-type: none">• Alison Warner declared she is a member of Chorus Academy Trust, and a Director at Brigantia Trust.• Tim Sushams declared he is employed by Mercia Trust, and that his wife holds a senior position at the educational organisation Twinkl.• Helen Haynes is employed by ICT Direct.• Nikki Rees declared that she works for the local authority and is involved in services to schools on their behalf.• Shabnam Shah declared she is employed by the local authority providing EAL services to schools. <p>It was agreed that school Business Manager Gaynor Tyrell (who could not attend tonight) would take forward an action to circulate Declaration of Pecuniary Interest forms for governors to complete and return to the school.</p>	Action
<p>3. Confirmation of the previous minutes held on 26 June 2018 and report on Matters Arising</p> <p>The minutes from the previous meeting were approved subject to the following amendments/clarifications:</p>	Agreed

- paragraph 1 - Shabnam Shah also sent her apologies as she could not attend the meeting.
- In the section on Matters Arising from previous minutes. Some references under the sub-heading 'Page 5' need amending:
 - It should say that the transfer of data between Infant and Junior schools was not subject to consent (as opposed to current wording which states it was 'not subject to GDPR').
 - The minutes should also make clear that GDPR issues will be part of the new Finance Officer role (rather than current wording suggesting there was a question about this)
 - The minutes should state that the schools have a carry forward of just under £10k in Capital money (rather than stating the schools had saved £10,000.)
 - A references to the governor Jenny Johnson have been mis-typed to read 'Jenny Jones' and needs amending.

4. **Updates on other Matters Arising** from the previous meeting included:

- Governors were told that the heating system in the Studio would be fixed during the Christmas holidays (a new boiler is needed).
- The school have appointed 2 new co-opted governors - Nikki Rees and Joshua Fisher.
- Governors were provided with an update on the issue of residential trips. Headteacher said the new costings agreed by governors at the previous meeting had gone down well with parents, with just a couple of objections/queries raised.
- Governors visits to school: Headteacher encouraged governors to make visits before the Easter break, the sooner the better in fact. In particular, Headteacher said it would be useful to get visits from Shabnam Shah , with a focus on SEN provision, and Jenny Bywaters, with a focus on Pupil Premium, as these two areas were HMI priorities.

Action

5. **Headteacher's Report**

5.1 Numbers on Roll: Headteacher said the school has done well to get 53 new pupils as it faced a number of challenges. Some local schools have expanded the number of places they offer, whilst the current Foundation Stage is affected by a low birth rate, an issue which has impacted on the pupil numbers of many local schools. Also, as Carterknowle has a 'Requiring Improvement' HMI judgement, it is inevitable that some parents will make assumptions about the school because of this. Headteacher said that everyone at the school knows

they need to make Carterknowle a good school. The Assistant Headteacher said that it was encouraging that the school had received a lot of 'In-Year' admissions. Amanda Livesey said that despite the Ofsted judgement, plenty of positive messages about the school were reaching the local community. Tim Shushams said that often parents will get a good impression of Carterknowle but then read the Ofsted report highlighting areas the school needed to improve. Tim asked about the relatively low number of pupils in Year 5. Headteacher said that pupil numbers fell away after the Ofsted judgement, and there was a lot of uncertainty around, e.g the Mercia school was opening etc.

5.2 Attendance - Headteacher said it would be useful if a governor visited to look at the schools efforts to boost Attendance. Tim Sushams agreed to do this.

Action

5.3 Finances - Governors noted that additional funding from DfE had recently been promised in the Chancellor's budget statement. There was a chance the school's finances could be balanced by the end of the financial year.

5.4 In relation to resources, Shabnam commented on how the pupils loved the smartboards that had been installed at the school. Headteacher said she hopes to have a smartboard in every classroom.

5.5 Attainment/Outcomes - Keystage 1 and 2 results were holding up. Reading and Maths were better in KS2 than KS1, with results at 'greater depth' above the national averages. There seems to be an issue with the progress of pupils from the old to the new curriculum, which does not look so strong. Headteacher said the priority group of learners for the school is its middle achievers. Resources need to be targeted on these pupils, and more challenge needed to be made to help pupils make further progress. Governors agreed that 'low to middle' achievers will often need support all the way through school. Shabnam asked about exactly who are these middle achievers, and Headteacher replied they were mainly Pakistani pupils. Shabnam said if this was the case the NASSEA (Northern Association of Support Services for Equality and Achievement) will be able to offer support to the school.

5.6 Governors heard that whilst attainment in Reading is in line with national standards overall, it is behind where the school is with Maths and Writing. Governors then discussed some of the current issues with children's Reading skills. Shabnam said there was a useful Speech and Language programme that has been developed by Steve Pearson/Anna Brannigan. It was acknowledged that the style of text children were expected to be proficient at interpreting has become more 'traditional'. The Chair said that there is a view shared by some

people that one impact of the phonics based approach to reading is that some children lack a curiosity about the meaning of what they are reading.

- 5.7 Leadership and Management - Headteacher told governors that there was a focus on enhancing the curriculum on offer at the schools. The Deputy Headteacher said there were a number of half-termly projects with tangible outcomes being taken forward to support the curriculum. There are a number of activities across Year groups, including events for parents to attend and celebrate the pupils' work. Parents are helping in practical ways too, e.g. with costumes for certain performances. Peter Heaton (Learn Sheffield Improvement Partner) is visiting the school to provide support for Subject Leadership. Governors heard that the school wants a curriculum that is progressive, sequential, and powerful. Currently many evaluation exercises are taking place to support efforts to boost the curriculum.
- 5.8 Headteacher described how the school is focussing on differentiation right across the curriculum. It is developing a curriculum which asks of its pupils, 'How good a Historian are you?' 'How good a Geographer are you?' Activities such as looking at the historical basis of newspaper articles is just one of the innovative approaches being undertaken. Joshua Fisher said it was worth linking up with local secondary schools about curriculum developments, to ensure the school is hitting the right priorities that will help pupils make that transition from Keystage 2 to 3.
- 5.9 Governors welcomed that the school had been successful in getting the Leading Parent Partnership Award and expressed many thanks to Amanda Livesey for her work on this. Amanda asked if the school received much feedback in relation to this award - Headteacher replied yes and the message was for the school to carry on doing what it is doing now.
- 5.10 Early Years Provision Assessment – Natalie Mitchell (EYFS co-ordinator) is looking at children who are exceeding their goals. The school is also putting in place interventions for children who are not achieving their goals.
- 5.11 Governance - governors heard that this was an area of huge importance to Ofsted and that all the governing body needed to be prepared. Amanda Livesey asked if the school subscribes to 'The Key' (an online information service). Headteacher confirmed the school did and suggested governors email her requesting access to 'The Key'.
- 5.12 The Chair asked if the school should try to triangulate what it sees in pupils' books, and what it learns from Assessments. Headteacher replied that if teaching was strong, books would be fine. The Chair

said if the school were to recruit an NQT now, it would be important that they were familiar with the school's curriculum. Joshua Fisher asked how does the school 'Quality Assure' the pupils' books. Headteacher said that moderation is undertaken across all subjects and all year groups, and involves Year leaders, Subject leaders, and members of SLT.

6. Committee Minutes, and reports from governors with Curriculum Links

6.1 Governors discussed who had responsibility for various curriculum areas. It was agreed:-
Jenny Bywater - Pupil Premium, Middle-Achievers
Nikki Rees - Writing and Science
Tim Sushams - Attendance
Alison Warner - Maths
Joshua Fisher - Humanities
Amanda Livesey - Holt House
Shabnam Shah - SEND
Jenny Johnson - Reading

Agreed

6.2 Feedback from the Resources Committee

The Chair reported the main points from this term's meeting.

- There was a focus on the school's budgets. The funding of the school is still a decision for the local authority's Schools Forum. Many schools still had concerns that there could be an imbalance between Secondary and Primary school funding.
- Holt House/Carterknowle are following the national recommendations on teacher's pay.
- The Headteacher's Pay Progression had been approved.
- There had been a few staffing changes, some as a result of staff needing to go on maternity leave.
- Both schools would benefit from new roofs.

6.3 Feedback from the Standards Committee

Main areas of discussion were the training of staff, and Safeguarding (minutes are still awaiting confirmation).

6.4 Committee membership - Joshua Fisher agreed to join the Equalities Committee, and Nikki Rees agreed to join the Resources Committee. The Chair invited governors to contact her if that if they any governor wanted to change their membership of Committees.

Agreed

7. Governing Body Code of conduct (Revised 2018)

All governors were happy with, and agreed to sign, the new Code of Conduct. Headteacher said a copy needed to uploaded onto the

Agreed

school's website. Nikki Rees commented that there is some basic information about governors that needs updating on the school website.

8. Annual Report on Safeguarding

Governors were informed that the school's Safeguarding Policy was up to date, and in line with the latest version of the national guidance 'Keeping Children Safe in Education'. Headteacher told governors that a copy of the policy is in every classroom in the school. Governors welcomed that Amanda Livesey had experience of helping to get sign language users into the schools.

9. School Admissions 2020-21

- Governors agreed with the proposed Admission number of 60 for Carterknowle.
- Governors agreed with the proposed admission number of 60 for Holt House.

Agreed

Agreed

These details will be published in the composite prospectus document 'A Guide for Parents'.

10. Learn Sheffield - Governor training options 2018/19

The Chair reminded governors that she is the training co-ordinator for governors, and therefore needs to be informed details of any training that a governor wishes to attend, or has attended.

11. Any Other Business

11.1 Nikki Rees raised the issue of concerns amongst the local community about air pollution in the area around the school, and the 'Safer Routes to school' initiative. In particular Nikki wanted to hear governors views on the petition for roads around Carterknowle (and other parts of South Sheffield) to be designated as 'School Streets', which would put restrictions on their use, by vehicles at crucial times of the school day ('drop off' and 'pick-up'). Nikki said that the local Netheredge councillor, and the lead councillor for Transport issues Jack Scott, had shown an interest in this petition and the ideas of School Streets for Sheffield

11.2 All governors agreed that they shared a commitment to finding a way to tackle air pollution around the school, and were supportive of the petition for some road closures around the school at certain times of the day. Governors also agreed that they would like Carterknowle/Holt House to be involved in any piloting of measures to tackle air pollution, as this has been a problem affecting the local environment for some time.

Agreed

11.3 Headteacher stressed that she has to keep reminding parents that if they see illegal parking around the school, the matter needs reporting to the Police not the school.

12. **Review of the meeting – has the meeting met the 3 core functions of the governing body?**

12.1 Governors agreed that all 3 core functions of the governing body had been met through the discussions at tonight’s meeting.

Agreed

12.2 The Chair asked governors what they had done at this meeting that will help the schools’ pupils. Governors highlighted the consideration of meeting pupils’ EAL needs, the contribution of Link Governors to specific aspects of the school curriculum, the decision to support the petition about tackling air pollution, and the overarching aim of all discussions tonight to help make Carterknowle a good school.

13. **Date and time of next meeting**

12 March 2019, 4.30 pm

Meeting ended 6.00 pm