

HOLT HOUSE/CARTERKNOWLE FEDERATION

MINUTES OF THE MEETING OF THE GOVERNING BOARD HELD ON 12 MARCH 2019

Attended:	Alison Warner	(Chairperson/Co-opted Governor)
	Jenny Bywaters	(Co-opted Governor)
	Joshua Fisher	(Co-opted Governor)
	Helen Hayes	(Headteacher)
	Jenny Johnson	(Parent Governor)
	Amanda Livesey	(Co-opted Governor)
	Nikki Rees	(Co-opted Governor)
	Roberta Reilly	(Associate Member)
	Shabnam Shah	(LA Governor)
	Tim Sushams	(Parent Governor)
	Jane Beale	(Clerk to the Governors)

Governors' core responsibilities:

1. Ensuring clarity of vision, ethos and strategic direction of the school.
2. Holding the Headteacher to account for the educational performance of the school and its pupils.
3. Overseeing the financial performance of the school and making sure its money is well spent.

1. **Apologies for Absence**

Apologies for absence were accepted from Gillian Clark, Jayne Robinson and Gaynor Tyrrell. Josh Fisher had sent word that he would be late to the meeting.

The Chairperson welcomed governors to the meeting.

2. **Declaration of any Pecuniary Interests Relevant to this Agenda**

Governors were asked to declare any pecuniary interests relevant to the agenda. None were declared.

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

Resolved: That the minutes of the meetings held on 4 December, 2018, be approved and signed (a signed copy was retained in school).

Matters arising

3.1 **Governor Visits to School** (Item 4, bullet point 4)

The Chairperson reported on the Enterprise event she had attended and the enthusiasm that children had shown for their Egyptian work.

ACTION

	ACTION
Jenny B informed governors that she has postponed her PP visit until she has completed her PP training on 14 March.	Jenny Bywaters
Amanda had postponed her Wider Curriculum visit at Carterknowle as she supported the Y3 residential. Amanda to undertake a Wider Curriculum visit at Holt House.	Amanda Livesey
Shabnam reported on her recent SEN visit and that she will do a further visit in May.	Shabnam Shah
3.2 Attendance (Item 5.2)	
Tim reported that he has met with Gillian Clark to discuss attendance and will schedule a further visit at Easter time.	Gillian Clark
3.3 Attainment (Item 5.5)	
Shabnam asked about middle achievers who had been identified by the school as being a priority group. The Headteacher reported on the moderation work which has been carried out.	
3.4 Governance (Item 5.11)	
Jenny B asked about access to 'The Key'. It was confirmed that this can be accessed via the Leaders and Management section.	All governors
3.5 Committee Minutes and Reports from Governors with Curriculum Links (Item 6.1)	
Jenny B highlighted that she had not taken on the role of Governor for Middle Achievers. This role to be undertaken by all governors.	All governors
The Chairperson asked whether special guardianship pupils are entitled to Pupil Premium money. The Headteacher confirmed that if guardianship is a formal arrangement then pupils are entitled to PP monies. Jenny B to seek further information on this category.	Jenny Bywaters
3.6 Committee Membership (Item 6.4)	
The Chairperson reminded governors that they were able to attend any committee.	
3.7 Governing Board Code of Conduct (Item 7)	
It was confirmed that governors had not signed the new Code of Conduct. Governors requested that Learn Sheffield send them a copy of the 2018 Revised Code of Conduct.	Learn Sheffield
3.8 School Admissions 2020-21 (Item 9)	
Admission numbers had been agreed as 60 for Holt House and 60 for Carterknowle.	

3.9 **Air Pollution** (Item 11.1)

The Headteacher to expand further on air pollution concerns in her Report to Governors.

4. **Headteacher's Report**

Governors had received the Headteacher's Report and submitted questions:

4.1 **Online Payment Platform**

Jenny B asked whether paying for an on-line payment platform is cheaper and/or less burdensome for staff than handling cheques and cash. The Headteacher informed governors that the school is no longer to continue with sQuid as it has not been as successful as hoped.

Jenny B asked whether all parents use online payment. The Headteacher reported that some use cash and the schools wish to continue to offer this as a flexible option.

Tim reported on the successful use of Parent Pay at another Sheffield school.

4.2 **KS1/KS2 Attainment**

Jenny B noted that Y2 appear to be below national for greater depth and Y6 appear to be below the national percentage for HS and asked how this was being addressed. The Headteacher reported on the focus for children on the cusp and those who may achieve combined HS at greater depth. Targeted small group work on maths is delivered by TAs.

CPD sessions have helped feed into the provision and teaching of reading. Sessions are tightly focused and driven by the objectives. Staff use APE (Answer it, Prove it, Explain it) to teach inference and deduction questions (which also supports children's maths reasoning). Higher level questioning stretches and develops the quality of answers. Marking and feedback pick up on missed opportunities and errors with the expectation that the children follow this up. Gap tasking from tests also helps identify where gaps are in general and individually, so questioning and tasks are tailored to both the group and the individual child.

4.3 **Carterknowle ASP Error**

Jenny B asked for explanation of the error with ISDR. The Headteacher reported on her response from Ofsted who feel that the problem is with the ASP Team. The Headteacher to contact the ASP Team.

Headteacher

4.4 LPPA

The Headteacher and governors celebrated the recent success.

4.5 Air Quality

Nikki and Jenny J reported on very positive feedback following the parent meeting on air quality.

Jenny B reported on PTA agreement about using monies for a green 'fence'.

Astroturfing will be laid on the football pitches on 25 March.

Planting will be undertaken after Easter. The Chairperson asked about the responsibility of care for the plants and the Headteacher confirmed that this will be done by the caretaker. However, children look after the planters on the field.

The Chairperson asked whether any feedback had been received from the LA about pollution. Nikki reported on her meeting with local councillor, Jim Steinke, who is interested on issues. Nikki to share her email with governors detailing the number of issues which Cllr Steinke will follow up (e.g. enforcement, engine idling, whether the City Council would be willing to approve temporary road closure for Healthy Week, improved signage, green wall). Nikki to continue to share information. The Chairperson thanked Nikki for her work.

Nikki Rees

4.6 Policies

4.6.1 Assessment Policy

Following responses to the teacher workload survey, teachers felt the amount of marking was disproportional to impact. The Policy now urges staff to use their professional judgement. The Chairperson asked whether this would be greeted positively by Inspectors. The Headteacher clarified that Ofsted do not specify the type of marking. Tim reported on the use of 'marking and feedback'.

Jenny B said that governors monitor the impact of marking and feedback on pupil outcomes. Governors also discuss progress with pupils (how they get better/what they need to work on).

[5.10 p.m. Josh joined the meeting]

Amanda asked about the DfE toolkit on staff workload and further issues for governors to be aware of. It was agreed that the Equalities and Curriculum Cttee look at this further at their next meeting.

Equalities and Curriculum Cttee

4.6.2 Communications Policy for Parents and Carers

It was proposed that two schools dedicated email addresses (for urgent and non-urgent issues) be set up for parents/carers which will be checked twice a day. Governors welcomed and agreed to this proposal.

Agreed

4.6.3 Email Protocol for Staff

Guidelines for good email practice for staff were shared with governors.

Josh praised the reference to 'face-to-face' in the Communications Policy and suggested that this be echoed in the Email Protocol for Staff. Governors agreed the Policy.

Agreed

4.6.4 Complaints Procedure

The DfE draft Policy was welcomed. The Policy clarifies procedures for governors.

Tim asked about unreasonable persistent complaints and where the threshold tips towards unreasonable. The LA may provide mediation support for maintained schools (provision for academy schools will depend on their policies and procedures).

4.6.5 Safe Touch Statement (appendix to Safeguarding and Child Protection Policy)

Governors welcomed the Policy and the positive use of touch. Jenny J asked about parents/carers helping in the school/on trips. It was confirmed that parents receive Induction packs. The Headteacher will add a further sentence to the Policy to clarify this.

Headteacher
Agreed

4.6.6 Provision of Free Sanitary Items in School

The Headteacher has been in contact with the charity, Red Box who will support a box in school. The Headteacher was thanked for her work on this issue.

5. Committee Minutes and Reports from Governors with Curriculum Links

5.1 Standards Committee

5.1.1 Humanities

Josh reported that he had attended Humanities and that the meeting had been very positive. Changes made in school are having a good impact.

5.1.2 RSE

The Policy is being delayed as the practice is being grown. RSE work is in place for 2020. Jane is leading on this.

Further RSE resources have been purchased and a workshop to be held which will share these with parents. The Chairperson to attend this meeting.

Josh asked about parental rights to request children's withdrawal from lessons and whether this leads to a dialogue. Roberta explained that teachers invite parents to view the videos/resources to reassure them of their content.

Shabnam stressed the importance of delivering the RSE work within a cultural context and involving the community.

Chairperson

6. Any Other Business

6.1 Budget and Spending Plan

The school has not been penalised by the National Funding Formula in its raw state but the school will be hit with a number of increased outgoings (higher utility bills, 2% increase for support staff, 3.5% increase for teachers and a rise in teacher pensions). Support Staff will be assimilated to the new pay scale by the end of the month and that 'head room' will be necessary (the Chairperson reported on the repercussions this will have).

Shabnam asked about pupil numbers for Holt House next year and the Headteacher reported that it is too early to be certain of these.

Shabnam asked how to continue without any detriment to children. The Headteacher reported that in previous years the SLT had been cut to ensure retention of TAs, but that there is now no possibility of cutting SLT back any further. Governors, aware of the added value that TAs provide, asked about the possibility of the school employing apprentices.

Jenny B asked what the anticipated deficit would be if there were no cuts made to staffing. The Headteacher reported that the deficit would be £40k at Holt House and £60k at Carterknowle.

Jenny B asked about the impact of Brexit on schools. The Headteacher reported that the school has received DfE advice for a No-deal Brexit.

The Headteacher reported on the draft spending plan meeting where month 13 monies will be detailed and that the school will meet with the bursar. This draft budget will be brought to governors.

Headteacher

ACTION

Governors need to agree the budget by 30 April 2019.
The School Development Committee to meet at 4.30 p.m. at
Carterknowle School on 16 April. All governors were welcome to
attend. Gill and Roberta will also attend.

Governors

7. **Review of the Meeting – has the governing board fulfilled the three core functions that it is responsible for?**

Governors discussed their three core functions and felt that they had been met at this meeting.

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

A full governing board meeting will be held on 11 June 2019 at 4.30 p.m.

A meeting of the Resources Committee will be held on 11 June 2019 at 4.30 p.m.

Meeting closed at 6.05 p.m.