

**HOLT HOUSE/CARTERKNOWLE FEDERATION**

**MINUTES OF THE MEETING OF THE GOVERNING BOARD HELD ON 11 JUNE 2019**

Present: Alison Warner (Chairperson); Jenny Bywaters;  
Joshua Fisher; Helen Haynes; Jenny Johnson;  
Amanda Livesey; Nikki Rees; Jayne Robinson;  
Tim Sushams;

Associates: Gillian Clark; Gaynor Tyrrell

In Attendance: Jane Smith (Clerk to the Governors)

**ACTION**

**1. Apologies for Absence**

Apologies for absence were accepted from Michelle Powell and Shabnan Shah.

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

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

**3. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes**

Resolved: That the minutes of the meeting held on 12 March 2019 be approved and signed subject to the following amendments:

Item 3.5 - the second paragraph should only read 'The Chairperson asked whether special guardianship pupils were entitled to PP money'. The rest of the paragraph should be deleted.

Item 4.5 – Jenny B should read Jenny J.

Item 8 – should read: the Resources Committee would be held on 4 June 2019.

**Matters arising from the minutes**

**Item 3.1**

Jenny B had attended Pupil Premium training on 14 March 2019 which had been very useful.

Amanda had undertaken a Wider Curriculum visit and would email her report to Alison. It was agreed that Rachel would be asked to circulate all visit reports to Governors.

**Amanda/  
Rachel**

Tim had visited School to look at attendance, he had produced a short statement which he would circulate to Governors.

#### Item 3.4

Governors now had access to The Key and Helen referred Governors to a useful document ' Questions to ask about Teaching and Learning'.

#### Item 3.5

It was confirmed that all Governors should ask staff questions about middle achievers in their specific roles. Helen confirmed that special guardianship pupils were Pupil Premium Plus pupils and that currently there were none in School.

#### Item 4.3

The DfE had informed Helen that the calculation was correct.

#### Item 4.5

Gaynor was in the process of obtaining quotes for 2 large planters for each yard. Governors noted that Sheffield University were to install an Air Quality monitor in the grounds as soon as planning permission had been agreed. Nikki R had met with local MPs and that Paul Blomfield was interested in helping the School and she would be seeking a meeting with a transport member. Governors noted that Glen Road near Nether Edge School was to be closed for a period and the School would be asked to see if this had made a difference to the air quality.

#### Item 4.6

The DfE toolkit on staff workload had been discussed by the RMC Committee and Alison would be writing to parents to inform them that the School would now be closing at 5:30 p.m.

#### Item 4.6.3

Jenny B informed Governors that she had been involved in a Complaint hearing and that the School's decision had been upheld. **Jenny B asked what would have been the next stage for the parents?** Alison stated that they could have sought mediation from the LA and involved the Local Government Ombudsman. It was noted that this had been a difficult case and Jenny B was thanked for all her work. It was noted that in future there may be an addition to the Complaints Policy informing Parents about the mediation process. **Tim asked if the decision had been accepted by the parents?** It was noted that the pupil had now left the School.

#### Item 8

The SDC Committee had met on 16 April 2019 and approved the budget.

#### 4. Headteacher's Report

The Headteacher's report had been circulated previously to Governors and Helen spoke to this item.

##### Phonics

Governors noted that it was statutory Phonics Check this week and that Josh would be visiting School tomorrow to see how the process was undertaken. There was a short presentation on Y1 Phonics screening and governors expressed surprise at the degree of accuracy required by the pupils.

The School meals take-up figures for both Schools were circulated to Governors and Gaynor confirmed that the figures were correct.

##### Behaviour and Wellbeing

Following advice from Adrian Francis, the incidents were the actual ones that had to be reported.

A paper 'Sexualised Behaviour' was circulated to Governors and that this guidance was to help School to understand healthy sexual behaviour and to assess and respond in an appropriate way. The 'Linking our Thinking' learning tree document was circulated to Governors.

##### Consultation on RSE

Governors noted that there had been trailed lessons on relationships in Reception and Y4 and that 25% of parents were withdrawing their children for lessons. The School was to do more to allay parents' fears and the Equality Statement had been updated and was circulated to Governors. Alison stated that as Governors they should support the delivery of RSE within both the education requirements and the Equalities Act. Helen stated that she needed all Governors with children in School to support the School and uphold their statutory responsibilities. **Josh asked if this involved a Governor?** Yes, it did. After discussion it was agreed that Alison would talk with the Governor concerned. Josh stated that the School needed to engage with the 25% of parents removing their children from lessons. Helen stated that she would be informing parents of the Equalities Act and that the School would not be using Stonewall resources. Parents would also be asked how they would like the School to deliver these lessons and also be informed that soon they would not have a right to remove their child from lessons. It was noted that previously Alison had written to the parents of pupils removed from lessons to seek some support for the fact that the children should not receive information/misinformation from the playground. This feature had now been compounded by the fact that many children had smart phone, tablets and laptops and how far they were supervised and protected by the controls was not known.

Alison

Helen stated that there would be another consultation in the Autumn term and that it would be helpful to have Parent Governor attendance at these

sessions.

Jenny B had previously asked regarding 'Deep Dives' and the new Inspection model for quality of education and what would be included in deep dives was circulated to Governors for information. Alison commented on her visit to School yesterday on maths and Governors discussed deep dives and agreed that these showed sustainability and not just of 'snap shot'.

**Alison asked when/how staff had the opportunity to look at research?** Helen reported that all staff now had planned leadership time and it was agreed that Gill would bring documentation to the next Equalities and Standards Committee meeting.

Gill/Equalities and Standards Committee

**Josh stated that there were currently 9 children with PA and asked what the School was doing about this?** Tim explained (from hi visit) that there were thorough and well managed systems in place for both Schools and a whole series of measured steps in place. These were updated monthly and improvements tracked (this also included children on extended leave). The School used Tracker Plus and this system was linked to CPOMS. Governors noted that PA had reduced. **Josh asked regarding the % for 'other' students and not the whole School.** It was agreed that the School would look at this data and inform Governors. Tim stated that the difference between authorised and unauthorised absence was still very low.

School

Helen was thanked for an informative report.

**5. Committee minutes and reports from Governors with curriculum links**

Alison reported that there had been no follow up meetings as yet for both Committees but the agendas for the meetings had been circulated to all governors together with the draft minutes .

The Resources Committee had looked at the spending plan and had applied for a deficit budget, they were still awaiting a response from the LA.

Clerk to action

The School had advertised for the 2 day HLTA position and a TA apprentice and it was noted that there were no staff leaving at the end of the term. Governors noted that savings had been made on TA appointments and that there had been a reduction in TA and leadership time.

Governors noted that there had been no LA progress response to the SEN Inspection only a report on what the LA intended to do.

It was noted that Governor reports on Science, attendance, Maths and the Breakfast and After School Clubs would be circulated to Governors.

**AW to communicate with RW**

**6. To approve the budget spending plan for the financial year 2019/20 (maintained schools)**

This had previously been approved.

7. **Annual Report on Safeguarding**

AW/SLT

Helen and Alison would complete the report in July.

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

Helen

The reviewers were confirmed as Amanda and Alison. It was noted that Helen had spoken with Steve Betts at Learn Sheffield regarding the subscription and that Helen would email Steve to confirm what the School would like to purchase.

9. **Plan/agree any Governing Board self-evaluation activity**

It was agreed that this would be completed next year.

10. **Consider current governor training opportunities**

Alison would be attending the briefing at the Institute of Education tomorrow night and Governors noted the conference to be held on 28 June 2019. It was confirmed that the School had subscribed to the Learn Sheffield training package and therefore all training was free of charge.

11. **Consider latest Sheffield Governor newsletter**

Alison

Alison to email the Newsletter link to Governors.

12. **Any other urgent business**

Sports Day and Summer Fayre  
Governors were invited to attend both events.

Children's Books

A selection of books from every year group were available at the meeting. It was agreed that next year there would be 1 book per year group.

Subject Leads

**Nikki asked if there was a way in which Governors could be informed of the roles of subject leads?** After discussion it was agreed that Governors would meet with the subject leads on a 1:1 basis and the 14 areas and Link Governors were agreed. The focus would currently be on Carterknowle School.

The role of subject leaders could also be a development session led by either Diane Stokes, Peter Heaton or Adrian Francis.

There would also be a Governor session on the New Inspection Framework in

September.

**ACTION**

**13. Date and Time of the Next Meeting**

Alison informed Governors that next year May Day would be held on Friday 8 May 2019 and the calendar on the website would be updated. The schedule of meetings would be agreed and circulated to Governors.

**Helen**

**Meeting closed at 5:55 p.m.**