

HOLT HOUSE/CARTERKNOWLE FEDERATION

MINUTES OF THE MEETING OF GOVERNORS HELD ON 26 NOVEMBER 2019

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

Governors were welcomed to the meeting and the amended minutes of the previous meeting were circulated.

2. Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. Helen declared an interest in ICT Direct and Shabnam worked for EAL, a traded service and was a member of the Advisory Board for Concord/Wincobank.

3. Appointment of Chairperson and Vice Chairperson

Governors agreed that the term of office of the Chairperson and Vice Chairperson would be 1 year.

3.1 Appointment of Chairperson

Resolved: That Alison Warner be elected as Chairperson for a term of 1 year.

3.2 Appointment of Vice Chairperson

Resolved: That Amanda Livesey be elected as Vice Chairperson for a term of 1 year.

4. **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 11 June 2019 be approved and signed subject to the correct spelling of Shabnam Shah.

Matters arising from the minutes

Item 3.1 – Amanda had emailed her Wider Curriculum visit report and it had been emailed to Governors. Tim’s statement on attendance had been emailed to Governors and another visit was to be arranged.

Item 3 (4.6) – The School had not been closed at 5:30 p.m., it was agreed to defer this item.

Item 4 – Consultation of RSE

There had been 2 consultation sessions for parents on 12 November 2019, 27 parents had attended and the Schools were happy with how the consultations had gone. The School was adopting the ‘middle ground’, feedback had been positive and there had been no parental fall out. Gill stated that the School was using the Sheffield Online Safety curriculum, Y6 parents had been fully informed of the context and the reaction had been positive. Parents were happy with how the online safety was being taught. **Shabnam asked if staff were confident in teaching this curriculum?** Helen stated that a draft Policy was to be discussed in a staff meeting and feedback would be given by staff. The draft Policy would be discussed at the next Equalities and Standards Committee meeting. This would then be sent to parents and final feedback would be in Summer 2020. **Josh noted that the School was not using Stonewall resources and asked how the School was approaching same sex relationships?** Helen stated that children were being taught about different types of family situations.

Standards & Equalities Committee

Governors noted that Diane Stokes, Learn Sheffield had visited School to undertake 2 Deep Dives.

The attendance data for last year had been emailed to Governors.

Item 5 – Committee Minutes

Governors noted that the deficit budget had been approved. Alison reported that she had visited School today to speak with children regarding the road closure.

Item 9 – Plan/agree any Governing Body Self Evaluation Activity

The framework would be considered at the Spring term 2020 meeting.

Agenda Item

Item 10 – Training Opportunities

Alison had attended the Governors’ Briefing and she would circulate her notes. Alison agreed to contact Diane Stokes regarding a Governor training session on the New Inspection Framework. Helen stated that she had subscribed to Ofsted alerts and that these were very useful.

Alison

Confidential Minute

Shabnam expressed her concerns regarding the content of this minute and these were discussed.

5. Headteacher's Report

Helen commented on the new format of reports, one for Holt House and One for Carterknowle. Governors confirmed that they were happy with two separate reports. Helen wanted Governors to be confident of their roles and that it was important that they understood that staff were working to full capacity. Helen was very proud off all the staff's efforts.

Amanda asked had Governors could staff in their workload? Nikki stated that she would like to be a part of the staff wellbeing and workload group. Shabnam commented on the workload involved in organising residentials and Helen commented that there were now good toolkits on this. **Jenny B commented that there were no lesson plans?** Helen was to show Governors the resources available for this. The new Parent Report format was discussed and that parents would be invited to meet with teachers to discuss this. Tim commented that he believed that the real value of the reports came from the comments regarding the 'whole' child. The new format would be discussed at the next PSE Committee meeting. Staff meetings after 5.30 p.m. would also be discussed by the PSE Committee.

PSE Committee

Jenny B asked regarding the Phonics result of 88%. Helen stated that the School had not been too disappointed with this result and that Roberta had been researching resources for Phonics. Helen felt that it would be more effective to have one approach to the teaching of Phonics and Governors were shown a presentation of Monster Phonics which was to be used in School. This resource was used in other local Schools, it was a good visual approach, it provided weekly plans and resources ie flash cards and songs, it defined end points to the end of years and would reduce staff workloads. This was initially being taught in Roberta's class and would be used by all staff in January 2020. It was noted that staff training was part of the purchase. **Jenny B asked how easily this approach could be transferred for pupils?** Helen stated that it was easily transferrable and that positive feedback had been received from parents. Helen stated that staff would always meet the needs of individual pupils. **Shabnam asked regarding the feedback from other Schools?** The SWIP Schools who had purchased this resource had found it beneficial and purchased for a further three years. Helen reported that Carterknowle School could access Monster Phonics for pupils who had not passed Phonics at Holt House. There would also be staff training on 'Pure Sounds'.

Nikki asked a question regarding the Data Summary Report (Holt House) and it was confirmed that this was 2018/19 data and that pupil numbers were 158 this year. The data was based on June data and published in September, however, Helen confirmed that this was the data that Ofsted would consider. There would be more up to date staff absence figures at the next Well-being meeting. It was noted that there was no long term absence staff absence.

Nikki stated that the attainment data was very positive and Governors expressed their thanks to Holt House staff for their commitment and support to the School. **Had changes to playground staff made a difference?** Helen stated that the next set of data would evidence if the changes had made an impact. It was noted that additional equipment had been purchased and that every LTS had a game to play. **Amanda asked regarding the types of playground incidents?** This was where a pupil had made a wrong choice or behaved inappropriately. It was noted that 'Other behaviours' were class incidents and that all patterns were addressed.

Alison asked regarding fire evacuations and if there were any baselines on timescales? Gaynor informed Governors of the following times:

Holt House (13 November 2019) – 4 minutes and 41 seconds

Carterknowle (23 October 2019) – 2 minutes 47 seconds

There were no markings in the yard, the positions were where pupils normally lined up. If the building was on fire pupils would line up on the field.

The School would communicate earlier to parents when asking for volunteers for events. Helen reported that there had been a parental complaint to which she had responded.

Carterknowle School – IDSR

It was noted that the 'comment' related to middle achievers and that the data related to all the pupils. Governors noted that the KS2 attainment of the expected standard (100+) in reading (44%) was significantly below national in 2019.

Jenny B asked if the Deep Dive in Reading had been useful? Helen stated that it had confirmed that teaching in reading was strong. The School had been disappointed with last year's reading test which had been very hard and the School was now working on pupils' stamina for future reading tests. Diane had considered reading books and displays and fine analysis around reading data. There were no whole School systemic issues. **Shabnam stated that the reading test had not been EAL/BME friendly and asked what support the School was putting in place to support these pupils ie Pakistani boys?** Helen stated that homework had changed, there was lots more reading in class and story time was now 2/3 times per week. Reading corners had been arranged in classes and library visits planned. **How was the School encouraging hard to reach families?** There were target groups for additional reading, particularly in Y6 and aspiration certificates were being awarded to pupils in assemblies.

Shabnam asked Governors could help regarding lack of resources for reading?

Amanda asked if the PTA could help with the purchase of new books? Nikki asked if parents could be asked for donations of good quality books? Helen confirmed that the School was very strategic with books which were linked to the curriculum. Nikki agreed to ask Carolyn McConnell if anyone wanted to donate money for books. It was noted that there were 2 reading volunteers in School and Josh stated that Secondary pupils could be asked if they wanted to read with Primary pupils.

Nikki

Josh

Tim asked if there could be specific termly Reading Newsletters for parents which could include recommended reading books? Yes, this was possible if cover could be provided for Eve. **Shabnam asked if the books in School were representative of all languages?** This was confirmed and there was also a number of E books.

Josh asked regarding the numbers of seclusion/isolation incidents? There were none and it was very rare to have to move a pupil into another class.

It had been suggested that perhaps transition could be improved? Helen stated that this involved pupils being independent learners during transition to Y3 and that improvements were always being achieved.

Josh asked if behaviour data was available for Year groups? Helen stated that this data was available and Josh was invited to School to consider and compare data as the pupils progressed through the School.

Alison asked how wet lunchtime incidents were recorded? These were still recorded as playtime incidents but recorded on separate lines.

Josh asked regarding PP attendance? This involved 8 children and included 2 who had not returned from Pakistan. It was noted that attendance was strong.

Amanda commented that 91% of teachers had met their performance targets, how did the School support the teachers who had not met their targets? Helen stated that staff were well supported and that plans were in place and workload adjusted.

Governors agreed this style of report for both Schools which allowed them to ask more pertinent questions. Alison and Jayne left the meeting at this point.

6. Committee minutes and reports from Governors with curriculum links

These had been previously circulated to Governors and there were no further comments.

7. Review of Governing Board membership / Constitution / Committees

Governors noted that there were no vacancies on the Governing Body and no terms of office due to expire.

8. To adopt or confirm the 2019 Governing Board Code of Conduct

Governors adopted the Code of Conduct.

9. Annual Report on Safeguarding

Alison had completed the Governors' section and the report had been forwarded to the LA. All staff had completed Safeguarding training and

Governors were encouraged to complete Safeguarding training, Helen would forward online Safeguarding training for Governors to complete.

**ACTION
Helen**

10. School Admissions 2021/22

Governors approved the Indicated Admission Number of 60 for the academic year, 2021/22 for both Holt House School and Carterknowle School. It was noted that Carterknowle was not full and that currently there were vacancies in Y6. However, lots of parents were visiting School to look around.

11. Review of the meeting – how has the Governing Board fulfilled the three core functions that it is responsible for?

All Governors agreed that the 3 core functions of the meeting had been met through tonight’s discussions.

It was noted that a RMC meeting had been arranged for 14 January 2020 and that the date would be re-circulated to Governors. Shabnam gave her apologies for this meeting.

School

12. Review of Learn Sheffield Governor Training Options 2019/20 including confirmation of or appointment of a Training Coordinator

Amanda was confirmed as the Training Coordinator and that Governors would inform Amanda of any training attended.

All Governors

13. Consider Sheffield Governor Newsletter

Governors were encouraged to read the Sheffield Governor Newsletter.

14. Any Other Urgent Business

Model Pay Policy

Alison and Helen would consider the Pay Policy, Nikki would be able to help if the meeting could be tagged on to another visit.

RSE Policy

This was in draft and had been discussed previously.

Roof

Helen informed Governors of the poor condition of the School roof and asked that they contact the LA for action. The School had previously been informed that they were on the list for a new roof and Governors would like to know when this would happen. Jane agreed to forward this minute to Dave Capp at the LA.

**Dave
Capp/Jane**

Holt House Driveway

Governors were informed that the School was in dispute with the LA over who was responsible for the driveway. After discussion it was agreed that Nikki and Shabnam would investigate and action.

Nikki/Shabnam

Amanda expressed her thanks to Nikki, Josh and Jenny J for their time and support with the recent complaint. Josh stated that Governors needed to be confident when dealing with complaints and that the Policy worked if adhered to. The complainant should be informed of the process to follow after Stage 1 and if possible Governors should meet face to face with the individuals concerned. Helen reiterated that the Policy worked. Josh stated that it was important to ensure that all Governors were clear of their role within the Policy and that he would email all Governors with more information.

Josh

15. Date and Time of the Next Meeting

Resolved: That the next meeting be held on 24 March 2020 at 4:30 p.m. at Carterknowle School.

Meeting closed at 6:25 p.m.