

**Minutes of the meeting of the Governing Body of Stormont House School
held at the school at 5pm on Monday 27 November 2023**

Membership:

Name	Governor Role	Link Role	Term of Office
Bernard Hawes	Co-opted – Chair	Safeguarding	25/11/2023-24/11/2027
Beatrice Andrews	Co-Opted – Vice Chair	Careers	10/07/2023-09/07/2027
Kevin McDonnell	Head Teacher		Ongoing
Rhiannon Eglin	Co-opted		05/10/2020-04/10/2024
Dot Hodgson	Co-opted	Student Council	31/07/2022-30/07/2026
Claire Napier	Staff		01/09/2019-31/08/2023
Dayo Okewale	Co-opted	6 th Form	23/11/2020-22/11/2024
Nicola Pizzolato	Co-opted		21/06/2021-20/06/2025
Allan Roddie	Parent	H&S	(tba)

Present:

Bernard Hawes
 Beatrice Andrews (from Item 3)
 Kevin Mc Donnell
 Rhiannon Eglin (by MS Teams, Items 8 and 1- 4)
 Dot Hodgson
 Claire Napier
 Dayo Okewale
 Nicola Pizzolato (Items 8 and 1-6)
 Alan Roddie

In attendance:

Grainne Carpenter School Business Manager (Item 8)
 Sandra Collier Deputy Head Teacher
 Fiona Crossland Deputy Head Teacher
 Katie Foster Deputy Head Teacher (Item 8)
 Jack Maguire Teacher, Year 7 (Item 8)

Clerk:

Nyree Hughes Hackney Education Governor Services

SUMMARY OF OUTSTANDING ACTIONS

Date	Details
21.06.2021 and 08.11.2021	Governors interested in discussing the Chair role to contact Chair. Ongoing

28.11.2022	Governors to attend appropriate training from Hackney and attend Governors Forum where possible. Ongoing. 27.11.2023: Invite to be forwarded to Governors when it arrives.
28.11.2022	Chair to circulate the Board Self-Evaluation questionnaire. Ongoing
28.11.2022	Ms Foster to compile visible learning data analysis for the whole programme. Ongoing. One-page summary to be produced. 27.11.23: Report will go to Teaching and Learning Committee.
28.11.2022	Clerk to repeat the skills audit in the newer NGA format in autumn 2023. Completed
20.03.2023	Ms Foster to liaise with Ms Andrews regarding unconscious bias training. Ongoing
20.03.2023	Ms Napier to arrange for school events calendar to be shared with Governors. This could potentially be added to the agenda for meetings. Ongoing. 27.11.23: Ms Kaur to send spreadsheet to Governors.
10.07.2023	Chair or Vice-Chair to check that Mr Okewale was receiving meeting invites and wishes to continue as a Governor. Completed. Mr Okewale attended.
10.07.2023	Chair or Vice-Chair to check with Ms Enenmoh to confirm she wishes to continue as a Governor. Completed. Ms Enenmoh resigned.
10.07.2023	Governors to consider their own networks for a suitable Governor. Ongoing
10.07.2023	Governors to complete online safeguarding training before November meeting. Ongoing
10.07.2023	Head Teacher to arrange for Governor profiles to be circulated in September; Governors to confirm up to date or advise changes. Ongoing
10.07.2023	Ms Collier to add examples of protocols to Ofsted question sheet. Ongoing
10.07.2023	Ms Collier to recirculate the previously circulated safeguarding slides. Completed
27.11.2023	School Business Manager to distribute pecuniary interest forms and compile register for the current academic year.
27.11.2023	Chair to amend GB Terms of Reference and bring to March meeting.
27.11.2023	Chair to contact Inspiring Governance.
27.11.2023	Head Teacher to contact SIP re Governor recruitment.
27.11.2023	Ms Napier to forward Fair details to Ms Hodgson re speaking about Parent Governor role.
27.11.2023	Ms Collier to resend the safeguarding training link to Governors.
27.11.2023	Ms Napier to explore the possibility of Alumni as Governors.
27.11.2023	Ms Napier to include Governors on Parents' Newsletter mailings.
27.11.2023	Head Teacher to arrange for Governors to add to a leaving card for Ms Carpenter.
27.11.2023	Head Teacher to arrange for invite to Governors for Ofsted discussion by MS Teams at 4.15pm on 15 th January.
27.11.2023	Ms Hodgson to set up a meeting of the library project team (Head Teacher (to Chair), Mr Pizzolato, Ms Foster, Mr Roddie and Ms Hodgson).

The meeting started at 5.00pm

1 Attendance

1.1 Welcome and Apologies for Absence

The Chair welcomed all to the meeting. There were no apologies for absence.

2 Governing Body Organisation

2.1 Declarations of Interest

There were no declarations of interest.

2.2 Register of Pecuniary Interest

There were no changes to the register of pecuniary interests.

ACTION: School Business Manager to distribute Pecuniary Interest forms and compile register for the new academic year.

2.3 GB Terms of Reference

Governors reviewed the previously circulated GB Terms of Reference.

Governors discussed and agreed that the strategic commitment to Equality, Diversity and Inclusion be added. Point 13 would be rephrased to clarify statutory responsibilities.

ACTION: Chair to amend GB Terms of Reference and bring to March meeting.

2.4 Appointment of Chair

There were currently no existing Governors interested in moving into the Chair role. Mr Hawes explained that he would stay in the Chair role for the current academic year, but planned to step down as a governor from July 2024.

2.5 Governing Body Membership and Recruitment

Parent Governor Ms Wickham and Co-opted Governor Ms Enenmoh had resigned since the last meeting. This left three vacancies in total.

The Clerk suggested Inspiring Governance as a potential source of new Governors. The Head Teacher explained that the SIP partner might help with finding a Governor from the staff body of another school, with curriculum experience.

ACTION: Chair to contact Inspiring Governance regarding Governor recruitment.

ACTION: Head Teacher to speak to SIP regarding Governor recruitment.

The Head Teacher reported that the advert for the Parent Governor vacancy would go to print shortly. Other ideas for Parent Governor recruitment included:

- An existing Governor to speak about opportunities at the upcoming Winter Fair.
- Approach those who had expressed an interest via Friends of Stormont House.
- Approach parents who were interested during the previous recruitment round.
- Approach those who had expressed an interest while attending the coffee morning.

ACTION: Ms Napier to forward Fair event details to Ms Hodgson, who volunteered to speak.

Ms Napier would continue in the Staff Governor role while it was advertised to staff.

2.6 Governor Training and Training needs

Ms Collier explained that some Governors had not completed the online safeguarding training.

ACTION: Ms Collier to resend the safeguarding training link to Governors.

3 Minutes of the Last Meeting and Action Taken

3.1 To agree the minutes of the meeting held on 10th July 2023

The minutes of the meeting held on 10th July were **agreed** as an accurate record.

3.2 To note outstanding matters arising and agree carry forward items

Ms Hodgson suggested that there might be a role for school alumni on the Board.

ACTION: Ms Napier to explore possibility of alumni as Governors.

ACTION: Ms Napier to include Governors on the Parents' Newsletter mailings.

See also action summary table above.

3.3 Any urgent action taken since the last meeting

The Chair reported that the School Business Manager was leaving at Christmas and recruitment was underway for a replacement.

ACTION: Head Teacher to arrange for Governors to add to a leaving card for Ms Carpenter.

4 Main Business

4.1 Governing Board Skills Audit

Governors reviewed the previously circulated results of the Board Skills Audit. The Chair summarised that the Board was not exposed in any area covered by the audit. Individuals were encouraged to use the Hackney LA training provision where they felt they needed to increase their knowledge, although it was not needed for all Board members to feel they were expert in all areas.

It was discussed and **agreed** that where possible it would be good to look for finance and curriculum skills in the current round of Governor recruitment.

Where Governors wished to visit a committee, they did not serve on, the dates could be found on the annual events plan/information circulated to Governors at the beginning of the academic year, and committee papers would be on the portal as per usual.

4.2 Preparing for Ofsted

The Chair reminded Governors that the school was expecting an Ofsted inspection at any time.

Governors had received a copy of the 'Questions Ofsted might ask Governors' document, which had been completed in the previous meeting. The Chair had since added further notes indicating where relevant information could be found.

Question: What are specific questions relating to Parent Governors?

Answer: What you think of the school, is your child learning, safeguarding and bullying issues etc.

Governors **agreed** to have an online session to discuss key Ofsted questions further, and would then take any unanswered questions back to the Head Teacher.

ACTION: Head Teacher to arrange for invite to be sent to Governors for an online meeting to discuss Ofsted questions on Monday 15th January at 4.15pm.

4.3 Receive Pupil Achievements 2023 and Destinations

Governors reviewed the previously circulated 2023 Outcomes reports.

Ms Crossland reported that the Year 11s (that had now moved up to Year 12) had been slightly less impacted by the pandemic than previous years and there was a broader spread of results as well as a wider range of subjects. The school had offered accreditation in ELC Level 1 Unit Awards PE for the first time and 100% of those taking it had passed.

Ms Crossland reported that the pupils had shown great progress, however it was difficult to compare against National figures due to the types of qualifications sat.

During the pandemic the school had narrowed the six form external providers to three college options, but this had now widened. Last year's Year 13 had reached good attainment with pre-vocational or work skills courses. Year 12 moving into Year 13 were on track to move up a level this year. There were four providers for Year 13 destinations in the current year.

Ms Crossland further explained that the school tracked pupils to Year 21 where possible, to ensure they were able to stay in or re-engage with education, employment or training. The school assisted where possible.

Ms Napier explained that alumni and their parents asked the school for help finding answers in terms of academic or more personal issues such as housing and healthcare. The school signposted outside agencies as appropriate.

Question: Is the alumni network formalised?

Answer: Some alumni return to the school to give talks and we are trying to get pupils registered on LinkedIn before they leave. We want to create some alumni events too.

4.4 Receive Update on Planned Increase in SEND Places

The Head teacher explained that there was nothing new to report at the current time.

5 Head Teacher's Report

Governors noted the previously circulated Head Teacher's report, which was taken as read.

The Head Teacher drew attention to the outcomes information and explained that challenges from the pandemic were still being felt.

6 Safeguarding Update

Annual Safeguarding Report

Governors noted the previously circulated Annual Safeguarding Report 2022-23.

Ms Collier explained that the school had a number of trained DSLs, including Ms Foster and Ms Crossland, so there was back up if she or Ms Napier were not available.

The Safeguarding Policy was based on the Hackney model but had been customised to the school's needs. All staff had read and acknowledged understanding Keeping Children Safe in Education (KCSIE). There had been changes to KCSIE for the current year around filtering and monitoring responsibilities procedures and also 'missing from education' had been changed to 'absent from education'.

Ms Collier further explained that the school was focussing on attendance. An internal audit had been completed and there had also been external feedback from Hackney which had fed into actions. The engagement unit had done work with students needing to be re-engaged with school and the community.

There was a rolling programme of contextual safeguarding training for staff in community issues. Safeguarding training was also delivered to the students through assemblies, Personal and Social Development and IT lessons. This included online safety as well as relationships and consent. Pupils could also access the online support system Kooth. All referrals went through the Multi Agency Safeguarding Hub (MASH), which contacted Children's Social Care if needed.

Ms Collier explained that in the case of pupil suspensions the school held a number of meetings with parents and support agencies to offer support around the issues at play.

All staff had a login to MyConcern; a healthy number of concerns were being logged and all were acted on. Staff had been issued with tablets so there was no delay in reporting; staff then received updates where they made a referral. On reviewing the previous year's concerns 563 had no category listed when previously printed out. A breakdown of these categories was circulated in the meeting.

All staff now had ID badges and updated lanyards. There were also white lanyards for visitors with a DBS, and yellow otherwise. DBS records were kept on the single central record and Governors would be asked to provide documents when their DBS was due for renewal.

Question: Are there any patterns to the concerns?

Answer: Families struggling to cope and give parenting support. Early help referrals are being made where appropriate and they are non-statutory.

The Chair reported that he had inspected the single central record with Ms Collier that afternoon and was happy with the outcome.

7 Reports from Committees and Working Parties

7.1 Resources

This item was not discussed.

7.2 Teaching and Learning

This item was not discussed.

7.3 School Improvement Partner (SIP) - Update on recent visits

Governors noted the previously circulated SIP visit report from 9th June 2023. This item was taken as read.

7.4 School Governor Visit Reports

Governors noted the previously circulated visit report from the Chair's visit of 1st November 2023. This item was taken as read.

The Head Teacher requested that Governors making a school visit submit a report.

8 A.O.B

School Events Calendar

This item was discussed under Item 3.2 above.

School Library

This item was taken first, before the main meeting.

Governors reviewed the previously circulated Library Proposal document, which had been drawn up by Mr Maguire, Ms Carpenter, Ms Foster and Ms Hodgson.

Ms Foster explained that the library could potentially be a calm space but was not self-contained so there was currently no way to track the books and keep electronic equipment safe.

Mr Maguire reported that there had been questionnaires issued to staff and students to gather ideas on how the space could be developed, and there was a lot of agreement. Adding audiobooks and having a quiet space that was enclosed and could be manned featured heavily.

Ms Foster explained that structural changes were being investigated first before adding further stock and equipment. Currently there were ongoing breakages needing fixing. As an enclosed space it could be better used for lessons. The pupils would also be able to practice signing out books while they were still in school.

Ms Carpenter explained that quotes to enclose the space had come back at £10k - £20k. There was currently £61k in capital funds to take this expense from, which would also serve to reduce the risk of clawback from Hackney.

Ms Hodgson explained that costs for fit out were also being explored and it might be possible to visit other schools for inspiration on how to use the space. Parents could also be asked for ideas at the upcoming Fair. It was hoped that Hackney Library could also give advice. It would be necessary to fundraise for the stock and this might involve pupils, parents and local businesses.

It was agreed that animated texts and a creative space could also be considered.

The Chair explained that the capital funding would also be needed for other projects so it was important that other grants and budgets were also explored.

Question: Are any grants available?

Answer: Foyles and some other companies do, and these are being looked into.

Question: Are there any architects that might work pro bono?

Answer: The architect involved in the school build will.

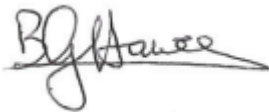
Governors **agreed** a project team of the Head Teacher (Chair), Mr Pizzolato, Ms Foster, Ms Hodgson and Mr Roddie.

ACTION: Ms Hodgson would set up a first meeting with the library project group.

9 Date of Next Meeting

Governors noted the upcoming meeting dates for the coming year as 4th March, 20th May (budget approval) and 1st July. All meetings would commence at 5pm.

The meeting ended at 6.53pm



06/02/24

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Signed: Chair of Governors

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Date