

**Minutes of the meeting of the Governing Body of Stormont House School
held at the school at 5pm on Monday 28 November 2022**

Membership:

Name	Role	Term of Office
Mr Bernard Hawes	Co-opted Governor – Chair	25/11/2019-24/11/2023
Ms Beatrice Andrews	LA Governor – Vice Chair	25/03/2019-24/03/2023
Mr Kevin McDonnell	Head Teacher	Ongoing
Ms Rhiannon Eglin	Co-opted Governor	05/10/2020-04/10/2024
Ms Judith Enenmoh	Co-opted Governor	21/06/2021-20/06/2025
Ms Dot Hodgson	Co-opted Governor	31/07/2022-30/07/2026
Ms Claire Napier	Staff Governor	01/09/2019-31/08/2023
Mr Dayo Okewale	Co-opted Governor	23/11/2020-22/11/2024
Mr Nicola Pizzolato	Co-opted Governor	21/06/2021-20/06/2025
Ms Gillian Wickham	Parent Governor	(tba)
Mr Allan Roddie	Parent Governor	(tba)

Present:

Mr Bernard Hawes
 Ms Beatrice Andrews (virtual)
 Ms Rhiannon Eglin (from 5.13pm)
 Ms Dot Hodgson
 Ms Claire Napier
 Mr Nicola Pizzolato
 Mr Alan Roddie

In attendance:

Ms Sandra Collier Deputy Head Teacher
 Ms Katie Foster Deputy Head Teacher
 Ms Grainne Carpenter School Business Manager

Clerk:

Ms Nyree Hughes Hackney Education Governor Services

SUMMARY OF OUTSTANDING ACTIONS

Date	Details
15.03.21	Head Teacher to share video around Taxonomy. Ongoing
21.06.21 and 08.11.21	Governors interested in discussing the Chair role to contact Chair. Ongoing
08.11.21	Mr Okewale to contact Ms Napier re 6 th Form provision. Completed
14.03.22	A Governor linked to health and safety is required. Completed

14.03.22	Governors to review and attend Hackney Education's training offer. Closed
26.06.22	Governors to attend Hackney Education Governors conference where possible. Closed
26 06 22	Clerk to send skills audit to new Parent Governors and combine results for discussion at November meeting. Completed
26.06.22	Head Teacher to bring detailed action plan re unconscious bias to the Board. Ongoing
26.06.22	Clerk to add unconscious bias item to future agendas. Ongoing
28.11.22	Ms Hodgson to arrange a meeting with the Chair
28.11.22	Clerk to forward model Terms of Reference to the Chair. Completed
28.11.22	Governors to attend appropriate training from Hackney and attend Governors Forum where possible
28.11.22	Chair to circulate the Board Self-Evaluation questionnaire
28.11.22	Ms Foster to circulate a sheet of headlines for Governors
28.11.22	Chair to investigate any NGA guidance on Ofsted questions for Governors
28.11.22	Ms Foster to compile visible learning data analysis for the whole programme
28.11.22	Clerk to repeat the skills audit in the newer NGA format in autumn 2023

1 Attendance

1.1 Welcome and Apologies for Absence

The Chair welcomed all to the meeting. Apologies had been received from Mr McDonnell, Ms Enenmoh, Mr Okewale and Ms Wickham.

2 Governing Body Organisation

2.1 Declarations of Interest

There were no new declarations of interest.

2.2 Register of Pecuniary Interest

The Register of Pecuniary Interest was circulated in the meeting and updated by those present.

2.3 Appointment of Chair

Ms Hodgson expressed a potential interest in the role of Chair and would meet with Mr Hawes to have a further discussion.

Action: Ms Hodgson to arrange a meeting with the Chair.

2.4 Terms of Reference of the Governing Body

Governors discussed the previously circulated Terms of Reference of the Governing Body. This was **approved** subject to two amendments:

- Paragraph 13 should read 'Health and Safety and Welfare Policy' rather than 'Health and Safety Policy'
- Paragraph 15 should read 'Governors may not discuss or vote' rather than 'Governors may not be involved in or vote'.

It was **agreed** that a revised version of the document should also be developed which included inclusivity.

Action: Clerk to forward model Terms of Reference to the Chair.

2.5 Governing Body Membership

Ms Andrew had contacted Governors for Schools and would follow up again in the light of there being a Co-Opted Governor vacancy.

2.6 Governor training and training needs

The Chair reported that he had attended the recent Hackney Governors Forum. One of the themes had been around falling roll numbers and the possibility of needing to merge schools due to this. There was also a need for more special needs provision due to earlier diagnosis and this might include putting more specialist units into some schools.

The Chair recommended that all Governors take a look at the Hackney Governor training programme to identify what might be suitable for them and also to attend the online Governor Forums where possible.

Action: Governors to attend appropriate training from Hackney and attend Governors Forum where possible.

3 Minutes of the Last Meeting and Action Taken

3.1 To agree the minutes of the meetings held on 27th June 2022

The minutes of the meeting of 27th June were **agreed** as an accurate record and signed by the Chair.

3.2 To note outstanding matters arising and agree carry forward items

Mr Roddie volunteered to be the Health and Safety Link Governor, and this was **agreed** by the Board.

Ms Foster explained that unconscious bias training was still in the process of being sourced.

3.3 Any urgent action taken since the last meeting

The Chair confirmed that there had been no urgent action taken.

4 Main Business

4.1 Governing Body Self Evaluation

The Chair explained that although the school performed self-evaluations the Governing Body had never done this and it would be good to assess the effectiveness of its operation and level of challenge. The Key had put a questionnaire together, which could be answered by Governors and could also be useful as evidence to Ofsted along with any actions taken.

Governors discussed this idea and the potential cycle for review. One option was to address a few questions at each Board meeting. It was suggested that views could also be obtained from outside the Board. The Chair also encouraged Governors to come into the school and meet the pupils.

Action: Chair to circulate the Board Self-Evaluation questionnaire.

4.2 Parent/Carer Priorities: Receive progress report on parental engagement

Ms Collier explained that she had met with Mr Roddie a few times to discuss what support the school would like from Parent Governors and what parents wanted from the school.

A parent survey was carried out in June. Governors noted the tabled results report. There had been 68 responses, which was a positive. The questions had been based on an Ofsted model along with some extra sessions asking parents what sessions they would like to see. There were also a few open questions.

Mr Roddie explained that parents were very thankful for the number of after school clubs as it was a good social outlet for them and also helped them work.

Question: Do we charge for after school clubs?

Answer: No, but it's a difficult balance between the school's finances and the benefits to the children. If we do ask for contributions there is the challenge of lots of the children being FSM and we are in a cost of living crisis.

Ms Collier reported that the survey outcomes were predominantly positive, however one of the biggest requests was for improved communications. This has started to be addressed, including with curriculum maps being sent to parents.

The Friends of Stormont House had been established and was helping to organise a winter fayre on 9th December. They were also organising a session in the same week as the Board meeting on helping parents to help their child to read at home. The Friends team was very keen and was expected to grow. Ten percent of the parents were already involved.

Ms Hodgson suggested that it might be useful to have a class parent representative to help disseminate information to that class via a WhatsApp group. They could also be called upon to be part of other Friends or PTA activities.

Ms Collier explained that the school had also started a series of Information Station sessions to help parents fill in benefits forms, understand puberty and other useful topics. There was also a website area planned with information on what was on offer in Hackney for children.

4.3 Preparing for Ofsted: Governor responsibilities

The Chair reminded Governors that the school was due to be inspected by Ofsted any day. Ofsted would speak to some Governors regarding the curriculum and interventions and Governors should be prepared for this.

Ms Foster explained that Ofsted would phone and speak to the Head Teacher and then come into the school the following day for the inspection, including speaking to subject leads and children.

Governors discussed the best way for preparing to speak to Ofsted. It was agreed that Ms Foster would prepare a list of headlines for Governors that could be used in advance of a visit.

Action: Ms Foster to circulate a sheet of headlines for Governors.

Action: Chair to investigate any NGA guidance on Ofsted questions for Governors.

4.4 Receive an update on planned increase in SEND places

Governors reviewed the previously circulated update on the increase in SEND places.

The Chair explained that there had not been much development around this. Funding was a problem however the borough wanted to ensure that children had adequate provision without travelling outside of it.

Ms Carpenter explained that the Head Teacher would be attending a further meeting around this, with other schools, on 1st December.

5 Head Teacher's Report

Governors reviewed the previously circulated Head Teacher's Report.

Ms Foster explained that the school had been on the visible learning professional development programme from 2017 and had had the final assessment at the end of the previous academic year. Substantial progress had been made and the pupils were able to share their experiences of it at the assessment. There was currently a focus on staff understanding of effective feedback as this could be improved further. Staff were becoming more confident in using the style and the school was seeing impact.

Question: Is this as far as we can go with it?

Answer: There is always room to grow and the criteria we are assessed against will change over time.

Question: Should we move on and do something else?

Answer: Possibly with evidence, although we can identify where we want to focus with this programme.

Ms Collier explained that the school was going to include questions on how students are seeing themselves as learners in the upcoming survey.

Question: Is it possible to do an analysis from before the visible learning programme to see the difference?

Answer: Yes, it would be possible to compile.

Action: Ms Foster to compile visible learning data analysis for the whole programme.

6 Safeguarding

6.1 Receive Annual Safeguarding Report

Governors reviewed the previously circulated Safeguarding Report.

Ms Collier explained that My Concern was having a great effect in helping concerns to be logged quickly and acted on. Concerns around mental health, anxiety, and home issues (lockdown and finances) had especially featured since Covid. These had been referred to external agencies where appropriate, however most were dealt with within the school. Staff were being trained in understanding mental health and family issues such as trauma and attachment.

My Concern was being used to log the smallest things that may or may not turn out to be significant, however there was sometimes a benefit to having multiple staff logging the same issue as a wider perspective could then be gained. The staff logging the issues were also informed when this issue had been dealt with. Issues like bereavement could now more easily be communicated to all staff.

The Chair would discuss the system further with Ms Collier in his next Safeguarding visit.

Question: Are there any external agencies visiting to conduct workshops?

Answer: Young Hackney have visited to speak about puberty and language and the gangs unit have been conducting sessions with pupils who have said they have been approached by gangs. Some visits are geared towards the needs of those pupils with Down's syndrome and autism. There was also a theatre workshop on sending images and other potential visits are being explored.

Question: Do staff see the Safeguarding Report?

Answer: Yes, and it also goes to the Council.

7 Reports from Committees and Working Parties

7.1 Resources

This item was taken as read and there were no questions.

7.2 Teaching and Learning

This item was taken as read and there were no questions.

7.3 School Improvement Partner

This item was taken as read. Ms Foster explained that subject leaders were being given more support and empowerment in the light of the impending Ofsted inspection. In addition to the usual programme of SIP visits, subject leaders were having curriculum based discussions, which were then followed up on the subsequent visit a month later.

7.4 Visible Learning School Capability Assessment

See item 5.

8 A.O.B

Skills Audit

Governors discussed the previously circulated updated Skills Audit. Procurement and Property Management were the two lowest scoring categories. Procurement training online had already been offered to Governors. Regarding property management, Ms Carpenter explained that the school had regular walkthroughs but would send the relevant CIBSE checklist to Mr Roddie as Health and Safety Link Governor.

Action: Clerk to repeat the skills audit in the newer NGA format in autumn 2023.

Christmas Meal

The Chair explained that the school Christmas meal would be held at lunchtime on 15th December and that Governors would be invited.

Bel Waters

The Chair informed Governors of the sad passing of ex-Deputy Headteacher Bel Waters, who had died recently from illness. She had been instrumental in establishing the 6th Form, alongside Ms Napier. Ms Waters would be sorely missed and the school's thoughts were with her family. The school was offering support to the family.

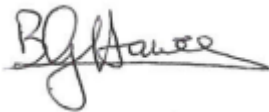
School Website

The Clerk reminded the school to ensure that the Governors list, attendance record and statutory policies on the website were up to date.

9 Date of Next Meetings

Governors noted the remaining meeting dates for the year as Monday 20th March, Monday 22nd May (Budget Approval) and Monday 10th July 2023.

The meeting ended at 6.38pm



08.03.23

.....
Signed: Chair of Governors

.....
Date