

Minutes of the Meeting of

High Park Local Governing Body

Held at 6pm on **Tuesday 24th May 2022**

Attending: Ann Andrew (AA - Principal), Jodie Barham (JB), Rebecca Barham (RB), Ann McKerchar (AM), Yusuf Rasul (YR - Vice Chair), Jane Rawson (JR), Sarah Spencer (SS), Victoria Spink (VS) (Attended virtually).

In Attendance: Victoria Bettson (SGS Clerk)

Absent: - Rob Canning, Linda O'Neil (Chair), David Simms.

The meeting started at 18:00pm

Actions from the meeting held on the 24th May 2022

The skills Audit to be sent to the Governors to complete	The Clerk	As soon as possible.
The Vice Chair to arrange a meeting with School staff to discuss Supervision	Yusuf Rasul	To be presented at the next LGB meeting.

Agenda item	Documents previously circulated:	ACTIONS
	<ul style="list-style-type: none">• Agenda 29.3.22• Report to Governors March• Administration of Medication policy• Pupil Premium policy• Risk Log May 2022• Safe Touch policy• Safeguarding report Spring 2, 2022• Visitor Policy.	

62/21	<p>Apologies –</p> <p>Rob Canning Linda O’Neil (Chair/LGB) David Simms</p> <p>All apologies were received prior to the meeting. Apologies were accepted.</p> <p>The Governors were advised that David Simms may be absent for the foreseeable future due to personal reasons.</p>	
63/21	<p>Notification of Any Other Business and requests for order variations.</p> <p>There was no other business to discuss in the meeting.</p>	
64/21	<p>Declarations of Interest for Items on this Agenda –</p> <p>Link Governor visits:</p> <ul style="list-style-type: none"> • Rebecca Barnham • Yusuf Rasul • Victoria Spink 	
65/21	<p>Minutes of the previous meeting held on 29th of March 2022</p> <p>The Minutes were unanimously agreed by the Governors</p> <ul style="list-style-type: none"> • Proposed by YR • Seconded by RB 	
66/21 53/21	<p>Matters arising from the minutes of 29th of March 2022</p> <ul style="list-style-type: none"> • 18TH May 9 out of 9 pupils had the Meningitis Vaccination. • In May 2 pupils had their HPV Vaccination The Head teacher advised that this is a huge achievement for the pupils and the school. • Social Care issues – the Head teacher advised there has been no update yet; awaiting the inspection report. There is a National push to make changes. • Typo from the minutes. Action: The Clerk to amend typos. 	

	<ul style="list-style-type: none"> • The Fire work assessment has now been completed. • The Head teacher advised that there is no Behaviour report available for this meeting as it is still being worked on. • Skills Audit – Action: The Clerk to send via email. 	
67/21	<p>Principal’s Report – this was available to the Governors prior to the meeting.</p> <p>The Principles report was circulated to the Governors prior to the meeting.</p> <p>The Head teacher advised that pupil attendance is currently at 88.5% which is low, but the school are working on this.</p> <p>There are 2 post 16 pupils who are not attending due to transport issues. The school are working to resolve the issues.</p> <p>Q – Are resources being sent to the home address. E.g. home visits?</p> <p>The school contacts parents/families on a regular basis. 1 pupil has a broken leg and unable to attend. 2 are looked after children.</p> <p>An advert has gone out with a plan to recruit a High level teaching assistant and 3 teaching assistants.</p> <p>There are 6 pupils who will leave the school in July generally 6 pupils will join High Park throughout the school.</p> <p>Staff attendance:</p> <p>There has been an improvement in long term absence. There are currently 3 staff members on LTA. These staff members are different to previously reported.</p> <p>What are you doing to ensure absence is relatively low?</p> <ul style="list-style-type: none"> • Following policy • Acting on triggers • Issuing warnings <p>There is a need for consistency applied across all stages. Staff will not feel targeted then and it should be accepted.</p> <p>What has been put place to support staff?</p> <ul style="list-style-type: none"> • Occupational health assessments 	

- Counselling
- Mental Health support
- Physio
- Space to discuss medical situations
- Wellbeing meet upon a Friday

Staff are accepting the support and are benefitting from the help being offered. This is a big improvement to where the school was 4 years ago. The school are working on the Mental Health and Supervision awards.

Staff are now talking about wellbeing and how to look after themselves. Progress has been made but, the progress is hard to quantify as the most valuable things are the hardest to measure.

From the 7 staff who were previously on LTA, 6 have now returned and 1 has left the business.

The Absence policy has now been revised and there is the capacity to skip stages if the situation calls for it, this will be in consultation with HR. Putting funds into preventing absence is a positive move.

Why are some pupils struggling to get to school, is there a plan to resolve this?

There are transport issues. Passenger transport services are supposed to arrange the transport. There was an issue where they wanted to collect pupils with other pupils on board. This was not helpful due to the nature of the pupils needs.

Covid risk log:

The Governors agreed that this can return to being called the Risk log in future meetings.

A school meeting has taken place in Oak base. Intent is to have staff meetings in one classroom going forward. Helping bring the community back together.

What is the school response if any staff/pupils have Covid symptom's?

Test, if there is a positive result they would need to isolate for 3 days. This would not trigger absence on advice from Unions. This however is not a requirement.

Parents, Carers and Families – The Principals report covers activities which have taken place and which are due to take place. This includes photographs of pupils enjoying themselves doing various activities.

- Swimming sessions
- Cooking club
- A trip to Nell Bank
- Upcoming Sponsored walk which was previously postponed
- The leavers prom will be on the 20th July 2022
- Coffee mornings
- A summer picnic will take place on the 13th July. The memory garden will be opened during this
- Music therapy takes place every Wednesday
- The Plummer Drummer visited the school which the pupils loved.

The Governors agreed the pictures of the pupils are fantastic and lovely to see them so confident and having a great time.

This is a great way for High Park families to meet and get to know one and other.

Base report:

Coco the dog comes into school once or twice a week. This is something the pupils really enjoy and look forward to.

Dental checks are taking place in school. This is a big achievement for the school as parents often struggle to get pupils to go to the Dentist.

Has the school been hit by absence due to not being able to visit family members throughout Covid?

Yes. Families are encouraged to take leave in the school holidays but, this doesn't always happen.

Are holiday work packs offered in situations where holiday is taken in term?

Yes. All children are offered a holiday pack. Pupils are encouraged to take photographs and make notes of the things they see. It was noted that the warmth does help a lot of pupils who special needs. There are some families who take pupils to Autism friendly holidays. This does usually happen in term time.

What channels does the school use to encourage parents to send their children to school?

- Translators
- Phone calls
- Home visits
- Home school diary
- Facebook
- Twitter
- Text
- 90% of emails have now been secured

Parents are invited to join Coffee mornings, this encourages parents to talk about concerns and issues they may have.

How does the Oak base cafe operate?

Just like a real café. Pupils are encouraged to exchange money, how to use a menu, and going to the counter to order food. The Speech and Language therapist has worked very hard with the visuals.

The Vice chair advised he has seen something very similar in a visit to a college and the way the pupils interacted was great to see.

The Governors all said the pictures looked great and the pupils seemed to be enjoying themselves.

Pictures showed some pupils having their hair washed. This is not something that could previously take place. The confidence the pupils have gained is a brilliant achievement.

Which group of staff will benefit from Professional conversations?

Most Support staff and Base leaders will have contact and reflective discussion. Reception do not have this yet. It has been noted that they do deal with a lot and this will be looked into.

Part time staff will miss out due to the time they start and finish. There is a struggle to fit it in as they don't attend morning or afternoon briefings.

New staff can be buddied up with full time staff if they need someone to talk to.

Do you have a solution for part time staff?

The school are not recruiting any part time staff. Current part time staff are being encouraged to increase their hours as soon as they can.

This was the end of the Principles report.

68/21 Safeguarding and Behaviour report:

The Head teacher advised the Behaviour report will be available for the next LGB meeting.

Safeguarding Report

The Head teacher asked if the Governors had read the report and if there were any questions.

The Governors confirmed they had read the report.

Ambers ratings on the Single Central record are to be checked. These included:

- Pupils surveys
- School website
- Using comparative data

The Safeguarding lead will arrange to meet the Site manager to discuss Health and Safety.

All Health and Safety incidents are logged on EVERY.

Attendance is currently 89% - 2 pupils are non-attenders; regular well-being calls and home visits take place.

- Pupil and Young Adult
- 2 Child Protection Plans
- 1 Strategy meeting – section 47 in place
- 5 Looked After (CLA)
- 44 Pupil Premium Pupils
- 57 Pupils with Social Workers
- 5 Pupils with Early Help Assessment
- 0 Referral to Adult Social Care and Preparing for adulthood team
- 0 Referral to Intensive Support Team
- 0 Referral to CCHDT
- 2 Referrals to Specialist Inclusion Project
- 3 Applications towards the Hardship Fund •
- 0 Unannounced home visit

There was nothing else to discuss on this agenda item.

69/21	<p>Risk Log (Covid has now been removed)</p> <ul style="list-style-type: none"> • CIF bid for a new roof, as the roof is leaking - has been rejected • <p>Who decides what goes on the Risk log? The Senior Management team and Governors.</p> <p>Have you received the report from Kate Archer? Yes. The desk top is completed. This will be shared at a later date.</p> <p>Do you think Internet safety should be on the log? Training has been put in place for children and parents to access.</p> <p>Have you considered an apprenticeship for future Teaching assistants?</p> <p>Yes. The school do work with apprentices. 2 were received last year. 1 decided to leave and 1 was over qualified and applied to be a teaching assistant. This year 2 have been sourced from Shipley College as well as 2 internships.</p> <p>How many T/A vacancies are there?</p> <ul style="list-style-type: none"> • 1 High level teaching assistant • 2 teaching assistants <p>2 agency staff have been received from Vision, the school works closely with Vision to ensure appropriate staff are sourced.</p>	
70/21	<p>Governor Matters – including training and visits</p> <p>VS – Governor visit 13th May 2022.</p> <p>Discussions on the visit were around independent life skills the pupils have gained and how the pupils are transitioning throughout the year. It was lovely to see Theme and Thread and the work undertaken towards AQA. The pupils were brilliant, confident and happy. Support in school and at home was discussed as well as external visits. VS advised that she asked many questions while on the visit which were answered precisely and positively. VS wanted to thank Paige who has stepped in the cover the visit for her time, patience and support during the visit. The progression in the school has been fantastic and it was a genuinely great visit to the school.</p> <p>The Vice Chair said that confidence in teachers are an essential attribute, Ofsted would ask lots of questions and expect precise answers. Paige seems very confident and put her in a good stead for the future.</p> <p>RB – Governor visit 28th April 2022.</p>	

	<p>Learning walk with Rachel. Visual support was in practice – All staff members were using it. Structure sentences in Oaks and Acorns was impressive and clear. The progress since the last visit was outstanding. With everything being implemented extremely well. Staff and pupils all knew what they were doing confidently. The pupil’s high expectations are fantastic. Met with the Speech and Language therapist. There are now recordings available for pupils which means it is not necessary for the therapist to be in every day. RB said it was great to see everything in practice and thoroughly enjoyed her visit.</p> <p>The Head teacher advised that the next steps involve building a language board and staff offering pupils to make their own choices.</p> <p>YR Governor visit:</p> <p>YR has a meeting at the Corner Stone’s Cafe with Jenny and Sarah. Discussions were around the Supervision award. It was agreed there is much to negotiate. YS discussed the Ethos of Supervision:</p> <ul style="list-style-type: none"> • Management • Support • Development • Mediation <p>Supervision as an event; and ensuring it does not become a social/gossiping event. Grouping the 4 principles of Supervision and sharing it with teachers. Action - YS to arrange a meeting with the school to discuss the principles of Supervision Formal Supervision would include Safeguarding. The more Supervision is done quicker it will be put into practice. Most are already doing it intuitively; just need to understand why.</p>	
71/21	<p>Policy reviews: the following Policies were sent to the Governors to read prior to the meeting.</p> <ul style="list-style-type: none"> • Pupil Premium policy May 22 • Visitor Policy May 22 • Safe Touch policy May 22 • Administration of Medication May 22 <p>The Head teacher advised the only difference with KCSIE is that it is now 21 not 20. There are no changes to the Visitors policy The policies were Unanimously agreed by the Governors. Proposed by YR Seconded by AM</p>	

	<p>Governor asked if it would be easier for Link Governors to look at the policies which are Linked to them? Yes. This is something that can be looked into.</p> <p>The Head teacher advised a Visual calendar for policy's is being looked into.</p>	
72/21	<p>Any Other Business referred from item 63/21</p> <p>Action – Clerk to send the Governors the Skills Audit.</p> <p>Examples of achievement folders to be brought to the next meeting for Governors to view.</p>	
73/21	<p>Date of Next Meeting Tuesday 5th July 2022</p> <p>Future LGB meeting dates were agreed for 2022/2023</p> <p>October 4th 2022</p> <p>December 6th 2022</p> <p>January 31th 2023</p> <p>March 28th 2023</p> <p>May 23rd 2023</p> <p>June 27th 2023.</p>	
<p>The meeting closed at 20:13pm No further business was brought to the meeting. The Chair thanked Governors, staff and the clerk for their attendance.</p>		