

Minutes of the Meeting of

High Park Local Governing Body

Held at 6pm on **Tuesday 29th March 2022 via TEAMS**

Attending: Ann Andrew (AA - Principal), Jodie Barham (JB), Rebecca Barham (RB), Rob Canning (RC); Ann McKerchar (AM), Linda O'Neill (LO - **Chair**), Yusuf Rasul (YR - Vice Chair), Jane Rawson (JR), David Sims (DS), Sarah Spencer (SS), Victoria Spink (VS).

In Attendance: Hannah Hay (SGS Clerk)

Absent: -

The meeting started at 18.05

Agenda item	Documents previously circulated:	ACTIONS
	<ul style="list-style-type: none">• Agenda 29.3.22• Minutes of the meeting date 08.02.22 - item 52/21• Report to Governors March – item 54/21• Behaviour Report March 2022 – item 55/21• Safeguarding Report March 2022 – item 55/21• Covid Risk Log March 2022 – item 56/21• HPS In Year Budget 21.22 - item 57/21	
49/21	Apologies - None	
50/21	Notification of Any Other Business and requests for order variations <u>Governor Appointment</u> The following approval of appointment of new governors to the FGB was confirmed as: Sarah Spencer as a Staff Governor for a 4 year term, ending on 28.03.2026 Jodie Braithwaite as a Staff Governor for a 4 year term, ending on 28.03.2026	

	<p>Victoria Spink as a Co-opted Governor for a 4 year term, ending on 28.03.2026</p> <p><u>AOB</u></p> <p>The following items were requested for AOB in 60/21:</p> <ul style="list-style-type: none"> - Summer events - Skills Audit <p><u>Order variation request</u></p> <ul style="list-style-type: none"> - To move item 57/21 - Budget forward to allow JR to leave the meeting after that item. To follow immediately after item 51/21. Agreed. 	
<p>51/21</p>	<p>Declarations of Interest for Items on this Agenda – None</p> <p>VS declared that Jane Rawson is her Aunty.</p>	
<p>52/21</p>	<p>The budget was presented by Jane Rawson</p> <p>The Budget paper was circulated before the meeting to governors and also shared on screen.</p> <p>JR summarised the budget and highlighted the following:</p> <ul style="list-style-type: none"> - INCOME - The LA funding fluctuate depending on the cohort changes; it has increased slightly this year as the bands have been revalued as from April 2022 – figures not yet confirmed - £18k income from the Trust for supporting Milton School including Ann acting as CEO - Additional monies include Covid Recovery Grant, National Tutoring Program and the Winter Fuel Grant for any families that need it - National Lottery funding has decreased as it could not be spent as planned due to Covid. Some money has been used for Outdoor gym equipment and holiday activities in the community. The length of the project with the National Lottery has been extended to allow more time to spend the funds - Overall, income has increased - EXPENDITURE – Changes to expenditure include there being no pay rise as expected (2.75% was anticipated in the original budget) - Additional one-off set up costs of new MIS included 	

	<p>Q. What does TES stand for?</p> <p><i>Times Education Supplement</i></p> <ul style="list-style-type: none"> - ICT consumables should be highlighted in red to replace equipment and possibly the server - There were no significant changes to report in expenditure <p>Overall surplus predicted £321k</p> <p>Last year carried forward more than predicted due to Covid</p> <p>The Capital Budget was focused on next:</p> <p>It was summarised that the £21k carry forward is to be used to fund fixed assets maintenance works. Governors were advised that a CIF bid has been submitted but the school needs to commit to contribute for the grant to progress. It was also reported that quotes had been obtained and approved for works that have now begun.</p> <p>A small surplus in capital is expected after the above costs. Questions were invited:</p> <p>Q. What will happen to the £255k surplus?</p> <p><i>It stays with the school and takes into account the predicted deficit. At the moment, the only money being taken from the school to the Trust is the top slice; 8% of GAG funding less the Learn and Play Place funding.</i></p> <p>It was confirmed that the school pay a top slice on 113 of the children on roll and GAG funding from the LA is only for 113; the 4 remaining children are funded from other Local Authorities.</p> <p>Q. How does the school use the National Tutoring Funding?</p> <p><i>We're looking for additional support via external agencies to use this money.</i></p> <p>Q. What kind of benefits does the new information management system, Arbor, have?</p> <p><i>Arbor is more user friendly, we can record more information and we're hoping we can do more with it. Other schools in the Trust are also using it.</i></p> <p>There were no further questions. JR was thanked for presenting the information, and then left the meeting.</p>	
53/21	Minutes of the previous meeting held on February 8th 2022	

53/21	<p>Governors confirmed that they had reviewed the previous minutes of 8th February 2022.</p> <p>A correction on item 40/21 was requested – ...'Yusef to <i>enquire</i> about appraisals, not to undertake'. Clerk to amend and re- circulate.</p> <p>LS proposed, YR seconded and the minutes were unanimously approved.</p>	
54/21	<p>Matters arising from the minutes of February 8th 2022</p> <p>It was confirmed that the addition to the Covid Risk Register had been completed.</p>	
55/21	<p>Principal's Report</p> <p>AA presented the report and highlighted the follow:</p> <ul style="list-style-type: none"> - Pupil numbers are the same however a Y4 pupil is being supported from one of the Primaries <p>DS noted that pupil numbers in school are already high and he was concerned that adding more may affect the quality of teaching and learning as the pupils require space to learn effectively. AA advised that 2 pupils are currently not in school and are not expected to return, therefore it was thought that there was capacity. Additionally the pupil being supported from another school is due to come on roll in September 2022 and the school is named on the EHCP. It was thought that moving to High Park earlier was in the best interests of the child.</p> <p>It was also reported that virtual sessions are currently being run for the Learn and Play sessions, meaning there was currently space in the Treehouse for learning.</p> <p>Q. The 2 children not in school – are you keeping in touch and how are you supporting them?</p> <p><i>We have been conducting door-step meetings and it is believed they are due back in school this week. We followed LA Policy and advised fines would be issued if necessary.</i></p> <ul style="list-style-type: none"> - Staffing attendance is still an issue and this is being monitored. There have been some resignations to leave at the end of the Summer term. Interviews have been arranged for replacements. An external advert will be placed to recruit an Assistant Principal to for September 2022. <p>I</p>	

Q. Of the 3 long term absences, how long are they for and what are we doing about them?

2 are about the return either side of Easter on a phased return – one has been absent for nearly a year and it will be going to a medical hearing. A long term absence is classed as an absence for more than 4 weeks.

Q. What is the impact of 77% staff in school having on the team and pupils?

Significant impact, and supply cover has been used; long term supply is being used where possible to ensure better consistency for the children.

- The second face-to-face parents evening was well attended. Some children also felt comfortable and confident enough to join and show their parents around school, which was seen as a positive
- Lottery Funded activities for families to access in the holidays without staff have been arranged. Good feedback had been received

Q. Is there scope to look at more activities where staff don't have to attend?

Absolutely. This allows families to do more independently without relying on school staff to facilitate the activities.

AA advised that training and support groups for parents and carers after the holidays will be based on sleep, online safety, and will be lead by what parents want.

Governors praised having photos of the children activities and work as part of the report as being a great way for evidencing the positive impact that activities are having.

Q. What is the success of Covid vaccinations in classes?

The last count was 100% success. We use a visual timetable to support r the children to practise having injections and to get them used to it aspart of their routine. 2 student nurses from Bradford University who were in their third year and on the mental health route camehave taken the visuals used in school to support their work in hospitals..

Governors asked for immunisation figures to be brought to the next meeting. **ACTION.**

AA

	<p>Governors supported having student nurses in school and suggested that in the future would be good to have student nurses who are on the learning difficulties pathway.</p> <p>Q. The Objects of Reference visuals – is it being logged and monitored to see if it improves behaviour and communication at home and school?</p> <p><i>It's tricky to capture and ascertain the impact, however we do provide visual support for families continuously. Engagement varies and some families take a while to fully embrace using them at home.</i></p> <p>SS was praised for achieving ECT status.</p>	
56/21	<p>Safeguarding Report and Behaviour Report</p> <p><u>Safeguarding Report</u></p> <p>It was confirmed that whole staff safeguarding training has taken place.</p> <p>Questions were invited on the shared report</p> <p>Q. Under the CPOMS categories, there are 4 pupils listed under 'Home Issues' – what kind of things are they?</p> <p><i>It could be a whole range of things however detail should be discussed at a separate meeting.</i></p> <p>Q. Are we finding any problems connecting with Social Workers with a special needs focus?</p> <p><i>It has been an ongoing problem. The manager of Complex Health & Disability Team is looking at social workers working in localities and been mre school based.</i></p> <p>It was clarified that the contextualized safeguarding data on the report was just for January 2022, as that was all that could be obtained at the time.</p> <p>It was suggested that a dialogue be included on the report to assist with context and governor understanding, and this was welcomed. ACTION.</p> <p>Governors were requested to send evidence of safeguarding training so it can be added to the3 Single Central Record. All the governors do safeguarding training as part of their jobs and there is no need to repeat this training unless there are any gaps.</p> <p><u>Behaviour Report</u></p>	AA

	<p>It was noted that there had been a significant spike in physical interventions between January and February half term, and that this was down to one pupil. It was contextualized that nationally the figure wasn't big, but it was for the school. AA assured governors that all cases were recorded and analyzed . Governors were satisfied and questions were invited.</p> <p>Governors noted and asked if information could be produced for families to help them when taking trips abroad, as a The impact of difficult experiences of travelling abroad has been seen recently. This was welcomed.</p> <p>It was recognised that comparative data from last year and this year differed due to the different length of half terms in each year.</p>	AA
57/21	<p>Covid Risk Log</p> <p>It was reiterated that AA had added the risk around Social Care, as per the action from the previous meeting.</p> <p>AA asked governors if they felt comfortable with the overall Covid risk rating as 'low'. The additional risk to staff was recognised, with children returning to external, extra-curricular activities</p> <p>Q. How often is this reviewed?</p> <p><i>Half termly, for every FGB.</i></p>	
58/21	<p>Budget 2021/22</p>	
59/21	<p>Governor Matters – including training and visits</p> <p>The meeting recognised the difficulties of governors physically attending school, and the Parent Governor vacancy was seen as being an identifiable gap in getting the parent body's perspective.</p> <p>RB reported that a meeting was scheduled to discuss Pupil Premium.</p> <p>LS and RB are due to attend a Medical Capability.</p> <p>AM reported that the Single Central Record had been reviewed and signed, and asked if a Health & Safety visit should be the focus for the next visit to look at risk assessments for external contractors</p> <p>LS reported that a visit had taken place in school with Sarah Tollemache to discuss safeguarding and online safety.</p>	

	AA briefly mentioned that there was an online safety concern that is currently being investigated, and the CoG relayed that everything is being done to safeguard pupils online.	
60/21	<p><u>Health & Safety</u></p> <p>It was confirmed that this would now be a statutory item on every agenda.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> - Fire break works are currently being undertaken - Roof leak in the new Meadow building – it was confirmed that this was the LA’s responsibility so no costs will be incurred by the school - Moving and handling – there are 2 trainers in school. This year’s Quality Assurance visit focused on risk assessments for individual pupils for instance how children that go to the floor for medical or behavioural reasons are supported; specialist training is undertaken to protect children and staff. Feedback was helpful to influence wording on the risk assessments and to influence staff training. <p>Q. Will there be documentation brought to future meetings for Health and Safety?</p> <p><i>Risk assessments are in place and the documentation is available in the school office.</i></p>	
61/21	<p>Any Other Business referred from item 50/21</p> <p><u>Summer Events</u></p> <ul style="list-style-type: none"> • A summer fayre has been planned for Saturday 25th June 2022 <p>AA and YR are finalise plans for the memorial garden and this will be opened at the summer fayre.</p> <ul style="list-style-type: none"> • Sponsored walk planned for Friday 15th July 2022 for families to attend <p>Governors are welcome to attend both events.</p> <p><u>Governor Skills Audit</u></p> <p>It was thought that an updated skills audit was needed to include to the new governors and to support the review of areas of responsibility for them.</p>	

	<p>VS expressed an interest and of having experience in Post 16 student work.</p> <p>ACTION: Clerk to email Skills Audit to governors to complete.</p>	Clerk
62/21	<p>Date of Next Meeting Tuesday 24th May 2022</p> <p>Governors asked what format the next meeting would take, and it was hoped that the May meeting could take place in person rather than virtually. It was recognised that a hybrid platform could still be arranged for governors who could not attend.</p> <p>LO gave advance apologies for the next meeting; YR was asked and agreed to Chair the May meeting.</p>	
<p>The meeting closed at 20.02. No further business was brought to the meeting. The Chair thanked Governors, staff and the clerk for their attendance.</p>		