

Minutes of the Meeting of  
High Park Local Governing Body  
Held at 6pm on **Tuesday February 8th 2022 via TEAMS**

**Attending:** Ann Andrew (AA Principal, Rebecca Barham (RB), Ann McKerchar (AM), Yusuf Rasul (YR), Rob Canning (RC) David Sims (DS), Linda O'Neill  
**In Attendance:** Sandra Grice (Clerking Service), Alex Hermann  
The meeting started at 18.00.

Agenda item	Documents previously circulated:	ACTIONS
	<ul style="list-style-type: none"> <li>• Agenda 8.2.22</li> <li>• Minutes of the meeting date 7.12.21 item 39/21</li> <li>• Principal's Report item 42/21</li> <li>• Safeguarding Report February 2022 item 43/21</li> <li>• Behaviour Report February 2022 item 43/21</li> <li>• Covid Risk Log item 44/21</li> <li>• Sufficiency Planning and Education, Health and Care Plan Process item 46/21</li> <li>High Park School Business Continuity Plan item 46/21</li> </ul>	
<b>36/21</b>	<b>Apologies</b> - None	
<b>37/21</b>	<b>Notification of Any Other Business and requests for order variations</b> Budget Update Potential New Governor	
<b>38/21</b>	<b>Declarations of Interest for Items on this Agenda</b> – None	
<b>39/21</b>	<b>Minutes of the Meeting held on December 7th 2021</b> The above minutes were proposed as a correct record by YR and seconded by RC. Approved.	
<b>40/21</b>	<b>Matters Arising</b> AA to send out Sarah Tollemache's model of supervision YR to discuss the reasons staff stay at High Park when undertaking appraisals.	
<b>42/21</b>	<b>Principal's Report</b> Staff Attendance has been low as a result of ongoing Covid issues. 22 staff are unvaccinated and they need to self-isolate for 10 days although this ruling may change soon. <b>Q:LON – which bases are most affected? Response: Ash and Oak are more affected than the primary end of school. Staff cannot easily be moved around as it is important that pupils have a connection with staff. Q: (YR) are the numbers proportionate? Response: No, there is a higher proportion in Ash base. Q: (LON) Re Pupil Attendance - there is almost 88% excluding Covid related absences – which drops to 77% with Covid included – is that because we have staff off with Covid or pupils/home setting? Response: it is both. Q: Are we seeing an improvement in that? Response: It varies from day to day. No pupil cancellations yesterday but there were 2 today due to a late Covid case being reported. DS stated that Public Health England believe that Omicron variant will remain at fairly high rates</b>	

**until at least April. Pupils have been shown how to do Lateral Flow tests.**

Fusion are school's HR provider and they use a software package called SAM which enables school to upload information and school receive immediate, clear HR advice. Posts will be advertised soon for 2 posts.

LON and AA commended the work of the Admin Apprentice who is very capable. There was a discussion around whether she could join the Governing Body however Governors are required to be 18 years old.

Associate Governors also need to be 18 years old. **DS proposed that she attend a Governing Body meeting and present a piece of work on behalf of the student voice. She has worked alongside Sarah Tollemache on collating information for the AQA accreditation. Q:**

**(YR) What would be the terms of agreement for an Associate Governor? Response: An Associate would not have a vote and the LGB would have to be clear about Confidential Information**

**Sarah Spencer has expressed an interest to join the LGB as Staff Governor. She has studied part time alongside her paid post at High Park for 7 years and will qualify as a teacher in the next term.**

There has been an extension to a teachers TLR to the end of the summer term as Covid has reduced the amount of work and experiences available. There is a possibility that school will retain the 4.6 TLR posts as this reflects the increase in pupil numbers. There was a discussion about the lack of supply staff across the region. Q: (YR) will the cost of supply staff change because of the scarcity? Response: AA – there has been a slight increase year on year but not significant.

School has approx £16,000 to spend on schemes to spend on holiday clubs and Saturday morning Stay and Play schemes from the Big Lottery Fund. Events and activities must be during out of school time. **Q: LON is there a deadline to spend this income stream? Response: No an extension has been given because of the current Covid situation.** Sarah Tollemache is looking at schemes for families to attend.

Parent Questionnaire: LON asked what the issue is regarding pupil's clothing. How is this being addressed? Response: School has already responded and is trying hard to ensure that pupil's clothes do not go into the school laundry.

EHCP's reviews have changed. What motivates pupils is being included in the assessment to help identify opportunities and influence adult provision, where possible. This will ensure pupils have fulfilment in their ongoing everyday life, after they leave school. DAP has a transitions group looking at Post 19 provision which has not yet been presented to the Local Authority. LON expressed her hope that the recent announcement regarding changes to Bradford Children's Services would improve the social work provision for our pupils. It was agreed that instability in Children's Social Care and especially the fluctuation in social workers should be added to the Risk Log.

**DS thanked and commended the school team for delivering a consistently high service throughout the pandemic. LON also thanked all staff for their effort and resilience over the last 2 years and will be writing to them on behalf of Governors. Q: DS asked**

	<p>whether there was a possibility to increase the opportunities for pupils to go swimming as it is almost universally enjoyed.  <b>Response: School will look at all options to increase. Q: LON could more access be arranged out of school hours? Response: AA will explore all avenues for additional provision.</b></p>	
41/21	<p><b>Demonstration of Oral Motor Box – Alex Hermann Occupational Therapist.</b>  Alex delivered a Powerpoint presentation regarding her work with the Oral Motor Box: <b>Q: RB Are the tools safe for pupils to use, for example, if a child bit down onto one? Response: Yes, they are safe. Q: (RC) Is it for all pupils or individuals? Response: For individuals who have been identified as needing an assessment/support. Q: How long does the programme last? Response: there is no specific length as each child is different. DS stated that he has seen huge improvement when children have had an Oral Motor Box intervention. He would be interested to see how this can be tied into dental care. Q: LON could this be used with parental involvement? Response: the problem is that the child needs an assessment and there is only Alex who undertakes these and she would be swamped if this is opened up to everyone. Some activities such as blow football are used in class and this uses some of the motor skills required and is also good fun. Q: How is it delivered? Response: An assessment is done and if appropriate an Oral Motor Box is introduced to the pupil.</b> Alex has found that watching videos of pupils eating can be very helpful in identifying the pupil's needs. Some activities can be timetabled as part of regular class activities. LON thanked Alex for her time and the valuable work she is undertaking.*  A part time Therapy Assistant post has been created to release Alex and Emma from admin tasks. An advert has gone out and we are hoping for a good response however it is a niche role.</p>	
42/21	<p><b>Principal's Report – continued</b>  <b>Re Base Reports: Q (AM) Are staff aware of career pathways? Response: Yes, it is a regular conversation within bases and as part of appraisals.</b> Career progression is the individual's responsibility. The Extended Leadership Team is good at identifying talent and develop staff.  EHCP's and the DAP are working under huge pressure to complete the EHCP's who are very interested in compliance. AA pointed out that compliance doesn't impact on children's lives if the quality of the plan is not robust. Potentially this is to the detriment of the document itself. DAP have taken legal advice regarding some of the issues regarding what is statutory and what is best practise. <b>Q: (RB) Will the documents make it easier for a child if they transfer to a different school? Response: Yes, it will be helpful.</b> Some EHCP's that school have seen have not been updated for many years yet annual reviews are being held in school. The LA are not processing the information and the EHCP's in general are not of a high quality. A huge amount of work needs to be done in the Local Authority who are increasing the team but the improvement is not yet obvious. <b>Q: (AM) When will the review be</b></p>	

	<p><b>available? Response: A letter is being sent to the LA once the content has been agreed upon by the 8 Special Schools.</b> AA advised that the Local Area Inspection is well overdue, which will reveal the reality of the work on the ground.</p>	
43/21	<p><b>Safeguarding Report and Behaviour Report</b>  AM reported that the team was under such huge pressure at the time of her visit that only the Single Central Record was completed. She will be in school to carry out another more extensive visit next week. <b>LON and AA thanked AM for her incredible work as Safeguarding Governor. School is very thankful for her passion and scrutiny. As AA is currently the acting CEO for ICAT trust she is very reassured that our Safeguarding is well monitored because of AM's forensic approach.</b> A Data Security Audit is due and AM will research this element to ensure that school is secure in this area.</p>	
44/21	<p><b>Risk Register and Covid19 Whole School Risk Assessment</b>  Social Care will be added to the risk log for future consideration as that is a significant risk.</p>	
45/21	<p><b>Governor Matters including training and visits</b>  YR has been into school twice to explore the potential for supervision in addition to appraisals. Goals for a supervision model are to improve resilience amongst staff, upskilling and belonging. Challenges identified are staff absences, appraisals and isolation – e.g. how does a TA deal with information from a parent. Finding time to fit supervision into an already busy day will be a challenge.  Regarding appraisals. YR spoke to some TA's re their experiences of appraisals and their goals were quite different. A new member was aware of short term goals – how to get through the day and another was a broader discussion. Their view was that appraisal was a form of hope with direction – this staff member had made progression from agency worker to a TA with extra responsibility. High Park can offer ways for staff to develop although there is a large staff team and not everyone can progress. LON thanked YR and asked if there was potential for group supervision. AA explained that if there has been a difficult situation in school the team have a debriefing session.  DS explained there are several different forms of supervision – clinical, management and safeguarding and all three have different functions. Governors need to think through how we support the psychological health of our staff in a complex teaching environment. We have made a start but there is a long road ahead to help school and staff develop. DS is doing face to face appointments in school. RB reported that she is still negotiating with her employer for time off to come into school. RC will come into school and look at the Curriculum with PE as his first area</p>	
46/21	<p><b>Business Continuity Plan – see tabled document.</b>  Every school has a plan and the documentation outlines our position if school needed to relocate.</p>	
47/21	<p><b>Any Other Business referred from item above –</b>  <b>Q: RB – will we lose the money if it is not spent by the end of the financial year? Response: AA – no this income is pupil led and will not be recouped.</b> Financially, school is in a good position. Next</p>	

	<p>year's budget is being prepared and the 3 year budget will be available in the summer term.</p> <p><b>Potential New Governor</b> – it was agreed to invite Victoria Spinx to the next LGB. Victoria did some casual work within school and now works for Derby university. She is interested in post 16 and post 19 opportunities for students and is passionate about our pupils. As the LGB is often held virtually she can attend in that capacity.</p>	
<b>48/21</b>	<p><b>Date of Next Meeting Tuesday 29<sup>th</sup> March 2022</b></p> <p>LON may not be able to attend the next meeting. YR agreed to chair the meeting if she cannot attend. <b>All future meetings will be virtual until such time that Covid eases</b></p>	
<p>The meeting closed at 20.15. No further business was brought to the meeting. The Chair thanked Governors, staff and the clerk for their attendance.</p>		