

**High Park School  
Local Governing Body  
Meeting held on Tuesday 2<sup>nd</sup> July 2019**

**Meeting commenced at 6.00pm**

**Present: Ann Andrew (Principal); Rebecca Barham; Rob Canning; Ann McKerchar;  
Linda O'Neill (Chair); Yusuf Rasul; Darren White**

**In Attendance: Jane Rawson (Business Mgr) – partial; Gill Jennison, Clerk**

**Papers circulated prior to meeting**

Attendance report  
English Policy  
Governor activity inc. visits  
Maths Policy  
Principals report to governors  
Risk register  
Safeguarding report  
Senior, middle and subject leader responsibilities

**Papers tabled at meeting**

Pupil Premium Strategy newsletter June 2019

**Action**

**Presentation on Music Development – Ben Dawson**

BD introduced himself as curriculum lead for Music since March.

BD said that, prior to March, there was music happening throughout school but it was experiential. Staff had not been trained specifically in music and pupils were not prepared for performance. School has recently benefitted from a music therapy student in school (Sean) who has upskilled staff and given them more confidence. New instruments have been purchased and compiled into class packs.

LO'N – what kind of instruments?

BD – ukulele; keyboards; drums; percussion; harmonicas – a whole range.

We are now starting to timetable music events across school so that all learners can access music.

LO'N – what is that timetable like?

BD – we will have some set sessions. For example, steel pan sessions on Mon and Friday afternoons.

BD mentioned the Musical Spectacular at St George's Hall in April for all Bradford special schools and said the aim was for some High Park pupils to perform there next year. This year, High Park had submitted a video.

The future plans are to further embed music across the school. There are many musicians within the staff team and we hope to build their confidence to share their music skills with the pupils. Pupils are working towards a live performance. There is

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ongoing music training for staff and links with other DAP<sup>1</sup> schools.

BD has visited the School of Rock and Media and hopes to implement similar activities tailored for High Park pupils. Oak Base love being involved with SORM.

YR – can you explain a little about music therapy?

BD – the music therapist in school is very skilful on a range of instruments. This allows him to stimulate and respond to individual pupils' likes in a way like Intensive Interaction but with music. He is also working with some of our more able students to develop their music skills.

AA – Sean, the music therapist, will qualify in two weeks and we will lose him as his student placement ends. We would like to continue to work with him and we may be able to afford this as an extra-curricular activity through the holiday club.

DW – I think all children enjoy music and benefit from it, even if they don't play.

**6.25 pm governors thanked BD for his input and he left the meeting..**

**86/18 Apologies for absence**

Apologies were received, and accepted, from David Sims.

**87/18 Notification of any other business and requests for agenda order variations**

JR said she would update on Castle Hill inspection after her item.

**88/18 Declarations of interest for items on this agenda**

None

**85/18 Financial update**

Jane Rawson tabled the draft 3-year budget, which she has prepared for the ESFA<sup>2</sup>. The budget was for comment by the LGB and will be formally approved by the Directors in the next couple of weeks.

JR explained the various **sources of income**. Most income is based on pupil numbers and their specific individual needs. The budget allows for some additional pupil numbers (subject to governor approval) and a grant toward teacher pension costs.

**6.30pm AMcK arrived**

Some further income is generated from a range of activities including: Team Teach training courses; SLE professional fees; school meals; national lottery grants etc.

**Expenditure:** staff pay is the biggest item.  
The budget anticipates a 2% increase in teaching pay costs.

<sup>1</sup> DAP – District Achievement Partnership, a collaboration of special schools in Bradford

<sup>2</sup> ESFA = Education and Skills Funding Agency

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The budget predicts an in-year deficit of approx. £16k for 2019-20. This is not desirable, but with the brought-forward surplus of £136k the year-end figure is £119k cumulative surplus.

LO'N – what is the ruling on academy deficit?

JR – all four schools within the Trust are consolidated before the budget is submitted.

LO'N – why are taxis in the budget?

JR – we do need to use them from time to time for a variety of reasons including to enable community visits for I pupils and to get parents into school and .

LO'N – I see £5k for behaviour. What does that relate to?

JR – this expenditure is actually for Team Teach Resources. Perhaps we should rename this budget heading.

LO'N – what is Headteacher contingency fund?

JR – its an amount of money available in the case of emergency.

JR explained the abbreviations in the document.

AA – you will notice expenditure under "Betty's". We received a donation from Betty's for a 'tree for life' project to create a wildlife garden We are 'foresteing' the area near Learn and Play.

LO'N – what is the ELS grant?

JR – that is Essential Life Skills Fund which we receive as Bradford is one of the Opportunity Areas identified by the Government to receive additional funding due to social deprivation. Some of this was used for Jamie's Ministry of Food activities.

JR explained that **all grants come with very specific criteria that must be met**. If a grant is given for extra-curricular activity it cannot be used to fund the main school timetable.

AA – we didn't want to have an in-year deficit but we do need to make all the planned expenditure.

JR - he only way we could have arrived at a balanced budget would have been to leave out some essential expenditure.

JR – the ICAT top slice is 6% of place funding for schools within the Trust judged inadequate. This applies to High Park. I am going to propose to the Directors that this is reduced to 5% for High Park as the school no longer needs a high level of support.

LO'N – what is the apprentice levy?

JR – it's an amount employers have to pay to government based on the total payroll bill. The levy is shared between all schools in the Trust and we do have an apprentice in school.

JR

JR confirmed she will present the budget to Directors for approval and the

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papers were handed back in.

**JR then gave brief feedback on the inspection of Castle Hill, which had taken place that day.**

The results are not yet published and so this is informal feedback only from colleagues.

JR had some feedback for the LGB from the Chair of Governors at Castle Hill (Joan Haines)..

These were some of the questions asked:

What is the impact of governance and how do you know it?

How do you know safeguarding is effective?

Has school and pupils continued to make progress since the last inspection and how do you know?

What are the future steps for Castle Hill?

Anything else you want to tell us?

Governors felt they were listened to by inspectors, and it was a positive and professional experience. Joan will feedback fully to High Park LGB in due course.

RB – How imminent is High Park's inspection?

AA – we just don't know exactly when.

YR – is there a time limit?

AA – the guidance is that we should be inspected within 3 years of converting to an academy - that would be by next April 2020.

**6.55pm JR left the meeting.**

**89/18 Minutes of previous meeting of 14<sup>th</sup> May – previously circulated**

AMcK asked if governors could share copies of the meeting notes regarding Ofsted preparation.

AA

The minutes were unanimously approved and were duly signed.

**90/18 Matters arising not elsewhere on the agenda**

- RB to scan and share handouts from governor training on school visits – CONFIRMED DONE
- Report on employing therapists directly – AA reported that the SaLT<sup>3</sup> service level agreement with the NHS has a 12-month notice period and negotiating an earlier end has not been straightforward. AA will continue to pursue this and *will report back to governors when there is any change.*

AA

**91/18 Principal's Report.**

**Staffing:**

AMcK – I see you have appointed 1 Curriculum Support and 5 Learning

<sup>3</sup> SaLT = speech and language therapy .

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Supports. Were these internal?

AA – yes

AMcK – so did you follow **Safer Recruitment**?

AA – yes we did, application forms were completed, references have been obtained and there were 3 tasks and an interview. But we will not need new DBS checks for these internal posts.

LO'N – **staff attendance** looks better. Is this due to the new phoning-in procedure for absence?

AA – I think it's complex and there are a lot of factors. We are following our policy closely and return-to-work interviews are carried out rigorously with the HR Officer. We also have more staff wellbeing events.

LO'N – I think we need to keep monitoring attendance.

AA – yes, and we complete de-brief after incidents and offer staff support. We've had feedback from the Occupational Health service that High Park does than most schools for staff.

LO'N – your report shows **informal targets for attendance**. How long are these?

AA – usually a 12 week target.

AMcK – did you manage to **appoint a site manager**?

YR – yes, I was on the panel. We have found an excellent person.

AA – yes, he is a very good candidate. We are restructuring the team slightly in anticipation of a retirement in the team in a couple of years. The new site manager will line manage the existing site manager and the cleaners

**Oak Base Report**

YR – the report mentions "**golden threads**". What are these?

AA – its how the base leader has described the links between longer term EHCP targets and the short term PIP targets.

**Acorns Base Report**

LO'N – the report mentions **artwork at "This is Bradford –this is Us"...**

AA – yes, we sent artwork to be projected some in City Square

AMcK – **transitions into school**: is two weeks preparation sufficient for new students ?

AA – we would like longer, but we are still waiting for confirmation of some pupil placements from the LA.

AMcK – how do you know all staff are updated in **Safeguarding**?

AA – staff are completing the relevant paperwork efficiently and effectively.

**Beech Base Report**

AMcK - Communication Training – looking at good and bad communication. What is this?

AA – we did some **training on positive body language** and strategies which promotes communication with our pupils.

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**Action**

**Outcomes for pupils**

LO'N – I notice the report about the pupil who attended **Special Olympics** in Germany and won 2 gold and 1 silver medals. How are we sharing this success story?

AA – we are very proud of him, but this is a personal achievement rather than a success for the school. He has been on local TV news and we have commended him on our Facebook page.

**92/18 Safeguarding Report**

AA asked if governors were happy with the new format and they replied in the affirmative.

AMcK commented that is sometimes useful to look back at trends over time.

**93/18 Risk Register**

There has been no change since the last meeting.

AA to add risk of not enrolling the numbers of students planned for September (due to tardy decision-making by LA).

AA

**94/18 School Improvement Plan**

**Governors considered Priority 10 in the SIP – “Governors establish strong evidence base for holding the senior leadership to account.”**

Governors agreed to update the document with the following evaluation:

Governors are confident in challenging school leadership  
Focussed governor visits, planned and initiated by governors, allow them to see in action what they have heard at LGB meetings, i.e. to triangulate evidence  
Governor activity recorded and evidence on a shared document  
Named governor for Safeguarding is rigorous and frequent in visits to check processes  
Governors have a clear understanding of learning at High Park from presentations, information and visits

LO'N  
AA

Priority for next year: to shape the vision for the school

Agreed to maintain the practice of facilitating presentations at LGB meetings.

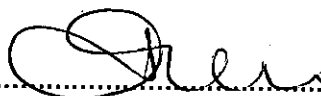
YR commented that case studies alongside presentations or reports help governors to understand practice.

**95/18 Pupil Premium Strategy update**

AA tabled the latest PP newsletter.

AA reported that DfE now advises a 3-year PP strategy, rather than an annual

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plan.

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**96/18 Governor Matters**

- **Feedback from Governor Visits and Training** – LO'N reported that the Chairs of 3 ICAT schools had met recently and found it useful to share experiences. LO'N and RB had recently attended the Opportunity Area conference in Bradford with some excellent speakers. It had increased their awareness of training available through NGA. AA updated the document
- **Governor Roles and Responsibilities** - it was agreed that AMcK and YR would swap link roles from September 2019, i.e. YR will link with Oak Base and AMcK will link with Beech.
- **Succession planning for Chair of Governors** - LO'N gave advance notice that she plans to return to Australia in January 2020. Board members were asked to consider putting themselves forward for Chairmanship over the next term.
- **Chair's 360o feedback** - LO'N is keen to try the 360° Chair's feedback on the NGA website. Governors confirmed that they will be happy to complete the form if LO'N sends them the link.

AMcK  
YR

All gobs

LO'N

**97/18 New/updated policies and documents**

- **Maths Policy**
- **English Policy**

It was noted that both policies need updating with the name of the school at the end of the policy. Once this has been done, **governors were happy to approve the policies and for the Chair to sign.**

AA  
LO'N

**98/18 Any other business**

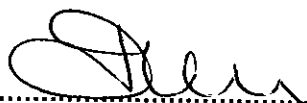
AA referred to the previously circulated Attendance Report and said this was produced termly and was presented for information.

**99/18 Date of next meeting**

**Tuesday 24<sup>th</sup> September 2019 at 6.00 pm**

There being no further business, LO'N thanked governors for their attendance and the meeting closed at 8.15 pm

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