

Minutes of the Meeting of
High Park Local Governing Body
Held at 6pm on Tuesday March 16th 2021
Via TEAMS – hosted by Ann Andrew

Attending: Ann Andrew (AA Principal, Yusuf Rasul (YR – Vice Chair), Ann McKerchar (AM), Rob Canning (RC) David Sims (DS), Rebecca Barham (RB), Linda O’Neill (LON Chair) – from 18.22**In Attendance:** Sandra Grice (Clerking Service), Jane Rawson (JR) and Amanda Costello (AC) – from 19.00.

YR chaired the meeting. The meeting started at 18.00.

Agenda item	Documents previously circulated:	ACTIONS
	<ul style="list-style-type: none"> • Minutes of 19.1.21 item 52/20 • Principal’s Report item 55/20 • Safeguarding Report item 56/20 • Revised Budget and HP Budget Notes item 57/20 • Covid Risk Log March 2021 item 58/20 • ICAT Health and Safety Policy item 61/20 • Charging for School Activities item 61/20 • Accessibility Action Plan item 61/20 • Pupil Anti-bullying Policy item 61/20 	
49/20	Apologies – None	
50/20	Notification of Any Other Business and requests for order variations <ul style="list-style-type: none"> • The terms of Office for Ann McKerchar, David Sim and Rob Canning are due to expire on March 31st. AA proposed that all three were re-elected and this was approved unanimously. 	
51/20	Declarations of Interest for Items on this Agenda – None	
52/20	Minutes of the meeting from 19th January 2021 The minutes were accepted as a correct record with the following amendments: Rob Canning was recorded as present but had actually sent his apologies. Rebecca Barham was present. Proposed by YR and seconded by DS	
53/20	Matters Arising AM confirmed she had sent a Thank You card to the retiring site manager, Derek. All other actions are addressed in the Agenda.	

55/20	<p>Principal's Report – tabled document</p> <p>Attendance - Most children are happy to be back in school. School is working with 23 families who have had concerns about their child attending school. Q: Are CLA in residential settings back in school? Response: They are currently in school 4 days per week which will increase to full time by the end of term.</p> <p>Staff attendance – there are 13 members of staff on phased returns. Some are progressing well and some can be seen to be visibly “flagging” and need to go home by lunchtime. Phased returns are different for each staff member. Q: Is the onus on the member of staff or on school to decide speed of return? Response: It is dictated by the staff member but this may change in some instances. AA is taking a compassionate but purposeful approach.</p> <p>Staff Wellbeing is a priority within school and a wealth of support is available.</p> <p>Learn and Play is not possible at the moment but the online sessions have been well received and will return after Easter. Q: (AM) How does social distancing and reducing the risk of transmission work within this setting? Response: School does everything possible to use the outdoors or well-ventilated spaces. However, the majority of children are unable to social distance. School has encouraged children to be sociable and that includes close physical activity. It is therefore not an easy task to introduce the concept of social distancing and only a handful can understand this requirement. Some older children are learning about masks and wearing them. PPE is worn by staff for intimate care tasks. PHE have confirmed that the risk is linked to Adult to Adult transmission. 70% of staff have been vaccinated and others are being encouraged to accept the offer.</p> <p>Physical Activity – Q: How many children are taking part in the cricket and relay racing? Response: All the children in Oak base are engaged in some way. It is very popular.</p> <p>Staff Development – Q: What is “wombospace” Response: It’s a small space which is soft and warm and provides security for a child.</p> <p>AA confirmed that school will hold a Parents Evening in the summer term if it is safe and prudent to do so.</p>	
56/20	<p>Safeguarding Report – tabled document</p> <p>The emphasis has been on online safety for our younger pupils. Chris Barford is leading on CEOPS issues and LON offered support if required An addendum has been added to the Safeguarding Policy which is constantly under review.</p>	
57/20	<p>Examples of Pupil Wellbeing Tracking and a Personal Profile</p> <p>Governors were very impressed with the amount of detail in the document. DS praised the style and suggested that it is shared with other agencies. Q: (YR) Does the level of detail included make</p>	

	<p>the task of recording a burden? Response: AA It is a lot of work but we have always recorded telephone contacts. There is more of them because of Covid however it paints a rich picture of homelife which is helpful to school and for EHCP plans. School may continue with wellbeing calls post Covid as the support a family gains from them is invaluable and it helps school more fully understand the child. Q: DS could the external wellbeing agencies involved with a child be highlighted (with a start and finish date) as Key Information at the beginning of the document? Response: Yes that can be incorporated and will enhance the document. Wellbeing calls have replaced Parent's Evening for the last year. These have provided space where parents can voice any concerns and bring additional information to the school team.</p>	
54/20	<p>Amanda Costello – CEO of the Trust</p> <p>AC joined the meeting and explained the work undertaken as CEO of the Trust. An Improvement Strategy Plan is being developed for ICAT. This includes a SWAT analysis and the first draft will be presented to Directors tomorrow. People and Culture are the main drivers and the emphasis will cover how the Trust prepare children for lifelong learning and transition into adulthood. One of the KPI's is to hook businesses who support SEND into the plan. Each individual school will have a plan of its own. An Action Plan will be fully developed and it will be implemented from September 2021.</p> <p>A powerful video which showcases the work of the children across the three different schools has been created. It is an emotional story and demonstrates the talents of pupils and the learning process for the indoor and outdoor curriculum. Initial feedback has been very positive. The ICAT website will be upgraded and will reflect the information gathered to more fully showcase ICAT's work. LON will show the video to Governors at the May meeting.</p> <p>AC is very proud of the work of the Trust and the plans for future development. Everyone thanked her for attending the meeting and for sharing her enthusiasm.</p>	
57/20	<p>Revised Budget – tabled documents</p> <p>Jane Rawson delivered the finance report. The revised budget has already been agreed by the Directors and ends on August 31st 2021.</p> <p>The bespoke swing has been ordered and will be covered partially by a grant from the Lottery. The Lottery funding was awarded for holiday clubs etc but Covid has restricted those activities. The Lottery have</p>	

<p>JR left the meeting at 19.22</p>	<p>agreed that we can purchase different items and understand that school cannot fundraise the required 5% because of the pandemic. The new outdoor gym equipment has also been purchased through Lottery funding. The bespoke nature of the swing means we were only able to obtain 2 quotes. The cost is in excess of the £5000 threshold and needs approval by the LGB. Governors agreed to proceed with this purchase.</p> <p>The in-year deficit is higher than predicted as is the carry forward from last year. There has been an increase in staffing costs. Work has begun on the next 3-year budget and will be presented at the May meeting. AA thanked JR for the comprehensive notes that explain the spending over the year.</p>	
<p>57/20 continued</p>	<p>Example of a Pupil Profile</p> <p>AA went through a Personal Profile (formerly known as a Communication Passport) with Governors which details the background and important needs such as communication, personal care and how to support them. The document identifies what behaviours children may display if anxious or in full blown crisis. It also outlines what the best support looks like for each child and what will alleviate progression</p> <p>Q: DS Does this link into Positive Behaviour Support Profile? Response: AA Yes it has been merged with that document to ensure everyone is working together. DS praised this approach and suggested it was promoted with LA partners. AA confirmed <i>it is shared, but not always used effectively, externally.</i></p> <p>Q: Is the cycle of crisis explained to staff? Response: Yes, it is explained through the TeamTeach sessions and refresher training.</p> <p>Q: RB - Is the stage of crisis development logged alongside any triggers e.g. tapping or grabbing that might have exacerbated a situation, and is it reflected upon? Response: AA Yes. Triggers are logged and behaviours are reflected upon. RB was full of praise for the document. The document will be shared with parents more frequently to enable them to also have a fuller understanding of issues.</p>	<p>AA</p>
<p>60/20</p>	<p>Governor Matters</p> <p>AM has been into school and has looked at online safety and in particular Safeguarding – including how easy it is to navigate around the new school website from a parent’s perspective. The Remote Learning page was interesting however crucial information about how to keep your child safe online was at the end of the document. Although a lot of work has gone into online safety AM suggested that</p>	

	<p>the snapshots and “how to” videos are highlighted for parents and moved to a more obvious place.</p> <p>YR briefly discussed the research project he is undertaking. LON suggested that the work should be shared with ICAT Directors. YR and AC may work together on a joint project regarding reflective writing.</p>	AA to review
58/20	<p>Covid Risk Log</p> <p>Q: Has “vaccination of staff” been included? Response: No, we can add this into the log. Q: Have all staff been vaccinated now? Response: No, a small group of staff are not happy to proceed at the moment. Approximately 70% have been vaccinated. Lateral Flow Testing will also be added into the log.</p> <p>Q: (DS) Does the DV information relate to the whole school? Response: Yes. Q: (AA) Is the grading of “likely” correct in your opinion? Response: (DS) Yes, however it could be misinterpreted. It is likely that at least one family may be impacted not all families. Operation Encompass ensures that school (Sarah Tollemarche) is informed of any DV incidents. Q: Do parents disclose to us? Response: Yes, sometimes there is disclosure and sometimes it is also withdrawn. It is a complex situation. It was agreed to invite Sarah, DSL to the next meeting to discuss further.</p>	AA Agenda Item for May
61/20	<p>Policy Review</p> <p>The policies listed at the top of the document had been circulated to all Governors. The policies were agreed unanimously.</p>	
62/20	<p>Any Other Business referred from item 50/20 above</p> <p>The ICAT video will be shown at the next meeting if available. Each LGB will have a Director attached to each school. The Chair from Castle Hill will join our May meeting and the Chair from Milton will join our July meeting.</p> <p>It was agreed to hold the July meeting in school if the easing of lockdown continues as planned.</p>	Agenda
35/20	<p>Date of Next Meeting Tuesday May 18th 2021 at 6pm</p>	
<p>The meeting closed at 19.52. There was no further business brought to the meeting. The Chair closed the meeting and thanked Staff, Governors and the Clerk for their attendance.</p>		