

**Minutes of the Meeting of
High Park Local Governing Body
Held at 6pm on Tuesday October 5th 2021**

Attending: Ann Andrew (AA Principal, Rebecca Barham (RB), Ann McKerchar (AM). Yusuf Rasul (YR)*, Virtual Presence: Rob Canning (RC) David Sims (DS), Linda O’Neill** (LON) * from 18.10 **from 7pm

In Attendance: Sandra Grice (Clerking Service),
The meeting started at 18.05.

Agenda item	Documents previously circulated:	ACTIONS
	<ul style="list-style-type: none"> • Agenda 5.10.21 • Keeping Children Safe in Education Part One Sept 2021 item 4/21 • Minutes of the meeting date 6.7.21 item 10/21 • Declarations of Pecuniary Interest statement item 07/21 • Register of Interests Register 2021 item 9/21 • Principal’s Report item 13/21 • Safeguarding Report September 2021 item 14/21 • Covid Risk Log item 15/21 • Equality and Cohesion Policy Sept 2021 item 19/21 • Child Protection and Safeguarding Policy 2021/22 item 19/21 • Online Safety item 19/21 • Care and Control Policy 2021/22 item 19/21 • Pupil Behaviour Policy 2021/22 item 19/21 • Expectations of Staff 2021/22 item 19/21 • Intimate Care Policy 2021/22 item 19/21 • PREVENT Policy Sept 2021 item 19/21 	
01/21	<p>Apologies - None Ann McKerchar assumed the role of Chair as LON and YR were late joining the meeting.</p>	
02/21	<p>Confirm Chair and Term of Office Linda O’Neill was confirmed as Chair for the academic year 2021/22</p>	
03/21	<p>Election of Vice Chair Yusuf Rasul was elected Vice Chair for the academic year 2021/22</p>	
04/21	<p>Review and Ratify Child Protection and Safeguarding Policy and Procedure (Keeping Children Safe in Education Document) All Governors confirmed they had read the document. The policy was ratified. Proposed by RB and Seconded by AM</p>	
05/21	<p>Notification of Any Other Business and requests for order variations Pay Committee and Parent Governor Vacancy were added to the Agenda</p>	
06/21	<p>Declarations of Interest for Items on this Agenda – None</p>	

07/21	Declarations of Pecuniary Interest 2021/22 All governors had received the paperwork and will scan/email their details to school before the next meeting.	ALL
08/21	Governing Body Code of Conduct 2020/21 The Code of Conduct was accepted by the Governors. Proposed by YR and Seconded by RB.	
09/21	Review and Update Statutory Information to be published on-line The updating of this information is ongoing and was accepted as correct Governor Link roles may be added to the website information.	
10/21	Minutes of the meeting from July 6th 2021 The minutes were accepted as a correct record. Proposed by YR and seconded by RB	
11/20	Matters Arising The planned Oral Motor Box demonstration will be rearranged for the November meeting.	AA
12/21	Named Link Governors – see table at the end of the minutes.	
13/21	Principal's Report – papers circulated with Agenda Governor's confirmed they had read the report. Q: Have exit interviews been conducted with staff who have left school? Is there anything we need to learn from their departures? Response: Exit interviews have not been formally conducted however there are no negative situations that need to be considered. YR will work along Lisa Irving to check the reasons for leaving. The reduction in Respite Care continues to impact on pupils and families. Q: Pupil Attendance is at 90.77% is that particularly low? Response: Yes, school is working with Passenger Transport to find solutions to some of the issues. AA highlighted that a number of viruses, closer interaction with staff and pupils plus Covid has affected staff attendance. There were 21 responses to the Parent Questionnaire last week which is an ongoing piece of work. Q: Re the music therapist – are staff being trained with an intention that they will incorporate into their work? Response: Yes, there are some instruments that can be used which do not require musical ability. DS was pleased to hear about music therapist as music has a long term benefit for many pupils. We have some talented pupils in school. Beech Base – some additional sensory needs to be identified to reduce the incidence of biting amongst new pupils, although some progress has already been made. Ash Base has seen some changes and all pupils are benefitting from different spaces and new routines. Immunisations – 11 of the 13 pupils who were planning to be vaccinated had their Covid vaccination this week. Q: Is there a way of recognising this achievement which has been planned with many weeks of preparation? Response: Yes, we can include it in the Newsletter	YR/LI

	<p>with special thanks to Maggie Greensmith for co-ordinating and preparing students.</p> <p>YR will work alongside staff to achieve the Mental Health award.</p> <p>AA reported that 20 staff have been late into school this half term. 2 have now progressed to a disciplinary stage as their punctuality has not improved. Q: Do they all relate to the 8am start time? Response: No, they are across all 3 start times. Q: What reasons are being used? Response: A variety of new and old reasons. In most cases punctuality has improved once it has been raised but school has now engaged with Fusion (HR supplier) to move to a disciplinary stage.</p> <p>There will be a DAP School Review on 2nd November with Sue Garland Grimes (Osted Inspector) and Lyndsey Brown (Headteacher at Oastlers).</p> <p>Parents Evening will be held in person, if possible on November 11th. YR and LON will attend to ensure there is a Governor Presence.</p> <p>RB thanked AA for a very thorough report</p>	AA YR YR/LON
14/21	<p>Safeguarding Report</p> <p>AM will be visiting school on 8/10/21 to check the single central record. CPOMS data is as expected with a lot of bodymap incidents at the beginning of term, which is a regular pattern for school. Q: Are the number of Pupil Premium children higher than usual? Response: No, 40% is the average number.</p> <p>There was some discussion around Social Workers understanding of pupils with complex needs and concerns re how school can evidence a situation that is a cause for concern. Sarah Tollemache will continue to push for a response from Social Care to this situation.</p>	
15/21	<p>Risk Register and Covid19 Whole School Risk Assessment</p> <p>The Covid 19 Whole School Risk Assessment is published on the website and is updated regularly as advice from the LA and PHE changes. The RAG rating will remain Amber whilst we have Covid and other seasonal flu like viruses circulating. Flu vaccines will be available to all staff who want them. The lack of regular respite care is a great concern for staff, pupils and families.</p>	
16/21	<p>School Improvement Plan and Recovery Plan</p> <p>This was shared</p>	
17/21	<p>Review Previous year's work by Governors and set objectives for governing body for the year including a schedule of monitoring and evaluation visits.</p> <p>It was agreed that each Governor would establish their own timings to undertake the work for which they are responsible. Visits should be carried out sooner rather than later dependent on Covid Risk Assessment.</p>	
18/21	<p>External review of Governance</p>	

	It was agreed that this standing item is no longer relevant. External review is carried out by ICAT members observing school LGB meetings. It was agreed to circulate the 20 Key Questions for Governors from NGA website be circulated to members.	Clerk
19/21	Policy Reviews The eight policies listed in the Documentation List above were proposed by LON and seconded by YR. DS will email an update phrase to be added to the Care and Control policy re physical restraint. The Policies were approved.	
20/21	Any Other Business referred from item 05/21 above – The Pay Committee will meet on October 21 st . Parent Governor – the school’s term of reference has 2 Parent Governor posts. It was agreed to advertise for another Parent Governor to join the Local Governing Body. LON advised the meeting that she has resigned her post as a Director of ICAT for personal health reasons. The Board are happy for her to remain Chair of the LGB. AA is currently Acting CEO with support of Steve Perren (Principal at Castle Hill)? whilst Amanda Costello remains absent.	
21/20	Date of Next Meeting Tuesday December 7th 2021 at 6pm <u>via</u> TEAMS	
The meeting closed at 20.00 There was no further business brought to the meeting. Anne closed the meeting and thanked Staff, Governors and the Clerk for their attendance.		

Link Governors

Name	Role	Link / responsibilities
Ann Andrew	Principal	
Linda O’Neill	Chair	SIP Priority 2 – curriculum focus on PHSE
Yusuf Rasul	Vice Chair Co-opted Governor	SIP Priority 6 - Wellbeing/Mental Health SIP Priority 1 – developing knowledge and understanding of autism Oak Base
Ann McKerchar	Parent Governor	Safeguarding, Behaviour, SIP Priority 7 - Parental Engagement – Beech Base
Vacant		Health & Safety & Buildings Risk management

		Acorns Base
Rob Canning	Staff Governor	SIP Priority 5 - Physical Activity
Rebecca Barham	Co-opted Governor	Pupil Premium & Most Able Pupils
Dr David Sims	Co-opted Governor	SIP Priority 1 – developing knowledge and understanding of autism Ash Base

Pay Review Committee meeting scheduled for 21/10/21 via TEAMS – YR and LON

There is currently a vacant Parent Governor post.