

**High Park School  
Local Governing Body  
Meeting held on Tuesday 14<sup>th</sup> May 2019**

**Meeting commenced at 6.00 pm**

**Present: Ann Andrew (Principal); Ann McKerchar; Linda O'Neill (Chair); Yusuf Rasul; David Sims; Darren White**

**In Attendance: Hannah Copeland (Dep Head) partial; Gill Jennison, Clerk**

**Papers circulated prior to meeting**

Governor activity including visits 2018-19  
Governor meeting dates for 2019-20 (draft)  
Principal's report to Governors 7/5/19  
Risk Register  
Safeguarding report Spring term 2  
School Improvement Plan 2018-19

**Papers tabled at meeting**

Progress Data Report March 2019, and  
Pupil Progress Oct 2018 – Feb 2019  
Budget Income and Expenditure Report 2018-19, tabled then returned  
Care and Control Policy, Appendix 1 only  
SEND support crisis, article from Governing Matters April 2019

**Welcome and introductions**

**68/18 Apologies for absence**

Apologies were received, and accepted, from Rob Canning and Rebecca Barham.

**69/18 Notification of any other business and requests for agenda order variations**

YR said he would like to raise an item about the Eid holiday.

**70/18 Declarations of interest for items on this agenda**

None

**71/18 Minutes of previous meeting of 19<sup>th</sup> March – previously circulated**

The minutes of the last meeting reported on a presentation about the PE curriculum. This prompted DS to comment on a presentation given that morning by a learner from High Park who is part of the GB Special Olympics shot-put team. With support, the learner had attended Margaret McMillan Tower to give a presentation to the SEND Strategic Partnership. DS said how impressed he was by the achievements of this young man.

**Governors agreed the minutes as an accurate record of the meeting and they were duly signed.**

**Action**

Signed by Chair as a true record .....



Date: .....

21/7/19

**Action**

**72/18 Matters arising not elsewhere on the agenda**

- A meeting to follow up the training at Castle Hill was held in school by AA/Lo'N/AMcK
- RB to scan and share handouts from governor training on school visits

RB

**73/18 Principal's report**

**Pupils** – numbers on roll remain at 113. In addition, there are 4 children attending on a part time basis prior to accessing school full time in September. DS commented that the 4 individuals already have multi-agency support in place.

**Staffing** – AA confirmed that there have been **6 resignations since her last report**, 2 of these as a result of Absence Management procedures.

LO'N – are we **not replacing the Fundraising Officer?**

AA – no, it was a difficult role to manage within the school. The post was only 10 hours per week, but the postholder required full knowledge of the school to do her job meaning that colleagues had to give a lot of time to brief her. She has left a legacy of success in winning bids and we feel we can now draw on the Trust to support this work.

YR – can you update us on the success or otherwise of the new initiative regarding staff phoning in sick?

LON – when did we implement this?

AA – **since Easter, staff are required to speak to a senior leader when they phone in sick.** It seems to be positive so far, but it's early days. I will report back again at the end of the school year.

AA reported on a new project to take a psychology undergraduate on a one-year **internship, working as a TA.** There have been 3 applications for this role, and interviews are on Friday.

YR – is there any scope to allow similar progression for internal candidates?

AA – yes, we currently have temporary promotions to learning support roles.

AA reported that the **Business Support Team Apprentice has completed his apprenticeship** and has proved a great asset to school.

Lo'N – I see the results of the **staff questionnaire** in your report. Can you tell us about it?

AA – the questionnaire brought forward 3 main themes - internal communication, staff well-being and parental engagement. We have discussed these themes at the whole-school meetings, which have sparked some good ideas, e.g. a 5-minute morning briefing.

Lo'N – what are your thoughts on internal communication?

YR – as a former member of staff, I think that school is very good at disseminating information. It's more about whether or not staff engage with it.

DS – the survey shows that the number who "enjoy working in school" is very high. The scores for Safeguarding, Teaching and Learning and Behaviour are also good so **I think this is a positive questionnaire.**

YR - can I access the raw data from the questionnaires?

AA – yes, I'll send a copy to you and Lo'N.

Signed by Chair as a true record .....



Date: .....

27/11/19

**Parents, Carers and Families** – the data shows that the coffee mornings are not well attended and these will be stopped. Feedback is that parents would prefer events with a focus on wellbeing or entertainment. For example, the recent roller disco session for families was very successful and enjoyed by all. We plan to run this again.

**6.30 pm AMcK arrived**

AMcK confirmed that she had attended the roller disco with her son and had enjoyed it.

**Base Reports :**

**Acorns –**

Lo’N – I see 9 parents attended **Parents Evening**. Is this an increase?

AA – our numbers are pretty stable for parents’ evenings.

AMcK – were exit interviews done with all staff leavers? And can you clarify the number of teachers who are leaving?

AA – there is one teacher leaving. Exit interviews are done with all leavers.

**Beech-**

Lo’N – I see the staff have delivered **Moving and Handling training** in-house. Is this something we could deliver for parents also?

AA – it’s not really within our remit. The training is not focussed on physically moving and handling a physically disabled person, but rather on strategies applicable to our young people and to support staff to keep themselves safe.

YR – I see the learners have been **visiting North Cliff Woods**. **How can you include all the children?**

AA – we work with all the children on behaviour support so we can confidently take them out following a careful risk assessment. For some individuals, this may necessitate 2:1 support off-site.

YR – do you practise skills on campus first?

AA – yes, we fully utilise our campus to practise in areas such as the Pavilion and the secure car park. Staff are gaining confidence in planning off-site visits, where they thoroughly risk assess activities and they will ask for necessary extra support.

DS – and children build their own confidence and resilience through repeated activities, e.g. children who attended Nell Bank last year will be more confident to go again this year.

**Personal Development, Behaviour & Welfare**

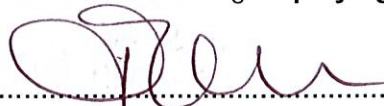
AMcK – I’d just like to comment on **the immunisation programme** as a parent governor. The nurse explained to me the health risks to disabled young people because they don’t fully participate in immunisation programmes. I think the work at High Park is excellent with almost all students accepting their immunisations.

DS – yes, this work is very significant nationally.

AA – the school nurse is marvellous, very skilled and persistent in building relationships with the children.

AA – I would like to let you know that we are considering **employing the**

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Date: .....

2/7/10

**Action**

**therapists directly.** This is something that the Speech and Language Therapist and Occupational Therapist have said they would prefer.  
DS - I should declare an interest in this matter, as I am the Medical Director of the Trust which currently employs them.  
Lo'N – what are the cost implications?  
AA – the business manager has looked into the costs and it would be cost-neutral.  
AA – if governors are happy with this proposal I will progress it? **Governors agreed to this.**

AA

**Leadership & Management**

Lo'N – I see that **the work on the new classrooms is delayed?**  
AA – yes, there was a tree survey which contributed to the delay. It is planned for the work to be done over the summer holidays, but I am not depending upon this. We are planning for our September timetable with the buildings as they are now. We will make a gradual transition to the new buildings when they are ready.  
Lo'N – is this the LA?  
AA – they are project-managing the new build.

DS – is there any update on **transition plans for the post-19 leavers?**  
AA – no, as I said in my report we are still waiting for the LA to confirm Post 19 packages. There is a restructuring process going on in the LA which is not helping the situation.

There were no further questions on the Principal's report.

**74/18 Safeguarding Report**

Governors asked questions about the previously circulated report.

Lo'N – I notice in the referrals, it states **BEST**. What is this?  
DS – It stands for Behaviour Evaluation Support Team. It's a LA and Health initiative to give intensive support to families. It enables Bradford to support the most complex children within our own area; very few children now have to go outside Bradford for specialist support.

Lo'N – I see **CPOMS** has recorded 51 incidents in total. What period does this cover?  
AA – it's since the last report to governors.  
Lo'N – could the format of the report be altered so that we get a comparison with last time?  
AMcK – I have the last report with me. It was 74 so there is a reduction this time.

ST

Lo'N – I notice that on **Pupil Attendance** we are falling just short of our target.  
AA – we have to include all pupils in the data. We have 2 pupils whose attendance affects our figures: one with epilepsy and one who is currently attending part time by arrangement. If the data is adjusted to discount these two children, then **attendance is 95%** (94.95%). Generally, attendance is very good and pupils are eager to come into school.

Signed by Chair as a true record .....  ..... Date: 2/7/19

7.00 pm Hannah Copeland joined the meeting

**75/18 Presentation – Pupil Progress and Well being Tracking (HC).**

HC began by tabling two documents:  
**Progress Data Report March 2019, and  
Pupil Progress Oct 2018 – Feb 2019**

Referring to the Progress Data Report, HC began by drawing governors' attention to page 3 which give recent highlights at school in a range of areas, not just academic progress.

Looking at the Progress Data Headlines (p4) HC it was confirmed that **“as a result of the use of Intensive Interaction pupils across the school pupils have continued to make more progress in the areas of English, particularly speaking.”**  
**“increase in progress in Reading with 25% of pupils making better than expected progress”**.  
**“particularly good progress in PHSE by KS3 and KS4 pupils”**.

AA mentioned a particularly **successful PHSE event facilitated by Purple Patch** arts. The two teachers are now planning to replicate this type of activity.

HC noted a difference in progress between **Pupil Premium learners** and their peers in PHSE. 45% of PP pupils are making better than expected progress in PHSE against 26% of their non-PP peers. There is also a difference in those making less than expected progress, but here the numbers are small and staff are aware of the reasons for it.

DS – do you think **more able learners** are sufficiently challenged?  
HC – yes, this group are working at a Subject specific level But also access the additional curriculum which supports their well-being. We expect some movement between the 3 groups (Dependent, intermediate and able learners) as they make progress.

There are **13 children who are looked after**, and they perform very well as a group.

Page 6 of the document listed 5 themes that will be developed to promote pupils progress in all areas.

HC reminded governors that **PIP targets** are “Progress in Provision” targets. These are small, measurable steps of progress that are set as targets towards the annual EHCP target and change usually every 2/3 weeks.

Governors thanked HC for her input and she left the meeting.

**76/18 Budget update**

AA tabled a document : **“Budget Income and Expenditure Report 2018-19”**

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Lo'N – can you just remind us when the financial year end is for us?  
AA – the year end for academies in 31<sup>st</sup> August.

The report showed annual income of approx. £3.5M with most expenses being related to staffing costs. .

The year began with a carried forward surplus of £107k and with a prediction of £71k at the end of the year. The amount will probably be slightly less than this by the time we get to the end of August.

**Staffing costs are increasing while funding for SEND has been reduced over the last 3 years.** AA tabled an article from Governing Matters explaining the emerging national crisis in high needs funding.

AMcK – is it usual for Oak and Ash to have more funding for resources than the other bases?

AA – it's partly due to higher numbers in Oak and also to the pupils in Ash needing to use many resources.

**77/18 Risk Register**

Two changes were proposed to the presented document:

“risk of reduction in funding” – in the mitigation column, the wording about the Fundraising officer should be revised as she has now left.

AA

“High numbers of staff absent due to winter sickness virus or other illness” – it was noted that the winter had now passed and this had not been a significant problem. It was suggested that the specific reference to ‘winter’ sickness be removed and the risk be adjusted to Low.

AA to update the document.

**78/18 School Improvement Plan**

AA reminded governors that this is a working document; it has been updated since it was last presented to governors. AA asked governors to look particularly at Priority 10 which relates to governance.

Lo'N confirmed governors were content with the wording in the document.

AA asked governors to be prepared to update the Priority in July with a reflective end-of-year statement of impact.

**79/18 Feedback from Governor Visits**

Governors checked the circulated document.

Lo'N said a couple of her visits had not been included. She will liaise with LI to update the document. She also plans to visit on a Monday to observe the SLT meeting and a Pupil Progress Review.

Lo'N

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AMcK confirmed she had **checked the SCR** on 21<sup>st</sup> March and had visited the school nurse recently regarding immunisations. She will visit again on 17<sup>th</sup> May to check the SCR; the recent focus has been on references, new recruits and checking that staff have signed to say they have read policies.

**80/18 New/updated policies and documents**

- **Care and Control Policy, Appendix 1 only (tabled)** - the school policy is based upon a common policy agreed across the DAP. AA explained that High Park has written an appendix to the policy to meet the needs of one particular pupil. On the advice of the clinical psychologist, seclusion is used with this young person.  
YR – so who initiates the seclusion?  
AA – it can be the young person herself or staff. Seclusion, for her, has proved effective in supporting her behaviour.

**Governors approved the appendix to the policy and understood how it is to be used - sparingly and only for one specific learner at present.**

- **PREVENT** – it was confirmed that the update to this had been circulated by email and had now been signed and approved.
- **Maths Policy** – deferred
- **Science Policy** – deferred

**81/18 LGB meeting dates for 2019-20**

The previously circulated dates were approved.

**2019-20 dates:**

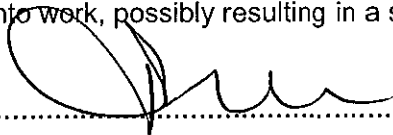
**24<sup>th</sup> September; 19<sup>th</sup> November; 14<sup>th</sup> January; 17<sup>th</sup> March; 19<sup>th</sup> May; 7<sup>th</sup> July.**

**82/18 Any other business referred from 69/18**

- **Eid**  
YR – I'd like to speak about the upcoming **Eid holiday**. I thought High Park had planned well by increasing the length of the Spring Bank Holiday to include Eid on Wednesday 5<sup>th</sup> June. But I now hear that Eid may actually fall the next day on Thursday 6<sup>th</sup> June, when school reopens. It depends upon when the new moon is sighted and which mosque individuals follow.

AA - I have to manage the situation carefully. All of the children are likely to be in school on the Thursday (even Muslim children are likely to come in as they prefer the routine of school) and yet a large proportion of the staff are Muslim so I cannot allow them all to take the day off. It's too late to change the holiday dates now. I have talked with Muslim staff and this is what I propose if Eid does fall on the Thursday: male staff can attend mosque to read Eid before they come into work, possibly resulting in a slightly tardy

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start. And all Muslims can leave as soon as the children go home at the end of the day.

YR – I think that's a good plan. And Eid could still fall on the Wednesday so your plan would not be needed after all. So I would withhold the offer for now.


- **New Ofsted framework** – AA updated governors on the new framework coming into effect in September. There is an increased focus on curriculum. The existing quality of teaching, learning and assessment judgment will be broadened to include a quality of education judgment based on the curriculum and outcomes. There will be a new judgment isolating behaviour and attitudes. There will also be a new judgment isolating personal development. Leadership and management, which include governance, are to remain as a key judgment.
- **Child Protection/Safeguarding Policy** – AA updated governors that the policy had been updated in response to the new Voyeurism Act. It now includes specific reference to Upskirting.

**83/18 Date of next meeting**

**Tuesday 2<sup>nd</sup> July 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

Signed by Chair as a true record .....



Date: .....

2/7/19