

## HEATON SCHOOL GOVERNING BOARD MINUTES

### SUMMER TERM 2016

Date: 7 July 2016  
Time: 9.30am  
Venue: The School

#### GOVERNORS PRESENT

Cllr J Taylor, Mrs A Ashworth, Mrs T Farley, Mr J McLuckie, Mrs J Chambers-Shirley (Headteacher), Mr C Herd, Ms J Steven, Mrs B Barnett (Chairperson), Mr T Conlon, Mr R Ellerton.

#### IN ATTENDANCE

Mrs D Erten Governor Support Officer

A New Governor Training Programme certificate was presented to Mr J McLuckie and Mr C Herd. The New Governor Training Programme certificate for Ms H Taylor was passed to the Headteacher to present.

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence were received and accepted from Ms H Taylor (Duke of Edinburgh expedition).

#### 2. DECLARATION OF INTERESTS

Governors were reminded that they should declare any interest at the start of each meeting.

Governors were asked to declare any personal, business or financial interest in any agenda items; no declarations were made.

#### 3. BUSINESS

##### a) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 10 March 2016, copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

##### b) Matters Arising from Previous Governing Board Minutes

There were no further matters arising.

##### c) Action Points from Previous Governing Board Minutes

The actions raised at the spring term meeting were duly reviewed as follows:

3b – Mr J McLuckie had completed a skills matrix.

3b - The Family Support Worker had been appointed two weeks ago. Ms J Steven undertook to liaise with the Family Support Worker. **ACTION**

3b – The new website was in draft form and would go live in September. The website met statutory requirements.

***Is there a member of staff responsible for keeping it up to date?*** The school bought in to this service. ***Will it be maintained on a daily/weekly basis?*** The school was recruiting an ICT technician to be in place for September 2016 who would be responsible for updating

the website. It was suggested that links to resources would be useful for parents and staff. It was highlighted that pen portraits and photos of governors were still missing from the website. Governors were asked to forward information including their term of office, role in school and relevant background information with regard to their governor role to [jonathon.curtis@heaton.stockport.sch.uk](mailto:jonathon.curtis@heaton.stockport.sch.uk) **ACTION**

The Headteacher was advised to change the date on the welcome screen of the website.

3b – The transport issues had been discussed at the Teaching and Learning committee meeting. The issues were ongoing and the school was liaising with transport so the action would be carried forward to the next Teaching and Learning committee meeting. **ACTION**

***If transport fail to do something where is this raised?*** Sharon Meikle manages Stockport SEN school services and Simon Robson manages the school transport team within this.

***Is there an appeals panel that the school could go to?*** Yes, there is a panel.

***Does the school feedback the time children arrive at school?*** Yes, some children leave school before the end of the day as there was no alternative transport. The Headteacher agreed to forward a copy of the contract to Mr J McLuckie to consider. **ACTION**

It was suggested that the issue be an agenda item for the special schools cluster meeting. Cllr J Taylor offered to write to Dean Fitzpatrick, Executive Member of Education. The Headteacher undertook to liaise with other special school settings.

***Are there any students at the school from out of the Stockport area?*** Yes, there were three students who crossed over boundaries. Two children were transported by their parents and one was a Looked After Child (LAC) resident in Stockport.

3d – The Employee Relations and Flexible Working policies had been adopted at the Resources committee meeting.

3d – The Headteacher confirmed that Mr A Clayton's insurance had been validated.

4d – The buybacks had been discussed at the Resources committee meeting and there had not been a change to the Scheme of Delegation form.

5 – **ACTION:** The Headteacher to circulate the Governor Visits policy. The policy had been considered at the Teaching and Learning committee meeting with no significant changes made.

7a – The Headteacher to circulate written notes of the Development Day on 2 February. **ACTION**

7b - Induction packs had been distributed to new governors.

7b – The Clerk had been informed of the new governors' contact details. The Clerk undertook to remove Kit Seville from the distribution list.

7d – Ms J Steven had contacted Pam Dunham with regard to the Modern Governor online training. It was suggested that governors who wished to undertake courses together do so next term in school. It was suggested that the Development Governor review the skills matrix and identify relevant courses on Modern Governor and in the LA training programme. The Governing Board would start a self-evaluation programme next year. It was highlighted that more governors trained in Safer Recruitment were needed. It was requested that the full job titles of LA personnel be stated in Governing Board minutes. The Clerk to circulate a list of acronyms/post on GovernorHub. **ACTION**

d) Committee minutes

It was RESOLVED that the minutes of the following meetings:

Resources (24 March and 5 May 2016)

Teaching and Learning (25 February and 6 May 2016)

copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

e) Matters Arising from Previous Committee Meetings

Resources

Ms J Steven advised that the building work was on course.

The meeting of the 5 May had discussed increasing the size of the Senior Leadership team and the Headteacher had felt that the model that would work was two teachers appointed on the Leading Practitioners scale; one responsible for behaviour management who would also have a nurture group of children with the most complex needs. The second teacher would be a KS4 coordinator. Both teachers appointed were internal applicants and had been outstanding candidates. Steve Ivy would be responsible for the nurture group and Ruth Martin (previously Stubbs) was the KS4 Lead Teacher.

***What is the ICT technician position?*** The deadline had been extended and there were now four applications with one outstanding application.

It was reported that building work was due to start. The Chair of the committee had forwarded a copy of the plan to Stephen Bell, Head of Commissioning of School Places, Cathy Lyall, Head of Special Educational Needs and/or Disability (SEND) and Phil Beswick, Director of Education Services. The Chair of the committee read out the reply received from Mr Bell and highlighted that the cost of the changes would be £330k from £284k.

The Headteacher informed governors that a meeting would take place with Carillion this afternoon. Plans had been made based on the numbers of young people leaving and joining the school. Having undertaken work assessing the needs of those joining the school, the Headteacher said that the building did not meet their individual needs. It had been agreed that the adaptations would be discussed to meet individual needs as well as numbers.

The Headteacher said that the school could not take the children required for September 2017 so the LA would need to work quickly. The issue had been discussed at the Resources committee meeting.

Governors discussed the issue. The Chair of the committee undertook to respond to Mr Bell's email to state that the school would have problems in the future and ask what solutions the LA were considering. The reply would advise that the Headteacher would not be able to admit Lisburne and Valley School pupils for September 2017.

Governors discussed the fact that there were empty school buildings in Stockport, including a special school building on Curzon Road, Offerton, which had been empty for five years.

Mr T Conlon informed governors that he had followed up the three LA spaces that the LA had said the school would receive funding for but had not yet received a reply. This had also been discussed at the last Resources committee meeting for which there were no minutes as yet.

### Teaching and Learning

Governors were informed that Mrs T Farley and Cllr J Taylor had undertaken a joint visit/learning walk focusing on independence and positive feedback was received. It was noted that the young people had been calm but exuberant and that their level of independence had been very impressive. The Headteacher thanked both governors for their visit. It was noted that Mrs T Farley was undertaking work on the long term vision and independent living.

Mr J McLuckie reported back regarding his visit to the drama group. He said that this had been very inclusive and that it had been great to see the young children supporting each other. Mr J McLuckie was thanked by the Headteacher for his visit.

There were no further matters arising.

f) Confidential Reporting policy

The model LA policy had been approved at the Resources committee.

g) Dignity at Work policy

The model LA policy had been approved at the Resources committee.

h) Health and Safety Policy

The model LA policy had been personalised, adapted and approved at the Resources committee.

4. RESOURCES

a) Budget Update

The Chair of the committee stated that there had not been any changes from when the budget had been set. The school continues to have money built into the place funding formula to have staff for students who need individual support. This equates to an amount of hours of support per week and cost per year. Only when the school went over these hours did it receive any top-up funding for individual support. Three students would be leaving at the end of the year who have hours of support equating to £50k. As next year's intake are unknown, it is not yet clear how hours will be needed and if the school would therefore qualify for more funding or if it would have a reduction in funding. The Leadership team and School Business Manager would undertake work in autumn to accurately record the level of need of new and existing students, whose needs could change significantly year to year.

The Headteacher informed governors that a request that the young people arriving from Valley School have their funding matched when they come to Heaton School would be presented to panel at the end of July. This would convert on to the school's spreadsheet as hours.

***Would this be for the education element of their support?*** Yes. Governors were advised that the school had purchased an assessment tool at £2k and there would be a cost of £900 for additional staff to be trained to use the hydrotherapy pool. These were the only two adjustments to the budget.

b) Approval of the Budget 2016/17

The budget had been approved.

c) Approval of School Fund Audit/Audit Arrangements

Governors were informed that the School Fund would be audited in September.

d) To Consider and Approve any Changes to the Buyback of L.A. Services

The buybacks had been approved.

e) Scheme of Delegation Form 2016/17

The Scheme of Delegation Form had been approved at the Resources committee.

5. HEADTEACHER'S TERMLY REPORT

a) Questions and Discussion

The Headteacher's report had been circulated to the governors prior to the meeting and questions were invited.

The Headteacher stated that from the next school year staff and governors' input into the School Improvement Plan (SIP) would be improved through structured work. It was suggested that the SIP should contain dates.

**Where is the evidence for the outcomes?** There was a lot of information that could not be included in the report. This would tie into the work of the Development Governor and when governors visits were set for the year this would be attached to a target. It was suggested that this be an agenda item for each committee.

**A governor asked for clarification on the figures for behaviour.** The Headteacher explained that the shaded areas were serious incidents versus non serious. The Headteacher undertook to change the pupil names to 'A, B, C' etc. in order to highlight whether one child was involved in the incidents.

**Should governors see information regarding incidents?** This information was shared with Mrs A Ashworth as Health and Safety Governor. **Does information regarding accidents need to be reported to the Governing Board?** Yes. This was shared with the Resources committee under Health and Safety.

**Are the staff incidents in the report in relation to sickness or morale?** It was suggested that this be discussed at the Resources committee meeting under Health and Safety. The Headteacher stated that there were not high levels of absence due to stress. This information was reported to the LA. Governors discussed the figures and the Headteacher undertook to check them.

Mr J McLuckie briefed governors on his visit to the school and stated that the therapy resources and equipment were stretched as nearly 50% of children received therapy input. He expressed concern that the school was carrying big risks. A full discussion ensued.

**Is there any occupational therapy at the school now?** There was NHS occupational therapy.

**Is there an independent learning programme for each child?** Yes. **Does this differentiate the amount of education and therapy hours?** No, the plans were for education. Teachers worked with therapists to obtain advice and support for individual education plans. The school then delivered this. It was explained that by 2017 all the school's pupils would have Education Health Care plans (EHCs). EHCs replace SEN statement and set out the need and entitlement of individual young people from Education, Health and Social Care. There is a requirement to work together as agencies to deliver the

plans. Community health was delivered in school and it was the school's responsibility to coordinate this but not to plan it. Mr J McLuckie offered to take a lead in health as a link.

The Governing Board requested that the Headteacher, Mrs A Ashworth, Mr J McLuckie and Cllr J Taylor meet to discuss further the link between health, social care and education.  
**ACTION**

b) Team Around the School

Governors were informed that the school had been allocated two named Social Workers for two hours each week.

**A governor asked about the Pupil Premium.** The Headteacher replied that there were two TAs in place. The Pupil Premium was used to fund the apprentices which freed up the school staff to undertake one to one work with Pupil Premium children.

**Is Pupil Premium tailored to individual children?** Yes. **Are the apprentices enabling other staff to deliver specific work?** Yes.

The Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

6. STANDING ITEMS

a) School Improvement Plan (SIP)/ School Development Plan (SDP) Update

The latest version of the SIP had been circulated to governors.

**If there is not a colour what does this mean?** That it has not been actioned. **Is the aim for these to be actioned by the end of term?** For most but some would go on to next year.

**Could we briefly review the SIP at the full Governing Board meeting in November and have the new one?** Yes.

**Would there be a different type of SIP when it has been considered what the risks are?** There might be, although a lot of work had already taken place in the autumn term with regard to these issues.

b) Appraisal Update

The Headteacher advised governors that teachers were about to have their second observations of the year. Teachers had met last term with their leaders of department in relation to their performance management targets and all were ongoing.

**What about support staff?** There was not a statutory appraisal process for support staff, although annual meetings were held with Heads of Department but this was not a target setting process. It was felt that this would be possible next year with a bigger leadership team. The Headteacher explained that annual meetings took place and confirmed that these were documented.

**Can we have a few samples of things staff have achieved and targets set?** It was noted that appraisals were linked to the Pay policy and the Pay committee would meet in the autumn term. The Headteacher provided a few examples including a teacher who had been working with a group in the drama studio regarding environmental control and the use of light switches. Governors also heard that a KS4 department had identified friendships within the department as a target and had integrated targets for individuals around friendships. The results of this had been excellent peer to peer support and interaction. The Headteacher agreed to include a list of further examples in future Headteacher reports.

It was noted that the Headteacher's appraisal would take place next week.

c) Report on Racist, Bullying, Homophobic Incidents

The Headteacher reported that there had not been any racist incidents in school during the spring term. The Clerk provided a nil return form, which was completed and signed by the Headteacher and Chairperson; the Clerk then undertook to return the form to the appropriate section within Services to People.

d) Report on Physical Incidents

The Headteacher reported that there had been several incidents during the spring term where the use of physical intervention procedures had been necessary; these had been reported to Services to People using the approved recording methods.

e) Young Carers Update

There were no known young carers within the school.

7. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

Governors were informed that Ms J Steven had agreed to take on the role of Development Governor and would work on the Development Plan over the summer.

b) Terms of Office for Chairperson/Vice Chairperson and End of Term Date

Governors were advised that Mrs B Barnett would leave the Governing Board after 17 years, including eight years as Chair, and that this would be her last meeting. Mrs B Barnett was thanked by governors and presented with flowers in recognition of her commitment and dedication to the school.

It was noted that a two year term of office had been agreed previously.

c) Expressions of interest for Chairperson/Vice Chairperson

It was noted that the next Governing Board meeting was set for November and that a Chairperson would need to be in place before then. It was proposed that the election be held at this meeting.

Mr T Conlon expressed an interest in the position of Chair; there were no further expressions of interest. Mrs T Farley proposed, Mr R Ellerton seconded and it was RESOLVED that Mr T Conlon be elected as Chairperson.

It was noted that Mrs B Barnett would leave the Governing Board on 31 July and that Mr T Conlon would take up the position of Chairperson on 1 August 2016.

It was highlighted that there would be a vacancy for Co-opted Governor. Governors were informed that Ann Thornton, previous Assistant Headteacher at the school, had expressed an interest in joining the Governing Board and had submitted a skills matrix. Governors discussed the appropriateness of Ms Thornton joining the Governing Board as she had been employed as an Assistant Headteacher at the school two years previously and currently carried out supply work at the school.

Governors AGREED the appointment of Ms Thornton as Co-opted Governors by a majority vote, subject to this being statutorily correct. Ms J Steven undertook to confirm this with Mrs P Dunham.

Mr R Ellerton expressed an interest in the position of Vice Chair. Mrs J Chambers-Shirley proposed, Mrs T Farley seconded and it was RESOLVED that Mr R Ellerton be elected as Vice Chair.

Mrs A Ashworth highlighted the funding of the school mini bus and that she had enquired whether the school fund could have charity status if it joined the PTA for £95.

***What is the school fund?*** This was donations to the school in a managed account which was audited.

Mrs T Farley left the meeting at 11.51am

Governors discussed the issue and Mrs A Ashworth explained that the school fund could receive charitable status with less than £5k as a fund and could then benefit from Gift Aid. It was suggested that the issue be discussed at the Resources committee meeting.

d) Expressions of interest for Chairs of Committees

It was agreed that Mr J McLuckie would move to the Resources committee and that Ms J Steven would move to the Teaching and Learning committee. Ms Thornton would join the Teaching and Learning committee, subject to her appointment, and Mr C Herd would join the Resources committee.

It was RESOLVED that Mr R Ellerton would become Chair of the Resources committee.

It was RESOLVED that Ms J Steven would become Chair of the Teaching and Learning committee.

It was highlighted that a governor was needed for the Pay and Headteacher's Performance Management committee.

Mrs A Ashworth left the meeting at 11.59am

e) GovernorHub

The Clerk updated the meeting regarding GovernorHub.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Schools' Finance Update

Governors discussed the report and it was agreed that Mr T Conlon would contact the Governing Boards of the other five special schools in the cluster and that a joint letter from them be sent to Peter Hughes, CSS Schools Finance Manager. It was noted that the Head of Lisburne School would host the meeting of the special schools.

Governors were advised that Ms J Steven, Ms B Barnett, Mr T Conlon, Mr R Ellerton, Cllr J Taylor and the Senior Leadership Team had attended an academy meeting, organised by our Chair of Resources, Ms J Steven, and hosted at the school on 18 May which had been open to all governors and Senior Leaders of special schools within Stockport. There had been a presentation by Andy Kent, Schools Governance Consultant, on the governments' academisation programme and the impact of this on special schools. It had been agreed



that special schools would have termly meetings to discuss the way forward for special education. It was noted that Cathy Lyall had agreed to coordinate this.

Mr T Conlon suggested that governors and Headteachers meet without the LA at this stage in order to determine priorities. It was felt that governors and Headteachers should set the agenda for these meetings, although LA representation was welcomed. It was noted that there had not been any formal representation from Castle Hill School at the meeting.

The Headteacher undertook to email the Headteachers within the special schools cluster to request the email addresses of their governors. **ACTION**

b) Early Years

Governors noted the guidance

c) DBS Update

**ACTION: All governors to have a DBS check in place by 1 September 2016.**

It was noted that Anne Marie Fahy would contact governors who had not been checked to request that they present their ID to the school.

d) Safeguarding

The Prevent Duty guidance was noted.

e) Stockport Family

The guidance was noted.

9. DATES

a) Full Governing Board

Autumn Term 2016                      Tuesday 11 October at 9.30am

Spring and summer term 2017 dates to be agreed.

b) Committee Meetings

Teaching and Learning	Wednesday 21 September at 9.30am
Resources	Tuesday 27 September at 1.30pm
Resources (Policy Review)	Tuesday 4 October 1.30pm
Teaching and Learning (Policy Review)	To be agreed

10. ANY OTHER BUSINESS

(a) End of Term of Office

The meeting was informed that the following governor's term of office would end on 31 August 2016:

Cllr J Taylor, LA Governor

The Governing Board agreed the reappointment of Cllr J Taylor subject to confirmation from the Area Committee. Cllr J Taylor undertook to contact Cllr Forster to make the necessary arrangements.

(b) Water and Sewerage Charges to the School

Governors agreed that Mr T Conlon would sign the template letter and submit it to DEFRA on behalf of the school.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 12.30pm.

## HEATON SCHOOL

### SUMMER TERM 2016 GOVERNING BOARD MINUTES

#### MEETING ACTION POINTS

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
3c	Ms J Steven to liaise with the Family Support Worker	JS	Post meeting
3c	Governors to forward information including their term of office, role in school and relevant background information with regard to their governor role to <a href="mailto:jonathon.curtis@heaton.stockport.sch.uk">jonathon.curtis@heaton.stockport.sch.uk</a>	All	Post meeting
3c	The transport issues to be carried forward to the next Teaching and Learning committee meeting  The Headteacher to forward a copy of the contract to Mr J McLuckie to consider	Teaching and Learning  JCS	21 September 2016  Post meeting
3c	The Headteacher to circulate the Governor Visits policy  The Headteacher to circulate written notes of the Development Day on 2 February	JCS	Post meeting
3c	The Clerk to circulate a list of acronyms/post on GovernorHub	DE	Post meeting
5a	The Headteacher, Mrs A Ashworth, Mr J McLuckie and Cllr J Taylor to meet to discuss further the link between health, social care and education	JCS, AA, JM & JT	Post meeting
8a	The Headteacher to email the Headteachers within the special schools cluster to request the email addresses of their governors	JCS	Post meeting
8c	All governors to provide ID to the school for their DBS check	All	1 September 2016

