

**Minutes of the Meeting of
High Park Local Governing Body
Held at 6pm on Wednesday September 23rd 2020**

Via TEAMS – hosted by Ann Andrew

Attending: Ann Andrew (AA Principal), Linda O'Neill (LO Chair) Yusuf Rasul (YR), Rebecca Barham (RB), Ann McKerchar (AM), Rob Canning (RC) David Sims (DS)

In Attendance: Sandra Grice (Clerking Service),

The meeting started at 18.05.

Agenda item	Documents previously circulated:	ACTIONS
	<ul style="list-style-type: none"> • Declarations of Pecuniary Interest statement item 07/20 • Update of Statutory Information statement item 09/20 • Minutes of 7/7/20 item 10/20 • Principal's Report item 13/20 • Risk Register and Covid19 Whole School Risk Assessment item 15/20 • School Improvement Plan item 16/20 • Expectations of Staff item 19/20 • Allegations of Abuse Against Staff item 19/20 • Pupil Behaviour Policy item 19/20 	
01/20	<p>Apologies Apologies were recorded and accepted from Jayne Taylor</p>	
02/20	<p>Confirm Chair and Term of Office Linda O'Neill was confirmed as Chair for the academic year 2020/21</p>	
03/20	<p>Election of Vice Chair Yusuf Rasul was elected Vice Chair for the academic year 2020/21</p>	
04/20	<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.</p>	
05/20	<p>Notification of Any Other Business and requests for order variations – None</p>	
06/20	<p>Declarations of Interest for Items on this Agenda – None</p>	
07/20	<p>Declarations of Pecuniary Interest 2020/21 All governors had received the paperwork and will scan/email their details to school before the next meeting.</p>	ALL
08/20	<p>Governing Body Code of Conduct 2020/21 The Code of Conduct was accepted by the Governors</p>	
09/20	<p>Review and Update Statutory Information to be published on-line</p>	

	The information was accepted	
10/20	Minutes of the meeting from July 7th 2020 The minutes were accepted as a correct record. Proposed by YR and seconded by AM	
11/20	Matters Arising There were no matters arising.	
12/20	Named Link Governors – see table at the end of the minutes. AA to arrange for email to be sent to Governors regarding joining Pay Review Committee	AA/LI
13/20	Principal's Report – papers circulated with Agenda Governor's confirmed they had read the report. There are currently 3 members of staff off as a result of contracting Covid19, following a significant incident in school recently. They are all due back on 28/9. It is expected that there will be close downs of this nature throughout the academic year and possibly beyond. An escort has currently tested positive and this impacts upon 3 children attending school, AA reported that she has concerns about the length of time it takes for test results to be returned. AA reported that managing anxieties amongst pupils can be difficult at times. Staff are working hard to maintain a calm setting. Some children's wellbeing has improved during the period of closure. Staff have noticed that many have gained more skills and there have been growth spurts for some. Other children have had a more difficult experience. The new children have all settled into school well. Q: (YR) Can you explain how the bubble groupings are working within school? Response: (AA) The needs of our pupils mean it is almost impossible to work in bubbles. We are minimising contact between staff as much as possible but essentially we are one bubble. It is not possible to operate Primary and Secondary Bubbles. There are some risks that we have to accept. Therapist support is operating on an alternating weekly rota. Q: Does Public Health England (PHE) support how school is operating? Response: AA explained that PHE are very understanding of the unique setting. They are supportive and willing to listen to creative thinking to ensure as many children are in school as possible and are happy to support school. Beech Base is currently closed. DS queried whether transport was up and running for pupils? Response: AA stated that careful thought has been given to transport to school which has restarted. There are staggered start and end times but there are some major issues with the amount of cars accessing Thorn Lane and the problems associated with this amount of traffic. It is exacerbated by the increased number of drop offs by families. DS reiterated the late receipt of test results is a problem for everyone. It is inevitable there will be more outbreaks in school – as with all school settings. However pupils are at the heart of all we do and DS commended staff on the amazing job they are doing.	

	<p>AA reported that EHCP reviews are going ahead with professionals attending virtually and parents face to face when necessary.</p> <p>Q: What progress is being made regarding the Curriculum which had gained good momentum last year? Response: AA We are operating a recovery curriculum and as always we are focusing on Social and Emotional Wellbeing to ensure each individual is supported well. Stronger links are being developed with Home Learning as this will be crucial in the coming months. Targets will link home and school learning in a stronger way. Most children are adapting well to changes. These are difficult times for families who have lost their respite care.</p> <p>Q: AM How are the staff who have tested positive? Response: AA They have some symptoms but none are seriously unwell.</p> <p>Q: AM Are supply teachers covering some of the vacancies we have not filled? Response: We are trying to avoid using supply staff because of the increased risk of infection of using external staff. AA acknowledged it was sometimes difficult especially with the increased cleaning required in the workplace.</p> <p>Q: RC: How is recruitment for these posts progressing? Response: 12 people have been shortlisted and will be interviewed. The interviews will be face to face as AA believes she cannot gauge responses well using a virtual facility. Candidates will see the outside of the building and will see some of the students but not have contact with them. It is important for potential staff to understand the cohort and the way school functions.</p> <p>Q: When will they start? Response: As soon as is feasibly possible as some children are unable to come into school because of the reduction in TA's.</p> <p>AA reported that Gaynor and Scott have passed their NPQML - middle leadership qualification. She also reported that the Leeds University Intern scheme is working well and the new intern is settling into her role. The school website is more intuitive and accessible and a Home Learning page is now available. Staff are currently being filmed undertaking some activities e.g reading a story, exercises etc so that the Home Learning page content is increased. Items will be added throughout the term.</p>	
14/20	<p>Safeguarding Report</p> <p>The Chair invited questions and comments. Q: should the local infection rate be included in the report? Response: (DS) No. Covid infection is a Public Health issue not a safeguarding matter.</p> <p>AM will be visiting school soon but only going into Meadow classroom and will catch up with LO re any safeguarding matters. LO will share stats and training information from ICAT at the next meeting.</p>	AM/LO
15/20	<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. Only essential visitors will be allowed in school. DS stated it was important that the SLT should determine who is classed as an essential visitor as opposed to a professional asserting their status.</p>	

	<p>AA confirmed that until Bradford is 'Covid19 free' the RAG rating will be Red. The risk is high and it is virtually impossible to make the school Covid safe. This is to ensure that safety is at the heart of all decisions within school. If people relax in their workplace setting infection is likely to increase.</p> <p>LO left the meeting as she received distressing personal information. The remaining Governors agreed to close the meeting after brief discussion of the following Agenda items.</p>	
16/20	<p>School Improvement Plan and Recovery Plan Governors were asked to email comments to AA for consideration. This is a fluid plan which will be considered a working document throughout the academic year.</p>	
17/20	<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. Not addressed - to be discussed at next meeting.</p>	Next Agenda
18/20	<p>External review of Governance It was agreed that this standing item was no longer relevant and can now be removed as a standing item from the agenda</p>	
19/20	<p>Policy Reviews</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection – accepted under item 04/20 • Staff Code of Conduct • Behaviour • Allegations of Abuse Against Staff <p>It was agreed that Governors would send queries by email to AA and policies can be agreed and ratified via email.</p>	ALL
20/20	Any Other Business referred from item 04/20 above - None	
21/20	Date of Next Meeting Tuesday November 24th 2020 at 6pm	
<p>The meeting closed at 19.10. There was no further business brought to the meeting. Ann closed the meeting and thanked Staff, Governors and the Clerk for their attendance.</p>		

Link Governors

Name	Role	Link / responsibilities
Ann Andrew	Headteacher	
Linda O'Neill	Chair	Teaching & Learning Teachers

Ann McKerchar	Parent governor	Safeguarding Behaviour Beech Base
Vacant		Health & Safety & Buildings Risk management Acorns Base
Rob Canning	Staff governor	Business Support Team Staff wellbeing
Rebecca Barham	Co-opted governor	Pupil Premium
Yusuf Rasul	Vice Chair Co-opted governor	Most Able Pupils Support Staff Oak Base
Dr David Sims	Co-opted governor	Looked After Children Ash Base

Pay Review Committee – Last year it was Linda and Darren.

There is currently a vacant Parent Governor post.