

Capella House School

*Minutes of the meeting of the governing body held as a Virtual Meeting
using Teamshare on
Wednesday 25th March 2020 at 6.30pm.*

Attendance

Lynn Majakas (LM)
Andrew Whiteside (AW)
Peter Heyer (PH)
Peter Bailey (PB)
Naomi Greaves (NG)
Michele Coleman (MC)
Melanie Bywell (MB)
Vacancy (Co-opted Governor)
Vacancy (Staff Governor)

Apologies

Don Blaylock (DB)

Absent w/o apologies

None

Also, attended

Helen Bridge (HB) – Clerk, Susie Connor (SC), Ivan Pryce (IP), Rebecca Graham (RG)

Meeting Minutes

All meeting attendees agreed to conduct the meeting as a virtual meeting.

1. Apologies/Declarations of Interest

- 1.1. Don Blaylock sent his apologies.
- 1.2. Governors were asked to declare any interests relating to any item of the agenda for this meeting. None were declared.

2. Membership, Organisation & Operation of Governing Body

- 2.1. The chair welcomed Melanie Bywell, newly elected parent governor to the governing body.
- 2.2. The chair also welcomed Michele Coleman back to the governing body after her time helping at Capella House.
- 2.3. The chair noted that Romany Wood-Robinson, co-opted governor, had recently stepped down from the governing body – on the behalf of governors and the school he extended his thanks to her for her help and commitment. This leaves a vacancy for co-vice chair – governors agreed that the decision as to whether to have a co-vice chair would be reviewed going forward.
- 2.4. The chair noted that Don Blaylock was now in post at Capella House as Interim Headteacher.
- 2.5. Governors agreed that Rebecca Graham, School Business Manager, is to be made associate governor.

3. Approval of Minutes/Actions Arising from the Meeting held on 27th January 2020

- 3.1. There were no changes to the minutes of the GB meeting held on the 27th January 2020 and they were agreed as a true and accurate record of the meeting and were signed by the chair.
- 3.2. There were no actions outstanding that were not covered on the agenda for this meeting.

4. School Performance (pupil progress, staff, site etc)

- 4.1. The CHS Headteachers report to the LGB was circulated in advance of the meeting (Attached at A).
- 4.2. The head noted that the School Improvement Partner had been visiting the school to provide support for the Maths curriculum and assessment with weekly planning sessions. The head and assistant head of Clarendon school have been giving support for English curriculum assessment. Targets against the baseline assessments have been set for Maths and English. Additional curriculum statements for assessing the pupils' levels of achievement (Clarendon stages) for English and Maths have been loaded onto Classroom Monitor. The aim is for Classroom Monitor to be used for assessments for the first academic year then all information will be loaded onto Arbor.
- 4.3. The head noted that an agency teacher with a good background in special needs started at the school after half term. She is looking at ways in which to develop the English curriculum and planning for September 2020. The head noted that 2 HLTA's have recently been appointed and teaching staff are being supported by long term agency TA's.
- 4.4. The head noted the calmer atmosphere at the school with reduced anxiety levels and increased levels of pupil engagement following the offer from Clarendon school to support a Capella House pupil as detailed in her report. In addition, she

noted that the other pupil who had been educated off site moved to a new setting at the beginning of January.

4.5. *Governors raised the question of whether SEN were involved and whether there were EHCP reviews for the pupils detailed in pt. 4.4?*

The head confirmed that emergency annual reviews were conducted for both pupils and an alternative provision for one pupil was found by SEN and for the other pupil, following support from the SIP, SEN and Clarendon School, an assessment place was created at Clarendon School until the end of the summer term whilst ongoing assessments are made to determine future placement.

4.6. The head noted that the school is full with 14 pupils attending including the pupil receiving his education within Clarendon.

4.7. The chair noted that 5 more pupils are due to join the secondary centre in September 2020.

4.8. In addition to the primary update in the Head's report, IP noted that due to the current situation with regard to the coronavirus epidemic, the situation is very uncertain with respect to pupil placement and the physical refurbishment of the primary site (he noted that an alternative location in an existing primary school may be possible if necessary).

5. Action, Improvement and Project Plans

5.1. The Capella House Update to the DfE 3rd March 2020 and the CHS Action Plan were circulated in advance of the meeting (Attached at B).

5.2. It was noted that the Interim Head at CHS is consolidating the Action Plan, Improvement Plan and Project Plan (for Primary) into a School Development and Improvement Plan (SDIP). This will lead the school's strategic and operational actions over the next year. It will focus on the summer term but lead the SLT and governors towards the expansion of the school over the next 18 months. Once agreed, the SDIP will become a standing item on meeting agendas to review progress. It will be a live, active document that will be updated regularly.

Action: DB

5.3. The chair noted that there is to be a Directors review on Monday 30th March and an AAT Board Meeting on Wednesday 1st April. He noted that the update vs the DfE action plan will form the basis of the Directors Review.

5.4. *Governors raised the question of whether they are to receive a SIP report?*

It was noted that a draft report had been received by the trust CEO and the head and once amendments had been made, it would be circulated to governors w.c. 30th March.

6. Finances

6.1. The minutes of the finance meeting held on the 18th March 2020 are to be circulated with the minutes of this meeting (Attached at C).

- 6.2. The vice chair noted that the accounts were signed off at the meeting and the school is in a good YTD position currently. The forecast for the full year and beyond will need constant review.
- 6.3. There were no questions from governors.

7. Escalations to AAT

- 7.1. The AAT Update March 2020 was circulated in advance of the meeting (attached at D).
- 7.2. The trust CEO noted that the main issue is to secure a stable staff at CHS which is in hand. He noted that current action plans are in hand, led by the interim head. The trust has Primary experts who are helping to set up the CHS Primary sector.
- 7.3. The CEO noted that all CHS pupils are currently at home. It is uncertain as to what will happen in the summer term with regard to school openings/staff absences etc however he emphasised that there is frequent communication between Capella House, Clarendon and Strathmore as to how they can support each other and there is a shared understanding across all trust schools.
- 7.4. The chair noted that governors are impressed by the level of communication that is being made by trust schools both to parents, staff and the governing bodies.

7.5. *Governors raised the question of whether the opening of the CHS primary site should be postponed due to the coronavirus epidemic?*

The trust finance director noted that the plan is to run a number of budget scenarios with different pupil numbers and if the result is a deficit position, then the trust will need to go to AfC for support. Conversations also need to be had between the trust and AfC with regard to how pupil recruitment is to be managed going forward in the current climate. Once pupil numbers have been identified, then an alternative setting needs to be considered with AfC.

8. Interaction with AFC (Directors Review, Pupil Placements etc)

- 8.1. See points 5 & 7.

9. Safeguarding

- 9.1. The safeguarding governor noted that the safeguarding advisor from AfC had carried out an audit of safeguarding processes at the school. The safeguarding governor has since reviewed the recommendations and actions with the head. There will be another review by AfC next term.
- 9.2. It was noted that when the head retires at the end of term there is no level 3 trained safeguarding lead at the school and all AfC CPD training is currently suspended until the end of May due to the coronavirus epidemic. The safeguarding governor undertook to visit the school twice each half term to ensure that the interim head and senior teacher are confident with regards to safeguarding processes.

Action: NG

- 9.3. Governors agreed that the safeguarding governor should take on the role of E-safety and she undertook to investigate training on this. She noted that she is to

audit the single central record on Friday 27th March and would circulate notes from the visit.

Action: NG

9.4. LM to circulate to 4 policies to governors via the clerk for ratification at the next FGB.

Action: LM/HB

9.5. Following the safeguarding audit, it was advised that governors should sign to confirm they have read the whole document Keeping Children Safe in Education September 2019 – it was noted that governors have already signed to confirm they have read Part 1 of this guidance. The clerk undertook to circulate the link.

Action: ALL/HB

9.6. The chair extended his thanks to the safeguarding governor for all her hard work.

10. Parent Voice

10.1. The parent governor extended her thanks, on behalf of the parent community, to the head and the staff for all their hard work in supporting the pupils at the school. She noted that parents were pleased to have the opportunity to meet the interim head and are clearer on the direction of the school. I was noted that a parent's group should be set up when all has returned to normal after the school closures due to the coronavirus epidemic.

Action: DB

11. GB Training and Development

11.1. Nothing to report because of restrictions due to the coronavirus epidemic. All AfC CPD suspended until the end of May.

12. Update on Governor Links & Visits

12.1. Nothing to report because of restrictions due to the coronavirus epidemic.

12.2. The decision of which governor is to take on the role of marketing to be taken offline.

Action: AW

13. AOB

13.1. The chair asked governors to email himself or the vice chair if they were interested in the position of co-vice chair of the governing body.

Action: ALL

13.2. The recruitment of a staff governor is to be discussed at the next FGB in July.

Action: AW

13.3. The clerk undertook to contact governors for information required for the GIAS system.

Action: HB

13.4. The chair undertook to write to all staff thanking them for their support and contribution in the current situation.

Action: AW

13.5. The chair gave an expression of thanks on behalf of the governing body to the head, who is due to retire at the end of the spring term, for her passion and enthusiasm as well as her outstanding commitment to the school. He undertook to organise a formal farewell event when possible.

Action: AW

14. Date of Next Meeting

The next FGB meeting is to be held on Wednesday 8th July at 6.30pm at Capella House.

The meeting ended at 8.00pm.

Signed by the Chair _____

Date _____