

Capella House School

*Minutes of the meeting of the governing body held at Clarendon School on
Monday 16th September 2019 at 6.30pm.*

Attendance

Lynn Majakas (LM)

Andrew Whiteside (AW)

Peter Heyer (PH)

Bethany Crosstick (BC)

Naomi Greaves (NG)

Apologies

Peter Bailey (PB), Romany Wood-Robinson (RWR), Michele Coleman (MC)

Absent w/o apologies

None

Also, attended

Helen Bridge (HB) – Clerk, Susie Connor (SC)

Meeting Minutes

1. Introduction

- 1.1. Capella House School (secondary site) is now open and governors extended their congratulations to LM and the Capella House Staff for a successful first week.
- 1.2. LM noted that all 13 pupils had been present in school all week. There has been lots of good communication with parents, some of which have given feedback. The school Family Partnership Worker has been in contact with all parents and some parents have expressed interest in attending joint parent training sessions with Clarendon School and Capella House School.
- 1.3. LM noted that she had recently attended a tribunal for an additional pupil and there is one further tribunal outstanding.
- 1.4. AW noted that this meeting was not a full governing body meeting, but an opportunity for governors to understand and raise questions on 3 key documents – the Project Plan, School Development Plan and Risk Register (Attached at A).

2. Project Plan – Q & A

- 2.1. Governors noted that there was some duplication between the Project Plan and the School Development Plan.
- 2.2. LM noted that the Project Plan is a practical list of tasks whereas the SDP is organic and grows and changes over time in line with visits to the school by the School Improvement Partner (SIP).
- 2.3. Governors agreed that they should review the current Project Plan and remove any items that had now been completed. The Project Plan would then be rebranded as a Primary Site Project Plan Checklist. This was done at the meeting with SC updating the checklist. SC undertook to circulate this through the clerk after the meeting (Attached at B).

Action: SC/HB

- 2.4. Governors agreed that the Primary Project Plan Checklist should be a regular agenda item at full governing body meetings going forward.

Action: HB

- 2.5. SC noted that she has temporarily taken on the role of School Business Manager at Capella House. A permanent School Business Manager is currently being recruited who will initially work 2 days for Capella House and 1 day for the Auriga Academy Trust. This will change to working 3 days for Capella House once the primary site opens.

- 2.6. LM undertook to contact Nadia St Paul about signing up to the EFA information exchange.

Action: LM

3. School Development Plan – Q & A

- 3.1. Governors noted that the School Development Plan (SDP) should be monitored through the school committees. The school can also assess their progress in relation to the plan through SIP reports. The SDP will be updated and revised throughout the year and a final revision will be published at the end of the academic year.
- 3.2. Governors agreed that the SDP would be a regular agenda item at full governing body meetings going forward especially as the school does not have separate committees at present due to its size.
- 3.3. Governors asked about assessments and testing – LM confirmed that there is standardised testing in spelling, maths and reading. The pupils will also have occupational therapy assessments and the Speech and Language Therapist (SALT) will be carrying out assessments when she starts.
- 3.4. LM confirmed that a profile will be developed for each pupil, targets will be set, and each pupil will be monitored against these. Staff make assessments of pupils and look at progress each half term. If it transpires that pupils are not in line to meet their targets, the school will look at what additional interventions are required to help them with this.
- 3.5. Governors noted that, as the school was in its first year, they felt it was important that at the end of the year, results are compared against the original target as well

as the most recent target revision in order to help with forecasting for the following year.

- 3.6. Pg. 4 – items listed under the Primary Site to be included on the revised Project Plan Checklist.

Action: LM/SC

- 3.7. LM noted that she is to meet with 4 potential parent governors. AW agreed to join the meeting and LM undertook to ask Jo Dixon if she would attend also.

Action: LM/AW

4. Risk Register – Q & A

- 4.1. Governors noted that the Risk Register should be a regular agenda item at full governing body meetings. Governors undertook to read and review the Risk Register at the next FGB on 6th November 2019.

Action: ALL

- 4.2. SC noted that she will have to move the AAT Finance and Resources committee meeting which is also due to be held on the 6th November.

Action: SC

5. AOB

- 5.1. SC noted that all governors are welcome to attend the AAT board meeting on the 13th November 2019.

- 5.2. SC noted that she is running an Understanding Academy Finance Workshop on 25th September 6.30pm at Clarendon School to which all governors are welcome to attend.

The meeting ended at 8.00pm.

Signed by the Chair _____

Date _____