



# The Blue Tangerine Federation

7.00pm Monday 14 September 2020 via Zoom

## Full Governing Body MINUTES

**Present:** Rachel Andrew (RA) Anthony Bruton (AB) Debbie Dorman (DD), Ruth Hammerson (RH), Stephen Houlton-Allen (SHA), Claire Kelvin (CK), Josh Pollard (JP), Paul Morgan (PM), Andy Summerskill (AS), Parris Williams (PW), Poppy Chowdery (PC), Ros Wood (RW, Chair)

**Apologies:** Manda Sides – MS, Head of Operations, St Luke’s

**In Attendance:** Jamie Caple – JC, Head of School, St Luke’s  
Pam Stocks – PC, Head of School, Collett  
Huw Bucknell – HB, Head of School, Forest House Education Centre  
Tracey Norris – HfL Clerk

Agenda item		Action
1.	<p><b>To receive apologies and approve absences</b> The chair welcomed everyone to the meeting, apologies for absence had been received from and were approved for Anna Pastalides.</p> <p>Manda Sides (head of operations) was unable to attend the meeting (annual leave).</p>	
2.	<p><b>To declare any conflict of interest</b> None declared.</p>	
3.	<p><b>To approve the minutes of the previous meeting</b> The minutes of the previous meeting held on 30 June 2020 were approved as an accurate record of the meeting and would be signed and filed in the school office as soon as possible. The following matters arising were considered:</p> <ul style="list-style-type: none"> <li>a. Send copy of CLA report to governors: completed, this was available on Governor Hub.</li> <li>b. RW/SHA to send out staff survey before the end of term: This had been sent out at the end of last term, the results had been sent to RW but she had not received them. <b>Action: SHA to ensure the admin team forwarded the results to RW.</b> SHA noted that one or two personal grievances had been raised but other than the results were positive.</li> <li>c. SHA to chase Tania Rawle (HCC) re Federation funding: SHA had heard nothing further from TR. SHA had been in contact with TR on other matters but had not been able to progress the St Luke’s funding position. Sally Glossop (HCC SEND) had recommended that any future re-build at St Luke’s should be for secondary age pupils only. No decision had been made by the SEND team re primary age children. St Luke’s had a Y2 pupil starting in March 2021. Pupil numbers at Collett were 128 (the school had been directed to take</li> </ul>	<b>SHA</b>

	<p>2 extra children – schools could be directed to take 3% over capacity). However, these two children had come with extra funding. SHA confirmed that the schools would be reluctant to take on extra pupils if this pushed numbers over PAN (which at St Luke’s was 160). The one-page summary report from the external review of funding (which had been conducted in November 2019 and commissioned by Tania Rawle for HCC) was in fact the entire report. SHA confirmed that quotes were being obtained for the demolition of the portacabins at St Luke’s and this would go ahead regardless. An example of the changing cohort (increasing needs) at St Luke’s was the fact that fewer and fewer pupils were able to access the GCSE curriculum.</p> <p>d. PROM: this had been postponed to later in the autumn term.</p> <p>e. Transport for St Lukes in September: transport had been discussed at the Special Head’s forum (JC had hoped to a arrange transport around class bubbles, but this had not been possible).</p> <p>f. Staff at Forest House: One member of staff was on compassionate leave. One member of staff is likely to have to return to self-isolation, another member of staff was managing a broken foot but in work. Day pupils would return to school next week. Two new members of staff had joined.</p>	
4.	<p><b>To note any other business</b></p> <p>There were two items of other business.</p> <p>a. <b>Careers:</b> Anthony Bruton had been working alongside Jackie Roper on post 16 pathways to ensure the Federation achieved 100% in the Gatsby Benchmarking Assessment by September 2020. Benchmarking across both schools was at 100% in each category except for areas 1 and 3; there was an action plan in place to achieve 100% in these areas. The results and a careers plan would be shared on the website.</p> <p>b. <b>Teacher’s pay awards:</b> The proposed pay recommendation for teaching staff had been set at 2.75% (this had been agreed by unions) but it was up to each individual FGB to approve to this cost of living pay rise. This was separate to any performance related increment. The proposed increase would be applied on a sliding scale across teaching staff pay grades. The Federation had budgeted for a 2% increase not 2.75% so if approved this would impact the budget. However, since the budget had been set, some expensive members of staff have left and SHA was confident that the pay rise could be absorbed into the existing budget. SHA recommended that the governors approve this. He added that recruitment was buoyant with good applicants applying for jobs. <b>The Governors approved the recommendation to adopt the 2.75% pay rise</b></p>	
5.	<p><b>Risk Assessment Overview</b></p> <p>SHA referred governors to the risk assessment for each of the schools which were available on the website. The DfE had outlined four levels to a potential local lock down (as of 14 September):</p> <ol style="list-style-type: none"> <li>1: Face coverings in corridors</li> <li>2: Rota system in secondary schools – one week on week off</li> <li>3: Primary schools open to vulnerable pupils only</li> <li>4: Special schools are to remain open throughout.</li> </ol>	

	<p>SHA summarised the situation in the Federation and invited questions:</p> <ul style="list-style-type: none"> <li>▪ The biggest anticipated challenges facing the schools would be attendance and staff absences.</li> <li>▪ Two members of staff at Collett were self-isolating via track and trace.</li> <li>▪ Attendance so far has been fantastic; parents were happy to have children back in school: <ul style="list-style-type: none"> <li>○ Collett: 94%</li> <li>○ St Luke's: 90%</li> </ul> </li> <li>▪ SLT had provided parents with lots of information on the website relating to risk assessments/question and answer guides.</li> <li>▪ <b>Q Meeting with other special heads?</b> This was a regular forum for the 25 special schools within Hertfordshire. The next one would take place on Thursday 17 September. <b>Action: SHA would provide feedback to PC to share with governing body.</b> Jennie Newman and Sally Glossop (HCC SEND) often attend these meetings.</li> <li>▪ There was potential to put classes together in some year groups at Collett (if staff absences became a problem) but would be balanced against needing to retain small groups for better behaviour management.</li> <li>▪ <b>Q Were staff wearing PPE?</b> Some staff were, but not many. It had been agreed at Collett that staff working between bubbles would wear visors. SLT did not particularly want staff to wear masks but supported any members of staff who wanted to do so. Some staff needed to wear PPE (because of spitting/intimate care, eg) and the preference now was for visors (rather than masks) to be used. Intimate care was still possible at school. Collett has had building work over the summer to change the single-sex Lower School toilets and storage cupboards to create one room of unisex toilets and a desperately needed changing room with a rising medical bed which made it easier for staff to provide this service for bigger and older children.</li> <li>▪ One pupil at St Luke's required intimate care and staff were well trained to support this. Additional needs of children in primary at St Luke's also include non-verbal, intimate care, severe SEMH, ODD and PDA.</li> <li>▪ Heads of school have been very effective at managing parent drop off/pick up to ensure social distancing and there were clear guidelines in place.</li> <li>▪ Pupils were wearing masks in transport and pupils have clearly been well prepared by parents and carers to return to school with new rules in place.</li> <li>▪ <b>Q catch up funding?</b> This was expected to be £81 per child. At the same time, the school was expected to lose approximately £4000 from the abolition of Y7 catch up funding.</li> <li>▪ <b>Q National school rebuilding programme?</b> RW thought that a new initiative had been announced and would look up the article again. SHA thought this might refer to the £10 million allocated to HCC 4 years ago. Both schools had applied to this fund with a capital bid.</li> </ul>	<b>PC/SHA</b>
	<p><b>Attendance Action Plan: Autumn Term</b></p> <p>JP had put in place an action plan for tracking and improving attendance. In addition, the Heads of School have been devising creative solutions to get parents/pupils back into school. Attendance levels have been positive as a result.</p> <ul style="list-style-type: none"> <li>▪ Some children (6 families only) had not returned to school because the parents felt that they needed to continue to shield. Government advice was</li> </ul>	

	<p>clear on this, anyone who had been shielding should now be back in school.</p> <ul style="list-style-type: none"> <li>▪ Some families don't feel this is safe enough.</li> <li>▪ A letter explaining the safety measures and procedures in place has been shared with parents.</li> <li>▪ HCC have introduced a new register code for anyone absent because of Covid-19 or needing to self-isolate because a family member had tested positive.</li> <li>▪ Shielding would be recorded as an unauthorised absence.</li> <li>▪ JP was working with these families to try and find a solution with an aim of getting all pupils back in school as soon as possible. For example, speaking with family GP to get advice or arrange for a smaller room to be made available as part of a supportive transition.</li> </ul>	
6.	<p><b>School Development Plan 2020/21</b></p> <p>SHA had shared a copy of the SDP with governors in advance of the meeting. Questions were invited:</p> <ul style="list-style-type: none"> <li>▪ <b>Q What was the resilience donut programme?:</b> This had been developed by a member of staff who had previously been at Collett and was now at St Luke's as an intervention. It had proved to be very effective and SHA was hoping that this could be taught to all pupils. It was similar to growth mind set concept.</li> <li>▪ <b>Q How could governors best track progress of SDP?</b> The SDP tracks progress across the federation and would provide governors with an excellent monitoring tool. Each school would be working towards a more detailed action plan.</li> <li>▪ Four more deputy DSPs have been recruited, this shows the commitment of the Federation to safeguarding.</li> <li>▪ Black Lives Matter agenda: staff were enthusiastic about ensuring the school's curriculum and procedural interrogation improvements supported this agenda.</li> </ul>	
	<p><b>Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>▪ KCSIE: governors noted the updated guidance Keeping Children Safe in Education which were shared with governors in a PowerPoint presentation, this had also been delivered to staff.</li> <li>▪ INSET training had focused on one of the biggest risks facing pupils; domestic violence.</li> <li>▪ JP described how the DSP would receive an automatic alert from the police if they were investigating a case of domestic violence. The numbers showed an increasing trend: <ul style="list-style-type: none"> <li>○ Sept 19 – March 20: 5 notifications</li> <li>○ During Lockdown: 9 notifications</li> <li>○ August 2020: 11 notifications.</li> </ul> </li> <li>▪ This was a growing issue. Not all pupils have had a good experience at home during lock down. SLT were mindful that all staff should remain aware of this and listen to pupils.</li> <li>▪ <b>Q were any repeated incidents to the same address?</b> Some.</li> <li>▪ <b>Q what do you do with the information?</b> JP disseminated the information to the other DSPs and the pupil's teacher. A record was made on their</li> </ul>	

	safeguarding file.	
	<p><b>Resources</b></p> <p>The following update was provided, see also supporting financial documents uploaded to Governor Hub:</p> <ul style="list-style-type: none"> <li>▪ <b>Erasmus:</b> This was a European wide project championed by previous HT (Paul Johnson). After his departure, notice had been given to the British Council and the school’s involvement had been cancelled. Since then, two payments of £16,000 had been made in error by the British Council to St Luke’s. One of these payments was known about and repaid. The second, cancelled project by SHA in September 2017 however was also paid and The British Council were now requesting that this amount be repaid.</li> <li>▪ Period 3 financial monitoring position had been uploaded.</li> <li>▪ FSS adviser would be in at the end of September to prepare the revised forecast.</li> <li>▪ There had been no response from HCC regarding the deficit budget submission made in April 2020.</li> <li>▪ The September re-forecast would be key.</li> <li>▪ <b>Q have other schools submitted deficit budget?</b> SHA was aware that some have.</li> <li>▪ The Finance Action Group had been in place at St Luke’s since May 2017 and very little progress had been made in real terms in addressing the root cause of St Luke’s financial difficulties; the banding levels of its pupils.</li> <li>▪ <b>Staffing:</b> as agreed at previous FGB meetings, safe staffing levels has been a main priority of the Federation.</li> <li>▪ <b>Q What has been the impact of this?</b> The impact at St Luke’s was already noticeable in terms of staff morale, improved pupil behaviour and the variety of therapeutic interventions that can now be offered to pupils. There were fewer calls on Heads of Schools’ time to support staff with behavioural issues.</li> <li>▪ SHA reported on the really strong staff in pastoral team.</li> <li>▪ Governors were delighted to hear that staffing levels were making a difference.</li> <li>▪ <b>Fire Door Quotes:</b> Governors were referred to the quote uploaded to Governor Hub. The school were happy to recommend FJF who had a good service record within the Federation. <b>This was approved.</b></li> <li>▪ <b>New buildings at Collett:</b> these were signed off today, pictures of the new buildings had been shared in the school newsletter. PS and all the Collett staff were delighted with the new space.</li> </ul>	
	<p><b>Policies</b></p> <p>The following policies had been circulated in advance of the meeting and were approved:</p> <ol style="list-style-type: none"> <li>a. <b>Child protection policy:</b> changed to reflect the KCSIE updates.</li> <li>b. <b>Commerical card policy:</b> no changes to the policy were proposed.</li> <li>c. <b>Schedule of financial delegation:</b> anything over £2000 requires two members of SLT and anything over £5000 requires governor approval.</li> </ol> <p>For next meeting:</p> <p><b>Pay Policy</b></p>	

7.	<p><b>Governor Roles and Action Plan for 2020/21</b></p> <p>a. <b>Appointment of chair:</b> RW was happy to stand again and there being no other nominations was elected unanimously.</p> <p>b. <b>Appointment of vice-chair:</b> AP would not be able to continue in this role as she was returning to full time work. RW invited Andy Summerskill to stand as vice chair temporarily until a permanent appointment could be made. This was agreed.</p> <p>c. <b>Governor visits:</b> SHA was happy to encourage link governors to meet staff either in school or remotely via FaceTime/MS Teams. SHA would ask staff to make contact with their link governor.</p> <p>Link roles were agreed as:</p> <ul style="list-style-type: none"> <li>o Chair: Ros Wood</li> <li>o Vice Chair: Andy Summerskill.</li> <li>o Safeguarding: Anthony Bruton</li> <li>o St Luke’s School &amp; autism: Ruth Hammerson</li> <li>o Collett School &amp; S&amp;L: Poppy</li> <li>o Forest House: Claire Kelvin</li> <li>o Finance: Parris Williams</li> <li>o H&amp;S and mental health: Debbie Dorman</li> <li>o Standards/attainment: Paul Morgan</li> <li>o HR: Anna Pastalides</li> <li>o Pupil Premium &amp; finance Action Group: Andy Summerskill</li> </ul> <p>d. <b>Governor composition:</b> The Chair highlighted the need for the FGB to recruit some new governors, it was likely that AP would not return and AB would not be available after Christmas. AB would post an advert on LinkedIn.</p> <p>e. Attendance record: the clerk had prepared the attendance record of governors for the preceding 12 months. This would be uploaded to governor hub, governors were invited to check their details and send revisions to the clerk.</p>	
8.	<p><b>To receive any other business</b></p> <p>a. <b>Sex and relationship education:</b> Ben Linford was working on this and would make it relevant and appropriate for Collett pupils. Rachel Andrew has been working on this aspect of the PSHE curriculum with Kelly Ann and Jackie Roper at St Luke’s - this would be finalised this term and would refer to guidance from the PSHE Association. Both schools would be be mindful of the safeguarding aspect.</p> <p>b. <b>Q what form would parent evenings take this year?</b> These would take place on zoom or by telephone they would be based on mini EHCP reviews. Tutorial days have been rebranded as EHCP Review Days and will take the form of Zoom/telephone meetings. The Federation was keen to ensure that all aspects of a pupil’s EHCP was in place. There had been lots of cuts in HCC provision of S&amp;L/OT/sensory integration etc. The schools were proud to offer a holistic curriculum and were recruiting dedicated S&amp;L/OT staff. Private therapists were working in partnership with the Federation to make the most effective use of the schools’ resources eg rebound trampolinist. This was a great reputation for the Federation to have.</p>	

9.	<b>Meeting dates for 2020/21</b> Monday 23 November 2020 at St Luke's at 7pm Monday 18 January 2021 Monday 22 March 2021 Monday 17 May 2021 Monday 28 June 2021	
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Meeting finished at 8.45pm