



Local Governing Body

Meeting Minutes

17th May 2018 at 4.00pm

Governors Present

Esther Harris (EH Chair), Adam Daw (AD Headteacher), Debbie Aitchison (DA), Irena Gibbs (IG), Lorna Robinson (LR) and Amanda Rigler

Others Present

Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were received from Simon Bainbridge (SB Executive Headteacher) and Val Manning (VM)	
2.	Declaration of Interests	
	No interests were declared.	
3.	Business Manager Report (PE)	
	<p>Finance</p> <ul style="list-style-type: none"> The current predicted carry-forward is £97k which is better than anticipated. However, we will have a more accurate picture further into the term. The support staff pay award has had an impact and will continue to affect future budgets. There is no additional funding for this. The initial 2018/19 budget is balanced but it is anticipated that the carry forward will need to be used next year. ALT expect 3 year balanced budgets to be set but many of the Trust schools will be unable to do this. As a special school Highfield must ensure a safe staffing level. The LA are refusing any additional funding that we apply for despite the appropriate paperwork. Q <i>Governors queried whether the LA need to give a justification for refusal?</i> A It was clarified that they no longer need to. Governors discussed the issues surrounding erosion of funding and how important it is that Highfield finds ways to boost income. Q <i>Can we charge other schools for SEND advice?</i> A Yes & it is planned that we will develop that <p>Premises</p> <ul style="list-style-type: none"> After 2 years Monroe has finally accepted responsibility and are coming to resolve the boiler issue. It is therefore 	

	<p>anticipated that the heating will be working properly next winter.</p> <ul style="list-style-type: none"> • The service from NG Maintenance, whilst not great, is improving • The catering procurement process is underway. • Lisa, our income generator, has settled in well. She has obtained funding for a number of projects: <ul style="list-style-type: none"> - Work is being done on the sensory garden - Final interactive board being installed. - Play equipment needs removing in the summer with a plan for replacement - Fitness equipment in uppers - Trampoline been purchased - Working on funding for minibus for 19+ <p>Q <i>Is income generated by Lisa reflected in the budget?</i> A It is, but is balanced with the expenditure</p> <p>H&S</p> <ul style="list-style-type: none"> • The committee has met • Karen Jarvis is coming on 6 June for a H&S walk • Planned fire drill has taken place • Unplanned recent lockdown has raised issues including with people not recognising the alarm. These are being dealt with • H&S Policy had some changes which had been highlighted. Policy was approved 	
4. School Development Plan (AD)		
	<p>The new format is being developed. A working document was circulated for the LGB to see and discuss. The commentary proved useful and AD highlighted key areas.</p> <p>Highfield is looking to develop the curriculum across both schools. Governors felt this supported the idea of a joint Ely/Littleport LGB rather than the ALT proposed plan of joining Littleport LGB with LECA.</p> <p>Q <i>Governors asked about the frequency of updating the plan?</i> A The plan will be updated on a regular basis but there will be a 'current' plan for the LGB to see 10 days before a meeting.</p> <p>Q <i>In order to be meaningful, we must be clear about what RAG rating means, what is being measured – progress against short or long term goals? We also need to know how this will be reported to the LGB.</i> A AD will discuss with SB and report back to next meeting. It was agreed that a RAG rated document would be for SLT and LGB, not for the website.</p> <p>Q <i>How has the re-grouping of pupils been received by parents?</i> A This seems to be fine with only one comment received.</p> <p>Q <i>Following appointment of a work experience coordinator, governors asked how the school are getting on with the Compass tool?</i> A AD was unsure. It was felt it may be useful for LR to conduct a visit on the topic as she works with the Careers & Enterprise</p>	<p>AD to share plan on google drive</p>

	<p>company</p> <p>Q <i>The current self-assessment is that of Good. Governors questioned what things the school could do better?</i></p> <p>A AD gave examples such as improved communication, transition for pupils leaving, the curriculum, but explained that these are all being addressed as part of the SIP.</p> <p>Q <i>Do you need to be more confident in your assessment? Do you aspire to be outstanding and what would you need to do to move from good to outstanding?</i></p> <p>A We want to be the best we can be, achieving the best possible outcomes for our pupils rather than just meeting Ofsted criteria.</p>	<p>AD will upload to website once EH has proof read</p>
5.	Focus Area for Discussion	
	<ul style="list-style-type: none"> • Report on CPD (AD) <p>AD circulated his report and invited questions/comments:</p> <p>Q <i>Perhaps tracking would be useful, particularly if there is a cost, so that value can be measured?</i></p> <p>A We get verbal feedback from staff. Some self-referral CPD we may not know about. We are currently looking at using a tracking form. IG reported back positive feedback on the Learning Curve 6 week course that several staff had participated in</p> <p>Q <i>EH asked for more details about some of the sessions, what qualifications the tutors hold and what the cost is?</i></p> <p>A AD will look into this</p>	<p>LAC report next time (also PP & Sports premium)</p>
6.	Governance Items	
	<ul style="list-style-type: none"> • Review of previous minutes <p>These were agreed as a true record. No matters arising</p> <ul style="list-style-type: none"> • Approval of sabbatical for Val Manning <p>VM has requested a 6 month sabbatical for health reasons which ALT has approved. The LGB were in agreement but asked if there was any potential impact which needed to be considered. VM has the role of safeguarding and LAC governor links. During her absence, the role of safeguarding link will be taken on by DA and the role of LAC link by EH</p> <ul style="list-style-type: none"> • Link Governor roles (discussion) <p>There was discussion around the way in which link roles should be assigned including whether they should be linked to key stages or areas of the SDP. It was agreed that EH will retain her autism role and take on PP and the LAC role temporarily, with DA covering safeguarding as well as H&S until VM returns. IG will continue with mental health</p> <ul style="list-style-type: none"> • Visit Reports <p>There were no visits to report back.</p> <ul style="list-style-type: none"> • Training feedback <p>LR and AR are to attend induction training on 13 June</p> <ul style="list-style-type: none"> • Feedback on Mental health <p>IG informed governors that Ely Flower Festival is hosting a special evening session at the cathedral on 23 June for</p>	<p>AD to circulate suggested models & all to feedback by email</p>

	those with disabilities. She will be attending and has 24 tickets for staff. She will also encourage parents to go. She also reported positively on the praise and worry boxes that have been introduced.	
7.	HT update	
	See the school development plan report	
8.	Child Protection/Safeguarding update	
	Safeguarding training at next meeting	
9.	Policy Reviews	
	<ul style="list-style-type: none"> • Acceptable Use and E safety (revised) DA had forwarded a number of comments so these will be followed up. AR will also send her comments. • Home Visiting Approved • Management Information System Approved • Physical Intervention Approved • Lone Working Approved <p>Governors also approved an amendment to the Staff Induction Policy to state that the school informs new staff that there are unions they can join and who the reps are.</p>	KJ liaise with Jake
10.	Date of Next Meeting	
	28 June at 4pm	
9.	AOB	
	<ul style="list-style-type: none"> • PE has requested just one Business Manager Report per term. DA will cover H&S • GDPR update at next meeting • EH conducting an Autism visit tomorrow – report next meeting • Governors requested training in finance • KJ to send Prevent link to everyone 	

Meeting ended at 6.15pm