



Local Governing Body

Meeting Minutes

1st February 2018 at 7.00pm

Governors Present

Esther Harris (EH Chair), Simon Bainbridge (SB Executive Headteacher), Adam Daw (AD Headteacher), Val Manning (VM), Debbie Aitchison (DA) and Irena Gibbs (IG)

Others Present

Amanda Rigler (AR), Pippa Edwards (PE Business Manager) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Welcome new governors and introductions	
	The Chair welcomed 2 prospective new Governors, Amanda Rigler and Lorna Robinson. Introductions were made. Lorna was unable to stay for the meeting	
2.	Acceptance of Apologies for Absence	
	There were no apologies.	
3.	Declaration of Interests	
	There were no declarations of interest in relation to specific items on the agenda.	
4.	Focus Area:	
	<ul style="list-style-type: none"> EHCP folders/targets being available/used (school tour) This was deferred	Possible future meeting
5.	Business Manager Report:	
	<ul style="list-style-type: none"> Finance The budget is on track. Delays in staff replacement has mitigated the unforeseen support staff pay rises. Q <i>Governors asked if there are any ways to further improve things?</i> A We aim to increase funding wherever possible and continue to be cautious.	
	<ul style="list-style-type: none"> Premises There are issues with the new maintenance contractor which ALT are employing. PE has made her concerns known but has not found the Trust very helpful. ALT is currently re-negotiating catering contracts.	
	There are some heating issues due to a leak under the floor.	

	<p>The school is obtaining quotes (around £8000) for the repair and is managing to keep the heating running in the meantime. The cost will be covered by RPA insurance.</p> <ul style="list-style-type: none"> • H&S to include feedback on H&S plan <p>DA is the new H&S governor and has completed training. She will attend H&S meetings and complete H&S walks.</p> <p>PE shared the Hansam dashboard with governors. She has updated the October H&S plan progress report following the issues reported at the last LGB meeting</p> <p>Q Will anyone on site be trained to use the AED? A Training can be made available but the device is available for anyone to use. Q Where will it be sited and do we have a duty to ensure access to it? A It will be somewhere outside and there will be access if we leave the pedestrian gate unlocked.</p>	<p>DA to liaise with PE</p>
6. Governance Items		
	<ul style="list-style-type: none"> • Review of previous minutes <p>These were agreed as a true record</p> <ul style="list-style-type: none"> - VM has not yet liaised with PE on the SCR as there was an audit. - CP all updated. Danny & Nadine are now trained. AD explained the process for logging concerns. VM explained that she visits to audit as do the Trust (via an external party). Will train governors in CP & safeguarding when vacancies have been filled. <ul style="list-style-type: none"> • Training feedback/plans <ul style="list-style-type: none"> - DA had completed a H&S course run by CCC <p>The course covered legislation & H&S issues affecting schools.</p> <ul style="list-style-type: none"> - EH met Gary Peile (ALT) to discuss SoD & governor recruitment. Whilst on site Gary conducted a surprise school walk and was very impressed with what he saw, in particular the PMLD class and TAs. - The Clerk reported updates from the Clerk's briefing regarding GDPR, consultation on SRE, and proposed changes to mental health provision <ul style="list-style-type: none"> • Governor Recruitment <p>No nominations had been received for parent governor. ALT has suggested that VM moves to the parent governor slot as she is a grandparent, then another Trust Governor can be appointed. She agreed to this. Her term of office will run for 3 years from today</p> <ul style="list-style-type: none"> • Feedback from working group for mental health issues <p>IG has met with AD as part of the well-being group to look at pupils and staff. The Support Education Partnership https://www.educationsupportpartnership.org.uk/ offers a helpline for staff and there are online courses which TAs can access at Learning Curve Group http://www.learningcurvegroup.co.uk/</p>	<p>Complete next term</p> <p>DA to email report</p> <p>EH to complete a report</p> <p>KJ email consultation links</p>

	<ul style="list-style-type: none"> • Visit Reports No visits have taken place yet this term 	
7.	HT/Executive HT Report	
	<p>The report had been circulated</p> <ul style="list-style-type: none"> • <u>Incidents</u>: There were several bullying and racial incidents reported but these were attributable to one student. Governors asked how this was dealt with and the HT explained that an explanation was given to the pupil in an age-appropriate way and the parents were informed. There have been no further incidents since November. • <u>Roll</u>: There is a risk of numbers dropping in Sept 2018 as 13 students are due to leave. Places will therefore be offered at Ely and Littleport on a catchment basis (with individual needs also taken into account). • There are some behaviour issues in one of the primary classes which is being resolved by an individual timetable for 1 pupil and movement of another. • <u>Staff</u>: 2 apprentices are due to finish with no vacancies for them to remain. The staff income generator was appointed today • <u>School Development</u>: Phase 2 of the new build is approaching the end of milestone 1. SB shared the plans. <i>Q Governors asked how the build will be managed whilst continuing to provide provision?</i> <i>A</i> It will be a tightly managed process, with some work planned for the school holidays, and areas fenced off. • <i>19+ provision</i>: agreement has been reached for 10 funded places. These will be at Littleport until the new build is completed in 2020. The offer was circulated for Governors to take away and read • <u>Curriculum</u>: AD described a collaborative approach to developing a coherent curriculum, taking English as the start point since this is currently an area of strength. • <u>Family worker role</u>: This position has not been replaced. It has been agreed that the funding will be spent in a number of different ways: <ul style="list-style-type: none"> - Offer of 12 week blocks of mental health provision from Centre 33 - Play therapist - Simon Adams to assist with Post 16 - 2 days/week family liaison worker • <u>ALT Visit</u>: David Hilton, ALT Director of Standards, visited the school and reported very positively • <u>Staff Survey</u>: AD reported 33 responses out of a total of 88 staff. Responses were very positive 	SB to invite Natalie to talk about 19+ offer at next LGB
8.	School Plan Progress	
	<p>SB and AD intend to revise the format of the School Plan to make it more strategic. Governors want to see what has and hasn't been achieved and the reasons. Governors would like to keep updated with the plan as and when it is amended.</p>	Bring to next meeting

	<p>A few items were picked up from the current plan including the need for an SMSC link governor and that staff are no longer expected to repeat CCG each year.</p> <p>SB confirmed for Governors that medical protocols are up to date.</p> <p>With the arrival of the new HT at Ely in the autumn and the sickness absence of the Littleport HT, progress in some areas has been slower than anticipated</p>	
9.	Child Protection/Safeguarding update	
	<p>A safeguarding audit has taken place and the review had been circulated.</p> <p>This was a very rigorous process and concluded with a number of recommendations which include:</p> <ul style="list-style-type: none"> - VM should meet with AD termly, can combine this visit with SCR checking - Bound book – required to record incidents & should be looked at by governors (VM will do). - VM to meet with SB with regard to LAC <p>VM will attend a CP meeting next term and complete all these tasks.</p>	
10.	Policy Reviews	
	<ul style="list-style-type: none"> • Medication Consent • Assessment • EYFS • Behaviour • Assessment Policy • Educational Visits • Science • Prospectus (amendments made after last meeting) <p>It was agreed that curriculum policies will not be brought to Governors All other policies were approved</p> <p>Managing review of policies was discussed and it was agreed that:</p> <ul style="list-style-type: none"> • Policies should be sent out as far in advance as possible • Fewer policies should be considered at any one time 	
11.	AOB	
	<ul style="list-style-type: none"> • Link governors will be put in place when the LGB vacancies are filled • EH/KJ will look to drawing up a Planner 	EH/KJ
12.	Date of Next Meeting	
	<p>8 March at 7pm</p> <p>The meeting on 8 May was changed to 17 May at 7pm</p>	

Meeting ended at 9.20pm