



**Meeting Minutes**

Monday 25<sup>th</sup> September 2017 at 7.00pm

**Governors Present**

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

**Others Present**

Kerrie Jones (KJ Clerk)

	Item	Actions
<b>1.</b>	<b>Acceptance of Apologies for Absence</b>	
	Apologies were accepted from Anne Dyer (AD) and Ian Bayes (IB) Resignation received today from IB. Governors expressed their appreciation for his work as a governor The LGB welcomed Adam Daw, new Head teacher	
<b>2.</b>	<b>Declaration of Interests</b>	
	None New pecuniary interest forms were completed	
<b>3.</b>	<b>Finance/Premises update (PE)</b>	
	PE circulated the Business Manager's Report <b>Finance</b> - Carry forward is £138,070 which is very similar to estimated. <b>Premises</b> - <u>Property management</u> : ALT have engaged Engie to cover servicing & maintenance jobs. This is a Trust wide policy. Includes all alarms & mechanical engineering maintenance, but not specialist equipment. PE has voiced her concerns on call out time & charges for non-regular maintenance work. - <u>Capital Projects</u> : Green energy scheme -awaiting final invoice. Some jobs outstanding which Bouygues are organising. No further capital jobs planned - <u>19+ provision</u> : in talks with CCC. Will require phase 2 of building works. Have planned a therapy pool, gym & offices extension & will now add a building to house 19+. Also want to do some remodelling of reception area and drive. <b>H&amp;S Report</b> The Trust monitors H&S via the Hansam system. PE reported to the LGB using the dashboard.	

	<p>Stuart Letley will be completing our annual audit in Oct. PE has no current concerns.</p> <p><b>Q</b> <i>Governors asked how we might increase lettings?</i>  <b>A.</b> PE will have more time soon to actively pursue letting opportunities.</p>	
<b>4.</b>	<b>Focus Area:</b>	
	<p><b>Planning for 2017/18</b>  ALT have sent through a new Scheme of delegation which summarises the LGB responsibilities  It was agreed a recruitment drive is needed for local Governors and that a Governance Planner would be useful  Other plans are covered in item 5</p>	<p>-EH to look on Inspiring Governance  -KJ/EH will draw up planner</p>
<b>5.</b>	<b>Effective Governance:</b>	
	<ul style="list-style-type: none"> <li>• <b>Identify Training Needs</b>  Basic Child Protection training (1 hour) is needed for Governors. AD &amp; SB will do at start of a meeting or during the school day.  There is also CCC safeguarding available.  DA attending termly briefing tomorrow &amp; will go to all subsequent ones  Governors encouraged to attend training or complete online and confirm with KJ who will log.</li> <li>• <b>Link roles:</b>  Agreed to link roles to Key Stages +PMLD. Governors can sit in on meetings between HT and KS leaders having first spent time in the classroom and then emailed questions ahead of the meeting  VM will continue in her Safeguarding/CP/LAC role  It was agreed that a separate pupil premium link is not needed</li> <li>• <b>Mental health Impacts:</b>  IG reported back findings following last meeting's discussions. Trainee counsellors from Place2be can come in but it is very costly. Blue Smile can do tailored sessions in 6-8 weeks blocks (at a cost).  Ely College have a good list of resources.  Some schools employ their own counsellor – we should consider when we are looking at our family worker and nurse roles.  Will set up working group for mental health issues</li> </ul>	<p>SB will send potential dates.</p> <p>-AD to supply dates  -EH contact Governors new to visits  -Roles &amp; staff contacts to be agreed next week</p> <p>-KJ contact Ely college re sharing list, then can be shared with Highfield parents  -KJ contact Pinpoint re parent support  -IG liaise with Ely on support  -Pick up with KS leaders  -Add to next agenda</p>
<b>6.</b>	<b>Business Items:</b>	
	<ul style="list-style-type: none"> <li>• <b>Appoint Vice Chair for 2017/18</b>  VM proposed DA as Vice Chair. This was seconded by AD and agreed unanimously</li> <li>• <b>Review of previous minutes</b>  These were agreed as a true record</li> <li>• <b>Executive HT Report</b>  Pupils:</li> </ul>	

	<p>120 at Littleport with 4 classes. 46 anticipated for January. Staffing levels are meeting pupil needs <u>Staff update:</u> Lyn Houghton is moving to Littleport as Assistant Head. Job Coach, Paula Farrell, also moving to Littleport. All vacancies have been advertised internally. Governors supported the idea of recruiting to fill the vacant family worker role <u>School Development:</u> ALT is bidding for the new special school in Alconbury and SB has been working with the Trust on this <b>Q</b> <i>Governors asked what this brings to Highfield and is it diverting SBs attention?</i> <b>A</b> No, felt this is not a distraction, SB worked on over the summer. In the longer term it would be better to have a group of special schools rather than a stand-alone new school Sarah &amp; Helen have taken part in the Leading Active Learning. Their input was appreciated and is also valuable to their self-development. There may also be future value for generating revenue by offering training to schools Maltings cottage – had to abandon at end of last year. Will carry on with other ideas. Pop up cafes will continue. Could perhaps support meetings which run regularly in Ely &amp; would like a pop up café.</p> <p>Governors questioned the Executive HT: <b>Q:</b> <i>What was the nature of the formal complaint earlier in the year?</i> <b>A</b> It was regarding provision in school, <b>Q</b> <i>Do we do exit interviews?</i> <b>A</b> No, but agree it would be useful. <b>Q</b> <i>Were there any lessons to be learned in relation to the loss of the family worker?</i> <b>A</b> Perhaps issues with line management, issue with capacity, sufficient support not possible from SB who was unable to delegate at that time. <b>Q</b> <i>Was pupil return to school smooth?</i> <b>A</b> Yes</p> <p>LAC – governors would like a progress report at next meeting Add LAC numbers and number of pupils who are out of school to report In future SB &amp; AD will write HT report together</p> <ul style="list-style-type: none"> <li>• <b>School plan progress report</b> <u>Highlights:</u> <ul style="list-style-type: none"> <li>- 19+</li> <li>- Curriculum delivery eg idea of having a story &amp; incorporate every subject within the story.</li> <li>- Changes in ways lessons observed – not grading but useful feedback.(will need overall grades for tracking but no need to feedback)</li> <li>- Leaver's phone calls – track what happens to our</li> </ul> </li> </ul>	<p>SB will ask Maz to look at.</p> <p>AD will source a format</p> <p>LAC report</p> <p>Request report 7 days in advance</p>
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	pupils. - Shared curriculum - Governor's plan audit of interventions over the year	EH will take this up
<b>7.</b>	<b>AOB</b>	
	It was proposed that LGB meetings could be at 4pm if possible.	EH to check with AD.
<b>8.</b>	<b>Date of Next Meeting and safeguarding session</b>	
	27 Nov 4pm at Littleport CP training date tbc  Meeting ended at 9.10pm	