



Meeting Minutes

Monday 27th November 2017 at 4.00pm

Governors Present

Debbie Aitchison (DA Vice Chair), Simon Bainbridge (SB Executive Headteacher), Adam Daw (AD Headteacher) and Val Manning (VM)

Others Present

Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Esther Harris (EH Chair) and Irena Gibbs (IG) Anne Dyer (AD) was absent	
2.	Declaration of Interests	
	None	
3.	Focus Area	
	<ul style="list-style-type: none"> Tour of new School A brief tour of the school was conducted at the end of the meeting	.
4.	Effective Governance	
	<ul style="list-style-type: none"> Training Update VM attended leadership & management of safeguarding (report circulated) She summarised her report and highlighted key points: <ul style="list-style-type: none"> - Add safeguarding item to each meeting - SCR – now need to do additional checks above & beyond the basics eg add moving & handling training - A safeguarding audit should be completed, where files will be sampled (see item 5) - Staff code of conduct should be sent to Governors - Governors on school visits should always be mindful of safeguarding aspects DA attended termly briefing, safeguarding, and monitoring One suggestion from the monitoring course was that when Governors attend meetings they could also tour the school, even though pupils are not there. KS leaders could attend for a visit with a particular focus The CP training was postponed as there were too few governors It was agreed that training reports will be submitted for governors using the template	Next meeting item VM will liaise with PE DA to circulate docs from training School tour for future meetings KJ to circulate template

	<ul style="list-style-type: none"> • Confirmation of Link Governor Roles/link reports Defer until there are more governors VM had circulated the report of her CP visit (see item 5) • Governor Recruitment SB will organise a parent governor election. Also consider grandparents – SB will ask for expressions of interest KJ has found potential governors on Inspiring Governance and will follow these up • Set Up working group for mental health issues IG/EH/DA have met to discuss. Both attended a Pinpoint meeting It was agreed they will continue as the working group Centre 33 will charge £9k to come in to work with students for 6 weeks. 	<p>SB to organise.</p> <p>KJ to confirm with K Jarvis re numbers of staff governors KJ to arrange for interested candidates to contact SB</p> <p>SLT will look into this further & consider options</p>
5.	Business Items	
	<ul style="list-style-type: none"> • Finance/Premises update/H&S Report October finance report was circulated at the meeting The H&S safety plan progress document from ALT was shared along with PE's response to Karen Jarvis which questioned many of the ratings Governors noted that since this is a safeguarding issue it is vital that the progress of items is correctly logged • Review of previous minutes These were agreed as a true record <ul style="list-style-type: none"> - Planner in progress (KJ/EH) - CP training delayed until new governors recruited - Continue with 4pm meetings • HT/Executive HT Report (to include LAC) The report was circulated at the meeting and updated governors on pupils, staffing and school development. SB expanded on some of the points raised: <ul style="list-style-type: none"> - First fixed-term exclusion issued in many years, but it was felt there was no alternative - Funding requests for 1:1 support submitted to Panel. Have budgeted £40k extra in this year's budget based on previous success. - 6 LAC pupils on roll. 20% made better than expected progress, 60% expected and 20% less than expected. Q <i>Governors asked about outcomes for the 1 pupil who has not made expected progress?</i> A This is more about the inability of the old system to adequately track progress. The new system will be much better for tracking progress of PMLD students and will allow closer monitoring - Family worker – the Leadership team feels we may not be getting value for money from this role. We have sought feedback from parents which has highlighted some of the issues. The money allocated to this post could be spent in other ways, including provision for mental health and accessing the family worker only when needed. - Leaders have been involved in meetings regarding the ALT bid at Alconbury. The bid was not successful. 	<p>PE to feedback to Governors following ALTs response</p> <p>KJ to contact AD to confirm time is acceptable</p> <p>This will take further consideration in light of tight financial constraints</p>

	<p>Q <i>Governors asked about ALT expanding and how this may affect Highfield and what we gain from being part of a Trust?</i></p> <p>A As a special school we are different to the other schools in the Trust and we do stand up for ourselves. Having Littleport as part of the Trust is very beneficial for us including providing staff opportunities. Being part of the Trust has helped us succeed with the Phase 2 building and the 19+ programme. It must also be remembered that support from the LA is dwindling.</p> <ul style="list-style-type: none"> - 19+ pilot has been approved by CCC and will be hosted at Littleport for 2 years. - Business case for Phase 2 is being presented to the Cambs Capital Programme Panel - SMLT are revising the way we look at quality of teaching. Currently use drop-in observations, progress students are making, evidence of planning. So far all except one case rated Good. However, rather than grading we will have a discussion with teachers. Need to look at long term outcome for students - AD is conducting a curriculum review - Maz is leaving her post as income generator <ul style="list-style-type: none"> • School Plan progress report Defer to next meeting • Policy Reviews Policies had been circulated for review. Will follow up by email. • Child Protection Update VM had completed a CP visit & SCR check. AD is implementing and improving procedures. VM/AD will conduct a safeguarding audit in the summer term CP Policy needs updating with new staff CP posters could be put up in prominent places with all details on 	<p>School Plan next meeting</p> <p>Email policy comments to SB SB to finalise & send to Claire</p> <p>AD to update</p>
6.	AOB	
	There was no other business.	
7.	Meeting Dates	
	Next meeting is on 1 Feb at 4pm	

Items for Future LGB Meetings
<ul style="list-style-type: none"> • Tour of school with particular focus • Feedback on H&S plan following ALT response • School Plan • Safeguarding • H&S report