



Local Governing Body

Meeting Minutes

8th March 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), Irena Gibbs (IG) and Amanda Rigler (AR)

Others Present

Natalie Tatum (NT High Needs Lead) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Lorna Robinson (LR) and Pippa Edwards (PE)	
2.	Declaration of Interests	
	There were no declarations of interest.	
3.	LINC 19-25 Provision Report (NT)	
	<p>The new LINC 19-25 provision is for young adults with PMLD or complex medical needs and will provide a bridge between school & adult services. Currently we will not be able to take those with significant behaviours.</p> <ul style="list-style-type: none"> • The individualised offer will focus on therapy and learning and will provide a continuation of what the school currently offers but in an adult setting. • Will offer specialist therapies such as Physiotherapy and Occupational Therapy. • Initially individuals will be able to stay for 2-3 years during which time we feel confident that with these young adults we will be able to show progress. • Transport will be provided by the LA • This is a provision which is not already available locally and we have already had expressions of interest and are meeting prospective adults next week • The LINC 19-25 is a pilot scheme to be based at Littleport initially, during which time we will be able to refine and develop the programme. <p>Activities will follow 5 key areas (as in lower school):</p> <ul style="list-style-type: none"> - My body - My communication - My thinking 	

	<ul style="list-style-type: none"> - My independence - Social development <p>We will track progress and try to offer accredited courses</p> <ul style="list-style-type: none"> • NT & SB have attended some relevant courses such as adult safeguarding; they explained that there are differences compared with child safeguarding. • NT will set up provision with the new manager. She will have a day/week next year during which time she will meet regularly with the manager. • Still awaiting formal approval from DfE to extend the age range of the Trust. <p>Q <i>Governors sought reassurance that NT has the capacity to take on this role and continue with her current work?</i> A Yes, it is an extension of current work. She has a great team working with her and will be relying on the new provision manager.</p> <p>Q <i>Will they be sharing the facilities with the rest of the school?</i> A No, they will have their own provision. They will share the pool & outside but timings will be managed.</p> <p>Q <i>How will it be funded?</i> A Same as PMLD lower down. Will seek 1:1 funding as a minimum. Looks to be financially positive for us</p> <p>Q <i>Will you accept any age between 19-25?</i> A Yes, but their EHCP may have lapsed & they will then need to be re-assessed.</p> <p>Q <i>Will there be any issues moving to Ely down the line and will numbers be kept low?</i> A Don't foresee any issues. Numbers will be kept small with 8 initially and a maximum of 16</p> <p>Q <i>Is it term times only?</i> A Yes.</p> <p>The proposal has gone out to consultation. Parents are keen to see it developed but it was acknowledged that there is still a gap for those with behaviour issues.</p> <p>Governors praised NT for all she has achieved, her motivation and enthusiasm.</p>	
4.	Business Manager Report	
	<p>PE sent a brief report to update Governors</p> <ul style="list-style-type: none"> • Finance She is in the process of completing accounts and reports that all is on track. • Premises Boiler leak now fixed and insurance paying for all but £500. Ongoing boiler issues which have been flagged many times by Paul and PE are now being taken seriously and hopefully will be sorted in the Easter holidays at no cost to us. She has nearly completed a cleaning/hygiene supplies audit and we will be able to make some savings 	<p>Full report for next meeting & thereafter once/term with a verbal or brief update between.</p>

	<ul style="list-style-type: none"> • H&S Following DA's H&S walk, PE has ordered new posters. Any other points will be reported to the next LGB meeting. 	
5.	Focus Area for Discussion	
	<ul style="list-style-type: none"> • Development of new School Development Plan The new format is a more useful working document which combines the plan and the SEF. Governors discussed and suggested that the plan should include impact as well as evidence. SB/AD will further develop and share ideas with governors to finalise, adding the sort of things to go in the commentary and including elements of risk 	Bring working document to next meeting
6.	Governance Items	
	<ul style="list-style-type: none"> • Review of previous minutes These were agreed as a true record with the amendment of 'nursing' to 'medical' protocols (item 8) All actions had been completed. VM has a date set for a safeguarding visit SB/AD will look at LAC • Training feedback No-one has attended any recent training • Governor Recruitment We have 2 new Trust Appointed governors (AR/LR) and 1 vacancy to fill. Perhaps business skills would be a useful asset. • Feedback from working group for mental health issues 14 Highfield staff have signed up to complete an online level 2 well-being course with the Learning Curve Group. Littleport are to offer this to staff too. There will also be an opportunity to undertake a Foundation course in mental health which is available for those working with young people. It is currently free and involves 1 day/month for a year. • Visit reports DA has completed a H&S walk with PE & Paul All are confident that everything is covered H&S posters are in each classroom and these have been updated by PE. DA also spent time observing pupil pick-up and suggested that Theresa wears a high-vis jacket when she is outside on duty at pick up time Q <i>Governors asked about any parent parking issues?</i> A The process seemed well managed and traffic was moving slowly. There was never any sense that a child was in any danger. 	<p>IG to send link when available.</p> <p>KJ will ask Karen if she has a H&S walk check list for governors</p> <p>SB to liaise with Theresa</p>
7.	HT/Executive HT update	
	<ul style="list-style-type: none"> • Roll: 1 KS4 pupil has moved to IVC and 1 new pupil is due to start in KS4. There will then be 219 on roll. Have moved one pupil out of lower school which is working well 	

	<ul style="list-style-type: none"> • <u>Littleport</u>: a lot of paperwork has been submitted for primary age pupils who are able students but have behavioural & mental health issues. We are not set up for this type of student and have had to refuse. It is very concerning that the LA has no other provision for these students. We have had an assessment place for a pupil at Littleport where we could assess the possibility of a placement. However, since this does not fit with the LA code of conduct we will no longer be able to offer this type of trial place and will automatically have to refuse if we are unsure • <u>Class</u>: groupings are currently being sorted. New sets of paperwork will see us full • <u>Staff</u>: 1 teacher has left at short notice and there is currently cover in place. Will look at supply cover to end of year. SB's performance management objectives includes supporting mainstream ALT schools. 7 have been identified which he will visit next term to look at SEN provision. Recruiting a family liaison worker and Provision manager for LINC and music therapist. Jo in the office is retiring but it is hoped to manage these hours internally <p>There were 2 further items which are recorded as confidential minutes.</p>	
8.	Child Protection/Safeguarding update	
	<p>There was nothing to report at this meeting, but a date has been set for VM to complete a visit Staff Designated Persons have met.</p>	
9.	Policy Reviews	
	<ul style="list-style-type: none"> • Assessment Governors asked SB to explain learning walls: lower classes use these to display pupils' learning outcomes. Staff can annotate regularly by post-it notes. At a future meeting Governors will be able to view these on a learning walk. Leaders are considering a change to the way reporting is conducted – EHCPs drawn up at the start of the year will not be updated during the year but parents will receive reports every 6 months. The policy was approved with a review in 2 years • Discretionary Leave of Absence Policy Will look at next time to discuss how this policy is implemented 	Next meeting
10.	Date of Next Meeting	
	<p>17 May at 4pm 28 Jun at 4pm</p>	

	It was proposed that the meetings start at 4pm rather than 7pm but will need to check with LR first.	KJ to email LR re proposed time
11.	AOB	
	<ul style="list-style-type: none"> • The caterers, CCS, will cease to operate in our school at the end of this year. ALT are organising a tender process and will shortlist 3 providers. SB will conduct a visit to schools to sample menus. • SB was asked to report on PP, LAC funding, & sports premium for next meeting • AD was asked to prepare a CPD report for next meeting 	Reports next meetings

Meeting ended at 9.00pm

Items for Next LGB Meeting	
	Item
	<ul style="list-style-type: none"> • Business Manager Report • School Development Plan • SB to report on PP, LAC, Sports funding • AD to report on CPD • Discuss Discretionary Leave of Absence Policy