



Meeting Minutes

8 October 2019 at 5.30pm

Governors Present

Lorna Robinson (LR Acting Chair), Simon Bainbridge (SB Executive Headteacher), Adam Daw (AD Headteacher), Val Manning (VM) and Amanda Rigler (AR)

Others Present

Karen Jarvis (KJa ALT Governance Manager), Yvonne Skillen (YS Head of school, HLA) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	There were no apologies.	
2.	Declaration of Interests with regard to items on this agenda and completion of pecuniary interests 2019/20	
	None. Governors completed new pecuniary interest forms for 2019/20.	
3.	Agree the minutes of the last meeting and matters arising not on this agenda	
	<p>These were agreed as an accurate record.</p> <p>Matters arising (see updated actions at the end of the minutes)</p> <ul style="list-style-type: none"> • Website compliance has been checked and is almost up to date • AD visited Willingham to see their Arts curriculum. They have an impressive and well respected Arts curriculum which is part skills and part knowledge based. AD is implementing knowledge based teaching with his teaching group this year. • Nurture group case studies AD still to do • LAC (CIC) visit outstanding 	<p>Nurture group & progress case studies –AD to bring to next meeting Governor visit to look at progress to follow.</p>
4.	Governance items	
	<ul style="list-style-type: none"> • LGB Structure HEA/HLA SB explained that when HLA and LECA first opened ALT decided to operate with a joint HLA/LECA LGB. However, this is now proving unsuitable for HLA's needs. It is therefore proposed that HEA and HLA have a joint LGB. The schools offer the same curriculum and assessment and have joint policies. Premises is shared with LECA so a way to oversee this aspect effectively will need to be considered. Currently all governors on the joint LECA/HLA LGB are LECA. It is hoped that workload for the LGB will not increase significantly though it was acknowledged that there will be 	

<p>two budgets and visits required at both sites. In particular safeguarding could be a more onerous role if carried out by one person.</p> <p>Governors discussed the proposal and the size of an LGB that would be needed to fulfil the roles. They felt that this was a logical step but were concerned to understand the proposal fully before making any commitment. In particular would need to understand:</p> <ul style="list-style-type: none"> • Role description • Size of LGB • Number of link roles <p>Q <i>How quickly is this likely to happen?</i> A We can continue as we are for now. Approval will be needed from the Board before any change is implemented. Whilst recruiting we can inform any prospective governors of our intention.</p> <p>Q <i>Is there an expectation around number of school visits?</i> A It was agreed that ideally these should be conducted twice per year, in order that governors come to know the school well.</p> <p>YS updated governors with information about HLA. Whilst it has the same curriculum offer and assessment, there is a higher number of MLD pupils than HEA. Being based at LECA has allowed placement of students who are able to study some subjects at LECA. There are currently no PMLD pupils and no Blue Pathway.</p> <p>The role is 120 with 100 pupils currently registered and another class starting in April.</p> <p>Q <i>Do pupils travel far?</i> A The catchment area is wide and includes Norfolk & Cambridge</p> <p>Q <i>Are there any different challenges at HLA compared with HEA?</i> A Although there is no Blue Pathway at the moment but we are developing our Yellow Pathway utilising the experience at HEA. Finance has been a challenge. We have no KS4 students yet but are looking to complement the offer at HEA to offer a broader range of opportunities.</p> <p>Q <i>Do you have similar numbers of staff?</i> A Yes, and some shared staff. There are more department leads at HEA</p> <p>Governors would like to visit HLA - AR will complete her link visit this term at HLA</p> <p>Governors agreed in principle to the proposal subject to the details being finalised and the challenges discussed being overcome.</p> <ul style="list-style-type: none"> • Governor Recruitment Suggested targeting companies 	<p>KJa to send role description</p> <p>AR to forward Arts Council info around being a governor</p> <p>AR to contact YS to arrange a visit to HLA</p> <p>KJa/SB to look at structure, roles and recruitment with input from Governors</p> <p>KJa to send advert template</p>
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	There was interest from a potential parent governor who observed a meeting	AD will follow up potential governor KJ to look again on Inspiring Governance
5.	HT Report and Overview of Priorities for 2019/20	
	<p>The HT's report had been circulated. A few points were expanded upon as follows:</p> <ul style="list-style-type: none"> • Safeguarding – Sometimes paperwork arrives very late for new pupils. Audit taking place with Caroline. • Some challenging behaviour issues but dealt with well Q <i>How does this compare with other schools?</i> A Cannot really compare with others but for us it is an increase. We are satisfied that we are referring to our policy and using holding appropriately Q <i>Physical intervention policy – are these incidents of holding being logged on pupil files according to the policy?</i> A We keep a record but not currently in pupil files, so we need to address this. Q <i>Does behaviour get worse after summer holiday?</i> A Initially behaviour is ok, then it dips then plateaus. When new students are joining the school it is difficult to predict how they will settle • LINC – 9 currently on role with maximum of 16. Interest from other areas. LA Funding agreed for 10 places. Will reapply for due diligence in March • LAC is now called CIC • Recruitment – have employed two former apprentices as TAs • Attendance – 1 NEET who is not in school but working to get him back in. Q <i>When would you report him as missing in education?</i> A Once reported the LA would need to investigate and this would be a social care issue. Although we don't have details of his situation we have seen him <p>Executive HT Update</p> <ul style="list-style-type: none"> • The Trust is bidding for a new Special School in Norfolk which the DfE are funding. Norfolk LA works in similar way to Cambridgeshire so would be a good fit. • SB ran a successful SEND conference for Trust HTs and SENCOs with Marilyn & Andy. Another is planned for Spring 2020. <p>Q <i>Has the SDP been updated?</i> A It has but just needs to be uploaded to the website</p>	<p>Danny to present to governors on behaviour - next agenda</p> <p>AD to ensure holding incidents logged on pupil files</p> <p>SB to upload SDP to website</p>
6.	Resources	
	The Business Manager's Report had been circulated.	

	<ul style="list-style-type: none"> • Finance – approve site specific data sheet Budget holders have changed since last year. Q <i>With regards cash that PE banks – are these small amounts? Does she follow the same route when banking? – this is a safeguarding issue</i> A They are small amounts but SB will look into this <p>Governors approved the updated data sheet</p> <ul style="list-style-type: none"> • Premises (including build update) The new build is going well but there have been challenges eg issues with water pipe. Q <i>Is the school site safe?</i> A The project is being managed well and staff are often manning the site at peak times to ensure safety. • H&S update –Hansam report KJa confirmed that all H&S reports for the last year have been satisfactory. Q <i>Is there any concern over the length of time to vacate the building during the recent fire drill?</i> AThis is a new system. The extended time was not with regard to evacuating pupils but the overall time. Changes have now been made and it should be better next time. • Accounts Carry forward this year is better than anticipated but is predicted to be much smaller by the end of 2021. Q <i>Is this a major concern?</i> A There are always concerns and uncertainty. We decided to employ additional staff with the carry forward to ensure safe staffing levels. <p>KJa confirmed that the Trust monitors the budget stringently.</p>	SB to follow up on cash depositing
7.	Personnel (Confidential)	
	This item is recorded as a confidential minute.	
8.	Trust Updates	
	<ul style="list-style-type: none"> • NGA Membership (Trust) ALT are providing NGA membership across the Trust. They are looking at adding Learning Link access KJa circulated a Trust Update. ALT are offering more bespoke training opportunities and schools can request help on particular topics. Chairs have access to the Trust Board via a nominated Trustee • Relationships & sex education & health education There is a Trust Statement on SRE which was circulated. 	KJ to obtain an e copy of Trust update to circulate
9.	Policy Reviews	
	<ul style="list-style-type: none"> • Assessment (LINC update) Add a section on marking. • Safeguarding (HEA/HLA) 	AD to amend

	<p>Governors confirmed that they have completed online training and understand the LGBs role and responsibilities with respect to safeguarding.</p> <ul style="list-style-type: none"> • Careers (with pathway offers) • Physical Intervention <p>As records are kept to age 24, there was a query over how this fits with some students staying till age 25</p> <ul style="list-style-type: none"> • Supporting Students with Medical Needs (includes moving and handling) <p>Q Thinking of issues in the past, can you confirm that all protocols are up to date? A Yes they are all up to date</p> <ul style="list-style-type: none"> • Anti-Bullying <p>Bullying is generally defined as repeated behaviour. Governors had concerns that the policy reads as though it can be a one off</p> <ul style="list-style-type: none"> • Exam and controlled assessment • Smoke free, Drugs and Alcohol <p>Since there is no evidence that vaping is safe, Governors felt that it should be treated alongside smoking rather than just promoting a bad image.</p> <p>All policies were approved subject to the amendments agreed.</p>	<p>SB will revise</p> <p>SB will revise</p> <p>SB to amend</p>
10. AOB		
	Governors thanked KJa for attending and would like her to attend again to gain perspective	
9. Date of Next Meeting		
	27 Nov 4pm	

Items for Future Meetings	
Meeting	Item
27 Nov 2019	Danny Mills – Behaviour Case studies – Progress and Nurture group

New actions 8 Oct 2019			
Item	Action	Deadline	Responsibility
4	Send role description to LR/SB	asap	KJa
4	Forward Arts Council info around being a governor LR/SB	asap	AR
4	Contact YS to arrange a visit to HLA	Autumn term	AR
4	Look at structure, roles and recruitment with input from Governors	Before next meeting	KJa/SB
4	Send advert template LR/SB	asap	KJa
4	Follow up potential parent governor	asap	AD
4	Look again on Inspiring Governance	asap	KJ
5	Invite Danny to next meeting	asap	KJ/AD

5	Ensure holding incidents logged on pupil files	Ongoing	AD
5	Upload SDP to website	asap	SB
6	Follow up on cash depositing		SB
8	Obtain an e copy of Trust update to circulate	To send with minutes	KJ
9	Amend Assessment Policy	asap	AD
9	Amend Physical Intervention, Smoke Free, Anti bullying policies	asap	SB

Rolling actions log			
Action	Deadline	Responsibility	Update
Put school in contact with Festival Bridge and the Music Education Hub		AR	AR has put the school in touch with the Music Education Hub and there is a meeting next week. AR to follow up on Festival Bridge
Report back to LGB on Willingham visit		AD	Completed
Bring case studies of below and above expected progress to the next meeting.	Oct meeting	AD	November meeting, also Nurture group case studies
Conduct new skills audit	Autumn term	KJ	Send out latest NGA skills audit with minutes
Follow up potential new governor	End of Summer term	EH	
Organise safeguarding visit with Natalie. Report in autumn term.	End of Summer term	VM	To be completed before next meeting. VM to also attend DP meeting
Liaise with Lisa Gledson re Masons funding bid	End of Summer term	SB/AD	
Theresa for wifi access for meetings	Oct meeting	KJ	To do