HIGHFIELD ELY ACADEMY
An Active Learning Trust School

Local Governing Body

Meeting Minutes

Tuesday 27th June 2017 at 7.00pm

Governors Present
Esther Harris (EH Chair), Simon Bainbridge (SB Executive Headteacher), Val Manning (VM), Debbie Aitchison (DA), Irena Gibbs (IG) and Anne Dyer (AD)

Others Present
Pippa Edwards (PE Business Manager) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	**Acceptance of Apologies for Absence**	
	Apologies were accepted from Ian Bayes (IB)	
2.	**Declaration of Interests**	
	None	
3.	**Agree the minutes of the last meeting and matters arising**	
	These were agreed as a true record • All DBS checks completed • Safeguarding – Simon to run training session at a LGB meeting	. Autumn LGB
4.	**Finance & Premises Updates and Budget 2017/18**	
	<u>Update</u> • ALT are looking to take on a maintenance contract to cover maintenance work at all their schools in this area. PE has informed the Trust that this may be less efficient and more costly for us. <u>Budget</u> • 120 students on role for Sept, 116 funded by EFA, 4 by CCC • Matrix funding runs Apr – Mar which makes calculations difficult and therefore have to make estimates & assumptions • After school club numbers are up. In future are considering running the club for just 3 days/week at Ely with 2 days at Littleport. • Lettings income – currently a sporting activity, Saturday club & CamPlay. Could extend lettings further. • Cashless now available (but not compulsory) for dinner money which will be extended to other activities. • Training included SLT training. Costs lower next year	

	• Boiler costs high for first few years but will reduce. PE will engage with Bouygues at end of year to see if any surplus • Catering cost down as we now own the equipment & are responsible for maintenance & repairs **Q** *Governors asked if teachers spend their subject allowances?* **A** They are not told how much is available but request money when needed. They tend not to spend it all & any remaining is carried forward. <u>Predicted Carry forward</u> Total carry forward for this year may be better than shown Year 1 £138 Year 2 £102 May be serious financial issues beyond Year 3 if there are no funding changes. All agreed to recommend to Trust Board and adopt subject to approval Thanked PE for all her hard work	
5.	**Head Teacher's Report**	
	• Attendance: better than average for special schools It was felt this may be due to pupils very much enjoying school. It includes term time holidays and although our policy only allows for this in exceptional circumstances, for many of our pupils this is applicable. SB will authorise if there is a clear *reason.* ***Q*** *Governors asked if ALT are aware of our position on this given our special circumstances?* **A** Our EWO is aware. • Littleport:18 pupils confirmed, 8 offers, 7 sets of paperwork. Recruiting staff **Q** *will there be a need for further recruitment for 1:1 pupils for whom funding has just been approved?* **A** No, we have enough staff • Expanded curriculum offer – shared offer between schools. KS3 & 4 across Ely, Littleport & LECA • Progress data currently unmoderated • Exams – some are sitting external exams. Will be looking to make sure pupils are ready • Safeguarding: Minor CP issues flagged. The Annual CP monitoring report is submitted in autumn term. VM has checked that safer recruitment practices are in place • IG commented that in high needs classes there is a lot more paperwork completed which takes teachers away from T&L. Discussion on ways to approach • SOLO Taxonomy: SB explained it is a ladder of understanding	IG agreed to be PMLD link governor next year SB will provide more info by email

	• Phase 2 Building: SB has been in contact with Meredith Teasdale & Lucy Frazer to get support for this being brought forward to 2019 with post 19 provision at Littleport • Maltings cottage: Still no progress. Some issues with refurbishment costs in light of the fact that we don't own the cottage. Also be mindful of EFA regulations & ALT permission. Alerted governors to risk • Engaging Project Search for supported internships for KS5 • CRC offer: Lynn looking at Ely College as an alternative • PDA training: Governors interested	EH discuss with Maz Paula or Lynn to report on at future meeting SB to send dates
6.	**School Plan progress report**	
	• SEF had been circulated. Governors felt the format was clear • School Plans for both schools were circulated – Governors agreed that the plans should be separate • It was agreed that the plans will be monitored next year via Governor visits It was agreed that a hard copy of staff photos will be produced to assist governors Governors agreed to have their photos on the website alongside their profile	KJ to liaise with Theresa
7.	**Governor visit reports**	
	• Autism (EH) Report tabled Recommendations made as documented	
8.	**AOB**	
	• VM has checked SCR and all up to date • Mental Health as discussed at last meeting: IG reported on a number of organisations. Place 2 Be offer placements for counsellors training which are free for schools. Also St Mary's school had a 'purple day' For staff – Educational support partnership DA attended a Blue Smile conference 'mental health crisis in schools'. Pupil Premium could be used to fund • VM reported earlier in year that a lot of information on LAC should be reported to governors. • Pay Policy: Agreed to adopt Need a review committee & appeals committee but don't currently have enough governors to set up both • Shadow LGB at Littleport is continuing till Spring 2018	These issues will be a focus for next year, initially set up a working committee Agree early next year what LAC data we need to have reported.
9.	**Meeting Dates**	
	Tue 19th Sept 7pm	