



## Meeting Minutes

Thursday 9<sup>th</sup> February 2017 at 7.00pm

### Governors Present

Esther Harris (EH Chair), Simon Bainbridge (SB Headteacher), Ian Bayes (IB), Val Manning (VM) and Debbie Aitchison (DA)

### Others Present

Karen Jarvis (KJa ALT Governance Lead), Pippa Edwards (PE Business Manager), Andy Munday (AM Deputy Head) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	<b>Election of Vice Chair</b>	
	IB was elected unanimously as Vice Chair	
2.	<b>Acceptance of Apologies for Absence</b>	
	Apologies were accepted from Anne Dyer (AD) Irena Gibbs (I)G was absent	
3.	<b>Declaration of Interests</b>	
	New Declaration forms were completed.	
4.	<b>Report on Parental Training Workshops (AM)</b>	
	<ul style="list-style-type: none"> <li>• 41% parents returned survey (no increase in returns by conducting at parents evening)</li> <li>• 72% of those are interested in training</li> <li>• Most popular topics are Autism and Behaviour</li> <li>• Training sessions planned for this term:               <ul style="list-style-type: none"> <li>- <i>A positive response to difficult situations: strategies &amp; support on managing to stay calm in less than calm situations</i> (16 signed up)</li> <li>- <i>Attention autism &amp; lego therapy</i> (14 signed up)</li> </ul> </li> <li>• Future courses will include music therapy, social stories &amp; anger management</li> </ul> <p><u>Questions:</u>  <b>Q</b> <i>Sessions this term are in the morning; is this the best time?</i>  <b>A</b> 9.30am was in fact the most popular time. The time will be reviewed after these sessions.  <b>Q</b> <i>Will you be evaluating the sessions?</i>  <b>A</b> Yes, will use to inform what is offered next  <b>Q</b> <i>Will future needs be assessed via another questionnaire?</i>  <b>A</b> Yes, will repeat as new parents join the school.</p>	
5.	<b>Finance &amp; Premises (PE)</b>	
	The Business Manager's report was circulated at the meeting <ul style="list-style-type: none"> <li>• <b>Finance Update</b> <ul style="list-style-type: none"> <li>- The financial year now runs Sept – Aug: report covers last 3 months</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- Pupil roll is full &amp; school is fully staffed</li> <li>- Forecast carry forward is £137,455 which is over £42k less than that forecast Aug 2016: more spent on TAs than budgeted</li> <li>- Budget preparation for 17/18 in progress</li> <li>• <b>Premises Update</b> <ul style="list-style-type: none"> <li>- Property Management &amp; H&amp;S checks completed</li> <li>- Capital Projects: a number of projects completed. New boiler payments now going through capital</li> <li>- Boilers: all installed though didn't go smoothly. We are using less fuel. Thanked site supervisor, Paul Newns, for all his hard work.</li> <li>- SLAs: changing intruder alarm contract and giving notice to Property Management company</li> </ul> </li> <li>• <b>Adoption of Revised Financial Control Manual</b> The LGB agreed to adopt</li> <li>• <b>H&amp;S at ALT schools</b> The ALT overview had been circulated.</li> </ul> <p>Governors thanked PE for all her hard work during the transition</p> <p>The issue of the car park was raised as Governors felt it is dangerous The LA has conducted an assessment but this does not take into account parents parking The Chair described a number of incidents. Can try to deal with some of the issues &amp; look at ways to mitigate</p> <p>Phase 2 will be considering a one way system.</p>	
		EH to forward details to PE

<b>6.</b>	<b>Governance Structure</b>	
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	<ul style="list-style-type: none"> <li>• <b>ALT Scheme of Delegation</b> This had been circulated to all</li> <li>• <b>LGB Membership</b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Category</th> <th style="width: 40%;">Term of Office (from 1/9/16)</th> </tr> </thead> <tbody> <tr> <td><b>HT</b></td> <td></td> </tr> <tr> <td>Simon Bainbridge</td> <td>Ex officio</td> </tr> <tr> <td><b>Trust Appointed</b></td> <td></td> </tr> <tr> <td>Esther Harris</td> <td>4 years</td> </tr> <tr> <td>Ian Bayes</td> <td>4 years</td> </tr> <tr> <td>Val Manning</td> <td>4 years</td> </tr> <tr> <td>Anne Dyer</td> <td>4 years</td> </tr> <tr> <td>VACANCY</td> <td></td> </tr> <tr> <td>VACANCY</td> <td></td> </tr> <tr> <td><b>Parent Elected</b></td> <td></td> </tr> <tr> <td>VACANCY</td> <td></td> </tr> <tr> <td>Debbie Aitchison</td> <td>3 years</td> </tr> <tr> <td><b>Staff Elected</b></td> <td></td> </tr> <tr> <td>VACANCY</td> <td></td> </tr> <tr> <td>Irena Gibbs</td> <td>3 years</td> </tr> </tbody> </table> <p>EH is currently following up on a potential candidate for Trust Appointed governor</p> <ul style="list-style-type: none"> <li>• <b>Agree LGB committee membership &amp; roles</b> ALT suggest 2 committees: Personnel, and Finance &amp; Premises</li> </ul>	Category	Term of Office (from 1/9/16)	<b>HT</b>		Simon Bainbridge	Ex officio	<b>Trust Appointed</b>		Esther Harris	4 years	Ian Bayes	4 years	Val Manning	4 years	Anne Dyer	4 years	VACANCY		VACANCY		<b>Parent Elected</b>		VACANCY		Debbie Aitchison	3 years	<b>Staff Elected</b>		VACANCY		Irena Gibbs	3 years	
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	<p>Governors agreed to incorporate the work of SDC within LGB.</p> <p><u>Personnel</u> VM, AD, EH, SB</p> <p><u>F&amp;P</u> IB, DA, IG, PE, SB</p> <p>Disciplinary &amp; Appeals – it was agreed that this will include all Governors</p> <p><u>Governor Links:</u></p> <ul style="list-style-type: none"> <li>- Safeguarding/LAC/Pupil Premium to include checking SCR- VM</li> <li>- High needs/autism – EH</li> <li>- Natalie will report on PMLD.</li> <li>- EH will report from new shadow LGB for Highfield Littleport</li> </ul> <p>Focus of visits will be a rolling programme during the year with everyone willing to come in at least once a year. Reports to be sent to KJ within 7 days of visit, and all papers to go to KJ 10 days prior to an LGB meeting</p> <ul style="list-style-type: none"> <li>• <b>Adoption of ToR</b></li> </ul> <p>LGB Terms of Reference were adopted Committee ToR will be taken to first committee meetings</p>	<p>KJ to do immediate check with PE with regard to Governor DBS /Prevent/ safeguarding training</p> <p>Committee agenda items</p>
<b>7.</b>	<b>Head Teacher's Report</b>	
	<p>The report had been circulated. SB highlighted key points:</p> <p><u>Pupils</u></p> <ul style="list-style-type: none"> <li>• 35 potential Ely pupils for Littleport identified but so far no expressions of interest.</li> <li>• 1 place offered for Littleport, there will be visits from further prospective parents</li> <li>• Described 2 new ways of assessing students: <ul style="list-style-type: none"> <li>- Evisense, an app, progress can be uploaded to B Squared.</li> <li>- Autism strand added to B Squared.</li> </ul> </li> </ul> <p>These run alongside each other Caspa now aligned with B Squared - can start monitoring again.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Restructuring of Ely SLT to align with Littleport. AM will be Assistant HT and Nadine KS Leader for KS3. EY/KS1 KS leader is vacant. Head of School from Sept – Adam Daw (currently Cottenham VC). SB will finalise structure with new Heads of School</li> <li>• Support staff contracts within ALT have been aligned. Staff are offered choice of new T&amp;Cs but current contracts are protected</li> <li>• Job coach appointed - full time across the schools with some teaching -will recruit a level 3 to replace her</li> <li>• Forest Schools sessions</li> </ul> <p><u>School Development</u></p> <ul style="list-style-type: none"> <li>• Actions from Challenge Partner review <ul style="list-style-type: none"> <li>- Explained the support in place for senior leaders who were not showing ownership over their areas</li> </ul> </li> </ul> <p><b>Q Will Executive HT continue with this role?</b></p>	<p>Item for next LGB</p> <p>SB will update at future meeting</p> <p>Invite Paula or Yvonne to future meeting</p> <p>Bring to Personnel</p>

	<p><b>A</b> Possibly delegate to new HoS.</p> <ul style="list-style-type: none"> <li>- More effective use of TAs; use of EHC folders</li> <li>- Classroom monitoring systems revised to a live drop in process</li> </ul> <p><b>Q</b> Any feedback from observed teachers?</p> <p><b>A</b> Yes, very positive</p> <ul style="list-style-type: none"> <li>- Minimum operating standards; annual task overview drafted</li> <li>• Business project – lease approved but waiting for official confirmation</li> <li>• New approach called ‘Move’ for developing physical skills.</li> </ul> <p><u>New School</u></p> <ul style="list-style-type: none"> <li>• Phase 2 – continuing to lobby with ALT support.</li> <li>• 19+ provision for high needs learners – LA keen to work with us on a pilot, possibly accommodation for this could be rolled into Phase 2.</li> </ul> <p>Governors thanked SB for all his hard work</p>	<p>Ask Natalie to talk at future meeting</p>
<b>8.</b>	<b>School Plan Progress Report</b>	
	Defer	Next LGB meeting
<b>9.</b>	<b>Governor visit reports</b>	
	<ul style="list-style-type: none"> <li>• English</li> </ul> <p>Report from AD had been circulated</p> <ul style="list-style-type: none"> <li>• Autism</li> </ul> <p>Defer to next meeting</p> <ul style="list-style-type: none"> <li>• Behaviour</li> </ul>	<p>Next LGB meeting</p> <p>Next LGB meeting</p>
<b>10.</b>	<b>Policy approval</b>	
	<ul style="list-style-type: none"> <li>• <b>Freedom of information</b> – switch to ALT policy</li> <li>• <b>Home Visiting</b></li> <li>• <b>Physical Intervention with Pupils</b></li> <li>• <b>Behaviour</b></li> </ul> <p>These policies were approved subject to proof -reading of the Behaviour Policy</p> <ul style="list-style-type: none"> <li>• <b>Management Information</b></li> </ul> <p>Need to add section re; storage &amp; backup of data –</p> <ul style="list-style-type: none"> <li>• <b>Moving and Handling, First Aid and Administration of Medication</b></li> <li>• <b>Intimate Care</b></li> <li>• <b>Health, Safety and Welfare</b> (There is also a Trust H&amp;S policy statement)</li> <li>• <b>Lone Working</b></li> </ul> <p>Approve these policies next meeting</p> <p>The following policies had been previously considered and were approved:</p> <ul style="list-style-type: none"> <li>• <b>Attendance</b></li> <li>• <b>Safeguarding &amp; Child Protection</b></li> <li>• <b>LAC</b></li> <li>• <b>Inclusion and Outreach</b></li> </ul>	<p>PE to amend. Agree by email.</p> <p>IB review incidents</p> <p>SB/PE – add personnel SB/PE make revisions</p> <p>Agenda item next meeting</p>

<b>11.</b>	<b>Meeting Dates</b>	
	Tbc	
<b>12.</b>	<b>AOB</b>	
	Training ALT in May	

Meeting ended at 9.35pm