



Meeting Minutes

Tuesday 9th May 2017 at 7.00pm

Governors Present

Esther Harris (EH Chair), Simon Bainbridge (SB Headteacher), Ian Bayes (IB), Debbie Aitchison (DA), Irena Gibbs (IG) and Anne Dyer (AD)

Others Present

Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Val Manning (VM)	
2.	Declaration of Interests	
	None	KJ send form to AD
3.	Agree the minutes of the last meeting and matters arising	
	SCR – all DBS checks have been completed or are being processed. Safeguarding – agreed to have LA in –house training	KJ to send Prevent link KJ to organise Minutes will be agreed next meeting
4.	Finance Update	
	<ul style="list-style-type: none"> PE explained the difficulty of setting the budget as we don't know the top up funding beyond April 2018 This year the Apr – Aug budget figures are less than expected £95 brought forward Carry forward next year £106k <p><u>Budget 2017/18</u></p> <ul style="list-style-type: none"> 2 year projection is break-even but further projections are bleak Funding for 120 pupils (Will have 120 or 121 in Sept) Loss of funding & top up for 6 students Q <i>Governors asked about staffing, which is the most costly area?</i> A TA numbers are being reduced by natural wastage & movement to HLA Q <i>How will this affect pupil progress?</i> A Staff will meet needs but there is little flexibility Q <i>Will it impact on cover?</i> 	

	<p>A Lynn & Pippa will be responsible for this next year & it will be tightly managed</p> <p>Governors thanked PE for her hard work in a very challenging year.</p> <p><u>Premises</u></p> <ul style="list-style-type: none"> Boiler room circuit board was not upgraded during the re-fit. Paul will get quotes for next meeting. PE getting quote for window hatch at reception Quote being sought to add push button control for front doors. The time they stay open has been reduced but the area is still cold for visitors having to wait It was clarified that visitors cannot wait unattended in the foyer for safeguarding reasons. Car park – it was noted that taxis slowed down when Paul was out in a high vis jacket. 	<p>Bring quotes to next meeting</p>
<p>5.</p>	<p>Head Teacher’s Report including Review of Quality of Teaching</p>	
	<ul style="list-style-type: none"> Exclusions (to be included in report in future)– there have been none SB has met with ALT’s Clive Paskell & Judith Davies to discuss funded places. 50 have been agreed for HLA though only 6 applications so far. 24 places have guaranteed funding, allowing us to plan Submitting paperwork to panel for top up funding Work experience update circulated: 4 students on their first work experience. Tailored to what they wanted to do. Lynn can update as part of KS4 offer at future meeting. Support staff contracts – all stayed on existing contracts. SEN allowance agreed by ALT to be put in place to safeguard recruitment of TAs. ALT did not agree allowance for new office staff. Lovely email from parent of former Highfield student who went on to a very successful time at Cottenham Sixth Form. He now has 3 jobs. She was very appreciative and governors were very moved by her heart-felt email. SB will ask her permission to put this on the website and governors suggested that maybe the former student could come in to talk to students Staffing: Have received 2 expressions of interest for teaching staff to go to HLA. DA highlighted a new recruitment website which SB is aware of. Our new Early Years/KS1 leader, Jake, has started Lyn & Yvonne working on shared curriculum offer Highlighted importance of safeguarding <i>Q Governors asked how induction for new staff is going?</i> <i>A</i> There are improvements, although induction is just a half day which is a bit brief. However, confident SCR is up to date. 	<p>Update at future meeting</p> <p>Invite Lyn to future meeting</p> <p>SB will ask local safeguarding board about online training</p>

	<p>Review of Quality of Teaching This visit was today Actions from the last visit had been followed up. The review was very positive and outcomes agreed with our own judgments, with SLT sharing a vision and evidence of good practice which is consistent & shared. Need to know % of teaching that is 'Good' – this will be addressed. Governors were very pleased with the outcomes</p>	<p>Report will be circulated when received</p>
6.	School Plan Progress Report	
	<ul style="list-style-type: none"> • Current system in place for supporting leavers will be taken on by Adam Daw • Case studies for pupil progress – for next term • Registered as an exam centre – but will only enter students if they are ready. Entered for both level 1 and level 3. <p>Q <i>Governors asked if showing all items as achieved suggests we are not challenging sufficiently?</i> A SB explained that he pushes items back if not completed, but Governors stressed the plan should state they could not be achieved because of time constraints etc</p> <p>The LGB praised him for all his hard work with HLA</p>	
7.	Report from Finance & Premises Committee	
	<p>IB reported briefly, there were no action points Have agreed not to have committees at the moment with so few governors.</p>	<p>Future F&P and Personnel items to be added to LGB agenda</p>
8.	Governor Visit Reports	
	<ul style="list-style-type: none"> • English (AD) Meeting with Lindsey Bell was in Dec. Previously data was annual but ALT request 3 per year. Beware of %s as few students Addressing apparent gap in data with autism strand. Data scrutinised at a pupil level ADs recommendations: - LGB to look at progress of 'Talking Partners' - Review English data at next meeting Salford reading test measured twice yearly. Suggest looking at any students who fall below expected as a case study (speaking & Listening focus) - Raise governor profile in school • Behaviour Val's report had been circulated • H&S IB coming in next week for H&S walk • Autism 	<p>Data next meeting</p> <p>SB ask Lindsey to put some case studies together for next meeting</p> <p>EH circulate report for next meeting</p>

9.	Policy Approval	
	<p>Amended following last meeting:</p> <ul style="list-style-type: none"> • Intimate Care In line with practice • Moving & Handling, First Aid and Administration of Medicine In line with practice • Health and Safety and Welfare Amendments • Lone working Add reference to intimate care which should always have 2 people <p>All were approved subject to the amendments</p> <p>Further policies:</p> <ul style="list-style-type: none"> • Special Educational Needs DA revised completely as policy was based on old legislation Discussed section on mental health and what provision is/can be put in place. Thanked DA for her input • Modern Foreign Languages 1 amendment in wording • Risk Assessment Need to add risk assessment form (check there is a signature) as an appendix • Assessment Minor amendment • Management of Sickness Question flagged up over what happens if there is unauthorised absence. Maybe in Capability policy • Special Leave of Absence Question over whether Bradford score on this policy & sickness policy are separate or linked? Also questioned that policy states specifically how many days you can have off for a bereavement. • Whistleblowing • Performance Management – teaching staff <p>All policies were approved subject to the stated amendments</p> <ul style="list-style-type: none"> • Support Staff Performance Management It was agreed that this policy will not be manageable given the number of TAs at Highfield. We would like to propose adopting our own bespoke policy. 	<p>EH to make amendments</p> <p>SB amend</p> <p>Revise this section in 3 months</p> <p>SB to amend</p> <p>SB to add</p> <p>KJ has the updated version</p> <p>SB check& link together</p> <p>SB to check</p> <p>Clarify with ALT</p> <p>SB to contact Jan at ALT</p>
8.	AOB	
	<ul style="list-style-type: none"> • Complete skills audit to feed into training & recruitment • Follow up Governor information on website • Governors to use secure school emails from now on. All 	<p>KJ send out KJ</p> <p>EH will get IB & AD</p>

	<p>have been issued</p> <ul style="list-style-type: none"> • Staff well being & mental health 	<p>accounts reset</p> <p>Ask ALT what they can offer, future agenda item</p>
9.	Meeting Dates	
	<p>27th June 7pm tbc</p> <p>Meeting ended at 9.40pm</p>	

Items for Future Meetings	
Meeting	Item
LGB	<ul style="list-style-type: none"> • Autism visit report (EH) • Premises quotes • Share English data • English case studies (Lindsey) • Work experience (Lyn) • Assessment: Evisense (SB) • Forest schools (Paula or Yvonne) • 'Move' (Natalie) • Shared curriculum offer (Lyn) •