



HIGHFIELD SCHOOL

Minutes of the Governing Body Meeting

Thursday 11th February 2016 at 7.00pm

Governors present

Ian Bayes (IB Vice Chair), Simon Bainbridge (SB Headteacher), Val Manning (VM), Phil Woolner (PW), Sarah Bradshaw-Hughes (SBH), Rachel Ash and Michael Bernacki (MB)

Others present

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

1. Update on Biomass Boilers

Visit to see Biomass boilers last week. It is noteworthy that one of a pair was broken at this time.

Have talked further with Solinium;

- Asked if we could buy rather than rent boilers but we have to have a lease arrangement.
- Similar maintenance cost to our current situation
- They are looking at costings for 2 smaller boilers rather than 1 bigger one.
- Estimate pellets would be delivered every 3-4 weeks

It was agreed:

- We need firm quotes from Solinium
- Will also follow up with Salix for their costings which have no interest added (IB)
- Consider 3rd option of biomass with Bouygues.

PE will arrange a meeting with Ron De Souza next week.

Governors asked if there will be a cost to this? Don't know

As this is a LA backed scheme there will be a significant reduction of risk for Highfield.

Bring to FGB on 22 March.

Water tanks are corroding - CPS are going to quote

Water pressure issues & some lack of hot water is down to the boiler problems. Staff had raised some concerns with hygiene as a H&S issue.

2. Acceptance of Apologies for Absence

Apologies were accepted from Esther Harris (EH Chair) and Anne Dyer (AD)

RA was welcomed as the new staff governor.

3. Declaration of Interests

The Clerk reminded Governors of the need to declare any interests including pecuniary.

4. Minutes of the Last Meeting/Matters Arising

The minutes of the last meeting were agreed as a true record.

There were no matters arising.

5. GB Membership:

- Vacancies
One vacancy still to be filled. KJ will follow up with Dom Fullman
SB will ask Jan Munt again

6. Head Teacher’s Report

- Funding clarification – funded for 116 pupils at present and that is not set to change
- New student is building up time in school; not good progress at the moment, will review
- New B Squared – trial almost ready.
- Looking at ways of feeding back to parents of High Needs pupils
- P4/5 assessment being looked at
- Jo Heesom going to do teacher training, advertising externally for ASC TA.
- Staff attending intervener training & Attention Autism. Will roll out throughout the school as a follow up.
- Peer observations for subject leaders.
- HFGPA event tomorrow night has had to be cancelled due to lack of numbers. MB & SB will meet with HFGPA at Ely Cathedral event
- Cubs has started for KS2
- Parking – Residents complaining via local Councillor about staff parking on residential streets. However, this is not due exclusively to staff cars. SB has responded. Governors discussed the issue of not enough parking space on site.
- Training – PDA which is linked to autism (a diagnosis Cambridgeshire does not recognise) Looking into buying in training
- CONFIDENTIAL ITEM

7. Update on Business Venture

Following Maz Baker’s proposal, the Mayor and Councillors have agreed for us to lease the Maltings Cottage as is. There is a lot of internal work needed. The rent will be the same as they pay E Cambs. The Mayor sees this as a joint venture & will assist us in getting help.

- Next step is presentation of proposal at full council meeting.
- Maz will set up steering group & a specific charity aiming for Spring 2017.
- Council will need to draw up agreement
- PW to find project manager/surveyor to come & look.
- Ask Council for copy of lease and any building reports (SB to ask Maz to follow up).

Governors asked about deadlines & commitment.

Governors thanked Maz for all her work on this.

8. GB Audit of Governor Effectiveness

Defer

9. Policy Approval:

- Governor Allowances
Defer
- Discretionary Leave
Approved with amendment to say HT will determine what is a reasonable time.

10. Committee Reports

Personnel

- Single central record – want governor input so will bring to meetings. This is very important
- School plan RAG rated.

SDC

- Parental training survey

F&P

- Boiler
- Dashboard report for finances for future meetings
- Parking issues

11. Governor Training & Attendance at Termly Briefing

VM attended briefing and circulated report. Summary of topics and follow up questions for the HT:

- Academisation
- Safer recruitment –urge governors to do EPM training & confirm with KJ that completed
Do job descriptions contain details of safeguarding responsibilities? Yes
Are gaps in employment followed up? Yes
- Troubled Families
Has anyone attended 'Think Family' training? Think Jane has attended, SB will attend
- Ofsted beyond performance data
Amanda Askham may be a useful contact for business venture
- KS3 mainstream schools are not doing enough to support students
What about at Highfield? Not an issue here
- HT well-being
Do we recognise SB achievements? Yes.
Do we encourage him to collaborate? Yes
Have we discussed supervision opportunities? Yes

In house training on data 22 Feb

Annual governor conference 5 March

12. Governor Visits

SB performance management target - to visit outstanding schools out of County

Has visited Ashfield academy and reported a very useful visit. They will come back to us.

H&S walk due - IB

Reviewed Governor roles:

- PW will take on KS4/sixth form.
- IB will take on Maths

13. Date of Next Meeting

22 March 7pm

14. Any Other Business

The CAP agreement needs to be signed on behalf of the GB by the Chair.

KJ will circulate to all governors and if there are no objections SB and EH will sign and return to KJ (CAP administrator)

Meeting ended at 9pm

ACTION	ASSIGNED TO	BY WHEN
Contact Dom Fullman	KJ	
Governor allowances policy	EH	Next FGB
GB Effectiveness audit	EH	Next FGB
Follow up with Salix	IB	asap
Meet with Bouygues/RDS	PE	Next week
Obtain copy of lease for Maltings Cottage	SB/Maz	
Find surveyor for cottage	PW	