



## Meeting Minutes

31<sup>st</sup> January 2019 at 4.00pm

### Governors Present

Esther Harris (EH Chair), Simon Bainbridge (SB Executive Headteacher), Adam Daw (AD Headteacher), Val Manning (VM) and Amanda Rigler (AR)

### Others Present

Irena Gibbs (IG Staff Representative), Jake Alcock (JA Key Stage Leader), Pippa Edwards (PE Business Manager) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	<b>Acceptance of Apologies for Absence</b>	
	Apologies were accepted from Lorna Robinson (LR)	
2.	<b>Declaration of Interests with regard to items on this agenda</b>	
	None.	
3.	<b>Presentation on Green Pathway (JA)</b>	
	<p>Jake explained how the curriculum is relevant to each type of learner, preparing them to be independent adults. The curriculum includes various therapeutic approaches, a holistic view of the child, good communication and trips out.</p> <p>The 5 curriculum areas are:</p> <ul style="list-style-type: none"> <li>- My communication</li> <li>- My body &amp; well-being</li> <li>- My world</li> <li>- My play</li> <li>- My independence</li> </ul> <p>Jake explained the types of activities that would be included for each</p> <p>The Green Pathway covers a 5 year rolling programme of themes including travel through time, animal kingdom, wonderful water. Some pupils will stay on the green pathway for most of their school time so a 5 year plan avoids repetition. Have chosen a range of texts to accompany the themes.</p> <p>This term is the first term teaching this pathway. The first topic is 'out of this world'.</p> <p>Jake showed how Learning Organisers will be used to share ideas and to plan (can be seen on the website).</p> <p>Ely is also working with Littleport as they have a shared curriculum.</p>	

	<p>There are a number of benefits to the learning organisers such as increased human contact and sharing of ideas. All green pathway pupils now receive a consistent learning experience which provides a central bank of resources. Parents receive more information about their children's learning.</p> <p>The collaboration is very positive and creates a sense of team.</p> <p>Assessment will be against EHCP targets and also Skills Progressions based on the EQUALS curriculum, with the eventual aim of pupils being able to live independently.</p> <p><b>Q</b> <i>Is the skills progression what separates out the different pathways?</i></p> <p><b>A</b> Blue, the highest level of need, uses the same skills assessment as Green, which is the middle pathway. Yellow assessment is different and tailored to the curriculum.</p> <p><b>Q</b> <i>Do all pathways cover the same theme?</i></p> <p><b>A</b> No, though blue and green are the same</p> <p>'Evidence for learning' is the assessment app which is starting to be used and which will be fully rolled out in September.</p> <p>Governors thanked Jake for taking the time to come and talk to them.</p>	<p>JA to forward presentation</p>
<b>4.</b>	<b>Agree the minutes of the last meeting and matters arising not on this agenda</b>	
	<p>The minutes were agreed as a true record.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• Danny has not yet started drop in observations</li> <li>• Provider access statement needed – AD stated this information is included on the website</li> </ul>	<p>KJ will ask LR for her input on this</p>
<b>5.</b>	<b>Business Manager Report (PE)</b>	
	<p>PE's report had been circulated.</p> <ul style="list-style-type: none"> <li>• <b>Finance</b> December management accounts had been circulated</li> </ul> <p><b>Q</b> <i>Are there issues around staff sickness in terms of budget?</i></p> <p><b>A</b> We are within budget as we try to use on-payroll cover where possible. There are no concerns. There is some long term sickness but this is being managed.</p> <ul style="list-style-type: none"> <li>• <b>Premises</b> £15k extra money received (the 'little extras' money) The Business manager is seeking approval by the LGB to proceed with work on the KS3 toilets &amp; Sixth Form carpets.</li> </ul> <p>Governors approved the proposals with the submitted quotes.</p> <p>Hand dryers and water coolers are currently on contract at a significant cost. There is to be a rolling programme of removal and replacement as appropriate.</p> <p><b>Q</b> <i>Should we remove staff ones too?</i></p> <p><b>A</b> They will be replaced eventually</p> <ul style="list-style-type: none"> <li>• <b>H&amp;S</b> Stuart Letley visited on 17 Jan as part of H&amp;S audit. Initial mark was nearly 97%. There were only minor issues to pick</li> </ul>	<p>PE will send Jan accounts by email</p> <p>PE to forward H&amp;S report</p>

	<p>up. He has not sent his report yet but this will be forwarded.</p> <p>Governors thanked PE for her work on these items.</p>	
<b>6.</b>	<b>Head Teacher's Report</b>	
	<p>This had been circulated prior to the meeting with Adam picking up a few points to elaborate on. Governors were able to ask questions.</p> <p><b>Q</b> <i>With regard to lesson observation and additional support, how confidential is the re-observation process?</i></p> <p><b>A</b> It is not obvious for everyone else that this is being done so staff have no need to feel they are being singled out, but these re-observations are being done where necessary.</p> <p><b>Q</b> <i>Is the process for capability issues supportive of staff?</i></p> <p><b>A</b> We believe it is; we give positive feedback and treat staff sensitively and confidentially. We stress that we want to help staff and offer support from the key stage leader</p> <p><b>Q</b> <i>Are AD &amp; SB involved in listening to feedback?</i></p> <p><b>A</b> This could be tried moving forward</p> <ul style="list-style-type: none"> <li>• Curriculum information is now on the website.</li> <li>• Pupil progress is mostly on track. There is a clear understanding where this is not the case with plans in place.</li> <li>• Safeguarding – working with social care with one student but unhappy with their thresholds.</li> <li>• The Trust now want us to share our data (anonymised)</li> </ul> <p><b>Q</b> <i>What are they doing with the data?</i></p> <p><b>A</b> We are not sure.</p> <ul style="list-style-type: none"> <li>• Staff – recruiting a teacher and cover TAs for Sept</li> <li>• Attendance is being tracked. When LINC figures are removed, and also 3 persistent absence pupils, the attendance figure is 91.3%</li> <li>• Student numbers – could increase in some classes but waiting for confirmation that we could get place funding which may not happen whilst there are places available at Highfield Littleport.</li> </ul>	Data for next LGB
<b>7.</b>	<b>Behaviour Provision</b>	
	<p>Behaviour is generally good at Highfield</p> <p>At the last meeting the use of protective screens to deal with violent incidents was discussed, in order to avoid holding pupils. These were used only occasionally to keep a child in the 'time for me' room when appropriate.</p> <p>Some concerns were raised and referred to the LA who described the process as restricting liberty. However, it was initial LA criticisms over holding pupils at Littleport which had led the school down this route initially. It has therefore been decided, after much discussion and risk assessment, that holding pupils will be the preferred response except in an emergency situation. The school has a duty to protect its staff.</p> <p>It was noted that some parents have requested the boards are used whilst their child calms down, whilst other children respond better to holding.</p> <p><b>Q</b> <i>Can you talk to students about their preference?</i></p>	

	<p><b>A</b> They may not be able to articulate or give a consistent answer.  <b>Q</b> <i>What do other schools do?</i>  <b>A</b> Most use holding. Try de-escalation strategies first of course.  <b>Q</b> <i>When the LA criticised the holding policy at Littleport, what did you do? As you are the experts perhaps you could have disagreed with the LA response?</i>  <b>A</b> Yes, with hindsight we should have had more faith in our own judgement. Now we will use holding again as we used to do.  Governors stressed that the school has their full support on this.</p> <p>Currently Highfield is trying ‘Step up’ and ‘Step on’ to deal with behaviour. Yvonne has revised the Behaviour Policy explaining these approaches. The ‘time for me’ rooms will be made into retreat spaces rather than punishment spaces.  The Behaviour Policy had been circulated with changes highlighted in yellow. (A revised copy was circulated at the meeting)  Governors discussed the policy and were happy in principle but want it sent to staff.  Some amendments were suggested including the use of humour to diffuse a situation. This will be changed to ‘good humour’</p> <p>Governors were invited to attend the SMLT meeting where the Steps programme will be covered.</p> <p><i>[5.10pm AR left]</i></p>	<p>VM to do a visit linked to behaviour this term - contact AD</p> <p>SB to amend &amp; re-send to KJ.</p> <p>SB to send to staff  KJ to email final version to govts</p> <p>SB to confirm date</p>
<b>8.</b>	<b>Safeguarding</b>	
	<p>A compliance review has taken place looking at the SCR &amp; personnel files.  A few minor recommendations have been made which we will implement.</p> <p>Thanked PE for doing this so well</p>	
<b>9.</b>	<b>Governance items:</b>	
	<ul style="list-style-type: none"> <li>• <b>Training</b>  IG submitted a report on her CAMH training on Child and Adolescent Mental health. This was a 12 week course for professionals working with children. She reported that there is access to a range of counselling &amp; therapies, though often the children don’t meet the high thresholds for CAMH referral. There is also a helpline for emotional health &amp; well-being. IG reported that Highfield are already doing a lot of good work in this area.</li> <li>ES will look at an appropriate NGA online course which governors could complete after the next LGB meeting</li> <li>• <b>Link Governor Reports</b>  EH has had a brief update with Jo on autism as they have a</li> </ul>	

	<p>new TEACCH TA.</p> <ul style="list-style-type: none"> <li>• <b>Governor recruitment</b> Responses received from 2 potential governors from Inspiring Governance.</li> </ul>	EH & SB will be meeting them
<b>10.</b>	<b>AOB</b>	
	<p><i>[6.50pm IG left]</i></p> <ul style="list-style-type: none"> <li>• EH expressed concerns that the LGB are not discussing personnel issues. It was agreed that this are will be included at the end of LGB meetings and will cover staff well-being, outcomes of staff survey, retention &amp; recruitment, exit interviews.</li> <li>• ALT had an Ofsted inspection &amp; chairs of governors were invited and asked questions.</li> </ul>	<p>Add to May agenda onwards</p> <p>Report from ALT to follow</p>
<b>9.</b>	<b>Date of Next Meeting</b>	
	<p>6 March at 4pm</p> <p>Meeting ended 6.10pm</p>	