**Littleport Campus**

**Littleport & East Cambs Academy and Highfield Littleport Academy**

Local Governing Body Meeting

*Wednesday 13th February 2019*

**MINUTES**

Present: Mr David Ambrose-Smith Mr John Creek

Mr Scott Gaskins Mrs E. Harris

Mrs K. Jarvis Rev Howard Robson

Mrs Yvonne Skillern Mr G Wigglesworth

Mr Jason Wing

|  |  |  |
| --- | --- | --- |
| Item | Notes | Action |
| 1. | **Welcome & Apologies**  Rev Robson welcomed all present. Apologies had been received and were accepted from Mr Bainbridge, Mrs Dorrington and Mr Taylor. |  |
| 2. | **Declaration of Interests**  Mrs Jarvis confirmed that the required Declaration of Interests Register had been completed and was available on the schools’ websites. This will remain a standard agenda item so that governors can declare any additional interests relating to items on the agenda.  No member present made a declaration for the circulated agenda. |  |
| 3. | **Trust News & Updates**  Mrs Jarvis updated governors on the position following the death of the CEO, Mr Gary Peile. She was able to inform governors that the Board of Trustees were due to consider future arrangements at their next meeting (14.02.19) and reassure that pre-arranged protocols for cover were in place until a new CEO is appointed. |  |
| 4. | **Governors involvements in School Websites**  Mrs Jarvis explained that, although it is the duty of headteachers to ensure that websites are compliant, it is the responsibility of governors to monitor this for most up-to-date data. All agreed to carry out basic checks before the next meeting, and Mrs Jarvis will supply a checklist for this purpose.  Mr Gaskins informed governors that a check has recently been carried out by the Trust Compliance Officer. Details of this will be shared with governors. | ALL  KJ  KJ |
| 5. | **Minutes of Last Meeting (07.11.18) & Matters Arising**  5. Governor Visits. Since the last meeting, Mrs Dorrington and Rev Robson have visited to carry out their role as link governors for Attendance and Safeguarding respectively. Mrs Jarvis will forward to all governors a basic pro-forma for recording of governor visits, and folders will be kept in schools so that a central record can be set up. Other governors with links were encouraged to make an initial visit.  9. Policies. A schedule of policy review will be established, but due to the short amount of time that the schools have been open, no policies are due for renewal yet. Mrs Jarvis will visit and discuss requirements with school admin staff.  10. SDP. See Item 9. | KJ  KJ |
| 6. | **Report form HLA Head of School**  All governors confirmed they had received the report circulated prior to the meeting (and the notes that follow should be considered alongside the report submitted). Mrs Skillern highlighted the following and answered questions as raised:  66 pupils on roll – no PMLD. A new class will be opened in April, which will increase roll to 83, with another new class planned for September.  Linc 19 pupils are attending HLA, and will continue to do so until the building work at HEA is complete.  There is concern that HLA is attracting pupils who are not currently appropriately placed, but HLA may not be the correct educational setting either. She cited examples of children who have already moved on, and informed governors that a current pupil is also inappropriately placed with HLA and staff are completing paperwork to relocate. This situation has arisen because HLA had places available and the LA had children needing places – the matches made have not always been appropriate! Mr Ambrose-Smith asked if the LA is Cambridgeshire. Mrs Skillern replied that this in not always the case, but the child about to be relocated is a Cambs child. She added that a system in now in place where she, or a senior member of staff, will visit potential students in their current setting to assess whether HLA is the correct setting before accepting them. Trial days are also part of pre-admission procedures.  Three pupils from HLA are attending maths lessons with LECA. The two schools have established joint SENCO and Exams Officers. It was noted that 83% of pupils are ‘on track’ with standards. A recent mental health survey has identified that the vast majority of students are happy in school. It was agreed that the full survey could be available for governors at the next meeting, together with a recent staff survey. A School Council has been established, and students are enjoying the additional responsibility of having input into school live and rules. Mrs Harris asked if there are plans for students to become involved in other areas. Mrs Skillern replied that there will be links with SOLAR (parent group) and student will form a panel for future staff interviews.  Mrs Skillern spoke briefly of additional training for staff from Step ON & Step UP, which is  the LA preferred module of intervention. This is being trialled and will run alongside TeamTeach. Mr Wing asked if HLA staff are able to train other schools for TeamTeach. Mrs Skillern replied that she would check, but believed this might be a possibility. Alternative provision rooms have been established, with pupils able to self-refer verbally, or by a system using lanyards. 3 students have been identified for Nurture Provision, for which a one-day course is available for staff. HLA buy into Blue Smile to support adult supervision.  Recruitment has been curtailed due to budget constraints. When asked how this will impact students, Mrs Skillern responded positively by explaining that deployment is considered carefully, but some interventions, such as Lego Therapy, may be affected.  The LA has recently undertaken a review of safeguarding at HLA following a carer complaint regarding physical intervention. Unfortunately, the advice from the residential care home differs from that of the Educational Psychologist. The LA found that the actions of the school were appropriate and will be taking no further action. Mr Creek asked if the LA complaints department understand the difficulties experienced by special schools in this area. Mrs Skillern stated that they do, and are very supportive. | YS |
| 7. | **Report from LECA Head of School**  All governors confirmed they had received the report circulated prior to the meeting (and the notes that follow should be considered alongside the report submitted). Mr Gaskins highlighted the following and answered questions as raised:  LECA currently has 96 students in Year 8 and 109 students in Year 9. Governors were reminded that the PAN is 120.  Mr Gaskins stated that school are aware of a definite increase in the number of students self-harming. All staff are undertaking mental health training at NWA. Mr Wing stated that 2 staff at NWA are completing intense training for mental health intervention, and staff at LECA will have access to this resource. Mr Gaskins added that LECA staff have access to Blue Smile, and are able to risk assess students if necessary. Mr Ambrose-Smith asked if mental health issues can be linked to educational ability. Mr Gaskins stated that this is definitely NOT the case. Rev Robson asked whether gender is a factor. Mr Gaskins replied that there are more girls, but the number of boys is growing.  Mr Ambrose-Smith asked if there are any issues regarding staff absence. Mr Gaskins reported that staff attendance was OK, but with such a small staff any absence was difficult to manage. Mr Wigglestone asked if a summary of staff absences could be added to both Headteacher reports. This was agreed.  Mr Wing informed governors that at 96.07%, pupil attendance is higher than the national average of 94.5%. Persistent Absence is nationally 13% - LECA is extremely good at 5.8%.  The number of pupils considered disadvantaged at LECA is high with 25% in Year 8 and 31% in Year 7. However, performance data shows that there is not a large difference in standards. Exclusion figures will be checked, but Mr Gaskins was able to explain that the majority of fixed term exclusions were awarded for ‘bringing the school into disrepute’ relating to incidents outside of school whilst still in school uniform. Behaviour in school is generally good. Rev Robson asked to be sent copies of all exclusion letters in future.  Performance Data within the report was discussed. Year 8 are on track for English and maths, with science slightly below expectations. Year 7 data for maths is considered too high, and therefore not an accurate reflection. This is being investigated. A gender gap has been identified in Year 7 English. Dyslexic intervention has been increased to address this.  Other areas covered included the whole school curriculum design, historical links established to the local area, a partnership with Melchior College, links with Kings School in Ely (they use LECA’s sports facilities), shared SENCo with HLA and a Bronze Travel Care Award. Mr Wigglesworth informed governors that there is a scootability scheme available that is similar to the cycability scheme to encourage road safety. | YS & SG  SG  YS & SG |
| 8. | **Governor Visits**  See item 5.5 above. |  |
| 9. | **School Development Plan (SDP)**  Mrs Skillern advised that there is a link on the HLA website to the SDP.  Mr Wing stated that the LECA SDP aligns broadly with the Trust Development Plan.  Governors were reminded that they should be aware of the overriding priorities in the SDPs and monitor whether they are being addressed by schools.  It was agreed that discussion of this item should be deferred to the next meeting. |  |
| 10. | **Update on Safeguarding**  Rev Robson informed governors that he had reviewed the Single Central Registers as part of his school visit on safeguarding. These were found to be secure. He has also reviewed the recording system MyConcern. |  |
| 11. | **Update on Health & Safety**  No issues were raised. It was reported that the Hydrotherapy Pool is finally open. |  |
| 12. | **Any Other Urgent Business**  1. Mrs Jarvis advised that there is funding available from the Trust under the banner of Health Pupil Fund. This has been ring-fenced to support outdoor equipment, and heads should apply to Mr Paskell, ALT Director of Finance.  2. Mrs Jarvis reported on the HMI summary evaluation process that had been carried out by Ofsted during the week commencing 21st January 2019. Thanks were passed on to all who participated. Although initial feedback has been received, the content must remain confidential until the evaluation letter is finalised.  3. Rev Robson reported that LECA mentors are being trained. Permission will be sought from parents and students for those identified to take part.  4. Rev Robson informed governors that an initial consultation has taken place for Credit Union and Rainbow Savers. Mrs Jarvis will confirm this is allowed under the scheme of delegation.  5. Mrs Jarvis referred governors to the financial summaries for each school. This is for information only as the financial responsibilities remain with the Active Learning Trust. | YS & SG  KJ |
| 13. | **Date of Next Meeting**  The date of the next meeting was confirmed as 26th March 2019, commencing at 3.30pm.  Future meetings are:  22nd May 2019  3rd July 2019 |  |