



HIGHFIELD ACADEMIES
Local Governing Body
Meeting



MINUTES
12th May 2021

Governors Present:

Vicky Berry (VB), Michael Holt (HM), Mark Ladbrook (ML), Victoria Leeks (VL), Lorna Robinson(LR) (Chair)

Others Present:

Simon Bainbridge (SB), Adam Daw (AD), Pippa Edwards (PE), Karen Jarvis (KJ), Daniel Mills (DM), Tilly Newbury (TN), Yvonne Skillern (YS)

	ITEM	Action
1.	Welcome & Apologies	
	LR thanked all for attending, introduced and welcomed new governor VL, and observers ML and VB. Apologies for absence were received and accepted from Amanda Rigler, Ellie Denny and Madeleine Albert.	
2.	Declaration of Interests	
	No new declarations were reported.	
3.	Minutes of the Last Meeting & Matters Arising	
	The minutes of the meeting held on 18 th March were agreed as a true record, with one technical correction being required for Item 10, in that the Pay Panel had not met at the time of the meeting. Matters Arising 5. HEA member of staff responsible for Reading Strategy to be invited to next meeting. 8. New admission arrangements to be circulated following the meeting. 7. LR informed governors that MA and ML have volunteered to be Safeguarding links. LR will discuss role with them in more detail. 8. Training links have been placed on GovernorHub. All governors advised to look at these, and contact LR if they have any problems with access. 9. Kerrie Jones to be asked to spread the policy review dates throughout the year. 10. It was noted that HLA increment support staff in September and HEA increment in April. This is due to differing contracts. LR informed governors that it had been noted that the LGB has not previously been involved in support staff increments. This will be rectified for future pay reviews.	KJo to correct minutes SB SB LR KJo

4.	Resources Reports for HEA & HLA	
	<p><u>Highfield Ely Academy</u></p> <p>PE gave an informative report that covered the following:</p> <ul style="list-style-type: none"> • The Accounts are in a stronger position than reported at the last meeting • ALT have donated funds to support Trust work that SB undertakes • The budget is showing a potential underspend on staffing • The budget is showing a definite overspend on electricity • There is a saving on catering costs due to lockdown • Top-Up funding has been reduced as students are progressing well • Lettings income is down due to COVID • A RHI application has been submitted – payments will arrive retrospectively • Issues with Northwold flooding have been solved – builders have filled the area with gravel which should manage any rainfall • Most snags on the new build have been addressed • Issues with the electrical plant room in the hydro pool have settled, with readings now stable/consistent • A Health & Safety governor link is needed • A fire evacuation went well and all students were evacuated safely. A cooker hub has been disabled as a result • There have been three Riddor reported incidents since the last meeting, which have been reported to the Trust in line with procedures • Catering – hot meals will recommence in September, with some students continuing to eat in classrooms. Numbers are lower than normal – 33 a day (have been up to 50 pre-lockdown). <p>SB thanked PE for her relentless work, noting that PE continues to push for everything that is right for HEA and its pupils.</p> <p>PE gave governors a detailed report on the proposal for Solar PV at HEA. It had been expected that the solar panels would go through a Salix project, but the bid was unsuccessful. A route through CCC is now being considered, but would involve a loan that would see the school breaking even in ten years. Although Barkers have been approached, PE’s view is the CCC route should be chosen. It was noted that the CCC route is slightly more expensive, but seems to make the most of what is available. If governors agree, the work could be completed over the summer holidays. Governors agreed to consider the proposals over the next couple of weeks so a decision could be made before the next meeting. It was agreed that any questions should be emailed to PE. PE made it clear that the decision was whether to go ahead or not – she added that there would be no short-term gain, and no profit until the ten year loan has been paid off.</p> <p>LR asked what the longevity of a solar panel is. PE replied that they last approximately 25 years.</p> <p><u>Highfield Littleport Academy</u></p> <p>KJ gave a short update on issues at HLA:</p> <ul style="list-style-type: none"> • The hydro pool remains out of action. Tenders have been made public with three preferred companies expected to bid for work over the summer. It is hoped that funding can be passed back to the LA 	<p>All to contact PE with Questions with a view to a decision before the next meeting</p>

	<p>as the commissioned report suggests there is a design fault. If this is not possible, an insurance route claim will be investigated.</p> <ul style="list-style-type: none"> • The lift at HLA keeps breaking down so pupils are having to use the lift at LECA. A ‘part’ has been ordered, but is coming from China and is ‘stuck’ in port delays due to COVID. • A contractor has been appointed to remove the bike sheds at HLA. This will increase car parking space and hopefully alleviate problems with taxis blocking Elm Close. KJ has kept in contact with local neighbours and informed them of the plans – residents are (on the whole) supportive and being patient. • The budget is on track for 2020/21. The 2021/22 budget is being built and should be available for the next meeting. <p>LR asked where any bikes will be ‘parked’ once the sheds are removed. KJ replied that there is space at the front of the school and at the LECA entrance.</p> <p>SB made note that the budgets for future years at both schools will show a significant increase in spending due to staffing increments, and the knock-on effect of the current structure. KJ is investigating the governments Kickstart scheme.</p>	
5.	School Lunches	
	<p>KJ explained that it has been discovered that both schools are charging less for each meal that it is costing. Income from FSMs is £2.35, yet each meal costs the school £2.70. It is proposed by KJ and PE that the cost of meals is increased, and each school charges the same amount. As this would be a larger increase at HLA it is suggested that the increase is in two steps. Governors expressed concern that parental response will be negative. KJ suggested that both schools hold a consultation period so that parents can give their views. This was agreed and letters will be drafted.</p>	AD & YS
6.	Headteacher Reports	
	<p>Highfield Littleport Academy</p> <p>The following points were covered by YS:</p> <ul style="list-style-type: none"> • School profile remains at 124 students (PAN of 120) • All the leadership team are now trained DPs • Attendance is good – working with three families • A recent data drop has shown improvement in Pupil progress – individuals have been identified and interventions are in place • A recent review questioned the engagement of TAs. This will be investigated over the next half term, with learning walks to become unannounced. The reviewers were impressed with the level of progression • The videoing of lessons is being investigated • A recent parent/carer survey reported that parents think HLA is a good school – all are aware of their children’s pathways. Parents evenings will be reintroduced for summer term 2 • Refresher training for STEPS is being carried out and all staff will be training by September • Designated staff are being trained to be ELSAs • Staff working with Green and Yellow pathway students are being training in careers guidance 	

	<ul style="list-style-type: none"> • A well-being survey has indicated staff feel “cared for and supported” and like an “extended family” • An application for Arts Mark has been submitted and in-house work experience has taken place • A student who has been attending LECA for mainstream maths and science has been accepted as a full time student for September. This is a huge achievement. <p>LR asked if STEPS training is completed annually. YS replied that it is.</p> <p>Highfield Ely Academy The following points were covered by AD:</p> <ul style="list-style-type: none"> • Two families/three children are currently being supported under Section 47 Safeguarding • There are no pupil absences due to COVID at present • One new student is undertaking a phased entry • All staff are attending • One incident has been reported under Riddor • Strong strategies are in place – zones of regulation are being embedded • Joint observations are being carried out to ensure quality of learning is good – these have led to professional conversations, equalling better learning • CPD has taken place as Pathway Days • Two new teachers have made strong starts. Two NQTs are doing well • Two department leads have been appointed for September • DM is leading a trip to Wales, which is over-subscribed. • Reading strategies are working well • There was a 50% response to a recent parent/carer survey, with very positive comments • A safeguarding governor link is required 	
7.	Policy Review	
	<p>The Safeguarding and Child Protection Policy had been circulated prior to the meeting. SB gave background, stating that the updated Cambs CC model from September needed personalising. It was noted that the policy referred to after-school clubs, which is not relevant to HLA. The policy was approved, with the proviso that some rewording take place around the section relating to after-school clubs to reflect HLA’s current position.</p> <p>LR asked if there is a separate policy for LINC. SB replied that there is.</p> <p>It was noted at this point that only AD has undertaken safer recruitment training for HEA. SB and SM will complete the training asap</p>	SB
8.	Trust Review	
	<p>A Trust review has taken place at Highfield Littleport Academy (HEA will take place within the next week). The official report had not been received at the time of the meeting, but verbal feedback was given.</p> <p>The Trust link for special schools and secondary schools is Helen Cassady (HC). A new format for AIG meetings has been introduced, with one AIG meeting being replaced with a school review, which will be focused, eg</p>	

	<p>around the curriculum. HC will 'touch base' every two weeks, with the content of conversations being steered to the benefit of pupils.</p> <p>Shan Oswald, Trust consultant and Ofsted Inspector, carried out the review with HC. It was a thorough process, and was not about senior leaders – there was more focus on whether all staff share the same vision and values. The process will ensure strong triangulation. School development priorities were assessed as correct. Suggestions were helpful, such as senior leaders should consider whether pupils assessment could be used more effectively, and how SLT should assess quality of learning.</p> <p>The final report will be available for the next meeting.</p> <p>LR stated that feedback also spoke of the need for strong governor links. She added that there would be a governor training session early in the Autumn term on the SDP and SEF.</p>	
9.	Governance	
	<p>Recruitment: Mention was made of VB & ML being observers – with a view to becoming governors. It was noted that a parent from HEA has also expressed an interest and is in discussion with LR about the role.</p> <p>Link Roles: LR agreed to talk to governors individually to ensure all statutory links are in place.</p> <p>Link Visits: LR informed governors that there is a report on Careers provision. There is a need to embed careers into the curriculum, and LR has been reassured that that there is a conscious effort in place, with statutory guidance being followed. Local employers have signed up for virtual work experience.</p>	LR
10.	Trust Update	
	No update at this stage	
11.	Any Other Business	
	None	
12.	Date & Time of Next Meeting	
	The next meeting was confirmed for 28 th June, at 5.30pm	