



Local Governing Body Meeting Minutes

13 May 2020 at 4.15pm

Governors Present

Lorna Robinson (LR Acting Chair), Simon Bainbridge (SB Executive Headteacher), Val Manning (VM), Tilly Newbury (TN) and Amanda Rigler (AR)

Others Present

Adam Daw (AD HEA Headteacher), Yvonne Skillern (YS HLA Headteacher), Karen Jarvis (ALT Business Manager) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Michael Holt (MH), Laura Gibbons (LG) and Tiggy Whyte (TW)	
2.	Declaration of Interests with regard to items on this agenda	
	None	
3.	Agree the minutes of the last meeting and matters arising not on this agenda	
	The minutes were agreed as a true record and will be signed when face to face meetings resume. Safeguarding training to be completed by next meeting. Governors to confirm with KJ	KJ to re-send safeguarding training link All to confirm with KJ when complete.
4.	HLA Budget	
	This item is recorded as a confidential minute.	
5.	Update on Current Situation	
	<ul style="list-style-type: none"> • Safeguarding Many of the most vulnerable pupils are attending school. Regular safe and well checks are being conducted for all who are not attending and follow ups including home visits where necessary. FSM vouchers have been sent out. • Current numbers in school At HEA the numbers have ranged between 5-11 with a mix of key worker and vulnerable pupils. At HLA there have been fewer children and none from key worker families. Staff are working on a rota. Where necessary social care can make an assessment about the safety of a child at home. 	

	<ul style="list-style-type: none"> • Online teaching Staff are doing a great job during this difficult time. Their workload has increased as they provide online resources for pupils as well as working with those in school. They are ensuring work provided is useful and fun. Parents have been positive and understanding despite the difficulties. Some families struggle with online access. Packs can be sent to them but this has a financial impact. As school opens to more pupils, staff workload will need to be considered. • Staff wellbeing Schools provide support for staff including safe and well checks and a weekly Zoom meeting. Department leaders maintain good contact with their teams. <p>Q <i>Is there anxiety about re-opening on 1 June?</i> A Yes staff are anxious but we don't have all the answers to their questions. We have uploaded an online document for them to complete. We have also canvassed parents and around 60% are not happy to send their children from 1 June.</p> <p>Staff were praised for the way they are coping with the situation and for all the hard work they are putting in.</p>	
6. Forward Planning including re-opening and staffing		
	<p>Current Government advice is that schools may open to some additional pupils from 1 June. Highfield senior leaders have been meeting with other Special School HTs and LA representatives which has been very helpful.</p> <p>Particular advice for special schools as that we must do what is right for us.</p> <p>From July there may an opportunity to increase numbers further with perhaps a focus on pupils transitioning.</p> <p>Parents have been canvassed (see item 5) and asked if they would take up an offer of a place and whether this would help them return to work. They have also been asked about any safety concerns if their child is not offered a place.</p> <p>Issues to consider:</p> <ul style="list-style-type: none"> • Staffing: staff update their situation weekly. Guidelines for staff not attending work have been drawn up. A greater number of pupils can be supported with a staff rota. We are aware of potential mental health issues. • Home learning: we will continue to provide home learning • Catering: the kitchen will need to be open for dinners • Transport: we will sort out our offer then pass pupil names to Education Transport to organise transport but it may be that parents might need to bring them in. • Pupil needs: a spreadsheet has been drawn up to assess all pupils as to their needs and situation. This will be used to decide the first priority group to offer pupils places and will continue to be developed for the next phase • Half term: LA support schools who close at half term if 	

	<p>this is right for them and their parents</p> <p>Q Are there any major concerns or hurdles? A Planning for next year is not possible right now which is very difficult. Also we must consider what will happen with some pupils who are shielding and what the longer term approach for them is.</p> <p>Q Where does the responsibility lie for a child that is shielding? A We can refuse to take a child if there is a shielding letter if we feel that is best for the child</p> <p>There are some positives to report such as:</p> <ul style="list-style-type: none"> • New ways of working eg online training and meetings. • H&S aspects such as taking temperatures of pupils may continue. We are the only special school that does this locally. <p>Governors would like to see the safeguarding plan as it develops.</p> <p>Governors want to ensure that senior leaders' wellbeing is considered.</p>	<p>SB to update governors</p>
7.	Governance – including any training, future agenda items/priorities	
	<p>At the moment focus is on dealing with the current crisis and fulfilling essential responsibilities with regards safeguarding and Health and Safety.</p> <p>SB will contact new governors who have been unable to attend a meeting to ensure they stay connected and feel valued.</p>	<p>SB contact new governors</p>
8.	AOB	
	<ul style="list-style-type: none"> • SB explained an urgent issue with funding which is a long term risk to the school both financially and in terms of staff morale and Ofsted judgements. New pupils are arriving with insufficient top up funding. Panel requests then need to be submitted which is a lengthy process. This has an impact on behaviour and progress and takes staff time from other pupils. AD has written letters to the LA without response and has now requested a meeting. This has been flagged with the Trust but so far there has also been no response. The oldest pupils in the school arrived with higher top up amounts but as they leave the school and are replaced by incoming pupils with low top up amounts the problem is exacerbated. <p>It was agreed that LR will write to Active Learning Trust CEO and copy in Lucy Frazer MP.</p> <ul style="list-style-type: none"> • Q Is there any money related to Covid-19 available? A Any additional costs directly related to the crisis can be claimed. • Building work has now resumed. Anticipate just a 2 month delay 	<p>AD/SB to forward LR info so she can follow up.</p>

9.	Date of Next Meeting	
	23 Jun 4pm Meeting ended at 6.05pm	

Actions			
Item	Action	Deadline	Responsibility
3	Complete safeguarding training KJ to send link	Before next LGB	All KJ
4	HLA budget item – KJa to confirm with YS and YS to update next meeting	Update next meeting	KJa/YS
6	Keep governors updated with safeguarding plan		SB
7	Contact new governors		SB
8	Letter re funding AD/SB to forward LR info		LR AD/SB