

Highfield Academies
Local Governing Body
Meeting Minutes

18 March 2021 5pm



Governors Present

Lorna Robinson (LR Acting Chair), Adam Daw (AD HEA Head of School), Yvonne Skillern (YS HLA Head of School), Madeleine Albert (MA) and Amanda Rigler (AR)

Others Present

Pippa Edwards (PE HEA Business Manager), Karen Jarvis (KJa HLA Business Manager), Simon Bainbridge (SB Executive Headteacher), Tilly Newbury (TN Staff Representative HLA), Danny Mills (DM Staff Representative HEA), Victoria Leeks (VL observer) and Kerrie Jones (KJ Clerk)

| | ITEM | ACTION |
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| 1. | Welcome and Acceptance of Apologies for Absence | |
| | <p>All attendees agreed to the meeting being recorded. This recording will only be used by the clerk, will not be shared with anyone else and will be deleted once the minutes are approved.</p> <p>Apologies were accepted from Michael Holt (MH) TN joined the meeting at 6pm.</p> <p>Victoria Leeks is a prospective new parent governor and attended as an observer.</p> <p>Val Manning (VM) and Laura Gibbons (LG) have stepped down from the LGB. Governors and staff thanked them for their support and hard work during their time as Governors.</p> | |
| 2. | Declarations of Interest with regard to agenda items | |
| | There were no declarations of interest. | |
| 3 | Agree minutes of last meeting and Matters arising not on this agenda | |
| | <p>The minutes were agreed as a true record and will be signed when face to face meeting resume.</p> <p>Actions had been completed Governors were reminded that they are welcome to attend Leadership meetings as observers and should contact AD or YS to confirm. These take place each Tuesday at 3.40pm.</p> | |
| 4. | Resources reports for HLA and HEA: | |
| | <ul style="list-style-type: none"> • Finance • Premises • H&S update | |
| | HEA (PE) | |
| | The report had been shared and questions were invited. The February accounts had also been sent and included helpful | |

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| | <p>annotations by PE. There are no major issues and the budget for 2021/22 is being worked on.</p> <p>The issues around the pool pump have been resolved as has the issue with the main school heating. There is still an ongoing issue with the external areas of the new build which PE is dealing with. Pool lettings will start again from 12 April and the income will be very welcome.</p> <p>Barkers have submitted a proposal for installing Solar PVs under the CCC scheme. This proposal had been circulated to governors. Bougyues will also be submitting a proposal.</p> <p>The Handsam report from January had also been sent to Governors.</p> <p><i>[5.20pm PE left]</i></p> <p>HLA (KJa) KJa had circulated her report and highlighted the following:</p> <ul style="list-style-type: none"> • Hydro pool issues are ongoing. No-one can be found to do the repair so the new property maintenance company has been tasked with sorting this. Q <i>Is there capacity for students to come to Ely to use the pool?</i> A Only by prioritising those most in need and this is not sustainable in the longer term Q <i>What happens if we can't find a contractor willing to do the repair?</i> A We might have to decommission the pool but may not be able to afford to re-build. We could try to continue with it as it is but would need to empty it each term. • HLA has one lift and this is out of action. The new part is coming from Europe and has been delayed due to Covid. It is expected to arrive w/c 19 April. At the moment the only alternative is for the 3 students who need it to use the LECA lift but this is very inconvenient. • Budget – there is a strong carry forward and catch up funding will also be received. Savings have been made on staffing during lockdown as no new appointments have been made. • Gate – there is a further issue with the gate following an accident. However, there is no security risk with regards the students. <ul style="list-style-type: none"> • Testing has been a large task but has run smoothly. • Internal audits have been carried out by Trust. It was highlighted that performance related pay for support staff needs to be signed off by Governors. This was flagged across the Trust. | |
| 5. | HT reports | |
| | <p>Reports had been shared by both Heads of School which provided Governors with a detailed summary of the current situation. Further to his report, AD added that following consultation with EPM, it has been agreed to pay an honorarium to HEA Level 4 TAs dependent upon additional responsibilities.</p> | |

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| | <p>A few questions were raised by Governors: Q <i>What would be average for concerns raised in a normal month?</i> A 10-15 Q <i>How is catch up funding being used?</i> A This is described on the school website. An evaluation will need to be done later.</p> <p>Governors requested the following]:</p> <ul style="list-style-type: none"> • Feedback from external reviews to be shared. • Further information about the reading strategy. <p>It was agreed that AD will invite Becca to come to the next LGB meeting. Barbara at HLA could be invited to a future meeting.</p> <p><i>[TN joined the meeting]</i> <i>[6.15pm AR left]</i></p> | <p>AD to invite Becca.</p> |
| 6. | Revision of Admission arrangements on website | |
| | <p>As discussed at a previous LGB meeting, Highfield Academies have decided to move to an annual panel system to allocate places. This will allow better allocation on the basis of need and can include criteria such as distance from the school. The panel will meet each January. This information has been put on the school websites.</p> <p>Q <i>Are the timescales for this ok? Could some pupils end up waiting a long time for a panel and then need to wait again to be admitted?</i> A It would be unusual to receive applications in the spring. If we receive applications for pupils we know we cannot accommodate they can be informed straight away. We feel we don't have a choice and although the system may not be perfect it is better than the old system.</p> <p>Q <i>How will you evaluate this and decide whether to continue with it?</i> A Have talked with others schools who use it and they find it much fairer. We will review the system once it is underway. This is fairer.</p> | <p>SB will send the wording for the proposal and governors can approve by email.</p> |
| 7. | Governance | |
| | <ul style="list-style-type: none"> • Recruitment We are currently looking at recruitment to fill the places left by Val, Tiggy and Laura. KJ is working with LR to find candidates for the Trust Appointed position. SB is seeking candidates for the parent elected role at HLA. • Link governor visits MA completed a Children in Care (CiC) visit at HLA to monitor whether the school is adhering to the policy and that are CiC pupils are making similar progress to other students. She was reassured by the evidence shared by YS. The report had been sent to governors. The next visit will look at anonymised data and evaluating the effectiveness of the Fagus tool. YS has received praise from the Virtual School and are using some of her documents as examples of good practice. | |

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| | <ul style="list-style-type: none"> • Link roles The following essential roles are now vacant: HEA Safeguarding HEA CiC HEA H&S <p>LR is preparing an annual planner and can add visits in to this. The calendar on Governor Hub can also be used in the future to assist planning.</p> | LR will discuss with MA and MH |
| 8. | Trust Updates | |
| | <ul style="list-style-type: none"> • Governor Hub KJ reminded governors that everyone has an account on Governor Hub and urged all to login and start to use. In future all meeting papers and documents will be shared in this way. • Training LR had emailed the link for the ALT training resources. KJ will add the list of other training opportunities to Governor Hub. She highlighted some of the other providers that offered free or low cost e-learning and webinars such as Governors for Schools and Better Governor. Earlier in the meeting KJa had informed governors that Highfield Academies don't have access to The Key for School Governors but can access The Key for School Leaders | <p>KJ add training links to Governor Hub</p> <p>PE to provide login details.</p> |
| 9. | Policy Reviews | |
| | <ul style="list-style-type: none"> • Curriculum Q <i>Do you seek views of parents as well as pupils and staff?</i> A Not specifically on curriculum development but parent views are sought in the annual survey • Assessment Q <i>When monitoring progress, how is this recorded?</i> A HLA have introduced a check list and HEA make notes Q <i>Are the moderation processes similar as they were described differently?</i> A Would need to double check - both use Learner on the Page. There are some small differences • Cultural Entitlement • Physical Intervention Add in HLA in appendix 1 • Attendance Amend references to parents and carers • Moving and Handling • Supporting Pupils with Medical Needs (Medication and First Aid) Policy has been separated from Moving and Handling and a lot more detail added. • Inclusion and Outreach • Business Continuity (HLA and HEA) Change LR's email • Communication P4 chart should reference both schools Correct typo manner (not manor) Not 2 Makaton tutors at HEA now • Provider Access | <p>KJ</p> <p>SB</p> <p>KJ</p> <p>KJ</p> <p>KJ</p> |

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| | <p>Should refer to both HEA and HLA</p> <p>All policies were approved subjects to amendments specified, with the exception of Supporting Pupils with Medical Needs. This will be circulated and approved by email. Review dates for some will be modified to 3 years to try to stagger review timings.</p> <p><i>[7pm DM, TN, VL left]</i></p> | KJ to look at review dates |
| 10. | Personnel: Support staff appraisal outcomes | |
| | <p>Support staff appraisals have been completed. There were no issues that prevented anyone moving up the pay scales as per the policy. Currently HEA conducts these in the autumn term whilst HLA does them in the spring. Approval will be needed for HLA before the next LGB meeting so may need to be delegated to a sub-committee with formal approval minuted at the next LGB meeting.</p> | <p>YS will check with KJa to see if the timing can be amended.</p> <p>KJ will confirm these details with KJa.</p> |
| 11. | AOB | |
| | There was no other business. | |
| 12. | Date time and venue of next meeting | |
| | <p>12 May at 5pm but time tbc.</p> <p>Meeting ended 7.05pm</p> | KJ to check that this time and day is ok |

Items for Future Meetings

| Meeting | Item |
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| LGB | Reading Strategy |

Action Log

| ITEM | ACTION | DEADLINE | RESPONSIBILITY |
|------|---|--------------------|----------------|
| 5 | Invite Becca to talk about reading strategy | For next meeting | AD |
| 6 | Send the wording for the proposal and governors can approve by email. | asap | SB |
| 7 | Discuss link roles with MA and MH | End of spring term | LR |
| 8 | Add training links to Governor Hub | asap | KJ |
| 8 | Provide login details for The Key for School Leaders | | PE |
| 9 | Policies – finalise and organise review dates | End of term | KJ |
| 10 | Check with KJa to see if the timing of support staff appraisals can be amended. | End of term | YS |
| 10 | Confirm details for support staff pay awards with KJa. | End of term | KJ |