

**Highfield Academies**  
**Local Governing Body**  
**Meeting Minutes**

25 January 2021 5pm



**Governors Present**

Lorna Robinson (LR Acting Chair), Adam Daw (AD HEA Head of School), Yvonne Skillern (YS HLA Head of School), Val Manning (VM), Michael Holt (MH), Laura Gibbons (LG) and Madeleine Albert (MA)

**Others Present**

Simon Bainbridge (SB Executive Headteacher), Danny Mills (DM), Tilly Newbury (TN), Karen Jarvis (KJa) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	<b>Acceptance of Apologies for Absence</b> Apologies were accepted from Amanda Rigler (AR)	
2.	<b>Declarations of Interest with regard to agenda items</b> There were no declarations of interest.	
3	<b>Agree minutes of last meeting and Matters arising not on this agenda</b> The minutes were agreed as a true record and will be signed when face to face meetings resume. Actions outstanding: <ul style="list-style-type: none"> <li>• Governors were reminded to complete pecuniary interest forms for 2020/21</li> <li>• SB to send Trust SEND update</li> <li>• Vice Chair position is still vacant</li> <li>• LR to contact KJa re training</li> </ul> Other actions had been completed Matters arising: <ul style="list-style-type: none"> <li>• Update on Panels – the LA has agreed that Highfield Academies can hold a single annual panel meeting for each school (Dec/Jan). Will look at level of need as well as catchment.</li> <li>• Tree audit was scheduled at Ely but outcome is unknown.</li> </ul>	Return any outstanding forms  SB to send SEND update  Volunteers for VC to contact LR  LR to contact KJa re training  KJ to obtain & send Tree audit
4.	<b>Business Manager Reports</b> <b>Highfield Littleport Academy</b> KJa had shared her Business Manager Report for HLA together with internal audit reports for Safer Recruitment and website. <ul style="list-style-type: none"> <li>• <b>Finance</b> The anticipated carry forward for year end is significantly greater than originally assessed and is now predicted to be in the region of £500k.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Premises</b> The report on the hydro-pool concluded that whilst there may have been a design fault, this would be difficult to pursue legally and they have advised buying and fitting the required part. The issue with the gates has now been resolved and the lift from the reception area is to be repaired.</li> <li>• <b>H&amp;S – Covid-19</b> Lateral Flow Testing is in place manned by volunteer staff. There have been 3 positive cases identified. Catering: the kitchen is closed and staff are furloughed. Currently HLA is paying the remaining 20% of these salaries although as lockdown continues it is likely that money will be lost. Vouchers are being sent to those eligible for free school meals.</li> <li>• <b>Internal Audit</b> The Trust's internal auditor has completed a Safer Recruitment audit and school website audit. A few issues that were raised have now been resolved.</li> </ul> <p><b>Highfield Ely Academy</b> Pippa Edwards' Business Manager Report, H&amp;S Report and Period 3 accounts had been sent to governors.</p> <p>Governors had the following questions:  <b>Q</b> <i>What is sponsor income?</i>  <b>A</b> This is the central charge to the Trust  <b>Q</b> <i>The H&amp;S report says that the unplanned fire drill didn't go well. How much confidence do you therefore have in the event of a fire?</i>  <b>A</b> There was a group in the pool at the time which made the drill challenging. There was also an issue with the walkie talkies. This exercise was very useful for identifying these issues in order to ensure smoother evacuation in the event of a real situation.  There is an invacuation drill planned this term.</p>	
5.	<b>HT reports</b>	
	<p>Reports from both Heads of School had been circulated.</p> <p><b>Highfield Ely Academy (AD)</b> Ethnicity data had been added as requested at the previous LGB meeting.</p> <p><b>Q</b> <i>Are you sure your recruitment processes are open and fair?</i>  <b>A</b> We ensure that our applications have no identifying information so these details are not known for those that are short listed.</p> <p>AD highlighted a few areas from the report and added the following information:</p> <ul style="list-style-type: none"> <li>• VM will be attending the next DP meeting as safeguarding link governor for HEA.</li> <li>• SB added that the schools are assessing and quality assuring the curriculum offer, Teaching &amp; Learning and progress. Any gaps identified will be addressed.</li> </ul> <p><b>Q</b> <i>How is staff wellbeing at the moment, has it become any worse?</i>  <b>A</b> People are reassured by the stringent measures in place this term. Where there are issues this is around personal problems and we are signposting to EAP and working with them individually to support them as much as possible.</p>	

	<p><b>Highfield Littleport Academy (YS)</b>  YS and KJa will look into obtaining the ethnicity data for staff at HLA to present in the next report.</p> <p>YS highlighted a few areas from the report and added the following information:</p> <ul style="list-style-type: none"> <li>• MH joined the recent DP meeting last week as link governor for safeguarding at HLA.</li> <li>• Grant received from Opportunity Area to develop careers.</li> </ul>	
<b>6.</b>	<b>Nurture Project overview and Zones of Regulation</b>	
	<p>YS presented an overview of the nurture project. This item will be submitted as part of her NPQH assessment.</p> <p>She explained the nurture principles and their evidence base which focuses on wellbeing to maximise academic potential.</p> <p>The programme has been implemented in response to a small group of very challenging students and has demonstrated a reduction in challenging behaviour from 80% to 40%.</p> <p>She went on to describe the elements implemented which include embedding STEPS, introduction of Zones of Regulation, the PACE approach and promotion of parent partnership.</p> <p>The impact of the programme is being assessed via a number of measures.</p> <p><b>Q</b> <i>You reported that 4/5 students responded well. If the programme is not effective for all, what is put in place for the remaining students?</i></p> <p><b>A</b> This programme will address an emerging level of SEMH. Some students need a higher level of intervention.</p> <p><b>Q</b> <i>How often will you evaluate and can you make comparisons year on year?</i></p> <p><b>A</b> We aim to continually monitor with review each half term, though it is a longer term intervention and we would expect to see improvements year on year.</p> <p><b>Q</b> <i>What are Boxall and Fagus assessments?</i></p> <p><b>A</b> Boxhall are for communication difficulties and Fagus is focussed on attachment needs (specialised for CIC)</p> <p>A Zones of Regulation PowerPoint had also been shared for information.</p>	
<b>7.</b>	<b>Phonic Read Write Inc update</b>	
	<p>Training has been completed and introduced to staff. The school is working on sharing the strategy with parents.</p>	
<b>8.</b>	<b>Safeguarding</b>	
	<p><b>Link governor report</b></p> <p>VM had shared her report with governors. She attended a Safeguarding meeting with the Designated Persons (DPs) as an observer but with the opportunity to ask questions and make suggestions. The meeting was conducted via Zoom. She reported that the leadership team at HEA, whilst managing a high case load of child protection issues, is doing everything possible to look after its students.</p> <p>It is difficult for link governors at this time and many have never had the opportunity to go into school. It is therefore important to consider other ways of involvement. It was agreed helpful for</p>	<p>Governors to contact YS/AD to organise</p>

	<p>Governors to attend leadership meetings as observers. These are held every Tuesday at 3.40pm for 1 hour and governors were requested to attend at least one session before next meeting.</p> <p>LG is link governor for curriculum and will consider how governors can be more involved with online learning. Staff could also be asked for ideas.</p>	
<b>9.</b>	<b>Updates from the Trust</b>	
	<p>KJ informed governors that the Trust have now subscribed to Governor Hub, a platform for administering the LGB and for sharing of information and documents. KJ and LR will attend a training session on 26 Jan.</p> <p>The Trust has also invested in an online learning platform for staff which allows uploading of local training. It has a section for governors.</p>	<p>KJ to share details once the site is up and running.</p> <p>KJa will send KJ link</p>
<b>10.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>MH has a sustainability document with regard to wrap around care which he will share with DM.</li> <li>KJa updated that government are likely to ask schools to open at half term.</li> </ul>	
<b>11.</b>	<b>Date of Next Meeting</b>	
	<p>18 Mar 2021 at 5pm</p> <p>Meeting ended at 6.45pm</p>	

<b>Action Log</b>			
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
3	Return any outstanding pecuniary interest forms		MH
3	SB to send SEND update		SB
3	Volunteers for VC to contact LR		All
3	LR to contact KJa re training		LR
3	KJ to obtain & send Tree audit		KJ
8	Governors to contact YS/AD to organise		all
9	KJ to share details once the site is up and running.	Once Governors are registered	KJ
9	Trust training link		KA/KJ