

Highfield Academies Local Governing Body Meeting Minutes

30 March 2020

Virtual Meeting held via Skype	
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) and Kerrie Jones (KJ Clerk)
Apologies	Tiggy Whyte (TW)

1.	<p>Purpose of meeting</p> <p>This meeting was an informal meeting to update governors on the current situation regarding provision during the Coronavirus crisis.</p>
2.	<p>Safeguarding</p> <p>An addendum is being added to the Safeguarding Policy to cover guidance around online learning. Access to a DSL at each school is being ensured.</p> <p>Social Care are currently providing support and advice and have asked schools to identify the most vulnerable students.</p> <p>The school is monitoring families and pupils at home.</p>
3.	<p>Immediate response</p> <p>The school is following all guidance. Initially this meant responding on a daily basis to each new Government update. There has been a large increase in the volume of emails with a lot of information being received which is often repetitive. Many virtual meetings are taking place with external providers such as with the Special HTs Group.</p>
4.	<p>Current status of schools in terms of numbers</p> <p>There are few pupils attending with only 1 at HLA. This may well rise after Easter. Joint provision across HEA/HLA will also be considered. Some parents have expressed unhappiness that their children cannot attend. Governors asked how the school was handling which children attended and it was confirmed that the schools</p>

	<p>refer to Government guidance about staying at home and will consider the safest option for any child. This will depend on staffing availability and a scale of need.</p> <p>Regular checks are carried out on all children with additional checks where appropriate.</p> <p>A register of staff availability is being maintained.</p>
5.	<p>Online teaching</p> <p>Teachers are personalising online resources for each class and/or child. More generic material is difficult for a Special School setting. AD/YS/SB praised staff.</p>
6.	<p>Staff wellbeing</p> <p>Governors asked if senior staff were coping. They are but the situation is very challenging. Staff are not in school all the time to allow 'down time'.</p> <p>Any staff unable to come to school are asked the reasons but leaders feel it vital to give the benefit of the doubt to all cases in the interests of staff wellbeing and longer term working relationships.</p>
7.	<p>Longer term</p> <p>Governors asked how staff and children will cope with returning to school. It was acknowledged that after a long break this could be particularly challenging. It is hoped that Government advice will include a longer term plan for transition. Staff recruitment will be a key element as this is currently on hold.</p> <p>There may be some positive outcomes further down the line such as the Trust online CPD resources and the familiarisation with virtual meetings.</p>
8.	<p>Next Meeting</p> <p>13 May at 4pm via Skype.</p> <p>Essential items only, including updates on current situation and in particular around safeguarding</p>

ACTIONS

- Governors to complete safeguarding video and confirm this with KJ
- YS to add addendum to Safeguarding Policy