

**Highfield Academies  
Local Governing Body  
Meeting Minutes**



8 October 2020 5pm

**Governors Present**

Lorna Robinson (LR Chair), Simon Bainbridge (SB Executive Headteacher), Val Manning (VM), Tilly Newbury (TN), Michael Holt (MH), Laura Gibbons (LG), Madeleine Albert (MA) and Amanda Rigler (AR)

**Others Present**

Karen Jarvis (KJa Governance Lead ALT), Adam Daw (AD HEA Head of School), Yvonne Skillern (YS HLA Head of School) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	<b>Welcome and Acceptance of Apologies for Absence</b>	
	There were no apologies. MH joined the meeting at 5.30pm.	
2.	<b>Declarations of Interest with regard to agenda items</b>	
	There were no declarations of interest with regards this agenda. Governors were asked to return completed pecuniary interest forms for 2020/21.	
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. There were no outstanding actions. SB confirmed that the new build has been completed.	
4.	<b>HT Reports and update on re-opening</b>	
	<p>Reports from both schools had been circulated ahead of the meeting. Some of the items were highlighted for governors:</p> <ul style="list-style-type: none"> <li>• <b>HLA</b> <ul style="list-style-type: none"> <li>- Attendance is now 100%</li> <li>- Current number of students (123) is over the maximum roll of 120</li> <li>- School is fully staffed</li> <li>- Progression booklets have been developed for green and yellow pathways. YS explained what these are.</li> <li>- Evaluating Read Write Inc as a phonics programme. This will aid consistency.</li> <li>- Zones of regulation are part of nurture based routines - YS explained how these are colour coded to link emotions</li> </ul> </li> </ul> <p>One teacher has tested positive for Covid-19 and another has had to self-isolate. The risk assessment had prepared us and limited the potential impact. One class had to close with another closed temporarily. All staff have been reminded of the need to maintain social distancing.</p>	<p>YS will share examples of progression booklets when ready</p> <p>YS to forward PowerPoint</p>

	<p>Joint working with other special school HTs has been helpful at this time. YS thanked everyone who supported her through this challenging period.</p> <ul style="list-style-type: none"> <li>• <b>HEA</b> <ul style="list-style-type: none"> <li>- Currently oversubscribed (124/120) with no place funding for additions</li> <li>- Attendance is good and school is working closely with those not attending</li> <li>- Wellbeing is a challenging area. Staff capacity is limited and putting a strain on everyone.</li> <li>- Appointments: new receptionist, new department leader (internal), SENCO, NQT</li> <li>- Implementation of Steps – roll out at end of this half term. This is a big change in approach.</li> </ul> </li> </ul> <p><b>Q</b> Do you have profiles on staff ethnicity and does this reflect the pupils? <b>A</b> This is not something we have looked at before but can get the data</p> <p>[5.30pm MH joined]</p>	<p>Update at future meeting</p> <p>AD &amp; YS to obtain ethnicity data for next LGB reports</p>
<b>5.</b>	<b>Covid-19 Planning and working with other schools (SB)</b>	
	<p>Governors agreed that an audio recording of this item can be used to support SB's NPQEL programme.</p> <p>SB is working with other special school HTs to look at our remote learning offer. The government requires us to offer remote learning for students from day 1 of being at home. However, with schools being fully open this is challenging. A draft policy had been prepared which will be personalised for each school.</p> <p>Highfield Academies are working closely with Castle School as they are also using Evidence for Learning which has a platform for uploading learning and can be shared with parents. Resources can be shared with other users including those from external providers such as Oak national academy). Building up this bank of work will take time but this platform will be useful for the future, for anytime a pupil has to be off school.</p> <p>The DfE directs for easements at a bespoke level where EHCPs cannot be fully met. Section M for EHCP easements, which was written during lockdown, may come into force again. This section was added as an appendix to each EHCP.</p> <p>Timescales have been planned for each pathway and we are working with teachers and leaders to develop this. The different types of activities are detailed in the policy.</p> <p><b>Q</b> Does progress tracking of pupils feed in to this? <b>A</b> Yes, this is already in Evidence for Learning and we have incorporated how teachers will feedback into the policy. It will be challenging to teach in school and remotely at the same time. However, it is something we are required to do. We recognize the difficulties for staff and the need for a balance.</p>	

	<p>Governors were reassured that the school is responding to requirements appropriately whilst stiving for a balance and urged staff to ensure that they are mindful of their own wellbeing.</p>	
<b>6.</b>	<b>Safeguarding</b>	
	<ul style="list-style-type: none"> <li>• <b>Training</b> All governors have completed the online training and test. They have all read the Safeguarding Policy and KCSIE.</li> <li>• <b>Link governor update (confidential)</b> This item is recorded as a confidential minute.</li> </ul>	
<b>7.</b>	<b>Business Manager reports from HEA and HLA</b>	
	<p><b>HLA</b> The report had been circulated.</p> <ul style="list-style-type: none"> <li>• <b>Finance</b> The financial situation is positive with money having been saved, in part due to not having to employ supply teachers. Catch-up funding has not been included in the report as details have not been confirmed.</li> <li>• <b>Premises</b> The main issue has been closure of the hydro pool due to a design fault. ALT are following this up with the LA.</li> <li>• <b>H&amp;S</b> An audit is due at the end of October which will produce an action plan. We are awaiting advice on a 2 week half term</li> </ul> <p><b>Q</b> <i>When the hydro pool is being used, are there protocols in place for the current Covid-19 situation?</i> <b>A</b> Yes, there are only a small number of students using the pool and this has been properly risk assessed and the conclusion is that the students are more at risk if they don't have access to the pool.</p> <p><i>[5.55pm KJa left]</i></p> <p><b>HEA</b> The report had been circulated today. Governors needed more time to be able to read the report so will send any questions after the meeting.</p>	
<b>8.</b>	<b>Governance</b>	
	<ul style="list-style-type: none"> <li>• <b>Governors</b> Tiggy Whyte has stepped back as a governor, at least for the time being due to work commitments. AR will be on maternity leave for the next few months with reduced availability for governance. There was only one nomination for the HEA staff governor position which was Danny Mills and he has therefore been appointed.</li> <li>• <b>Election of Vice Chair</b> No one has nominated themselves. A Vice Chair is needed and all were urged to consider the role, potentially as part of a job share.</li> <li>• <b>Link governor roles</b> The following were agreed:</li> </ul>	

	<table border="1"> <thead> <tr> <th>ROLE</th> <th>HEA</th> <th>HLA</th> </tr> </thead> <tbody> <tr> <td>H&amp;S and safeguarding</td> <td>VM</td> <td>MH</td> </tr> <tr> <td>Careers</td> <td>LR</td> <td>LR</td> </tr> <tr> <td>Curriculum to include remote learning</td> <td>LG</td> <td>LG</td> </tr> <tr> <td>Wellbeing</td> <td>MA</td> <td>TN</td> </tr> <tr> <td>Children in Care</td> <td>tbc</td> <td>tbc</td> </tr> </tbody> </table> <p>All governors need to have a better understanding of the Ofsted framework. There is a module on the NGA Learning Link. AR may be able to provide access to this if the Trust does not subscribe.</p> <ul style="list-style-type: none"> <li> <b>Pay Committee</b>  It was agreed that a Pay Committee will be established to look at staff pay recommendations. The members will be LG/MH/LR. A meeting will be set up with SB before the end of the month.  A separate Appeals Committee will be VM/AR/MA. </li> </ul>	ROLE	HEA	HLA	H&S and safeguarding	VM	MH	Careers	LR	LR	Curriculum to include remote learning	LG	LG	Wellbeing	MA	TN	Children in Care	tbc	tbc	<p>LR to confirm CiC role</p> <p>KJ to check with ALT</p> <p>KJ to coordinate a meeting</p>
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<b>9.</b>	<b>Policy Reviews</b>																			
	<ul style="list-style-type: none"> <li><b>Safeguarding (HEA/HLA) and Covid-19 appendix</b> Approved.</li> <li><b>Children in Care</b> CiC link governor needed (See item 8)</li> <li><b>HLA Exam &amp; controlled Assessment Policy</b> YS explained why this is a separate policy for HLA.</li> <li><b>HLA Internal Verification Policy</b> YS explained why this is a separate policy for HLA and why it is not part of the exam policy.</li> </ul> <p>LR will raise some questions via email.  All policies approved subject to those questions being addressed.  Request that when staff names are added to policies, job titles are also stated.</p>	<p>LR to email policy questions</p>																		
<b>10.</b>	<b>Personnel</b>																			
	<p>No specific items to raise but SB reported that everyone is working exceptionally hard and staff are tired and worn down.</p>																			
<b>11.</b>	<b>AOB</b>																			
	<ul style="list-style-type: none"> <li>SB thanked the LGB, and in particular LR, for support and challenge over recent months</li> <li>LR asked governors to consider how governors can be more involved with the schools as there has been no opportunity to go in.</li> </ul>																			
<b>12.</b>	<b>Date of Next Meeting</b>																			
	<p>23 Nov 2020 time and venue tbc.</p> <p>Meeting ended at 7pm</p>	<p>KJ to ask governors if a 5pm start is acceptable</p>																		

Items for Future Meetings	
Meeting	Item
LGB	YS will share examples of progression booklets when ready. Update on implementation of Steps.

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
4	Forward PowerPoint which describes zones of regulation		YS
4	Obtain ethnicity data for next LGB reports		AD & YS
8	Confirm CiC link role		LR
8	Check Learning Link membership with ALT		KJ
8	Coordinate Pay Committee meeting		KJ
9	Email Policy questions		LR
12	Canvas governors re a 5pm start next meeting		KJ