

Highfield Academies

Local Governing Body Meeting Minutes



Meeting Date	09 th May
Time	5.30
Venue	HEA/ TEAMS

Governors Present: Adam Daw (AD), Yvonne Skillern (YS), Vicky Berry (VB), Victoria Leeks (VL), Amanda Rigler (AR) , Emma Brooke (EB), Simon Bainbridge (SB), Alec Burns (AB)

Others Present: Stephanie Neal (SN), Pippa Edwards (PE)

No	Item	ACTION
1.	Acceptance and Apologies for Absence Lorna Robinson (LR) and Becka Butland (BB) sent their apologies.	
2.	Declaration of Interests with regard to items on this agenda None.	
3.	<p>Agree the minutes of the last meeting and matters arising not on this agenda</p> <p>Actions 3a & 3b had not been completed.</p> <p>Governors to complete form and return to LR detailing their occupations and how these skills could be utilised within the schools.</p> <p>A discussion was had around Governors evolving a sense of how best to support the schools. It was suggested that the allocation of subject roles could be discussed at the next meeting (LGB6); initially prioritising Maths, English and PSHE. It was suggested that Governor visits could be organised to happen within a certain number of weeks, with a specific focus and suggested questions.</p> <p>VB has emailed Sally Rowe with regard to Alternative Provision in LINC to make sure that everything is in place to ensure best practice.</p> <p>Action 3d had not been completed</p> <p>It was agreed that dates of coffee mornings/ LOTPs would be shared with Governors so that they can visit schools</p> <p>The Minutes of 21st March 2023 were agreed as a true record and will be signed digitally by Lorna Robinson (LR).</p> <p>ACTIONS Agreed in actions table below</p>	<p>SN to follow up with LR</p> <p>All Govs</p> <p>SN to include in Agenda for LGB6.</p> <p>AD to share risk register</p> <p>SN to collect dates and share</p> <p>ALL</p>

4.	<p>LINC</p> <p>It had been previously noted that LINC will be stepping away from using external/ alternative provisions. A discussion was had around the reasons for this. Specifically that there had been questions around the quality of the provision and the cost of £15, 000 p/a per student. The recent OFSTED visit to LINC had been helpful in highlighting the need for robust safeguarding checks and quality assurance; this will feed through to both schools. The Safeguarding Policy has been amended to reflect this best practice.</p>	
5.	<p>Business Manager reports from HEA highlights.</p> <p>A written report had been provided for Governors to read.</p> <ul style="list-style-type: none"> • The budget for the next academic year has been completed and submitted to the Trust. There will be a meeting in June to review this. There is an overspend of £370, 000. This is as a result of funding issues rather than spending issues and the inability to control pay rises and ongoing gas and electricity costs; these have risen from £34, 000 to £108, 000. Support staff pay rises have been unfunded. • The air handling unit has been fixed; the same for the guttering except Block B. • The waste supplier has been changed as Veolia were not collecting reliably. • Legionella is still present in the showers. These will be disinfected with chlorine during the school holidays at a cost of £825. • Handsam visited and completed a Health & Safety audit which had gone well. Awaiting report. AB had sent in a report following his visit (this had been shared with Governors). • There was some good news in the form of the school receiving approval to receive a new minibus organised by the Variety Club. The 17 seater minibus will be sold to help with the school's share of funding for this. • SB offered his thanks to the SBMs of both HEA and HLA for their ongoing management of the finances despite no real uplift in funding. <p>Q: Could the Trust support with lobbying for better funding?</p> <p>A: This could be explored at the meeting in June.</p> <p>Q: Are the unions lobbying?</p> <p>A: SB will try to join the CST (Confederation of School Trusts) to find out what is being done.</p>	

6.	<p>HT Reports</p> <ul style="list-style-type: none"> • HEA <p>A written report had been provided for Governors to read.</p> <p>One family who were previously subject to a Section 47 have been put back to a Section 17. This would usually happen as part of a collaborative process including the school, but this had not been the case this time. AD felt that this had been a bad decision and was writing to the Head of Service to put on record that he didn't agree with it. The School Development plan has been updated and work has been ongoing with the website.</p> <p>Q: Would it be helpful if Governors looked at the website to give feedback? Specifically the main pages/ English/ Maths.</p> <p>A: On the website we are trying to explain more clearly how we assess pupils' progress and the impact of what we do. Governors' feedback would be welcome. With regards to the quality of teaching, there has been one session which was not as good as we would expect – Leadership are monitoring this and revisiting the planning.</p> <ul style="list-style-type: none"> • HLA <p>A written report had been provided for Governors to read.</p> <p>Following the recent surveys and workshops with staff, in terms of wellbeing, it is clear that there is a lot of good practice already taking place. HLA are looking to gain accreditation for Mental Health and Wellbeing at the school, to recognise what is already being done. The framework looks at the positive whole school network. A Governor would be needed to be part of the change team – JH volunteered. This would need to be signed off by the Chair.</p> <p>There has been a Trust emphasis on attendance. With not authorising holidays, attendance levels have improved.</p> <p>One family, with 3 siblings, have made an EOTAS request, but this has been refused. This has resulted in them not attending – there is social care involvement. An additional two STEPS tutors have been trained – these are across the school.</p>	YS to email LR
7.	<p>Safeguarding</p> <p>All schools are being reviewed (these will be completed by the end of the summer). HLA are so strong they could be in line for a Safeguarding award.</p> <p>HEA – other than the discussions around external provision, reviewers were happy.</p>	
8.	<p>Governance</p> <p>Governors' visits: AB was present for the Handsam Health & Safety audit. The replacement of fire doors was raised. These should be updated, but only as they need replacing.</p> <p>LOTP -</p> <p>14th June Ely only December – date to be confirmed</p> <p>AIG –</p> <p>23rd May HLA 06th June HEA</p> <p>2/3 Governors would be welcome to come along.</p> <p>ACTION: Who can attend LOTP dates? Please let SN know.</p>	
9.	<p>Policy Reviews</p> <p>Safeguarding Policy</p> <p>This has been updated to reflect checks that are done in relation to Alternative Provision and off-site education.</p> <p>Q: Do you share policies with Alternative Provisions?</p>	

	<p>A: We ask that DBS checks are statutory, in line with schools.</p> <p>Q: Are details of Alternative Provisions added to the Single Central Record?</p> <p>A: Yes</p> <p>Attendance Policy Sixth Form learners are not of statutory school age and so can be educated off-site or have adjusted timetables if appropriate. Reference to this should be made in the Safeguarding Policy.</p> <p>Q: There is nothing specific regarding monitoring/ checking attendance in the Safeguarding Policy. Are daily safeguarding checks made that learners are attending Alternative Provision?</p> <p>A: The Safeguarding Policy will be updated.</p> <p>Both policies ratified subject to amendments.</p> <p>ACTION: Amendments to be made by SB.</p>	
10.	<p>AOB</p> <p>A request for all Governors to undertake the NGA online Ofsted training and confirm with SN.</p> <p>SN to share link/ slides from recent Trust Governor training</p>	<p>SN to share NGA link</p>

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
3a	Follow up on actions not completed from LGB 4	June	SN & LR	
3b	Complete Occupation/Skills audit	June	ALLGOVS	
3c	Add an Agenda item for LGB6 to allow for a discussion around the allocation of subject roles to Governors	June	SN	
3d	Share risk register with Governors	June	AD	Completed 11 th May 2023
3e	Share dates of coffee mornings/ LOTPs	ASAP	SN	
6a	Email Chair re: Mental Health & Wellbeing accreditation	ASAP	YS	
9a	Make recommended amendments to Safeguarding Policy	ASAP	SB	Completed 11 th May 2023
10a	SN to share NGA link	ASAP	SN	
10b	Governors to complete NGA training	By end of the month	ALL GOVS	
10c	SN to share link/ slides from recent Trust Governor training	ASAP	SN	Completed 11 th May 2023