

# Highfield Academies

## Local Governing Body Meeting Minutes



Meeting Date	13 <sup>th</sup> October 2022
Time	5.30pm
Venue	TEAMS/HEA

### Governors Present

Lorna Robinson (LR), Adam Daw (AD), Yvonne Skillern (YS), Vicky Berry (VB), Madeleine Albert (MA), Victoria Leeks (VL), Amanda Rigler (AR)

### Others Present

Simon Bainbridge (SB), Gemma Evans (GE), Emma Brooke (EB), Pippa Edwards (PE)

No	Item	ACTION
1.	Acceptance and Apologies for Absence  AB sent apologies for the meeting. DM sent apologies for the meeting. Jane Horn absent	
2.	Declaration of Interests with regard to items on this agenda	
3.	Agree the minutes of the last meeting and matters arising not on this agenda  The Minutes of 10 <sup>th</sup> MAY 2022 were agreed as a true record and will be signed digitally by Lorna Robinson (LR).	
4.	Business Manager reports from HEA Highlights are that for the final year we did better than the budget switch was really good to all involved. Carry forward of 371k with LINC 55k. Since last meeting our budget only breaks even for this year with a carry forward of 85k. At the end of year 2 there will be a deficit of 260k. We are down on staff which will help on the figure but there is no increase in income. <ul style="list-style-type: none"><li>• Property management – 2 outstanding issues – air handling unit – blocked filters. Solution in place to fix. Lights in primary block set up is not ideal so will be rewired over time.</li><li>• Caretaker is winding down his hours in approach to his retirement. Someone has been taken on as a job share.</li><li>• Bacterial sampling of pool is being done</li><li>• All fire risk assessments have been done</li><li>• Speed bumps have been added to the carpark</li><li>• Food costs have not gone up</li></ul>	
5.	Finance Report HLA/HEA  Simon attended confederation of schools trust and everyone reported the same situation regarding finance across the high needs block. Funding remains static for special schools. CP (Head of Trust Finance) and SB addressed this issue and identified how much increase needed to be added to special school places to address this deficit.  A discussion followed where LR and AR asked if there as anything there could do and Adam explained how staffing and student levels are managed on a daily basis internally	

	<p>that would need to be addressed should the budget only allow for skeleton staff during the cold season.</p> <p>Governors expressed concern and made clear that HEA had their professional support.</p>	
6.	<p>HT Reports</p> <ul style="list-style-type: none"> <li>• HLA</li> </ul> <p><b>Q:</b> Transference of files what happens if they are not transferred in time  <b>A:</b> Transference of files has to be done within 5 days. There is no sanction for missing this deadline but it will be raised by school with the previous school.</p> <p><b>Q:</b> ARE ALL STAFF steps trained?  <b>A:</b> Not all are trained. There is a core team that supports a set amount of students. YS is now a STEPS training tutor on behalf of the local authority.</p> <p><b>Q:</b> How is work experience going?  <b>A:</b> Students in year 10 have weekly work experience based projects in the community. Year 1 students have specific placements based around their goals.</p> <p><b>Q:</b> Expand school numbers and extension  <b>A:</b> Plans are in place for the extension including a work experience provision. This could also be extended to LINC and be an opportunity for restructuring.</p> <p><b>ACTION:</b> Add attendance figure to report</p> <ul style="list-style-type: none"> <li>• HEA</li> </ul> <p><b>Q:</b> <i>Quality of teaching and learning? How many observations have been done and are they observed by different people? Do they cross across both schools?</i>  <b>A:</b> All are 'good'. All teachers are observed on a rota. This is done by different people each time. SB observes across both schools where possible.</p> <p><b>Q:</b> <i>Teacher being formally supported?</i>  <b>A:</b> Person has moved departments and the new line manager is doing an amazing job of managing the situation and can provide evidence of how things are improving.</p> <p><b>Q:</b> <i>Behaviour from students. How are the staff supported?</i>  <b>A:</b> Staff are prepared and ready for the impact that challenging behaviour has. At the interview stage before employment it is made clear what challenging behaviours they will be facing. A wellbeing survey was sent out and out of 50 responses most indicated they loved their job and felt well supported. Exclusions that support a member of staff following any challenging behaviour is managed using the 'STEP UP' strategy.</p> <p><b>ACTION:</b> Can we have a joint response for next time about the status of 'sitting holds' according to STEPS.  <b>ACTION:</b> Governor to attend the next meeting surrounding STEPS in school <b>who?</b>  <b>ACTION:</b> Governor to join AIG in December  <b>ACTION:</b> Governors confirmed they are aware of the members of staff leaving (14) and AD will share the wellbeing exit interviews, which states the reason why the staff left.</p>	<p>GE</p> <p>AD/ YS  ALL GOVS  VB  AD</p>
7.	<p>Safeguarding</p> <p><b>Head teachers include safeguarding in HT reports as standard</b></p> <p>Brief discussion acknowledging annual safeguarding reports.</p> <p>Full review being done for Safeguarding at HLA</p> <p><i>Reports have been seen by all Governors.</i></p> <p><b>ACTION:</b> Change peer on peer abuse to child on child</p>	<p>YS/AD</p>

8.	<p><b>Pay Committee</b>  Outcome:  Teacher Pay recommendations all agreed by Governors</p> <p>HT pay agreed by Governors</p>	Agreed by LR/VB/AR
9.	<p><b>Training</b>  <b>ACTION:</b> All GOVS to take a look at training and feedback</p> <p>A discussion followed where LR explained how some of the training sessions on the learning link is useful, including for any OFSTED inspection. This has to be a focus.</p>	ALL
10.	<p><b>Governance</b>  Governors visits</p> <p><b>Q:</b> Can a governor come into school and spend time in the class as it would be good to reconnect following COVID.  <b>A:</b> Both Heads agreed that immersion visits can take place. GOVS to book in with Clerk.  <b>ACTION:</b> Copy Gemma into any visits please via the school diary  <b>ACTION:</b> Can all GOVS for each pathway get together alongside the School Development plan to work out goals for the upcoming year, so each person has an area of focus. This will be a working group and enables GOVS to challenge all areas.  <b>ACTION:</b> Make sure everyone has a pathway that needs one</p> <p><b>ACTION:</b> VL to submit Governor report</p>	<p>AD/YS  GOVS</p> <p>ALL GOVS</p> <p>VL</p>
11.	<p>Policy Reviews</p> <ul style="list-style-type: none"> <li>• Children in Care and Social Worker AUTUMN 2022-2024</li> <li>• ECT2 - Policy Ratified and noted</li> </ul> <p><b>ACTION:</b> VB to take on ECT2 link role and to go into policy.  <b>ACTION:</b> GE to chase up PS</p>	<p>Ratified</p> <p>Ratified  GE</p>
12.	<p>AOB</p> <p>AD would like to thank the HFPA who raised a large amount of money and is very grateful to them all, their tireless work at fundraising.  <b>ACTION:</b> Invite Sally Rowe to next meeting</p>	GE

<b>Action Log</b>				
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>	<b>UPDATE</b>
6a	joint response about the status of 'holds' according to STEPS.		AD/YS	
6b	Governor to attend the next meeting surrounding STEPS in school		ALL	
6c	Governor to join AIG in December		VB	
6d	AD will share the wellbeing exit interviews, which states the reason why the staff left		AD	
7a	Change peer on peer abuse to child on child		AD/YS	
9a	All GOVS to take a look at training and feedback		GOVS	
10a	Copy Gemma into any visits please via the school diary		GOVS	
10b	Can all GOVS for each pathway get together alongside the School Development plan to work out goals for the upcoming year, so each person has an area of focus. This will be a working group and enables GOVS to challenge all areas.		GOVS	
10c	Make sure everyone has a pathway that needs one		GOVS/ LR	
10d	VL to submit Governor report		VL	
11a	VB to take on ECT2 link role and to go into policy		VB	
11b	GE to chase up PS		CLERK	
12a	Invite Sally Rowe to next meeting		CLERK	