

Highfield Academies

Local Governing Body Meeting Minutes



Meeting Date	21 st March 2023
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), Emma Brooke (EB), Rebecca Butland (BB), Simon Bainbridge (SB)

Others Present: Stephanie Neal (SN)

No	Item	ACTION
1.	Acceptance and Apologies for Absence JH sent apologies for the meeting. AB absent.	
2.	Declaration of Interests with regard to items on this agenda None.	
3.	Agree the minutes of the last meeting and matters arising not on this agenda LR apologised that her actions (3a & 8e) had not yet been completed. VB raised a question regarding action 4a and whom she should link up with in LINC? SB suggested Sally Rowe (Department Lead). AD queried the action (6a) around school risks and the context of the request. It was agreed that the registers for HEA and HLA be shared with GOVS. VB discussed how she had asked a safeguarding question of the office staff at HEA – she was very impressed with how the query was handled. AD confirmed that sample questions had been added to the report form for GOVS to use, as they need to feel comfortable asking questions of staff going forward. The Minutes of 07 th February 2023 were agreed as a true record and will be signed digitally by Lorna Robinson (LR). ACTIONS Agreed in actions table below	ALL
4.	LINC There were no questions regarding the update. Have started using a planning update format to sketch out at ARs what to focus on and to start a conversation about keeping learners (rather than moving them to Social Care/Day Care centres) and to facilitate discussions with parents.	

<p>5.</p>	<p>Business Manager reports from HLA highlights.</p> <p>Not much has changed since the last meeting</p> <p>An update followed regarding the “divorcing” from LECA. SB & YS are due to have a meeting shortly to discuss the changes to the boundaries, lighting and general responsibilities. It will be a long drawn out process, but EB/ YS will update further at the next meeting.</p> <p>Q: Are contracts owned by the Trust? A: Yes. However, the address has now been changed from Camel Road to Elmside (with a subsequent change of postcode). Signage will be put up shortly.</p> <p>HLA want to employ their own cleaners and site person, with a percentage of the overall Site Managers role to be paid. SB explained that there will be 4 different organisations on the campus, so different options need to be explored (including whether there will be the need to pay into a Management Company). YS added that they would like total separation if at all possible.</p> <p>Barkers have carried out an independent survey of the pool, which has flooded again. Measures are in place, but these are not fool proof. They are waiting to hear if the costs will be refunded or whether these will need to come out of capital.</p> <p>There is a healthy carry forward in the budget - £400,000 has been put aside with the Trust/ in a 95-day notice account.</p> <p>There were no further questions. YS thanked EB for all of her hard work on the new signage.</p>	
<p>6.</p>	<p>HT Reports</p> <ul style="list-style-type: none"> • HLA <p>There was a discussion regarding Parent and Staff surveys – there had been a high number of responses and overwhelmingly they had been positive. The questions will be tweaked for the Student surveys.</p> <p>Q: Are there any actions that you will be taking as a result of these surveys? A: We will be asking questions about staff wellbeing. We already have a wellbeing team and we are going to have a wellbeing workshop to find out what staff want and to demonstrate that we are listening to them.</p> <p>Q: Have you established a wellbeing champion? A: We have a team. We have “staff stars” to recognise what an individual has done well – this is sent via email.</p> <p>Q: Question 16 of the Staff Survey refers to getting to know the Governing Body – what can we do? A: Come in to HLA and meet staff and students – perhaps during break times? Or Easter/ Summer Fairs?</p> <p>Q: Do you use the company “Educational Support”? A: Yes, it is accessed by staff for counselling and signposting to legal aid and support etc. Statistics are anonymised, so uptake could be monitored.</p> <p>HLA have got the go ahead for 10 additional places so they will be advertising 4 teaching posts, as well as more recruitment for support staff.</p> <p>Q: How many additional staff do you need? A: 4 Level 1 TA’s, plus additional gaps.</p>	

A discussion then followed on recruitment and shortlisting. Unfortunately, the quality of candidates is not always high so often need to interview as many as possible. EB reported that through the Safety Valve fund CCC's deficits will be cleared to allow investment in capital projects – it is highly likely that HLA will be getting their extension which will be built on land adjacent to the preschool.

Q: How do the coffee mornings mentioned under “School Development” work? Are they aimed at parents?

A: They are taking place at least once every half-term. Past parents and transition advisors are invited along to speak to current parents to help with the transition process, so that they don't feel so nervous. We also have informal, class based, sessions with the 14-25 advisor.

- **HEA**

AD provided an update:

- One student has moved from a Child in Need to a Child Protection (Section 47) Plan.
- There will be a safeguarding audit on Thursday.
- Attendance is really good.
- Behaviour remains good. There are some significant challenges, but HEA has great professional staff.

Q: What is FASD?

A: Foetal Alcohol Spectrum Disorder. BB has been on some training and new research indicates that it is more common than ASD. Information to be passed on to staff.

- School have changed their approach to part-time TAs and have taken on a small number, mainly from the pool of casual TAs. This means that more casual staff need to be taken on, but staffing remains a problem as does recruitment.
- AD provided an update on the recent Trust monitoring visit including priority actions being undertaken as a result.
- This visit flagged some important areas which were not being done quickly enough. Some key conversations have been had around what needs to be done and the next INSET day will be freed up for staff to work on this.
- It wasn't a very positive experience, although it was meant to be a supportive review. The final report has some inaccuracies – SB has challenged this.

YS added that following our Ofsted inspection (HLA), we went through the Subject Leader process with a rotating pattern of subject leader coaching to develop different areas and we have loads of questions to use as a starting point if that would be helpful? More of a “tell me about...” and supportive.

Q: You're building your plans and putting things in priority order, how can we support that as Governors bearing in mind that this is leading to an Ofsted inspection? Can you share with us an overarching plan or key touch points so that we're really actively overseeing?

A: By actively overseeing the process and starting to ask questions after the Easter holidays.

- GOVS expressed their thanks to AD and HEA for all of their hard work and for being such a warm and welcoming environment. It was suggested that perhaps 2 Subject Leaders could team up to work together and support each other.
- SB added that Lyndsay Holzer has offered to come into school with some questions which could be asked by Ofsted and perhaps GOVS could also be involved.

	<ul style="list-style-type: none"> • VB said that she had already been in to school to look at PSHE and that she would be happy to come in again. • GOVS reiterated that would offer any support which they could. • LR reminded GOVS to go onto the “Learning Link” and look at what training is available. <p>ACTION: GOVS to visit HLA and to get to know staff and students ACTION: HLA to share coaching information for Subject Leads ACTION: AD to share questions with GOVS</p>	GOVS HLA AD
7.	<p>Safeguarding</p> <p>Covered in the Heads’ reports.</p>	
8.	<p>Governance Governors visits</p> <ul style="list-style-type: none"> • Please book visits and get into both schools. • AIG – HLA June/ July • VB had had a really positive visit to HEA and would be happy to follow this up a few weeks after Easter <p>LOTP - 26th April – joint between HEA & HLA</p> <ul style="list-style-type: none"> • The idea of GOVS having specialist subject areas was proposed – this was thought to be a good idea. Priority to be given to subjects in the School Development Plan. <p>ACTION: Who can attend LOTP dates? Please let SN know. ACTION: LR to look at subjects and the number of available GOVS and bring to the next meeting.</p>	GOVS LR & SN
9.	<p>Policy Reviews</p> <p>The Medical Needs policy was ratified.</p>	
10.	<p>AOB</p> <p>LR announced that MA had decided to step down from the Governing Body and took the opportunity to register her thanks for MA’s support and input.</p> <p>The meeting ended at 18.55.</p>	

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
3a	LR to follow up with GOVS regarding going into school to talk about their employment.		LR & SN	Carried forward from previous meeting.
3b	LR to make contact with Pathway leaders in order to arrange the above plans.		LR	Carried forward from previous meeting.
3c	VB to look at the 2 provisions that LINC use so she can look at the contracts.		VB	Carried forward from previous meeting.
3d	AD to share risk register and mitigations with GOVS.		AD	Carried forward from previous meeting.
3e	MA to send report (on Safeguarding webinar) to SN.		MA	Carried forward from previous meeting.
3f	GOVS to identify training for them to undertake on the Learning Link To be added to the next agenda.		ALL GOVS SN	
6a	GOVS to visit HLA and to get to know staff and students.		ALL GOVS	
6b	HLA to share coaching information for Subject Leads.		HLA	
6c	AD to share questions with GOVS		AD	
8a	Who can attend LOTP dates? Please let SN know.		GOVS	
8b	LR to look at subjects and the number of available GOVS and bring to the next meeting.		LR & SN	