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| <b>Meeting Date</b> | 27 <sup>th</sup> June 2023 |
| <b>Time</b>         | 5.30pm                     |
| <b>Venue</b>        | TEAMS/ HEA                 |

**Governors Present:** Lorna Robinson (LR), Adam Daw (AD), Vicky Berry (VB), Victoria Leeks (VL), Amanda Rigler (AR) , Emma Brooke (EB), Rebecca Butland (BB), Simon Bainbridge (SB).

**Others Present:** Stephanie Neal (SN)

| No | Item   | ACTION     |
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| 1. | Acceptance and Apologies for Absence<br>YS sent apologies for the meeting.   |            |
| 2. | Declaration of Interests with regard to items on this agenda<br><br>None.  |            |
| 3. | Agree the minutes of the last meeting and matters arising not on this agenda<br><br>The Minutes of 09 <sup>th</sup> May 2023 were agreed as a true record and will be signed digitally by Lorna Robinson (LR).<br><br>ACTIONS<br>Agreed in actions table below   | <b>ALL</b> |
| 4. | <b>LINC</b><br><br>There were no questions regarding the update.<br><br>There had been a visit by the link Governor to discuss the quality assurance of the Alternative Provisions. A QA checklist was shared as it was thought that there may be a gap in terms of what is in place now and what there could be, what does the Alternative Provision offer that LINC doesn't?<br>A discussion was had around the ESFA funding agreement which is in place – there is a need to demonstrate evidence against the quality framework criteria of “process, inform, advice, guidance” to check that a provision has the impact that you want.<br>In early July there will be a half-day remote review, including that of external provision.<br>The hope is that this will be passed first time, giving quality assurance for the DfE.<br>The Chair offered the support of all the Governors. |            |
| 5. | Business Manager reports from HLA highlights.<br><br>The expectations of the Trust have changed with the recent arrival of a new CEO, with a need to balance the budget for 23/24 as well as years 2 and 3 (which it was felt was unrealistic).<br>There will be a need to apply to use any carry forward, which is only to be used in emergencies/ for one-off projects. Hopefully news on the Minibus will be coming shortly.<br>Caterlink are putting their prices up from £2.60 per meal to £2.70; from September this price increase will need to be passed on to parents. It was agreed by Governors that it is  |            |

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|    | <p>unrealistic not to see higher food prices reflected in the costs of the school meals. It was suggested that both SBMs have a discussion to ensure uniformity across both schools. With regard to the premises, the re-brokering process is well under way. There is a plan to set up an independent management company to oversee joint issues between the four entities involved; this would be cheaper than the current company which is being used. The alarm systems and CCTV will need to be changed – there will be a meeting with the DfE in July to discuss this. It had been hoped that there would be a transfer date of September, but as Ministerial approval for the funding is needed, this won't now be the case so there will need to be an interim arrangement in the meantime. Cleaners and Site Manager will be coming across to HLA. The Hydro pool will be rented out ASAP.</p> <p>The LA have shared outline plans for a two storey extension, which looks feasible and would allow for 50 extra learners. A query was raised around access. It is hoped that there would be an extended car park and a bigger drop-off area.</p> <p>A question was raised about the school's carry-forward and whether the Trust could redistribute across other schools? The Trust do talk about pooling funds – this was felt to penalise the efforts that the school have made to save money, but schools can claim funds for one off projects. The approach is common in MATs.</p>   |    |
| 6. | <p>HT Reports</p> <ul style="list-style-type: none"> <li>• <b>HEA</b></li> </ul> <p>It was reported that following the writing of the report there had been an exclusion following a serious incident where a teacher had been head-butted. The Positive Behaviour Service are now working with the student involved.</p> <ul style="list-style-type: none"> <li>• There had been a meeting with the CEO of the ALT to look at what was outstanding in the SEF when looking at pupil's starting points. It was felt that the low number of exclusions tells a positive story of the school, but given the number of incidents of difficult behaviour that the school has, are we excluding enough?</li> <li>• A question was asked about what happens following an exclusion. A discussion was had around there being the opportunity for reflection and the student being given the chance to self-regulate and take themselves to a space to calm down.</li> </ul> <p><b>Q: Is there a de-briefing? Are witnesses given a de-briefing?</b></p> <ul style="list-style-type: none"> <li>• There can be a lot of dangerous behaviour. From September an NHS Wellbeing Team will be working through the process with specific classes.</li> </ul> <p><b>Q: What about learners that witness challenging behaviour?</b></p> <ul style="list-style-type: none"> <li>• It would be worth thinking about how they could be helped to process what they've seen.</li> <li>• It was suggested that when the school does STEPS training that it could be looked at how boundaries could be reaffirmed and students made to feel safe again.</li> </ul> <p><b>ACTION: Speak to Jacqui Woodcock re: STEPS training</b></p> <ul style="list-style-type: none"> <li>• LR requested that in term of the stats in the report, could the previous meetings' also be included for comparison?</li> </ul> <p><b>Q: In terms of CPD, how are staff requests and the teaching timetable balanced?</b></p> <ul style="list-style-type: none"> <li>• CPD takes many forms. Some is statutory, such as medical and safeguarding. There has been great take up of the offer of Level 1 Makaton training and staff are encouraged to share books that they have read or information/ resources that they have found.</li> <li>• There needs to be a balance between making people feel that they are developing, but not cramming too much in.</li> </ul> | AD |

- Number 6 on the SDP refers to consistent evidence of reading on the yellow pathway. What is the evidence? Need to think about the level of detail. There has been a focus on reading over the last year and an advert has been put out to recruit a reading TA. Evidence is based on Evidence for Learning which can be too “woolly” so benchmarks will be brought in so that there will be a lot more evidence.
- The new CEO has indicated that as the schools are part of an Academy, there is the opportunity for them to have extra training days – possibly 1 per term? – this could be beneficial.
- A new phonic scheme (Little Wandle) is being introduced in September – teachers will be trained in its use.

- **HLA**

**Q: Progress against EHCP Outcomes – how are we assessing more than expected/ less than expected progress?**

These are assessed by the teacher and then moderated by the Leadership Team, but it is hard to assess against these “softer” targets.

**Q: Is there moderation between other special schools?**

There had been a plan to do this, but COVID got in the way. There’s no perfect solution, but we need to have confidence in staff’s ability to judge correctly. Parents can challenge at Annual Reviews and there is evidence on Evidence for Learning.

- Learner on the Page is very thorough and challenging process.

**Q: To what extent do parents know what expected progress should be?**

Still use short term outcomes – can see these on-going on Evidence for Learning, Annual Reviews and Parents Evenings. Still using exceeding, developing and secure. Judgements will be challenged by Leadership.

- Shouldn’t be holding parents to account to challenge – some parents are overawed by the process.
- Attendance – there is one family who have requested Education Other than At School (EOTAS) which has been denied. Can stats be provided with these children’s attendance taken out?

**ACTION: remove EOTAS pupils from attendance figures.**

- SDP point 1 – progress to date – when will existing action plans be reviewed by? Need to be more specific where possible.
- The Trust has a new development plan and SEF which will force schools to pick up areas which maybe they haven’t done previously. Need firm end deadline or milestone date to avoid sounding vague.
- SDP now called a SIP – School Improvement Plan.
- Safeguarding Review on Thursday 30<sup>th</sup> June
- Have gained Artsmark Silver award – thanks given to Clare and team for the good outcome.
- Update on Roles and Responsibilities for next year. Trust currently pay 50% of SB’s salary – the plan was for him to move to Central Team full-time in September – not been confirmed yet. Look at Leadership roles at HEA and HLA. May be last GB meeting. Will update GB, could be last day of term.
- Expectation that all schools balance budget in year – AD and SBM had a productive meeting with CEO today. Trust have agreed to help balance in year 1 on the understanding that from year 2 the school has robust plans to make sure that income reflects expenditure and balances. The pressure is significant at the moment, due to 12 years of static funding and unfunded pay rises. For every 1:1 learner the school loses money - £230, 000 in total across the school.
- Positive outcome and good news for the short term.

**Q: Do the Trust have a good understanding of the settings and what that entails?**

It sounds positive that they are learning and are willing to learn. The follow up meeting with the CEO gave the impression that we have been heard.

YS

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| 7. | <p>Safeguarding</p> <p>Covered in the Heads' reports.</p> <ul style="list-style-type: none"> <li>• Safeguarding Link Governor at HEA – termly sign off on SCR – <b>VB stepped forward.</b></li> <li>• Annual Safeguarding Reports shared – LR had a query on some of the answers, not always consistent</li> </ul> <p><b>Action: Thoughts to be feedback via email</b><br/> <b>Action: AD to liaise with YS when the next report needs to be completed</b></p>   | LR<br>AD & YS                   |
| 8. | <p><b>Governance</b><br/>Governors visits</p> <ul style="list-style-type: none"> <li>• Plan to have a specific subject focus – Maths, English, PSHE, Safeguarding, Health and Safety, PP, Humanities, PE</li> <li>• Makes sense to have 1 Governor for both sites.</li> <li>• Have a rolling programme to start with English, Maths and PSHE. Otherwise too much to look at initially. Good practice can be shared, which will really benefit both schools.</li> <li>• English, Maths and PSHE</li> <li>• <b>VB – PSHE (LINC can be covered with other subjects)</b><br/> <b>AR – Maths &amp; Creative Arts (keeping cultural link and oversight)</b><br/> <b>AB – English (and H&amp;S)</b><br/> <b>VL –Humanities</b></li> <li>• The expectation will be a visit to each school – we can make sure that you know who the right person is to visit. Schools can provide pre-visit background.</li> <li>• First visits – asking loads of questions and where things are at. Gain a sense of where things should be going and what to follow up on.</li> </ul> <p><b>Action: Guides to help with prompt questions/ contact list/ intro email</b><br/> <b>Action: Create a crib sheet/ aide memoire of key documents, where to find SEF/SIP</b></p> <ul style="list-style-type: none"> <li>• If anyone would like to volunteer for an additional role please let the Chair know.</li> <li>• Please continue to book visits and get into both schools.</li> <li>• JH had had a Safeguarding visit to HLA, looked at SCR and talked about upcoming audit.</li> <li>• On-line safety training flagged as well as reading the Safeguarding Policy – SCR being updated to reflect this.</li> <li>• Has everyone done their HANDSAM on-line safety training?</li> </ul> <p><b>Action: Check that everyone has</b></p> <ul style="list-style-type: none"> <li>• Reminder for Govs to complete the NGA training courses</li> <li>• Visits to schools – attended AIG on personal development</li> </ul> <p><b>LOTP</b><br/>Dates to be forwarded to Govs once they are available.</p> | LR<br>SN/AD<br><br>SN<br><br>SN |
| 9. | <p>Policy Reviews</p> <p><b>Careers and AIG Policy</b></p> <ul style="list-style-type: none"> <li>• amended largely due to matrix assessment coming up</li> <li>• LINC section seemed an odd placement in the document</li> <li>• Include how link department leader works with the Careers leader</li> <li>• You update Compass every term – regularly monitoring</li> </ul> <p><b>Action: amendments to be made in line with above comments</b></p> <ul style="list-style-type: none"> <li>• <b>Ratified pending changes</b></li> </ul> <p><b>SEND Policy</b></p>  | SB                              |

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|            | <p><b>Ratified</b></p> <p><b>Provider Access Statement</b></p> <ul style="list-style-type: none"> <li>• Meetings between learners and external providers – 1:1 meetings rooms – needs to cross reference with Safeguarding Policy.</li> </ul> <p><b>Action: Make amendment to Statement</b></p> <p><b>Ratified</b></p> <ul style="list-style-type: none"> <li>• Exam policies to be read by September and taken to LGB1</li> </ul> | <p><b>SN</b></p> |
| <p>10.</p> | <p>AOB</p> <p>Governors Panel for Formal Review Meeting – if you're available please let LR or SN know. Other Governing Bodies may be able to help.</p> <p>The meeting ended at 19.30.</p>   |                  |

| <b>Action Log</b> |  |                      |                       |                    |
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| <b>ITEM</b>       | <b>ACTION</b>  | <b>DEADLINE</b>      | <b>RESPONSIBILITY</b> | <b>UPDATE</b>      |
| 3a3a              | GOVS to send Occupational Skills audit to Steph, if they are happy to do so. | On-going.            | All GOVS              |                    |
| 6a                | Speak to Jacqui Woodcock re: STEPS training                                  | ASAP                 | AD                    | 06.07.23           |
| 6b                | Remove EOTAS pupils from Attendance stats                                    | For next LBG meeting | YS                    |                    |
| 7a                | Feedback on Safeguarding Reports   | ASAP                 | LR                    | Sent 28.06.23      |
| 7b                | HEA & HLA to liaise when completing annual Safeguarding reports              | Yearly               | AD & YS               |                    |
| 8a                | Guide to help with prompt questions/ contacts                                | ASAP                 | LR                    | Sent 03.07.23      |
| 8b                | Create a crib sheet/ aide memoire of key documents, where to find SEF/SIP    | ASAP                 | SN/ AD                |                    |
| 8c                | Check who has completed on-line safety training                              | ASAP                 | SN                    |                    |
| 8d                | LOTP dates   | By LGB1              | SN                    |                    |
| 9a                | Move LINC section in Careers Policy/ make amendments as detailed             | ASAP                 | SB                    | Completed 28.06.23 |
| 9b                | Update Provider Access Statement   | ASAP                 | SN                    | Completed 04.07.23 |
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