

Highfield Academies
Local Governing Body
Meeting Minutes

28 June 2021 5.30pm



Governors Present

Lorna Robinson (LR Acting Chair), Adam Daw (AD HEA Head of School), Yvonne Skillern (YS HLA Head of School), Tilly Newbury (TN), Madeleine Albert (MA), Mark Ladbrook (ML) and Vicky Berry (VB)

Others Present

Simon Bainbridge (SB Executive Headteacher), Pippa Edwards (PE School Business Manager HEA), Becka Butland (BB Reading Lead), Ellie Denny (ED Observer) and Kerrie Jones (KJ Clerk)

	ITEM	ACTION
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Amanda Rigler (AR) and Victoria Leeks (VL) Michael Holt (MH) was absent.	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest.	
3	Agree minutes of last meeting and Matters arising not on this agenda	
	The minutes of the 12 May meeting were agreed as a true record and will be signed when face to face meetings resume. All actions had been completed. Matters arising: <ul style="list-style-type: none"> • The lift at HLA is scheduled to be repaired in August. • Parents have not yet been informed about the increase in school meal costs. 	Report back on parents' response to meal increase.
4.	Reading Strategy (BB)	
	At the start of the year a review of reading was undertaken which highlighted a lack of cohesiveness and clarity. Teachers were asked for feedback on what they would like to see incorporated into the new strategy. Now all students on the Green and Yellow pathways have a reading record which identifies the level they are at, states the EHCP target and areas for comment. What is being looked for at each level is clearly stated. This is very helpful for TAs and since introducing this system more useful comments and feedback are being received. Each class now has a class reading folder for completed reading sheets which will follow the pupils as they move up the school. Guided reading questions are included as an aid. A map of what reading at HEA looks like sets down expectations from pre-reading behaviours through reading book bands to free readers.	

	<p>BB explained how the strategy is being implemented including staff training and sharing best practice. Story Time phonics has been launched for the green pathway which uses a book per 'sound' and looks at a sound a week. Pupils are very engaged with these sessions. Uppers have been using Toe by Toe for those struggling with reading.</p> <p>Next steps include</p> <ul style="list-style-type: none"> • Define blue pathway reading • Continue phonics training • HPTA are helping with funding • Find reading apps. <p>Governors had some questions: Q <i>What is the timescale for the blue pathway?</i> A The aim is for September. We have a draft plan but need to work with the blue pathway teachers Q <i>Is it the same approach across both schools?</i> A HLA have Read Write Inc which we adapt for green and yellow pathways and also have a parents reading strategy. There are fewer green learners at HLA Q <i>Are there opportunities for reading leads across the schools to work together and look at the different approaches?</i> A Agreed that collaboration across schools will be helpful; there is already a lot of shared practice</p> <p>A link visit with a learning walk to look at the reading strategy will be planned.</p>	
5.	<p>Resources reports for HLA and HEA</p>	
	<p>HEA</p> <ul style="list-style-type: none"> • Finance PE had shared her report together with a copy of the May accounts and the 3 year budget plan. The budget is on track and the carry forward this year is £254k compared with £224k budgeted which is a slight improvement. The 3 year budget predicts a large deficit which has been submitted to the Board with plans on how to mitigate. These deficit-reducing ideas had been circulated to governors. • Premises The Solar PV application has been approved and installation will take place in the summer. The snagging list for the new build has been completed. Issues with the roof issue are still to be resolved. A new digital telephone system will be needed by the end of year at a cost of £5k (quote circulated). Ongoing costs will be cheaper than at present. • H&S update Some dead trees need to be removed – the roots have been affected by the new playground. New trees will be planted. The Handsam annual H&S review of the pool showed that all was in order. <p>Governors thanked PE for her report.</p> <p>HLA No written report had been shared but YS was able to update the LGB on:</p> <ul style="list-style-type: none"> • Hydro pool – work finally agreed • Finance – the carry forward this year is significant and the Trust Board has stipulated that we must invest in whole 	

	<p>school projects. These will include arts projects, Read Write Inc, PE projects such as a coach for lunchtimes, modifications to the music room, car park work and a dividing wall in early years.</p>																																								
6.	HT reports																																								
	<p>The reports had been shared and recent updates given verbally:</p> <p>HLA</p> <ul style="list-style-type: none"> • Cross-Trust Safeguarding groups are being set up. HLA is trialling an audit tool for MyConcern records • Nominated and shortlisted for award relating to Travel Plan <p>HEA</p> <ul style="list-style-type: none"> • 24 students going on residential next week • Prom at end of term • ALT Academy Improvement Group (AIG) meeting on Friday with ALT. <p>Questions were invited: Q <i>How do you know that something has been successful? What is the evidence?</i> A This is measured from the following: staff feedback, observations on evidence for learning, staff perceptions of those who accompanied students, student feedback. Q <i>In the new style pupil progress it would be helpful to understand how you measure progress</i> A This will be brought to LGB autumn 2 or spring 1 and can perhaps be included as a link visit. The ALT AIG meeting focussed on measuring pupil progress and effectiveness of Evidence for Learning. They felt it was used well and gave an accurate picture of where students are.</p>	<p>AD Report back next meeting</p> <p>Meeting item 2021/22</p> <p>YS will circulate HLA AIG report.</p>																																							
7.	Safeguarding																																								
	<p>The Annual safeguarding Reports had been completed for each school and submitted to the LA. Copies had been shared with Governors. MA will complete a safeguarding visit next week when she will follow up on any issues.</p> <p>Governors should undertake safeguarding training each year which is focussed on their responsibilities as governors. It is possible the Trust may have training available rather than the schools having to organise it themselves.</p>	<p>YS will check with the Trust.</p>																																							
8.	Governance: Link roles/visits																																								
	<table border="1"> <thead> <tr> <th>ROLE</th> <th>HEA</th> <th>HLA</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>MA</td> <td>MH</td> </tr> <tr> <td>H&S</td> <td>ML</td> <td>ML</td> </tr> <tr> <td>Pupil Premium</td> <td colspan="2">tbc</td> </tr> <tr> <td>Careers</td> <td colspan="2">LR</td> </tr> <tr> <td>Quality of Education – Yellow Pathway</td> <td>tbc</td> <td>tbc</td> </tr> <tr> <td>Green and Blue Pathways</td> <td>tbc</td> <td>tbc</td> </tr> <tr> <td>Wellbeing</td> <td>tbc</td> <td>tbc</td> </tr> <tr> <td>Cultural Education</td> <td colspan="2">AR</td> </tr> <tr> <td>Children in Care</td> <td>MA</td> <td>MH</td> </tr> <tr> <td>LINC</td> <td>VB</td> <td></td> </tr> <tr> <td>Pay Committee</td> <td colspan="2">ML/MH/LR</td> </tr> <tr> <td>Pay Appeals</td> <td colspan="2">tbc/AR/MA</td> </tr> </tbody> </table>	ROLE	HEA	HLA	Safeguarding	MA	MH	H&S	ML	ML	Pupil Premium	tbc		Careers	LR		Quality of Education – Yellow Pathway	tbc	tbc	Green and Blue Pathways	tbc	tbc	Wellbeing	tbc	tbc	Cultural Education	AR		Children in Care	MA	MH	LINC	VB		Pay Committee	ML/MH/LR		Pay Appeals	tbc/AR/MA		<p>KJ confirm H&S role with PE and KJa</p>
ROLE	HEA	HLA																																							
Safeguarding	MA	MH																																							
H&S	ML	ML																																							
Pupil Premium	tbc																																								
Careers	LR																																								
Quality of Education – Yellow Pathway	tbc	tbc																																							
Green and Blue Pathways	tbc	tbc																																							
Wellbeing	tbc	tbc																																							
Cultural Education	AR																																								
Children in Care	MA	MH																																							
LINC	VB																																								
Pay Committee	ML/MH/LR																																								
Pay Appeals	tbc/AR/MA																																								

	<p>Link roles have been allocated as per the table above.</p> <p>The aim of the pathway links is to assign all governors to a role and visits will be linked to a theme on each pathway. Governors will need to understand the curriculum offer and how progress is measured in order to challenge and support. It was agreed that a session on pathways will be included at the first meeting of the autumn term.</p> <p>LR will update all links on a spreadsheet which also has a tracker for link visits and will liaise with KJ to assign the final roles.</p>	<p>SB/YS/AD to arrange</p> <p>KJ add visit report form to Governor Hub</p>
9. Trust Updates		
	<p>LR attended the ALT Chairs briefing and reported back the following:</p> <ul style="list-style-type: none"> • ALT will start sharing their conversations with schools with Governors to help us support our schools. • The Trust has a new partnership with Ipswich Town Football club • Helen Cassady oversees our school for the Trust and conducts our Academy Improvement Group (AIG). 	
10. Policy Reviews		
	<ul style="list-style-type: none"> • SEND p5 phrasing – change word ‘actual’ to ‘already identified mental health difficulties’. Be consistent about using ‘learners’ (not children or pupils) • Accessibility Query over whether the policy language should acknowledge disabilities other than physical. Also query over ensuring ‘when’ is always added in the table. • SRE It was confirmed that the policy should now be RSE (Relationships and Sex Education). Governors asked if here should be something more about consent, particularly given the vulnerabilities of our learners Q <i>Was this policy consulted with all those the DfE recommends when it was originally written?</i> A Yes, a pupil parent survey was used to involve parents • Behaviour Governors queried if we should integrate our nurture approach into this policy The policy states that governors will attend STEPS training – it was noted that we need to consider how this is done • Lockdown procedure YS to double check paragraph before the introduction as it appears it may be included by mistake. <p>LINC policies have now been amalgamated into main school policies. There were some queries over those that had been shared: Check the person (first/third) that the Medical Needs Policy is written in Ensure there are anti-bullying procedures set down somewhere as these are not part of the policy.</p> <p>Governors agreed that moving forward only statutory and key policies will be brought to the LGB for approval.</p>	<p>SB</p> <p>SB will look at these queries.</p> <p>KJ will edit all refs</p> <p>YS will pass back to leader who drafted the policy</p> <p>AD will review this.</p> <p>YS</p> <p>SB to look at.</p> <p>KJ/SB will review the list and amend the review schedule.</p>

11. Personnel	
	There were no updates to be reported.
12. AOB	
	There was no other business.
13. Date time and venue of next meeting	
	<p>The meeting schedule will be circulated. If there are any preferred days/times/location governors should let KJ know.</p> <p>Schools will check what facilities they have for people joining a face to face meeting remotely.</p> <p>Meeting ended 7.25pm</p>
	<p>KJ to draw up meeting dates.</p> <p>AD/YS to confirm</p>

Items for Future Meetings	
Meeting	Item
LGB Autumn 1 Autumn 2/Spring 1	SB /YS/AD to arrange session on Pathways Measuring pupil progress

Action Log			
ITEM	ACTION	DEADLINE	RESPONSIBILITY
3	Report back on parents' response to meal price increase.	Next meeting	SB
6a	Report back on HEA AIG next meeting	Next meeting	AD
6b	Circulate HLA AIG report.	Following this meeting	YS
7	Check on Trust safeguarding training for Governors	End of term	YS
8a	Confirm H&S link governor with PE and KJa	End of term	KJ
8b	Add visit report form to Governor Hub	Following this meeting	KJ
10a	Review policy amendments suggested	End of term	SB
10b	Amend SRE to RSE in Relationships and Sex Education policy	End of term	KJ
13a	Draw up meeting dates.	End of term	KJ
13b	Confirm school equipment for holding f2f meetings with remote participation	Next term	AD/YS