



Meeting Date	23 rd November 2021
Time	5.30pm
Venue	TEAMS

Governors Present

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

Others Present

Simon Bainbridge (SB Executive Headteacher), Karen Jarvis (KJ Trust - HLA), Gemma Evans (GE Clerk), Jane Horn (JH)

No	Item	ACTION
1.	Acceptance and Apologies for Absence	
	Mark Ladbrook was absent – apologies were sent retrospectively.	
2.	Declaration of Interests with regard to items on this agenda	
	There were no declarations of interest.	
3.	Agree the minutes of the last meeting and matters arising not on this agenda	
	The Minutes of 7 th October 2021v were agreed as a true record and will be signed digitally by Lorna Robinson (LR). All actions have been completed. Matters Arising: <ul style="list-style-type: none"> • Governors visits all booked in. • AR and VL visited HEA on 22nd November for a pathway visit. Report to follow. • JH attended this meeting with view to joining the LGB for HLA and HEA. 	
4.	Business Manager reports from HEA and HLA:	
	Business Manager reports from HEA and HLA:	

5.	HT Reports:	
	<p>Additional items to include in HT report:</p> <p>HLA</p> <ul style="list-style-type: none"> • Pay and Performance Management info to be added to the report. Performance reviews and pay has to be backdated to April 2021 due to an administration error. • Covid – A small cluster of students have covid. Public Health advised ‘ringfencing’ the class and gave HLA good advice regarding safety and hygiene. Monitoring covid levels to ensure classes stay open and reinforcing the message to parents to continue to ensure students have LFT’s and keep an eye on symptoms developing. <p>Questions were invited:</p> <p>Q: AR – What does raising lunches mean?</p> <p>A: YS- We are unable to raise lunch prices, as we need to keep the price of a school meal the same as LECA.</p> <p>Q: AR - What access do LAC/CIC have to online platforms and home learning etc?</p> <p>A: YS and SB - All students in care have access to the platforms through carers or representatives of the child. Termly PEP meetings take place across HEA and HLA.</p> <p>Q: LR – It is good to see an increase in funded school places available, how has that been made possible? What are the details?</p> <p>A: YS – We have some space at HLA, which means we are able to open up another classroom giving us 10 extra spaces for Sept 2022 - meaning 14 spaces overall.</p> <p>VB – Would like to point out that the new admissions panel process that has been put into place at HLA and HEA, is helpful and has helped her professionally to structure good discussions within her role to aide parents through the placement process.</p> <p>HEA</p> <ul style="list-style-type: none"> • Attendance is good. • There has been some difficult behaviour, which is being managed well by school. • CPD – Upon reflection The National College membership actually does not offer enough special school specific courses. • DM and AD are still developing Insights. <p>Questions were invited:</p> <p>Comment - AR - If there is not any appropriate training through the national college then NASEND is a good option that AR joined for free.</p> <p>Q: AR - Could the School Improvement plan show more about the impact anticipated rather than the outcome in certain statements. It would help governors to understand what the ambition is. This will enable governors to structure questions during visits also.</p>	AR

	<p>A: AD confirmed that the new version was not uploaded to the website. AR to look and go back to AD with any suggestions following the meeting.</p> <p>Action: Govs to look at the School Development plan and add some challenges to the statements.</p> <p>Q: LR How is the impact evidenced in the school development plan? Can we add a challenge to include the step after the outcome?</p> <p>A: AD - The correct plan is now on the website.</p> <p>Q: MA – Progress and attainment. Evidence of progress is of a very high standard and there’s plenty of challenge evident. How so we take your word for that and check the accuracy of what you are saying?</p> <p>A: AD- Governors to join a Learning on the page meeting. DM to forward meeting dates to GE to invite Governors to attend virtually.</p> <p>Action: DM to send dates to GE.</p> <p>Q: LR - Can Governors be on mailing lists?</p> <p>A: DM and YS to add a Governor account to School Story on class DOJO.</p> <p>Action: AD/DM/YS to arrange for DOJO a log in for Governors</p>	<p>Govs.</p> <p>DM</p> <p>AD/DM/YS</p>
6.	Safeguarding	
	Action: GE to chase the Safeguarding Lead training.	GE
7.	Governance	
	<p>GOVERNOR VISITS</p> <ul style="list-style-type: none"> ML visited HEA for a Health and Safety visit which seemed to be a positive visit. Any questions surrounding ML report can be emailed directly to ML. MA visited HEA. Visits will be every half term. MA had the opportunity to look at My Concern and how it is used to report and evidence. Next steps is to ask students appropriate questions about how safe they feel in school. MA will cover the safeguarding role for HLA whilst we fill the gap for safeguarding lead for HLA. <p>Action: YS to email MA to arrange a date for a safeguarding visit.</p> <ul style="list-style-type: none"> VL and AR HEA for a pathway meeting. They met with SR and JH who were incredibly generous and how inspiring they were when they talked about their role. It gave them a real good sense about the pathways and how they are fluid tools, that are used to support individuals as unique beings, and how they are always responding to the needs of the pupil in their care. <p>Action: Report from AR and VL from their pathway visit.</p> <p>Action: LR to take on the pupil premium LINK role.</p>	<p>YS/MA</p> <p>AR and VL</p> <p>LR</p>

ROLE	HEA	HLA
Safeguarding	MA	MA (Interim)
H&S	ML	ML
Pupil Premium	LR	
Careers	LR	
Quality of Education – Yellow Pathway	??/ML/MA	??/ML/MA
Green and Blue Pathways	VB/ AR / VL	VB/ AR / VL
Wellbeing	tbc	tbc
Cultural Education	AR	
Children in Care	MA	MA (Interim)
LINC	VB/ AR / VL	
Pay Committee	??/MH/LR (MA to step in if needed)	
Pay Appeals	tbc	

- Link governor roles including pathways

8. Policy Reviews

Policy Reviews

- E-Safety and Acceptable Use Policy.

Action: GE to change policy to *ratified*.

- RSE Summer 21-24 Policy Under Review

To be looked at next meeting once consultation is finished.

- Adult Safeguarding Policy – SB

Q: VB- The flow chart does not tell me what to do should you have a safeguarding concern.

A: SB – I will look at the flow chart and see if it can be removed, changed or amended.

Action: SB and VB to check the policy together. SB to send to VB. *Happy to ratify*.

Action: GE to amend the policy to reflect ML stepping down.

- Careers Policy Autumn 21 -23
- Careers Programme Overview

GE

SB / VB /

GE

	<ul style="list-style-type: none"> Careers Strategy <p>Comment: AR enjoyed the policies and thought that the idea of raising aspirations through Arts and Culture was an inspiring idea.</p> <p>Q: LR – A DFES document is listed in one of the policies. Is this correct? The careers policies are excellent and thanks to TN for producing such robust policies.</p> <p>A: YS – Will check with TN to see what the DFES document is.</p> <p>Action: YS to get in touch with TN to ascertain what the DFES document is.</p> <p>Action: GE to get in touch with RB regarding HEA Careers Policies.</p> <p><i>Happy to ratify all the Careers Policies.</i></p>	YS GE
9.	<p>AOB</p> <p>SB – There was a discussion surrounding if leaders could create a presentation for the governing body about their areas of responsibility and an update on steps, implementation and how it impacts in classes. To be discussed at the next meeting.</p>	
10.	<p>Date of Next Meeting – 26th January 2022</p> <p>MERRY CHRISTMAS EVERYONE!</p>	

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
4a	Provide Business reports for the next meeting whilst the admin team is assembled.	Next meeting	YS	
4g&h	Circulate HEA business reports	ASAP	GE	✓
5b	Govs to look at the School Development plan and add some challenges to the statements.	ASAP	All Govs	
5b	Send LOTP dates to GE.	ASAP	DM	✓
5b	AD/DM/YS to arrange for a log in for Governors for Class Story.	ASAP	AD/DM/YS	✓
6a	Chase Trust Safeguarding training	ASAP	GE	✓
7a	Email MA to arrange a date for a safeguarding visit.	ASAP	YS	
76	Report from AR and VL from their pathway visit.	ASAP	AR / VL	
7c	LR to take on the pupil premium LINK role.	ASAP	LR	
8a	Change E-safety policy to <i>ratified</i> .	ASAP	GE	✓

8b	Check the Adult safeguarding policy together. SB to send to VB. <i>Happy to ratify following the change.</i>		SB/VB	✓
8c	GE to amend the Safeguarding policies to reflect ML stepping down.		GE	✓
8d	YS to get in touch with TN to ascertain what the DFES document is in the Careers policy.		YS	
8e	GE to get in touch with RB regarding renewing HEA Careers Policies.		GE	✓