Highfield Academies

Local Governing Body Meeting Minutes

Meeting Date	26 th January 2022
Time	5.30pm
Venue	TEAMS

Governors Present

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

Others Present

Emma Brooke (EB), Helen Cassady (HC), Simon Bainbridge (SB), Gemma Evans (GE), Nadine Long (NL), Pippa Edwards (PE)

No	Item	ACTION
1.	Acceptance and Apologies for Absence	
	Mark Ladbrook was absent- apologies were sent prior to the meeting.	
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 26 th January 2022 were agreed as a true record and will be signed digitally by Lorna Robinson (LR).	
	Most have been completed. To be discussed further down the agenda.	
	Matters Arising:	
	EB joined as an observer with view to join as a staff representative. Action: GE and LR to on-board EB	GE and LR
4.	HEA - Leader Talk for STEPS/implementation/ impact on learners/areas of responsibility.	
	 NL attended to talk about STEPS and how it was being implemented in school. There was a discussion about how STEPS was being introduced to staff and children. NL mentioned it was challenging for some members of staff but she is explaining and supporting them through this process. Questions were invited: Q: VB mentioned that she uses Boxall in her employment setting and would be happy to provide any information should NL require it. 	
	A: NL confirmed that Boxall was used in school more specifically within nurture which all children in her class have access to.	
	Action: SB send a link to NL to the Active Learning Trust website about Boxall. Q: MA suggested it would be really good to see a case study around STEPS please.	SB
	 Action: NL to provide case study. Q: LR – What is the impact on teaching staff using STEPS? How do they feel? Have they got any reflections from a teaching perspective? A: NL – A staff survey was sent to ask if staff are getting on ok with steps and their views on it. A discussion surrounding how they can reflect on the survey and share their results. 	NL







	Action: AD to share results of survey	AD
	Q: LR- Do students understand the STEPS process?	
	A: NL- I have been using terms from STEPS in my classroom so students are getting used	
	to it.	
	Q: LR- How do parents respond to STEPS?	
	A: NL – Parents are supportive of STEPS and how we deal with incidents in school. AD	
	pointed out that a STEPS video was sent out on Class DOJO.	
5.	Business Manager reports from HEA - PE	
	• Finance – Nothing to worry about in accounts. Water bill was lower than	
	budget. Electricity bill has been rectified after a VAT mistake.	
	 Premises – All snagging done now on new building and we have been able to 	
	stay with the Ladybird telecom system. The quote turned out to be much	
	cheaper and is due to be installed on 15 th February 2022. The heating is to be	
	looked at by another contractor to see if the oldest parts of the school can be	
	made warmer.	
	H&S audit went well and they spent the entire day in school. It was a very	
	thorough audit.	
	LR would like PE to know how much of a good job she is doing, and how all her hard	
	work and vigilance is appreciated. Thank you!	
	Update from HLA	
	Lift is now working!	
	 Hydropool – Work is commencing at the beginning of February 2022 to 	
	pressure test the pool.	
	H&S audit was carried out.	
	ACTION: YS to share H&S report once it has been sent to YS.	YS
6.	HT Reports – Questions	
	HEA	
	Q: JH- You mention outliers in your report. How many?	
	A: AD – There are around 5-6 outliers all with valid reasons on non- attendance.	
	Q: MA – Is LR informed when there is any difficult behaviour?	
	A: AD – Yes, Lorna is informed.	
	Q: MA – How is staff morale? Can Govs do anything to help? Myself being in a position	
	to listen to people.	
	A: AD – Up and down but I ask teachers and leaders to keep an eye on their teams to	
	ensure we are looking after them. We use a stress risk assessment and the well-being	
	team are very good at making sure that everyone is ok, including those that are off sick.	
	A: SB - Perhaps we could do a case study with staff.	
	A discussion followed that mentioned the emotional wellbeing hub and how it is used	
	and offered at HEA. SEN Services also offer staff sessions and supervisions for staff.	4.5
	ACTION: AD to speak to Joanna Stanbridge to see if there is anything she could offer for	AD
	staff wellbeing.	
	HLA - Questions	
	Q: LR – Do we know what the regional average is around the school depravation	
	indicator? What use is it to governors?	
	A: SB – It appears to tie in with Free School Meals. It would be helpful to add the school	
	depravation indicator on the HEA report?	
	A discussion followed around staffing and access to applying for roles within school and	
	the struggles to recruit. My New Term is used to advertise roles, which is an amazing	
	tool to use for HR and recruitment.	
	Q: LR – Do we have exit interviews?	
	A: LR – We have an exit questionnaire and meeting.	
	A: DM – Our interviewees now have time in class as part of the interview process.	
	ACTION: Depravation indicator to be added to HEA report and the regional average.	AD
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7.	Cofeenanding	
7.	 Safeguarding Update on training No further updates from The Trust to provide Safeguarding training. ACTION - SB to chase this up with them. Safeguarding Internal Audit Highfield Ely 2021/2022 Safeguarding Internal Audit Highfield Littleport 2021/2022 A discussion was had surrounding the reports and the actions that came from them. The actions were low level incidents involving missing information on the website such as policy or Gov's duties. 	SB
	ACTION – LR to look at the Trust audit and see if someone can audit the website frequently.	LR
8.	 Governance Governor Visits MA Yellow Pathway Visit with Becka B MA - This was a good visit. Staff were a little anxious at first but the visit was enjoyable. Next time I hope to be able to sit in on a class and get a good sense of what is taking place within school. Also would be useful to sit in on an annual review to see hoe students are meeting targets and the evidence it is being recorded. MA Safeguarding visit HEA with AD MA – We focused on 'Do children feel safe in school?' e-safety and internet safety. I talked with 4 students who felt very safe in school and were very open and honest. Next steps is to consider how we question other students that may not be able to answer these questions. MA Safeguarding HLA visit with YS MA – We spoke on Zoom, It was interesting to see the differences between HLA and HEA and how they can learn from each other. We discussed the tools in place using Local Children safeguarding board guidance, to rank any concerns and in order to regularly review cases. Weekly safeguarding meetings are taking place. Next steps would be to look at speaking with children to see if they feel safe in school, book an on-site visit with 	
	 YS to look at the CSR and attend a weekly safeguarding visit. ACTION: AD to provide parents a safeguarding video. VB Pathway visit 14th Jan HLA VB - Green Pathway visit. It was a brilliant visit and I was impressed by the comprehensive analysis on targets and how it was presented to staff. Happy with the topic structure that is in place. Next steps would be to look at how the sensory room could be used beyond its remit to link it to topic work and learners outcome, and beyond. Learning walks was mentioned and using them as way to engage staff in monitoring roles as a reflective learning journey. We also need to make sure the blue and green pathways 	AD
	 remain separate. Q: LR – Was anyone nervous about a governor being in school? A: VB - Everyone was comfortable as I have many roles within HLA including being a parent. Q: LR – Staff survey could be sent out to find out how staff feel about the recent Governors visits. A: YS will be sending out a staff survey soon and will ask the questions. ACTION: YS to feedback results of staff survey when it comes up. Case Studies SB talked about building up a bank of case studies around different subjects such as attendance, curriculum or behaviour etc, and to tie them in with Governor visits. Focus 	YS

	for the next vi	sit is a case study on beha	viour and prepar	e them in advance	for Governor's	
	for the next visit is a case study on behaviour and prepare them in advance for Governor's visits. SB thanked everyone for taking the time to visit schools.					
	 School development plan – Govs to look at by an agreed date. 					
	ACTION: Govs to decide a date to look at the school development plan in order to give it					VB/AR/JH
	more challen	ge. Volunteers to do this v	was agreed:			
		future dates – Further d	ate 27/04/2022	will be emailed ou	it with TEAMS	
	link. ACTION: Gov'	s to attend a LOTP sessio	n.			AR/MA/VB
						GE to send link
		ROLE	HEA	HLA		
		Safeguarding	MA	MA		
		H&S	ML	ML		
		Pupil Premium	l	.R		
		Careers	l	R		
		Quality of Education – Yellow Pathway	JH?/ <mark>ML/MA</mark>	<mark>JH?/</mark> ML/MA		
		Green and Blue Pathways	VB/ AR / VL	VB/ AR / VL	•	
		Wellbeing	tbc	tbc		
		Cultural Education	ļ	AR		
		Children in Care	MA	MA		
		LINC	VB/ AR / VL			
		Pay Committee	ML/MA/LR (I	MA to step in if		
		Pay Appeals		bc		
9.	Policy Review		l		1	
		Careers Policy plicy talks about the age ra	ange of pupils. Sh	ould there be a se	parate policy	
	Q: LR - The policy talks about the age range of pupils. Should there be a separate policy for LINC?					
	Q: JH - The statement from Mencap stating that statistics of paid employment for					
	people with learning difficulties is at 6%. This seems low so can this be checked please, and is there any definition of what is meant by learning difficulties? Could this be					
	anything from dyslexia up to more profound additional needs?					
	Q: LR - The policy mentions introducing careers into the curriculum for younger					
	students. Are older students given the same opportunities and if so can the wording be					
	altered to make sure the policy encompasses this? Q: JH - When talking about <u>year groups</u> can the word 'year' either be capitalised or					
	lower case throughout the document for consistency please.					
	ACTION: LR to arrange a visit with BB				LR	
	ACTION : BB to change or clarify points made and then can be ratified.					BB
	 Supporting Pupils with a Medical Need who cannot attend school 2022 					

	Q: LR – Does this policy include LINC? If so can a line be added in the policy to include the statutory school age range and then it can ratified.	
	ACTION: SB to make amendment	SB
	ACTION: LR to read through policy again and feedback.	LR
10.	AOB	
	Staff Governor - Emma Brooke HLA has put her name forward to be a staff representative. Welcome to Emma.	
	ACTION: LR will catch up with EB to chat about what to expect as a staff governor and GE to induct EB.	LR/GE
	ACTION: We need to make sure its clear in our documents that we are representing all 3 schools in our documents (HEA/HLA/LINC)	
	ACTION: AR to send through information to PTA in regard to Jubilee events. Also Artsmark link also to be sent.	AR
11.	Date of Next Meeting	
	17 th March 2022	

Action Log					
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE	
3a and 10a	On-board EB as staff representative	ASAP	GE and LR	In progress	
4a	Send NL a link from Active Learning Trust about Boxall	ASAP	SB		
4b	Provide a case study around STEPS	ASAP	NL		
4c	Share results of survey	ASAP	AD		
5a	Send Gov's H&S report once it has been sent	ASAP	YS		
6a	Add Depravation Indicator to next HT report	Next Meeting	AD		
6b	AD to speak to Joanna Stanbridge to see if there is anything she could offer for staff wellbeing.	ASAP	AD		
7a	Chase the trust regarding safeguarding training.	ASAP	SB	In progress	
7b	Arrange for someone to be responsible for auditing the website.	ASAP	LR		
8a	Provide a safeguarding video for parents	ASAP	AD		
8b	Staff survey to get feedback on what staff think of Governors visits and what the role of the Governor is.	?	YS		
8c	School Development Plans to be looked at to add some challenge.	ASAP	VB / JH / AR		
8d	Gov's to attend LOTP dates.	ASAP	AR/MA/VB		
8d	Send LOTP link to Gov's		GE	Obtain link from YS closer to time.	
9a	Set up a meeting with Becka	ASAP	LR		
9b	Amend Careers policy.	ASAP	GE to discuss with BB	In progress	
9c	Make amendment to policy - supporting children with medical need Policy	ASAP	SB		
9c	Read through policy - supporting children with medical need Policy	ASAP	LR		
10b	Look at documentation to make sure LINC is included	ASAP	GE/LR	In progress	

10c	Send through information to PTA in regard to Jubilee events. Artsmark link also	AR	Send through to GE to forward
	to be sent.		