



Meeting Date	26 <sup>th</sup> 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 <sup>th</sup> 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. <b>Action:</b> GE and LR to on-board EB	GE and LR
4.	HEA - Leader Talk for STEPS/implementation/ impact on learners/areas of responsibility.	
	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Questions were invited:</b>  <b>Q:</b> VB mentioned that she uses Boxall in her employment setting and would be happy to provide any information should NL require it.  <b>A:</b> NL confirmed that Boxall was used in school more specifically within nurture which all children in her class have access to.  <b>Action:</b> SB send a link to NL to the Active Learning Trust website about Boxall.  <b>Q:</b> MA suggested it would be really good to see a case study around STEPS please.  <b>Action:</b> NL to provide case study.  <b>Q:</b> LR – What is the impact on teaching staff using STEPS? How do they feel? Have they got any reflections from a teaching perspective?  <b>A:</b> 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.</p>	SB  NL

	<p><b>Action:</b> AD to share results of survey</p> <p><b>Q:</b> LR- Do students understand the STEPS process?</p> <p><b>A:</b> NL- I have been using terms from STEPS in my classroom so students are getting used to it.</p> <p><b>Q:</b> LR- How do parents respond to STEPS?</p> <p><b>A:</b> 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.</p>	AD
5.	<p>Business Manager reports from HEA - PE</p> <ul style="list-style-type: none"> <li>• Finance – Nothing to worry about in accounts. Water bill was lower than budget. Electricity bill has been rectified after a VAT mistake.</li> <li>• 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<sup>th</sup> 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.</li> <li>• H&amp;S audit went well and they spent the entire day in school. It was a very thorough audit.</li> </ul> <p><i>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!</i></p> <p>Update from HLA</p> <ul style="list-style-type: none"> <li>• Lift is now working!</li> <li>• Hydropool – Work is commencing at the beginning of February 2022 to pressure test the pool.</li> <li>• H&amp;S audit was carried out.</li> </ul> <p><b>ACTION:</b> YS to share H&amp;S report once it has been sent to YS.</p>	YS
6.	<p>HT Reports – Questions</p> <ul style="list-style-type: none"> <li>• HEA</li> </ul> <p><b>Q:</b> JH- You mention outliers in your report. How many?</p> <p><b>A:</b> AD – There are around 5-6 outliers all with valid reasons on non- attendance.</p> <p><b>Q:</b> MA – Is LR informed when there is any difficult behaviour?</p> <p><b>A:</b> AD – Yes, Lorna is informed.</p> <p><b>Q:</b> MA – How is staff morale? Can Gobs do anything to help? Myself being in a position to listen to people.</p> <p><b>A:</b> 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.</p> <p><b>A:</b> SB - Perhaps we could do a case study with staff.</p> <p>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.</p> <p><b>ACTION:</b> AD to speak to Joanna Stanbridge to see if there is anything she could offer for staff wellbeing.</p> <ul style="list-style-type: none"> <li>• HLA - Questions</li> </ul> <p><b>Q:</b> LR – Do we know what the regional average is around the school deprivation indicator? What use is it to governors?</p> <p><b>A:</b> SB – It appears to tie in with Free School Meals. It would be helpful to add the school deprivation indicator on the HEA report?</p> <p>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.</p> <p><b>Q:</b> LR – Do we have exit interviews?</p> <p><b>A:</b> LR – We have an exit questionnaire and meeting.</p> <p><b>A:</b> DM – Our interviewees now have time in class as part of the interview process.</p> <p><b>ACTION:</b> Deprivation indicator to be added to HEA report and the regional average.</p>	AD



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 – Gobs to look at by an agreed date.

**ACTION:** Gobs to decide a date to look at the school development plan in order to give it more challenge. Volunteers to do this was agreed:

- LOTP future dates – Further date 27/04/2022 will be emailed out with TEAMS link.

**ACTION:** Gov's to attend a LOTP session.

VB/AR/JH

AR/MA/VB  
GE to send link

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

9. Policy Reviews

- HEA Careers 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 year groups can the word 'year' either be capitalised or lower case throughout the document for consistency please.

**ACTION:** LR to arrange a visit with BB

**ACTION:** BB to change or clarify points made and then can be ratified.

LR  
BB

- Supporting Pupils with a Medical Need who cannot attend school 2022

	<p><b>Q:</b> 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.</p> <p><b>ACTION:</b> SB to make amendment</p> <p><b>ACTION:</b> LR to read through policy again and feedback.</p>	<p>SB</p> <p>LR</p>
10.	<p>AOB</p> <p>Staff Governor - Emma Brooke HLA has put her name forward to be a staff representative. Welcome to Emma.</p> <p><b>ACTION:</b> LR will catch up with EB to chat about what to expect as a staff governor and GE to induct EB.</p> <p><b>ACTION:</b> We need to make sure its clear in our documents that we are representing all 3 schools in our documents (HEA/HLA/LINC)</p> <p><b>ACTION:</b> AR to send through information to PTA in regard to Jubilee events. Also Artsmark link also to be sent.</p>	<p>LR/GE</p> <p>AR</p>
11.	<p>Date of Next Meeting</p> <p>17<sup>th</sup> March 2022</p>	

<b>Action Log</b>				
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>	<b>UPDATE</b>
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 Deprivation 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 to be sent.	ASAP	AR	Send through to GE to forward
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