



Meeting Date	30 <sup>th</sup> January 2024
Time	5.30-6.45pm
Venue	TEAMS

**Governors Present:** Lorna Robinson (LR, Chair), Adam Daw (AD, HEA Head of School), Yvonne Skillern (YS, Headteacher), Victoria Leeks (VL), Becka Butland (BB), Alec Burns (AB), Jane Horn (JH) and Emma Brookes (EB).

**Others Present:** Pippa Edwards (PE, SBM HEA), Stephanie Neal (SN, Clerk)

	ITEM	ACTION
1.	<b>Welcome and Acceptance of Apologies for Absence</b>	
	There were no apologies. It was noted that Vicky Berry has had to step down from her role as a Governor due to personal reasons. LR formally recorded her thanks for VB's support and hard work during her time as a Governor.	
2.	<b>Declarations of Interest with regard to agenda items</b>	
	There were no declarations of interest with regards to this agenda.	
3	<b>Agree minutes of last meeting and Matters Arising not on this agenda</b>	
	The Minutes of LGB2 were agreed as a true record and will be signed digitally by Lorna Robinson (LR). There were no outstanding items.	
4	<b>Business Manager Report from HEA</b>	
	<p><b>Accounts</b> I had not appreciated, but now do, that Governors do not do finance any more.</p> <p><b>Areas of change since last meeting</b> We have now invoiced the therapy Department for 7 months Sep to March but are still awaiting a signed agreement; this is being chased by Chris Everard of the Trust. We are having a change to the payroll system so it will include all absence booking, by staff. This will take staff a little while to get used to but should reduce the admin workload, so broadly a good idea. Over time it will also include staff putting on their own stepping up/casual hours. All entries for both have to be approved by several people electronically. <b>Q: Does this allow for discretion regarding paid/unpaid?</b> <b>A: Yes, this will be up to the Head.</b></p> <p><b>Property Management</b> The guttering issue on the Primary Block has now been resolved, fingers crossed. I am still awaiting a solution to the below floor potential lake. We are now no longer using Bellrock and have reverted to using our own suppliers. I am very happy with this and have re-instructed companies with whom we have an excellent relationship. We are to use the Every system to keep track of all jobs, which Estates staff can also see.</p> <p><b>Health &amp; Safety</b> Legionella update. We instructed a different company (that we used pre Bellrock) to do a Legionella Risk Assessment and take samples. They were happy with everything, including temperatures, but still got low readings of pre-legionella on a couple of places in Block B. There was a much lower key response to this by both the company and trust estates staff to carry on, carry on</p>	

	<p>flushing and do re-sample, which happened today. We await the results. Trust estates staff are happy with the direction we are going.</p> <p>We have had a new Fire Risk Assessment done on which the conclusion was Risk: Tolerable. There were a number of actions, nothing at all serious, which we are working through.</p> <p><b>And Finally</b></p> <p>We have our red minibus coming on Thursday (01<sup>st</sup> February 2024)!</p>	
<b>5</b>	<b>LINC Report</b>	
	<p>Simon Bainbridge (Executive Head) had visited and was really happy with what he saw. He recognised that all of the questions raised by OFSTED when they had visited had now been answered.</p> <p>Governors noted from the report that LINC would welcome a visit from them. LR encouraged Governors to do so, even if only for 10 minutes. She said that LINC feels very different from the rest of the school and is well worth a visit.</p> <p><b>Q: How many staff are there in LINC?</b></p> <p><b>A: Approximately 11. Most learners are 1:1. There are 2 teachers and 3 MDMs.</b></p> <p>LR noted that it would be useful to give some focus to transitions for Young Adults to outside agencies. This needs to be a gradual process and there is lots of work involved.</p> <p><b>Q: Has there been any development in terms of LINC coming under the same URN as the main school?</b></p> <p><b>A: Although this is a possibility, there are no immediate plans for this to happen.</b></p>	<b>ALL GOVS</b>
<b>6</b>	<b>HT Reports</b>	
	<p>Reports from both schools had been circulated ahead of the meeting. Some of the items were highlighted for governors:</p> <p><b>HEA</b></p> <p>There is a link in the previously circulated report to the AIP which is a live document.</p> <p>Sally Garrett had carried out a very thorough inspection, looking specifically at English, Maths and PSHE. Sally had spoken to both children and staff. Changes have already been implemented as a result. Her report and feedback will be shared with Governors.</p> <p>Sally will be coming in again next week, this time to focus on PE and RE. These visits are being paid for by the Trust, but the school may consider paying for extra visits as the process has been really useful.</p> <p>AB is currently the link Governor for English. LR suggested that if he was finding it difficult to commit to a visit that she could step in and help. AB confirmed that he did have some capacity.</p> <p>English and PSHE are very strong, some changes are being implemented, including buying in a new Maths programme and CPD being planned. LR said that she would come in to do a Maths visit.</p> <p>Attendance is good. LR noted that this has been the focus of the Trust's recent Chair's Briefing.</p> <p><b>Q: The report shows that there are fewer pupils in the younger years – is this because they join the school later, or are they diagnosed later?</b></p> <p><b>A: Pupils usually manage the first few years in mainstream. However, we are getting more applications from younger pupils; there just aren't enough spaces.</b></p>	<p><b>AD/SN</b></p> <p><b>LR &amp; AB</b></p> <p><b>LR</b></p>

	<p>One student is heading for a permanent exclusion unless the LA can find a solution. He has currently had 6 days in total. We are working with parents, social care, the LA and CAMHS but we cannot meet his needs.</p> <p>A different student had also been excluded; her SEMH needs are becoming hard to manage.</p> <p>The need for the possibility of an Exclusions Panel was discussed.</p> <p><b>HLA</b></p> <p>Attendance is good at 91.3%.</p> <p><b>Q: Does this figure include persistent absence?</b></p> <p><b>A: Yes. Going forward we will also give a figure with these excluded.</b></p> <p>YS gave thanks to EB for her work in terms of the estate and buildings, overseeing two concurrently running extensions. There have been some positive meetings and they are hoping to share best practice with HEA.</p> <p>LR offered congratulations to YS on being successfully appointed as Head at HLA.</p> <p>JH had carried out an Attendance visit (report circulated ahead of the meeting). There had been a good discussion around the need to communicate with parents to tackle poor/ recognise good attendance. She did note that nothing needed a vast improvement.</p> <p>AD noted that it may be worth both schools looking at monitoring poor attendance and then acknowledging (with a letter, or something similar) when attendance improves.</p> <p>YS said that they already generate letters to send home (detailing attendance) and that an update is included in the weekly newsletter.</p> <p>HLA have a "mocksted" booked with Sally Garrett.</p>	
<b>7</b>	<b>Safeguarding</b>	
	<p>Covered in Head's Report.</p> <p>Safeguarding reports for HEA had been circulated ahead of the meeting. Urgent need to appoint a Safeguarding Governor for HEA following VB's resignation from the role. Next visit due in the following half-term.</p> <p>Incyte will be carrying out unannounced Safeguarding checks.</p>	<b>LR/AD</b>
<b>8</b>	<b>Governance</b>	
	<p>Governor numbers continue to be a concern. LR said that she has been speaking to the Trust about appointing new Governors, but that in the meantime it is important to maintain a presence. She urged all Governors to please book in visits, even if it's for dates in the future. Visits should be done in person preferably, but TEAMS would suffice if necessary. If Governors are struggling with being able to commit to visits, please let LR know so that she is aware of what needs to be covered.</p> <p>LR will look at what gaps need to be filled as we need to be able to evidence that visits have been taking place.</p> <p>LR noted that she has a visit booked in to HLA on Friday 09<sup>th</sup> February.</p> <p><b>Q: Is it worth advertising for Governors? Can we interview potential candidates?</b></p> <p><b>A: The Trust could do an initial screen and then pass a shortlist to LR who would then need to implement a screening process.</b></p>	<p><b>ALL GOVS</b></p> <p><b>LR</b></p>

	<p>We do need the Trust behind us to support and to ensure that the right people are recruited. They do need to acknowledge as well that we are covering two schools and so the ask on Governors is greater.</p> <p><b>Q: What are the next steps?</b>  <b>A: To go back to Karen Jarvis at the Trust and chase up.</b></p> <p>The Trust are arranging a Governor conference on Saturday 20<sup>th</sup> April in Ipswich, from 10.00-14.00. Please do feel free to attend, you will be able to claim any expenses back.</p> <p>LR then gave feedback on Trust training. Although it is categorised as “mandatory”, so long as a representative from the Governing Body is present and can give feedback, this will be sufficient. LR suggested sharing out the training, focusing on individual’s link subjects. AS and YS will continue to attend as Heads.</p>	<p><b>LR/AD</b></p> <p><b>LR/SN</b></p>
<b>9</b>	<b>Policy Reviews</b>	
	<p>The Medical Needs Policy was ratified with no changes.</p> <p>The Medication and First Aid Policy was ratified subject to amendments:</p> <ul style="list-style-type: none"> <li>• Rather than saying to collect a mobile phone from Reception (at HEA) – amend to “use the nearest mobile phone”.</li> <li>• Add “if using personal mobile, take effective measures to block your number”.</li> </ul>	<b>AD/YS</b>
<b>10</b>	<b>AOB</b>	
	None. The meeting finished at 6.45pm.	

<b>Action Log</b>				
<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>	<b>UPDATE</b>
5a	Governors to arrange a visit to LINC	ASAP	ALL GOVS	
6a	AD/SN to share report and feedback	ASAP	AD/SN	Completed on 31.01.2024
6b	Arrange English Link Governor visit	By end of February	LR/AB	
6c	Arrange Maths Link Governor visit	Before LGB4	LR	
7a	Appoint a Safeguarding Link for HEA	Before LGB4	LR/ AD	
8a	Governors to arrange Link visits	ASAP	ALL GOVS	
8b	Look at what gaps need filling in terms of Link Governors	Before LGB4	LR	
8c	Follow up with Karen Jarvis re: Governor recruitment	ASAP	LR/AD	
8d	Share details of the Governor Conference	Before LGB4	LR/ SN	
9a	Amend Medication and First Aid Policy	ASAP	AD/YS	Completed on 31.01.2024