



Meeting Date	19 th March 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) and Emma Brooke (EB).

Apologies: Jane Horn

Others Present: Stephanie Neal (SN, Clerk) and Charlotte Smith (CS, observer).

	ITEM	ACTION
1.	Welcome and Acceptance of Apologies for Absence	
	Apologies were received from Jane Horn. LR extended a welcome to CS who is a parent at HEA and had joined the meeting as an observer with a view to becoming a Parent Governor.	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest with regards to the main body of the agenda. LR asked that EB leave the meeting when the discussion moved on to TA Pay Awards at HLA.	
3	Agree minutes of last meeting and Matters Arising not on this agenda	
	The Minutes of LGB3 were agreed as a true record and will be signed digitally by Lorna Robinson (LR). LR reminded all Governors to try to fit in a visit to LINC. AB has arranged to visit Abigail Roberts (English Lead at HEA) on Thursday 21 st March and HLA the following week. LR has carried out a visit to HEA and spoken to Nadine Long (Maths Lead), a date needs to be agreed with HLA. A <u>permanent</u> Safeguarding link needs to be appointed for HEA. Governor link visits are an on-going action. The Trust have created a flyer to go on social media to recruit Trust Governors.	LR LR
4	Business Manager Report from HLA	
	There are two members of staff on long-term sick leave. Other members of staff continue to be monitored, with the support of ALT. All PMRs have been completed and will be discussed later in the meeting. All policies are now on EVERY and Governors can have access, and training, if they would like. The separation from VISTA will happen over the Easter break, with the exception of one door as they need to provide school meals. Caterlink have been given notice, Chris Everard is liaising with the new in-house caterers to gain clarity on their responsibility for allergens. Prices may increase. The kitchen extension tender is now closed. Astroturf has been laid over some playgrounds to give a more enjoyable experience. RG Carter are to be used as the contractors for the two storey extension – builders will be in week commencing 02 nd April. One potential problem is that when drilling holes they found concrete which could affect the foundations. This	

	<p>is being looked into, worst case scenario this could lead to the extension needing to be sited elsewhere.</p> <p>Due to the building works, staff will need to park at VISTA until September 2025. AB completed an H&S walk on 09th January - he will visit again once the extension is in progress.</p> <p>A door has been fitted between two classrooms to allow free-flow.</p> <p>The budget looks good. Phil Beecher understands the funding issue of 1:1 costs not being covered fully.</p> <p>A minibus has been ordered and is due for delivery by 11th April.</p> <p>A number of lettings have pulled out from use of the pool due to unreliability. This has been caused by valves failing and drainage issues. The valves have been found not fit for purpose. ALT are now involved. There are some concerns that there will be further pressure on the drainage with the new extension. This is already exacerbated by the plant room being underground.</p> <p>YS offered her thanks to EB for her perseverance in getting the pool up and running again.</p>	
5	LINC Report	
	<p>The Governors felt that this gives a good oversight of all of the provision which LINC offers.</p> <p>AD updated Governors to say that the Trust are working to make LINC part of the main school officially.</p> <p>Q: Will there still be the need for a separate Ofsted inspection?</p> <p>A: There may not be, but we're not sure. In the meantime, we will just keep doing what we're doing now.</p> <p>Q: What is "Eddie's"?</p> <p>A: This used to be Mencap. It's an adult provision that learners use once they leave LINC. A placement isn't necessarily for 6 years, it will probably only be for 2-3 years and a big part of the provision is to plan for the next steps.</p> <p>LR encouraged all Governors to visit LINC as part of a planned visit to HEA.</p>	ALL GOVS
6	HT Reports	
	<p>Reports from both schools had been circulated ahead of the meeting. Some of the items were highlighted for governors:</p> <p>HLA:</p> <p>Q: The amber RAG rating on the SIP – does this indicate that there is some risk that this won't be delivered?</p> <p>A: No, it actually means that this is in progress, being worked on.</p> <p>It was noted that the red RAG rating related to Governance, which is a real concern. LR reiterated the importance of Governors arranging visits</p> <p>Q: With regard to developing a curriculum for KS4 and Sixth Form – do the subjects listed underneath only relate to this cohort?</p> <p>A: No, these subjects are all through.</p> <p>LR noted that the Head's report looks very positive. An exception was the behaviour postcards – these will happen, following monitoring, at the end of term.</p> <p>HEA:</p> <p>AD referred Governors to the SID plan saying that it would be a point from which they can start a conversation with teachers with regard to link visits. It should give them more confidence with knowing what questions to ask.</p> <p>LR noted that Governance remains an area of risk.</p> <p>Sally Garrett will be coming again in the summer term, focusing on careers.</p> <p>LR noted that she would like to come along and to see for herself the quality of the conversation.</p> <p>Attendance remains good. Behaviour relates to one pupil in particular whose behaviour was unsafe in school and damaging to staff's well-being; a tutoring</p>	

	package has now been agreed with the LA in order to avoid a PEX. AD reminded Governors that the SIDP is on the website and will be updated every half-term.	
7	Safeguarding	
	Covered in Head's Report. Urgent need to appoint a Safeguarding Governor for HEA. Next visit due in the following half-term.	LR/AD
8	Governance	
	<p>LR had submitted two visit reports – she had been in to see Maths at HEA and had had a TEAMS meeting about Careers with HLA. She noted that careers was well embedded and that there had been a good conversation around work experience opportunities. Governors discussed how visits give the opportunity to look at strengths and weaknesses and where there may be room for improvement. LR felt that she had gained a good over-arching view – she will try to get in another visit before the end of the academic year. It was suggested that Governors could initiate conversations and visits with teachers by asking “what should I ask?” or “what would you worry about being asked?”</p> <p>LR reminded Governors that if they haven't yet got something booked to please do this asap. Visits should be booked before the end of term, even if these visits will be in the Summer term. Governors should then let SN know of the dates, so that visits can be monitored. It is hoped that it will be possible to fill gaps, by recruiting at least two new Governors. CS had come along to observe the meeting and there was one other potential person (from a Trust school). It was discussed whether, whilst there is the current limited capacity in terms of visits, teachers could be invited to join a LGB meeting to give an oversight of their subject area.</p> <p>Q: How often should visits be happening? A: In an ideal world, 1 visit per term. Otherwise, as a minimum, 1 visit per school per year with a follow-up on TEAMS. Safeguarding visits are 1 per term.</p> <p>Governors to let LR if they have no current capacity to carry out visits.</p>	<p>ALL GOVS</p> <p>LR</p> <p>ALL GOVS</p>
9	Policy Reviews	
	Both policies ratified. LR noted that the front page of the Safeguarding Policy needs to be updated with a new date and Safeguarding link.	SN
10	AOB	
	<p>HLA TA Pay Awards</p> <p>All appraisals have been done under a new scheme which is more holistic and which offers a good way in to a useful discussion. This was well received. New appraisal scheme to be shared with Governors.</p> <p>All staff who were eligible should receive a pay increase. As there was nothing contentious, HLA's pay awards were ratified by Governors.</p>	SN
	The meeting finished at 6.45pm.	

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
3a	Arrange Maths link visit to HLA	ASAP	LR	
3b	Appoint permanent Safeguarding link Governor	ASAP	LR	
5a	Carry out visit to LINC	On-going	ALL GOVS	
7a	Safeguarding visit to HEA due	Before LGB5	LR	
8a	Governors to book visits and inform SN of dates	Before 28.03.2024	ALL GOVS	
8b	Follow-up on potential new Governors and look at link gaps	Before LGB5	LR	
8c	Email if no capacity for visits	ASAP	ALL GOVS	
9a	Amend front page of Safeguarding Policy	ASAP	SN	Completed 26.03.2024
10a	Share new appraisal scheme	ASAP	SN	Completed 26.03.2024