

Meeting Date	03 rd October 2023
Time	5.30pm
Venue	TEAMS/HEA

Governors Present: Lorna Robinson (LR), Adam Daw (AD), Vicky Berry (VB), Victoria Leeks (VL), Emma Brooke (EB), Rebecca Butland (BB), Simon Bainbridge (SB), Yvonne Skillern (YS)

Others Present: Pippa Edwards (PE) and Stephanie Neal (SN)

No	Item	ACTION
1.	Acceptance and Apologies for Absence JH sent apologies for the meeting. AB was absent, no apologies received.	
2.	Declaration of Interests with regard to items on this agenda None.	
3.	Agree the minutes of the last meeting and matters arising not on this agenda The Minutes of 27 th June 2023 were agreed as a true record and will be signed digitally by Lorna Robinson (LR). ACTIONS Agreed in actions table below	ALL
4.	LINC There were no specific questions regarding the update. SB provided some feedback to the meeting. The ESFA funding for link accounts had been audited and looked poor, having been rated as inadequate. This deficit is in line with high needs schools. A financial recovery plan is being worked on. The possibility of LINC no longer being separate and having a different URN is being explored; this would effectively just extend the age range of the school. This would also mean one less OFSTED inspection. LR felt that the risks versus benefits would need to be weighed up; AD felt that there would be no risk and all benefit. LR said that thought would need to be given to the conversations regarding monitoring and OFSTED visits - she felt that it can be very difficult to answer questions for such a small cohort. The question was also raised whether LINC would then follow the FE framework or that for over 18's.	

	<p>SB added that the risk of staying as things currently are is that it is not financially viable as it is more expensive than other settings.</p> <p>LR agreed that she thought that it would be a good move.</p> <p>ACTION: LINC to remain on the Agenda.</p>	SN
5.	<p>Business Manager reports from HEA highlights.</p> <p>The Trust have not yet done the final accounts, but HEA are well within budget. Phil Beech is working on improving funds for HEA and LINC.</p> <p>PE and AD had met with Chris Everard from the Trust and a representative from the NHS to acquire money for the use of the Therapy Dept. A contract has been drawn up which has been agreed by HEA and would bring in £12, 000 pa – this would cover the cost of their usage.</p> <p>Property Management – there has been a flood in the Primary modular due to gutters not being fitted properly and being installed internally. This will be fixed by the contractors (Carters). There has also been a leak from below – Carters are taking responsibility in principle as the drainage is higher than the floor. They are looking for a solution. Legionella is still present – a pipe has been rerouted and the water temperature increased. Health and Safety have been to site and are happy with the temperatures. We have instructions to do one more test, which should come back negative. There is no risk to anyone.</p> <p>The Trust have been listening around the issues of finances. LR gave her thanks for the work involved in securing the £12,000.</p> <p>LR asked if there were any lessons to be learnt from what has gone well in terms of the build? PE said that the Primary modular block was not good quality, but that it had had to be used due to the location and access problems. The build at Littleport will be more traditional – PE said that she would be happy answer any questions for HLA. She did suggest making sure that the mechanics aren't too technical as anything which is different takes more to maintain. PE also reminded HLA of the need to sign off all the plans following scrutiny, as the building needs to be fit for purpose and something that can be used.</p>	
6.	<p>HT Reports</p> <ul style="list-style-type: none"> HLA <p>LR felt that there had been really positive progress.</p> <p>Q: In terms of quality of teaching you mentioned follow-up observations, how are these going?</p> <p>A: This relates to one particular member of staff. They have high levels of absence and a closer eye is being kept on them. There are unannounced drop-ins, learning walks and follow-up observations where they are challenged with questions. They have also been given the opportunity to work across different pathways.</p> <p>Q: Do you have systems in place to explore staff absences?</p> <p>A: We are working with a new People Partner at the Trust to review the absence procedure.</p> <p>Q: Are plans in place for managing the disruption on the school site which will be caused by the extension?</p> <p>A: This is going out to tender and a contract should be in place by January. We will need to look at parking and drop-off otherwise the extension should be self-contained. One class could need to be relocated. A new kitchen is being funded, but there are logistical issues – this needs to be completed within a 12 month period; the extension completion date is July 2025.</p>	

<p>There is a new format for the Academy Improvement Plan (AIP) which brings everything together into one document. There are summaries under each OFSTED area and priorities.</p> <p>Attendance is in line with, or above, Special Schools and the school are working to tackle Persistent Absence.</p> <p>The hope is that this will help to raise the effectiveness of the whole Governing Body to raise challenges.</p> <p>Q: Will there be Sixth Form provision? A: From September 2025. This will explicitly prepare students for adulthood.</p> <p>Governors acknowledged that the additional detail is really helpful and will help the schools to reflect and continually improve.</p> <p>Q: How is this cascaded down to the SLT and Middle Leaders? A: Through whole school development.</p> <p>Governors felt that the AIP would inform their visits and give them an idea of targets and milestones providing them with a starting point to be able to see what progress has been made in specific subjects/ curriculum areas.</p> <p>Monitoring and Filtering – there has been a revision in line with KCSIE and the requirement to be more aware of, and put in checks concerning, internet usage. Governors need to be responsible as this comes under the DSL umbrella.</p> <p>We are using Smoothwall for monitoring and helping students to be digitally responsible with the Head getting an alert to any unusual activity. This is now on the Leadership agenda alongside Safeguarding. If any Safeguarding issues arise, these will be logged on My Concern. Governors will need to ensure that this is being done. IPads are not currently filtered; this has been risk assessed and only certain apps have been downloaded.</p> <p>We are confident that all boxes have been ticked, but it will continue to be monitored under Safeguarding.</p> <p>ACTION: HEA version to be sent to Safeguarding Governor.</p> <ul style="list-style-type: none"> • HEA <p>Q: Will the upcoming Safeguarding Audit feed into the AIP? A: Yes and any actions will be implemented immediately.</p> <p>Q: There are a number of pregnant members of staff – have there been additional risk assessments, taking into learners who may be exhibiting dangerous behaviours? A: There is a standard risk assessment which has been done.</p> <p>LR commented that update regarding staff was good and that the fundraising had been very successful, with a lot of money raised.</p> <p>Q: What is the key point of the AIP? A: It should serve as a tool for Governors to start a conversation around progress. The SEF has now also been completed and the two documents show what the school thinks of itself and the measures that it is taking. There will be a real benefit in terms of clarity.</p> <p>ACTION: Read the AIP and have sight of the SEF at regular intervals. ACTION: AD & YS to send documents to be uploaded onto GovHub</p>	<p>AD</p> <p>ALL GOVS AD & YS</p>
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	<p>Governors' input, observations/ questions would be welcome at LGB2.</p> <p>Q: At HLA, how has funding increased in line with the increase in numbers this year?</p> <p>A: We have managed ok this year, but with the extension there will be an additional 50 places with potentially 70 new starters – this will be a sizeable increase. It will be difficult to recruit enough staff; a phased PAN will be needed as it is a big ask to expand that rapidly.</p> <p>SB gave an update on his role within the School/ Trust. His salary will now be paid 100% centrally. He is now a School Improvement Partner, but will move away completely over time.</p> <p>Q: So there will be no Executive Head role?</p> <p>A: This hasn't been finalised yet. There will be a lighter touch than before, with two weekly meetings to keep in touch.</p> <p>Q: What does this mean to AD and YS?</p> <p>A: There will be an adjustment to the roles, sharing out SB's responsibilities.</p> <p>Q: How do we make sure that this doesn't have an undue impact on the SLT?</p> <p>A: If it's unmanageable Governors will need to know about it. A catch-up prior to LGB meetings with the Chair could be useful.</p>	
7.	<p>Safeguarding</p> <p>Covered in Head Teacher's Report</p> <p>Vicky Berry reported that she had had a really good Safeguarding meeting with AD.</p> <p>ACTION: Report to be shared with Governors</p> <p>Vicky Berry also recommended that all Governors look at the NGA Safeguarding modules which sets out their responsibilities.</p>	SN
8.	<p>Governance Governors visits</p> <p>LR announced that Amanda Rigler had taken the decision to step down from her role as a Governor. Her link roles will not now be covered. A new Governor will need to recruited.</p> <p>LR also reminded Governors to please book in their visits, using the AIP as a prompt for questions. She said that the expectation would be that there should be 1 visit per school, with a follow-up visit to either one or both. Ideally this would be in person, but could be by phone or on-line if not.</p> <p>Staff will benefit from Governors coming in and scrutinising work, it will give them confidence for when inspectors will come in and ask questions.</p> <p>Subject Leaders are working on Subject Development plans and any support would be appreciated. It was acknowledged that Governors may not be able to take on another area, but coming in for ad hoc visits and asking questions would still be useful.</p> <p>LOTP Dates - 08th November 2023 – Green Pathway 17th January 2024 – Blue Pathway 24th April 2024 – Yellow Pathway</p>	

	<p>Please nominate yourself for any you can attend. These will be on TEAMS.</p> <p>Governor Recruitment: The Trust will help.</p> <p>The Trust are introducing a more consistent approach to Governance – LR has shared documents for the Governors to be aware of.</p> <p>ACTION: Look at the proposals and think does this work for us? Does everything apply to the HEA and HLA. Feedback to Chair.</p> <p>Training: There have been a number of Mandatory Training sessions – are these proportionate? Does this all apply to us as Special Schools? It's fine to acknowledge that we're different.</p> <p>A Pay Review Committee needs to be organised. At least 3 Governors should attend.</p> <p>ACTION: Set up Committee meeting</p>	<p>ALL GOVS</p> <p>SN to send out dates</p>
9.	<p>Policy Reviews</p> <p>AD discussed amendments to the Anti-Bullying, Attendance and Behaviour policies which had been amended following the Safeguarding audit.</p> <p>It was noted that "Step-On" is now out of date and should be amended.</p> <p>ALL ABOVE POLICIES RATIFIED (once above amendment made).</p> <p>ALL OTHER POLICIES RATIFIED</p>	
10.	<p>AOB</p> <p>Please return Skills Audit, Pecuniary Interests and Contact forms to SN ASAP. Thanks was given to SB for his work with the LGB over the past years.</p>	

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
4a	LINC to remain as an Agenda item	LGB2	SN	
6a	HEA version to be sent to Safeguarding Governor.	LGB2	AD	
6b	Read the AIP and have sight of the SEF at regular intervals.	LGB2 and on-going	ALL GOVS	
6c	AD & YS to send documents to be uploaded onto GovHub	LGB2	AD, YS & SN	
6d	Safeguarding report to be shared with Governors	ASAP	SN	
8a	Look at the proposals and think does this work for us? Does everything apply to the HEA and HLA. Feedback to Chair.	LGB2	ALL GOVS	
8b	Set up Committee meeting	ASAP	SN	