



Meeting Date	08 th October 2024
Time	5.30-7.15pm
Venue	TEAMS

Governors Present: Lorna Robinson (LR, Chair), Yvonne Skillern (YS, Headteacher), Adam Daw (AD, Headteacher), Victoria Leeks (VL), Bryony Surtees (BS) and Emma Brooke (EB)

Apologies: Becka Butland (BB)

Absent: Alec Burns (AB)

Others Present: Stephanie Neal (SN, Clerk)

	ITEM	ACTION
1.	Welcome and Acceptance of Apologies for Absence	
	Apologies were received from Becka Butland (BB).	
2.	Declarations of Interest with regard to agenda items	
	There were no declarations of interest.	
3	Agree minutes of last meeting and Matters Arising not on this agenda	
	The Minutes of LGB5 were agreed as a true record and will be signed digitally by Lorna Robinson (LR). <ul style="list-style-type: none"> LR reminded all Governors to please book in visits to both schools. AD, YS and LR will be happy to support where necessary. LR gave an update on Governor recruitment and advised that new Governors were in the pipeline. 	ALL GOVS
4	Feedback/ Reflections from OFSTED visit to LINC	
	LR reported that she had been called in unusually early in the process. This made some of the questions more challenging to answer as the Inspectors hadn't yet directly engaged with the provision to fully understand the context. She was pleased that they were then able to see how good it is. The outcome had been very positive; with two areas graded as outstanding. LR found it interesting to see the difference between the Main School and the LINC inspection, and noted that 3 days had felt overly long for such a small number of pupils. It was felt that it might be useful to invite Yvonne Gibson (LINC Lead) to a meeting at some point to discuss LINC in further detail.	
5	LINC Report	
	There were no questions arising from the LINC report. LR said that she would be booking in a visit to LINC in the near future.	LR
6	Business Manager Report from HLA	
	The Music Therapist has been replaced, and they will be working 1 day a week at HEA as well. It is proving difficult to recruit and retain cleaners, so HLA are looking at using contract cleaners although this would incur an additional cost of £17,000 on top of what is already paid. The matter has been referred to the ALT. Staff attendance is still being monitored and support staff appraisals are underway.	

	<p>HLA are now totally separate from Vista. The pool is still usable, but causing problems so is not being hired out as it is not reliable enough.</p> <p>Edward and Blake are the new caterers; they had originally quoted a price of £2.52, but are now charging £2.70 – parents are being charged £2.90. The food has been well received, with bigger portions. Due to staffing issues, the cook has also been preparing meals for HEA. Staff will be able to order school lunches in the near future.</p> <p>Following the new kitchen extension there is currently no heating in the dining hall. The building company which had been used had not been particularly satisfactory; the ALT are looking at alternative builders for the next phase of works.</p> <p>There are on-going problems with the smoke detectors/ alarms which are triggering throughout Vista, Stepping Stones and the leisure centre. HLA are in talks with the ALT to resolve this; it appears to be caused by out of date software. HLA will update Governors at the next meeting.</p> <p>All staff are now parking at Vista unless they have mobility issues; this seems to have been working well.</p> <p>The budget is now in surplus. Teachers going on maternity leave are being replaced with UQTs.</p> <p>Two new computer software systems (Arbor and Implicit) have been implemented. 97% of parents are now signed up on Arbor.</p> <p>YS offered her thanks to Emma for all of the work which she has had to undertake, and for “going above and beyond”.</p>	
7	HT Reports	
	<p>HLA</p> <p>LR said that she like the trend information, which looked very positive.</p> <p>Q: Where the percentages change, do we know what the triggers are? Do you look at individuals?</p> <p>A: The cohort is so small, it might just be 1 pupil. We would be aware of any changes, before looking at the trends. There are also daily discussions with leaders. There are many fail-safes in place – reviews of Evidence for Learning, Annual Reviews, Pupil Progress meetings; the assessment is dynamic.</p> <p>Q: What does PA stand for?</p> <p>A: Persistent Absence. Attendance is really good, consistently above the national average. We have reluctantly started fining Unauthorised Absences, which was recommended by the ALT; we have been allowed to use our discretion.</p> <p>Q: Looking at the Year 6 data, there is a real dip in attendance. Why is this?</p> <p>A: This is as a result of one particular student, who is a school refuser.</p> <p>Q: What do you do to support this student/family?</p> <p>A: They are from Norfolk, so a referral has been made to Starfish. They have specific medical needs and there is input from a clinical Psychologist. We are exploring home tuition, but this will still count against the attendance data. There is a question as to whether the placement should be maintained.</p> <p>Q: Have there been any successes with school refusers?</p> <p>A: No. We will look to the Local Authority for the next steps, working directly with the Casework Officer and the Attendance Officer.</p> <p>HEA</p> <p>Q: How do you moderate assessments against EHCP targets?</p> <p>A: We have “Learner on the Page” three times a year, across both schools. We assess against Pathway outcomes and Evidence for Learning.</p>	

	<p>Q: Are you confident that there is a consistent understanding across the staff?</p> <p>A: There is termly moderation within each teaching team and Evidence for Learning records what has been used to make a judgment. Governors would be welcome to come and observe the LoTP session – the hope is to make it even more thorough, with all the staff together in one room. BS noted that she would be happy to be involved/ help.</p> <p>LR said well done on the OFSTED outcomes.</p> <p>Q: What has made a difference to the number of suspensions?</p> <p>A: There was one pupil causing problems, he is now coming off-role (although he should have been permanently excluded). We will exclude when we need to, but will try to avoid where we can. We have just had to issue a 4.5 day suspension; the Social Worker and the Local Authority have been informed. We have also been doing some trauma informed work with one pupil to reduce the need for suspensions. We do have a duty to safeguard staff, as well as pupils.</p> <p>The discussion then moved on to AiPs. As Governors, an AiP should be the “go to” document to reassure themselves that the school is doing what they say. Questions during visits can be informed by what is in the AiP, and will allow Governors to constructively challenge.</p> <p>HLA’s particular focus is:</p> <ul style="list-style-type: none"> • Leadership and Management • Parent/Governor partnerships • Community Engagement • Governance • Quality of Education and Preparing for Adulthood • Behaviour and Attitudes • Personal Development (playing an active part in adult life, applying Maths skills etc.) <p>These are rag rated, and updated, on a half-termly basis.</p> <p>HEA’s particular focus is:</p> <ul style="list-style-type: none"> • Safeguarding • Quality of Education (particularly the non-core subjects) • The use of Communication Devices (which have been funded by the HFPA) • Assessment of the Green and Blue Pathways • Personal Development • Recruiting and Retaining Support Staff • Governance and the need to be challenged • Training for new TAs • LoTP – adding more data, and being consistent <p>Q: What is the Teacher to TA ratio?</p> <p>A: There are 65-70 TAs. They are the lifeblood of the school and an important group to get right.</p>	
8	Safeguarding	
	Covered in Head’s Report.	
9	Governance	
	The table detailing Governors’ areas of responsibility needs tweaking.	LR

	<p>BS agreed to be Safeguarding Lead for both schools. Training was offered if she felt that she would need it.</p> <p>There has been some interest from people considering joining the Governing Body; AD may also have a parent who is interested.</p> <p>A discussion then followed regarding the need for Governors to be coming into school and carrying out visits. Governors should be letting either LR or SN know if they don't feel that they have the capacity to do these.</p> <p>The expectation is that each Governor will carry out (ideally in person) one visit per school, per subject, and then follow-up with a further visit/ meeting, which can be on TEAMS. If visits are not happening, this presents a "red" risk. Visits are really helpful for the schools and are of benefit to staff, giving them practice in articulating what they're doing, and why.</p> <p>LR requested that all Governors have made arrangements, by the end of the month, to have come in and confirm with SN. She reiterated that visits need to happen, and that reports need to be submitted as well; these may highlight things that need to be done.</p> <p>LR will share a list of questions/ prompts for use during visits and lesson observations.</p> <p>AD & YS will ensure that all Governors have an up-to-date staff list for both schools.</p>	<p>ALL GOVS</p> <p>LR</p> <p>AD & YS</p>
10	Policy Reviews	
	<p>Governors were happy to ratify all policies with the following minor amendments to be made:</p> <ul style="list-style-type: none"> • Accessibility Plan (HLA) – paragraph nos. need checking • Relationships & Sex Education Policy – it needs to be made clear that is for both schools and will be revisited later in the year, with both leaders joining a LGB meeting for 10 minutes to talk with Governors • Health and Safety Policy – page 3, paragraph 1 refers to the "Executive Head" • Safeguarding Policy – start date to be amended to Autumn 2024 <p>Further policies which do not need to be ratified will be sent to Governors for their information.</p>	<p>SN to make necessary amendments</p> <p>SN</p>
11	AOB	
	<p>Training – the 24/25 Training Calendar has now been published. LR will look at what courses need to be completed and when. SN will circulate the calendar to all Governors.</p>	LR & SN
	<p>The meeting finished at 7.15pm.</p>	

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
5a	Book a visit to LINC	Before LGB2	LR	
9a	Amend Governors' Table of Responsibility	Before LGB2	LR	
9b	Make arrangements to visit and inform SN of date	By the end of October	ALL GOVS	
9c	Share a list of questions & prompts	ASAP	LR	
9d	Share an up-to-date staff list for each school	ASAP	AD & YS	
10a	Amend policies as detailed	ASAP	SN	
10b	Share policies with Governors	On-going	SN	
11a	Circulate Training Calendar	ASAP	SN	Completed 11.10.2024
11b	Review which courses all Governors must complete	ASAP	LR	Completed 11.10.2024