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| <b>Meeting Date</b> | 28 <sup>th</sup> January 2025 |
| <b>Time</b>         | 5.30-7.00pm                   |
| <b>Venue</b>        | TEAMS                         |

**Governors Present:** Lorna Robinson (LR, Chair), Yvonne Skillern (YS, Headteacher), Adam Daw (AD, Headteacher), Bryony Surtees (BS) and Jan Johnson (JJ)

**Apologies:** Becka Butland (BB)

**Absent:** Alec Burns (AB) and Victoria Leeks (VL)

**Others Present:** Stephanie Neal (SN, Clerk) and Pippa Edwards (PE, HEA Business Manager)

|           | ITEM   | ACTION |
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| <b>1.</b> | <b>Welcome and Acceptance of Apologies for Absence</b>   |        |
|           | Apologies were received from Becka Butland (BB).   |        |
| <b>2.</b> | <b>Declarations of Interest with regard to agenda items</b>  |        |
|           | There were no declarations of interest.  |        |
| <b>3</b>  | <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).<br><b>Item 5a</b> LR had come in to see BB on 24 <sup>th</sup> January and will be going to visit HLA on 07 <sup>th</sup> February to discuss careers.<br><b>Item 9a</b> this has been put on hold, pending conversations with the Trust.  |        |
| <b>4</b>  | <b>LINC Report</b>   |        |
|           | It was agreed by all that this was a very positive report and that it was good to see that LINC is now full<br><b>Q: Does this mean that Young Adults are now being turned away?</b><br><b>A: No. We have changed the expectations of LINC and students are now moving on when appropriate – often after 2-3 years. Places go to those with the highest need, and blue pathway students are being prioritised over complex green. There is no possibility of expanding it.</b><br><b>Q: Does funding reflect the high levels of need?</b><br><b>A: Yes. The LA have approved £26,000 for each student.</b>   |        |
| <b>5</b>  | <b>Business Manager Report from HEA</b>  |        |
|           | In terms of property, the Therapy Department is to be made into two classrooms. The LA are paying for this – there will be a classroom, quiet workroom and a break-out room. Four quotes have been sent to the Central Estates Team, PE has expressed her preference. It is hoped that the work will be completed over the Easter holidays.<br>The Caretaker will be retiring; a period of handover is planned. The ALT have agreed that we can go to agencies if necessary.<br>Finance systems remain difficult- along with recruitment a lot of this is now being managed centrally.<br>Health and Safety – a burst water main on Northwold impacted the farm, but all is ok.<br>There is an on-going problem with the roof in Primary, this will be dealt with in Summer '26. |        |

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|   | <p>We are looking to purchase a new wheelchair swing and roundabout – the Trust will part fund this, with the remainder being financed by the HFPA fundraising. It is planned for this to be installed over the May half-term.</p> <p>The School Hall is now being let to “Mum Dance” on a Tuesday evening and, for free, to a Warhammer club on a Saturday.</p>  |  |
| 6 | <p><b>HT Reports</b></p>  |  |
|   | <p><b>Q: There is a drop in attendance from Year 6 onwards, can you explain why?</b></p> <p><b>A: At HLA there is 1 pupil who is persistently absent as they are a school refuser. We are working with Social Care and they are receiving AP in the home. We are looking at very small numbers, so each absentee has a big impact. At HEA this dip is caused by the sickest pupils and is not linked to chronological age. Attendance is discussed weekly, and compared to the previous year/ half-term. SLT also look at individuals.</b></p> <p><b>Q: Are all pupils making expected progress?</b></p> <p><b>A: Cases, and their progress judgements, are discussed on an individual basis. We are able to justify and explain why pupils are not making expected progress. Sometimes this can be due to behaviour/ disengagement or the difficulties of getting the right AP in place (where relevant). Teachers will always be able to offer an explanation, and Department Leads will be able to explain patterns and interventions. EHCP targets are not always appropriate, when pupils have joined from a different setting. There will be a LoTP event at HEA tomorrow (29<sup>th</sup> January) – all are welcome to join. Questions have been amended to make them more relevant and challenging.</b></p> <p><b>Q: Is staff absence high and if so, why?</b></p> <p><b>A: At HEA we have a big volume of support staff. However, absence is well managed and we have a well-being team.</b></p> <p><b>Q: Is there a theme, a specific type of absence?</b></p> <p><b>A: Predominantly mental health. Wellness action plans have been put in place and the Vivup website circulated (this has had mixed reviews). GPs are quick to sign people off, but there are gaps in external services so people are not then getting any support. HEA had a very good staff survey report.</b></p> <p><b>Q: In terms of Classroom Cloud, has anything caused concern and if so what has been done about it?</b></p> <p><b>A: HLA has had no concerns. HEA has had 1 concern where Classroom Cloud doesn't always activate on some devices, particularly iPads. This is mitigated by high staff numbers overseeing pupils whilst on these devices. HLA has an iPad timetable.</b></p> <p><b>Q: With regard to the 2 PEXs at HEA, has behaviour deteriorated or has there been a change in approach to the management of behaviour and suspensions/ exclusions?</b></p> <p><b>A: OFSTED had advised that we should have PEX'd a previous pupil, as they then become the LA's responsibility. The first of these two PEXs was unexpected and related to a Year 11 pupil who had been with us since Primary. He had damaged property and punched a teacher in the face; staff have been signed off due to the stress of working with him. We are now working with the LA to find his next placement. The second PEX had been on the cards for a while. The Positive Behaviour Service had worked with the pupil in question previously, due to his violence. On this occasion, he attacked a TA and threw a book at the Head. A part-time</b></p> |  |

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|                 | <p>timetable had been discussed prior to this incident, but he didn't want to engage in this. Parents had already discussed taking him out, to Home Educate him. We definitely have a small group of pupils who display challenging behaviour (mainly SEMH and in Year 9).</p> <p><b>Q: Are pupils then expected to transfer to HLA?</b></p> <p><b>A: No, that would not be fair. They have a similar structure to HEA, so if we were unable to make it work they wouldn't be able to either. Behaviour impacts other children and staff, and we need them to feel safe coming to work and school.</b></p> <p><b>Q: HLA had a curriculum review, did you agree with the recommendations?</b></p> <p><b>A: Introducing an engagement model was discussed and a new personal development rationale of "Twenty Things to do Before You Leave Highfield"; this will be linked in to learning values. The aim is to improve levels of engagement. The extension, which will allow for additional numbers on roll, has an estimated completion date of 31<sup>st</sup> October. HLA are not prepared to recruit if they will not be open. An opening date of January has been agreed – the LA will fund teachers from October half-term onwards, whilst it has been requested that ALT fund the first half-term.</b></p> <p>A behaviour review by ALT at HLA had been green across the board.</p> <p>A LA SEND inspection had taken place at HLA, looking at how the school worked with the LA. Honest feedback was given.</p> | <p><b>YS to share report with GOVS</b></p> |
| <p><b>8</b></p> | <p><b>Safeguarding</b></p>   |  |
|                 | <p><b>Covered in Head's Report.</b></p> <p>This remains a high priority for both schools – BS has carried out Safeguarding visits to both schools recently and shared her reports with GOVS. It was noted that some training completed through the National College does not appear on the Single Central Record now that it is being maintained centrally.</p>  | <p><b>AD to speak with PE</b></p>          |
| <p><b>9</b></p> | <p><b>Governance</b></p>   |  |
|                 | <p>A discussion was had regarding the changes being implemented by ALT around how local governance will now work. In effect, they are re-looking at what the Trust's responsibilities should be and what individual LGBs should be responsible for. The proposed changes are as follows:</p> <ul style="list-style-type: none"> <li>• a change of name</li> <li>• the focus moving away from curriculum links to "champions", including community champions (Safeguarding and SEND would remain)</li> <li>• a reduction in meetings to 3 a year (from September 2025)</li> <li>• the introduction of pupil champions/ pupil voice</li> </ul> <p>Governors had some concerns about what would be expected of them, especially in terms of an OFSTED inspection, and following up on anything which isn't good enough. Would the Board be left exposed to not having enough oversight?</p> <p>LR fed back that the Trust intends to set out clearly to Ofsted, in advance of any visit, the roles and remit of the local governing body. This should mean that inspectors are not asking questions of governors that do not fall within the LGB responsibilities.</p>  |  |

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|           | <p>LR proposed that the LGB starts to move towards the new local governance structure in advance of Sep 25 as a way of trialling the new roles and expectations. This will also provide a good opportunity to give feedback to the Trust and to suggest any changes to their proposed model. She is waiting for Sam Elms to send her an outline of the new roles and will then discuss with others how best to take this forward.</p> <p>In the meantime, LR encouraged Governors to continue visiting the school.</p> |  |
| <b>10</b> | <b>Policy Reviews</b>  |  |
|           | All agreed, no updates required.   |  |
| <b>11</b> | <b>AOB</b>   |  |
|           | <p>A new Governance Portal has been introduced by the ALT, this will eventually replace GovHub</p> <p>LGB3 is scheduled for <b>24<sup>th</sup> June 2025</b> – an earlier meeting will be called if necessary.</p>   |  |
|           | The meeting finished at 7.00pm.  |  |

| <b>Action Log</b> |   |                 |                       |                                       |
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|                   | <b>ACTION</b>   | <b>DEADLINE</b> | <b>RESPONSIBILITY</b> | <b>UPDATE</b>                         |
| 6a                | Share Behaviour report                                | Before LGB3     | YS                    | Completed – SN to pass on to all GOVS |
| 8a                | Check training recorded on the SCR                    | ASAP            | AD                    |                                       |
| 9a                | Share updates/profiles from ALT and then assign roles | ASAP            | LR                    |                                       |
| 9b                | Continuation of Safeguarding monitoring and visits    | On-going        | BS                    |                                       |
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