



Meeting Date	11 th June 2024
Time	5.30-7.00pm
Venue	TEAMS

Governors Present: Lorna Robinson (LR, Chair), Yvonne Skillern (YS, Headteacher), Victoria Leeks (VL), Becka Butland (BB), Alec Burns (AB) and Emma Brooke (EB).

Apologies: Adam Daw

Absent: Jane Horn, Bryony Surtees

Others Present: Stephanie Neal (SN, Clerk) and Pippa Edwards (SBM, HEA).

	ITEM	ACTION
1.	Welcome and Acceptance of Apologies for Absence	
	Apologies were received from Adam Daw (AD).	
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	
	<p>The Minutes of LGB4 were agreed as a true record and will be signed digitally by Lorna Robinson (LR).</p> <ul style="list-style-type: none"> LR had completed two link visits – one to LINC and one to see Maths at HLA. Both reports have been shared with Governors. An SCR check has been completed at HEA, but an overall Safeguarding visit is due. Bryony Surtees has been appointed as a new Trust Governor and will be the Safeguarding link. LR reminded all Governors to please book in visits to both schools. AD, YS and LR will be happy to support where necessary. LR updated Governors on the potential recruitment of a parent Governor from HEA. Unfortunately, the parent who had previously shown interest has decided that she would not be able to give the time and commitment necessary. EB suggested advertising via “My New Term” which is a recruitment portal used by the Trust. 	<p>ALL GOVS</p> <p>SN to investigate</p>
4	Feedback/ Reflections from OFSTED visit to HEA	
	<p>AB and LR gave their feedback from the recent inspection. It was felt that the two inspectors were in-tune with an SEN setting. LR felt that the visits which Governors make to the school gave real insight and helped when answering the inspectors questions, giving an “extra layer” to what was in the SEF. Inspectors asked about Safeguarding and staff well-being was very much on the agenda. The whole inspection had felt positive and the outcome was really good, although the final report has not yet been published. LR offered her thanks to all involved.</p>	
5	LINC Report	
	There were no questions arising from the LINC report.	

	<p>LR reported that she had visited LINC two weeks ago and saw learners using the gym and in classrooms. She encouraged other Governors to feel free to ask for a visit themselves so that they can see what the provision looks like.</p>	<p>ALL GOVS</p>
<p>6</p>	<p>Business Manager Report from HEA</p>	
	<p>Implementation of the new payroll system has been delayed and will now come into effect from August.</p> <p>All Personnel files have now been archived off-site electronically. Files can be downloaded when needed. PE confirmed that all files were there, although EB reported that HLA had had some which were missing.</p> <p>The school are moving away from using Handsam for training, using the National College instead.</p> <p>The MIS will be moving from SIMS to Arbor in September.</p> <p>There will be a new finance system in September, which is tending towards paperless. Training is in progress.</p> <p>In property management, there was an all parties meeting to discuss the primary modular. It was decided that the leak was in the ceiling void, which then ran downwards, rather than a “lake” underneath. Work will commence on having overflow pipes which should solve the problem.</p> <p>There still remain occasional, pre-legionella positive readings.</p> <p>We have a new letting, which is being charged at £40 per week. This is making use of the road layout (roundabout and junctions) in the car park to teach children to ride their bikes safely.</p> <p>Q: Will the overflow pipes cause the playground to flood?</p> <p>A: No, the KS3 playground has a slope. Carters and the Trust were at the meeting and, although the drainage had not been properly sorted originally, this will now be resolved.</p> <p>The discussion then moved on to the cost of school meals across the two schools. HLA are currently charging £2.52, whilst HEA are charging £3.00. PE explained that although the school are actually being charged £2.72 per meal, there are other costs such as electricity and the servicing/ repair of the equipment in the kitchen and so this £3.00 charge to parents could be justified; Finance at the Trust agreed.</p> <p>Q: Can the school charge different amounts? Or would Governors be happy for HLA to increase their cost to £3.00?</p> <p>A: If you can justify a price increase, and the cost to the school versus the actual cost, should someone question this; but do they need to be the same price?</p> <p>It was felt reasonable for HLA to put their prices up. A discussion was then had around whether the two schools could find a common ground of £2.80, although it was felt that it would perhaps be better to keep HEA’s cost stable, rather than lowering it only to raise it again in the future. YS suggested that perhaps HLA could raise their price in increments. It was decided that HLA would look at justifying their costs and proceed as appropriate, with a decision being made before the end of term.</p>	
<p>7</p>	<p>HT Reports</p>	
	<p>There were no questions arising from either of the reports.</p> <p>LR noted the positive trends in terms of behaviour and attendance. Also that although there was a downward trend in current progress for Yellow pathway students (at HLA), this had been explained in a satisfactory manner.</p> <p>YS reported that HLA had had a mini review by Sally Garrett. Due to the previously ungraded inspection, this was a “mocksted” to identify the areas needed to develop and secure “Outstanding”. Deep dives on various subjects were carried out and the feedback was positive. An area of improvement was highlighted as the need to increase subject leaders’ confidence.</p>	

	<p>From September, deep dives will no longer be a part of ungraded inspections. Sally Garrett will visit again in September once she has had training.</p> <p>Q: Will there be shared learning/ experiences between the two schools? A: Yes, leaders across both schools have already started to “buddy up”.</p> <p>There is a lot going on at HLA in terms of building and contractors.</p> <p>Q: Is there any issue with the car parking? A: Had thought that this would just be a temporary issue, but have just found out that there will be no parking for staff at all. Staff will need to park at Vista which is a 5-10 minute walk away.</p> <p>Q: Is there nothing that can be done? A: Not at the moment.</p> <p>There will be a Health and Safety Audit on 10th July, AB to attend. There is likely to be an audit at HEA around the same time.</p> <p>HLA have now confirmed the appointment of two Assistant Heads and two new Department Leaders.</p> <p>Danny Mills has now been confirmed as Deputy Head at HEA; this will officially start in September.</p>	<p>AB</p>
<p>8</p>	<p>Safeguarding</p>	
	<p>Covered in Head’s Report.</p>	
<p>9</p>	<p>Governance</p>	
	<p>LR has been covering the gaps in link Governors.</p> <p>Q: Does anyone else have capacity to take on some more visits? A: We could try recruiting via “Spotted in Ely” (on Facebook) or via Liz Every who runs the local Chamber of Commerce.</p> <p>LR had recently visited HLA to look at the Maths curriculum. She had had a really positive conversation and there was a real desire to ensure that Maths is embedded as a key life skill. There were lots of opportunities to use Maths in real life, such as the tuck shop, time-keeping and time-management and cookery. Parents had also been invited to an International Maths day, in recognition that they may also feel hesitant about Maths.</p> <p>The next steps will be for LR to observe some Maths being taught and to consider how you know that the curriculum is good. Also to look at data to see if progress is as expected.</p> <p>Q: How can we best support Subject Leaders in using data and seeing students’ progress? A: Sally Garrett will be working on this when she visits HLA.</p> <p>LR will speak to AD and YS regarding the next subjects to look at.</p> <p>Q: Have any other visits taken place? A: None.</p>	<p>LR & BB to explore SN to send Governor information to BB & send flyer to all Governors</p>

10	Policy Reviews	
	<p>Governors were happy to ratify the EYFS policy, but asked that the opening statement be updated to reflect the new framework from December 2023.</p> <p>All policies will eventually be available on EVERY – Governors will receive training from the Operational Team in the new academic year.</p>	SN to pass to JE to be updated
11	AOB	
	<p>AD & YS had raised concerns about the amount of Governors training and had suggested looking at ways that this could be shared out, with Governors then sharing the information with the rest of the LGB.</p> <p>There is still lots happening before the end of term including:</p> <ul style="list-style-type: none"> • HLA Summer Fayre • Trips to the cinema • Trips to Treetops • Longtown, camping in Wales • Leavers Assemblies • Prom <p>LR thanked all of the Governors for their hard work throughout the year.</p>	SN to re-circulate training calendar
	The meeting finished at 7.00pm.	

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
3a	Book in visits	ASAP	ALL GOVS	
3b	Investigate recruitment on "My New Term"	ASAP	SN	
7a	Health & Safety audit	10.07.24	AB	
9a	Explore recruitment options	ASAP	LR & BB	
9b	Send recruitment flyer to all Governors	ASAP	SN	
10a	Pass EYFS policy to JE to be updated	ASAP	SN	Completed 13.06.2024
11a	Re-circulate training calendar	ASAP	SN	Completed 14.06.2024