

# Highfield Academies

## Local Governing Body Meeting Minutes



<b>Meeting Date</b>	7 October 2021
<b>Time</b>	5.30pm
<b>Venue</b>	TEAMS

### Governors Present

Lorna Robinson (LR Chair), Adam Daw (AD HEA Head of School), Yvonne Skillern (YS HLA Head of School), Madeleine Albert (MA), Mark Ladbrook (ML), Vicky Berry (VB), Victoria Leeks (VL), Amanda Rigler (AR)

### Others Present

Simon Bainbridge (SB Executive Headteacher), Pippa Edwards (PE School Business Manager HEA), Gemma Evans (GE Clerk)

No	Item	ACTION
1.	Acceptance and Apologies for Absence	
	Apologies were accepted from Danny Mills (DM) Michael Holt was absent.	
2.	Declaration of Interests with regard to items on this agenda	
	There were no declarations of interest.	
3.	Agree the minutes of the last meeting and matters arising not on this agenda	
	The Minutes of 28 <sup>th</sup> May were agreed as a true record and will be signed digitally by Lorna Robinson (LR)  All actions have been completed. Matters Arising: <ul style="list-style-type: none"> <li>• Ellie Denny was not invited to this meeting. LR will catch up with Ellie after she observed the last meeting.</li> </ul>	LR
4.	HT Reports:	
	<b>HEA</b> Headteachers report <ul style="list-style-type: none"> <li>• Attendance is 92.8%</li> <li>• No exclusions</li> <li>• 'Insights' to start very soon</li> </ul> Questions were invited:  <b>Q:</b> In the progress and attainment section it was mentioned that HEA were addressing workload issues and action has been taken to address this what actions have been taken?	

	<p><b>A:</b> The Assessment system has changed and now 4 main points each year. Teachers getting used to this and we will monitor workload issues (we have taken action to reduce workload already). The idea is that there will be more balanced approach to writing reports. Half-termly chats will continue but the formal conversations will not take place until the data has been entered.</p> <p><b>Q:</b> School development objectives please explain Self Evaluation?</p> <p><b>A:</b> We start of by doing a self-evaluation (SEF), with the assistance of Helen Cassady. We evaluated ourselves against the current OFSTED criteria. We were good in three areas and outstanding in two. The idea is we can then improve the good areas which are:</p> <ul style="list-style-type: none"> <li>• Governor Involvement</li> <li>• Mapping of the curriculum</li> <li>• CPD offers - We feel we can upskill a lot of the TA's.</li> </ul> <p><b>HLA</b> Headteachers report</p> <ul style="list-style-type: none"> <li>• Behaviour is good.</li> <li>• Pupil Progress meetings have taken place</li> <li>• 'Insights' data has been generated for the previous academic year and is ready to input data for the Autumn term</li> </ul> <p>Questions were invited:</p> <p><b>Q:</b> How have teachers been able to identify if there is a safeguarding concern from lack of interaction in school, during lockdown?</p> <p><b>A:</b> There was an increase in reporting where teachers were reporting incidents such as not answering the phone during lock down, and recording this on My Concern.</p> <p><b>Q:</b> How is Insights coming along?</p> <p><b>A:</b> Insights brings together all the assessments and data that is entered into Evidence for Learning. This gives an overall idea of progress that can prompt individual conversations and progress. This can be outputted as graphs and split out into various criteria. This is useful for governors to interpret and engage.</p> <p><b>Q:</b> Will Insights allow you to see how students have progressed against how you thought they would do?</p> <p><b>A:</b> It will have to be set individually which is why we have the discussions with teachers each half term so the targets are live.</p> <p><b>Q:</b> How do you balance those alongside the EHCP'S</p> <p><b>A:</b> We have learning frameworks alongside the EHCP'S which helps us to identify next steps especially any academic next steps.</p> <p>It was discussed that a Pathway Tube map was created.</p> <p>YS screen shared the data dashboards on Insights to show governors how the data would be represented.</p> <p><b>Action:</b> Send out mapping and pathways of the curriculum to all. <b>Action:</b> Send out zones of regulation video.</p>	<p>YS YS</p>
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5.	Business Manager reports from HEA and HLA:																									
	<p>Business Manager reports from HEA and HLA:</p> <p>PE submitted reports for all of the following:</p> <ul style="list-style-type: none"> <li>• Finance – We did better in the accounts than we thought we were going to. LINC and HEA had better carried forwards that they should've done.</li> <li>• Premises – Solar panel installation did not happen in the summer holidays. PE hopes that this will be done in October half term. Pool – RHI Pumps in pool have now been replaced. Roof - The entire roof needs replacing of which a schedule has been submitted. Trust will be paying for the replacement. Phones - Current supplier will not support phones after December. Quotes received from various companies for a cloud based system. Quotes are too high. PE suggests that we continue with our current phone system that does not rely on the internet to use. We can still use the system as normal and PE will be receiving further information in due course.</li> <li>• H&amp;S – Meeting with ML on 22<sup>nd</sup> October for a walk around. B Block - Block B emergency light failure being investigated. Hot meals - Hot meals are back and successful.</li> </ul>																									
6.	Safeguarding																									
	<ul style="list-style-type: none"> <li>• Training – All have completed the safeguarding training.</li> <li>• Trust CP training - Madeleine and Michael to do the additional trust CP training.</li> </ul>	LR																								
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	<p>Governance:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ROLE</th> <th style="text-align: center;">HEA</th> <th style="text-align: center;">HLA</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td style="text-align: center;">MA</td> <td style="text-align: center;">MH</td> </tr> <tr> <td>H&amp;S</td> <td style="text-align: center;">ML</td> <td style="text-align: center;">ML</td> </tr> <tr> <td>Pupil Premium</td> <td colspan="2" style="text-align: center;">tbc</td> </tr> <tr> <td>Careers</td> <td colspan="2" style="text-align: center;">LR</td> </tr> <tr> <td>Quality of Education – Yellow Pathway</td> <td style="text-align: center;">MH/ML/MA</td> <td style="text-align: center;">MH/ML/MA</td> </tr> <tr> <td>Green and Blue Pathways</td> <td style="text-align: center;">VB/ AR / VL</td> <td style="text-align: center;">VB/ AR / VL</td> </tr> <tr> <td>Wellbeing</td> <td style="text-align: center;">tbc</td> <td style="text-align: center;">tbc</td> </tr> </tbody> </table>	ROLE	HEA	HLA	Safeguarding	MA	MH	H&S	ML	ML	Pupil Premium	tbc		Careers	LR		Quality of Education – Yellow Pathway	MH/ML/MA	MH/ML/MA	Green and Blue Pathways	VB/ AR / VL	VB/ AR / VL	Wellbeing	tbc	tbc	
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8.	Policy Reviews																
	<ul style="list-style-type: none"> <li>• <b>Safeguarding (HEA/HLA)</b></li> </ul> <p><b>Q:</b> How does Steps correlate with Safeguarding? How is it documented and used together?</p> <p><b>A:</b> It is logged on My Concern, then anyone involved is given the opportunity to reflect, and any protective or educational sanctions needed will be put in place using STEPS. This could be by conversing, working with language and having restorative conversations to discuss implications.</p> <p><b>Action:</b> Make sure correct safeguarding version is on Gov Hub. To be sent out by email to be ratified.</p> <ul style="list-style-type: none"> <li>• <b>Behaviour</b></li> </ul> <p><b>Q:</b> Are you phasing out Team Teach?</p> <p><b>A:</b> Yes whilst we go over to STEPS.</p>	<p>GE</p>															



7c	Pay recommendations to be ratified by Oct half term	End of term	ML/MH/LR (MA)
8a	Check Gov Hub for Safeguarding Policy and create a final to be emailed and ratified.	End of term	GE
8b	Change page 4 wording around seclusion – Behaviour Policy. Email amended version to all.	Following this meeting	AD
8c	Change page 2 wording to read 6 weeks lead time.	Following this meeting	AD
9a	Contact LA to ask for a solution to Hydro Pool problem if the fix doesn't work	Following this meeting	SB