



Meeting Date	21 <sup>st</sup> November 2023
Time	5.30pm
Venue	TEAMS

**Governors Present:** Lorna Robinson (LR), Adam Daw (AD), Vicky Berry (VB), Victoria Leeks (VL), Emma Brooke (EB), Yvonne Skillern (YS), Jane Horn (JH)

**Others Present:** Stephanie Neal (SN)

No	Item	ACTION
1.	<b>Acceptance and Apologies for Absence</b>  BB and AB sent apologies for the meeting.	
2.	<b>Declaration of Interests with regard to items on this agenda</b>  None.	
3.	<b>Agree the minutes of the last meeting and matters arising not on this agenda</b>  The Minutes of 03 <sup>rd</sup> October 2023 were agreed as a true record and will be signed digitally by Lorna Robinson (LR). All actions have been completed.  ACTIONS Agreed in actions table below	ALL
4.	<b>LINC</b>  There was a discussion around who would be covering for the LINC Lead who will be on Maternity Leave from January 2024. AD explained that it will be a very experienced teacher who knows LINC well. A second teacher will be overseeing the Blue Pathway side of the role and undertaking DSL training.  The numbers are looking good in LINC.  VB asked whether the teacher who will be overseeing LINC is aware of the feedback from the recent visit by Simon Bainbridge (Head of SENDV, ALT). AD reassured that she was and that although there wasn't a lot that needed to be done as a result of this, it would be important to keep procedures in place.	

	<p>LR asked whether there had been any further progress in regard to bringing LINC in to the school (as discussed in LGB1) – AD said not currently. Ideally this would happen by the end of the Academic Year, but this may be a bit optimistic.</p>	
5.	<p><b>Business Manager reports from HLA highlights.</b></p> <p>This is now reported on within the Head's Termly Report.</p> <p>Recruitment continues to be difficult, but they have managed to secure a cleaner. There may need to be outsourcing for other vacancies. The 1 TA vacancy has now been filled, but this means that there is now a vacancy for a MDM.</p> <p>The restructuring of the Leadership structure over the 2 schools has meant that an internal vacancy has been posted for the role of Head Teacher at HLA (rather than Head of School). This will close on 01<sup>st</sup> December.</p> <p>The separation of the sites is on-going. The DfE have given ELA the money, but this can only be released at the same time. As a result, joining doors etc. will not be blocked/ sealed until Easter. The kitchen extension is scheduled for July next year. However, the dining hall extension is needed first – a decision is being awaited. The site survey for the extension had taken place last week. On Thursday 23<sup>rd</sup> the prospective contractors will be coming for a site visit with regard to the main school extension. The plan is for work to start in January 2024.</p> <p>The Hydro Pool is now being hired out.</p> <p>All of HLA's policies are now on EVERY – all Governors will have access so that policies can be read/ ratified. A training session can be organised if this would be useful.</p> <p>There has been a slight delay on the delivery of the minibus, which will result in slightly higher payments.</p> <p>The budget is healthy for this Academic Year, but not so much for Years 2 and 3. The changes to the staff budget structure have been taken into account.</p> <p>There is an outstanding HANDSAM H&amp;S visit.</p> <p><b>ACTION:</b> H&amp;S visit to HLA to be carried out.</p>	AB
6.	<p><b>HT Reports</b></p> <ul style="list-style-type: none"> <li><b>HEA</b></li> </ul> <p>In terms of the NHS paying to rent the Therapy rooms – they can't agree whether they should pay. However, they have agreed to pay £5,500 from September until now whilst the decision is being made. Chris Everard from The Trust is pushing this payment forward.</p> <p>Governors offered their congratulations on the recent safeguarding review.</p> <p>An inspector will be coming in over the next couple of weeks to do some consultancy work.</p>	

<p><b>Q:</b> Do staff feel confident?</p> <p><b>A:</b> There has been lots of curriculum development over the past years. We have good subject leaders and this will give them the opportunity to be tested in front of someone external. Governors will be updated at LGB3.</p> <p><b>Q:</b> Who records information onto Compass +?</p> <p><b>A:</b> Either the Careers Lead or Work Experience Co-ordinator. We will let LR know who will be covering Careers in BB's absence.</p> <p>There is a potential risk in terms of key figures (2 members of the SLT, 1 Level 3 TA and 1 other) being off on Maternity Leave – Governors will be kept updated with the leave and cover.</p> <p>Governors were given an update in terms of the move from Head of School to Headteacher.</p> <p>Simon Bainbridge's (SB) role as Executive Head is planned to cease as he has moved into the Central Education Team as Director of SENDV. As such, the Head of School role will cease and both schools will have a Head Teacher. To follow due process, both of the HLA and HEA posts have to be advertised and applied for.</p> <p>The HLA vacancy has already been advertised and the vacancy is live. HEA is anticipated for the Spring term.</p> <p>LR reported that she has emailed SB to question the different dates. AD advised that there is a question mark over the quality of education at HEA – LR wondered why Governors hadn't been made aware of this concern.</p> <p>LR has been reassured that the Trust are following the same process as HLA, but that they need to reassure themselves first.</p> <p>LR expressed some concern about the way that the process had been communicated by the Trust.</p> <p>Governors offered their support to both schools.</p> <ul style="list-style-type: none"> <li>• <b>HLA</b></li> </ul> <p><b>Q:</b> How is impact measured?</p> <p><b>A:</b> It's recorded on the AIP and reviewed half-termly. We can then look back and track progress.</p> <p><b>Q:</b> How does the number of safeguarding concerns logged for this academic year compare to previous years?</p> <p><b>A:</b> It's similar – for HEA there are more. It would be more relevant to look at what concerns are most prevalent.</p> <p>The new reporting format is useful. It will allow Governors to look at the data and what it tells you/ what it means.</p> <p><b>ACTION: Include types of safeguarding concerns in the Head's reports.</b></p> <p><b>Q:</b> How often do you do a data drop?</p> <p><b>A:</b> Termly due to the small steps the students make.</p>	<p><b>AD &amp; YS</b></p>
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	<p><b>Q:</b> What is this data point?</p> <p><b>A:</b> The end of the last academic year (July).</p>	
7.	<p><b>Safeguarding</b></p> <p>Covered in Head Teacher's Reports.</p>	
8.	<p><b>Governance</b> Governors visits</p> <p>VB had carried out 2 PSHE visits which had led to great conversations with subject leaders who were able to articulate their intentions very clearly, the importance of PSHE for long-term outcomes and the clear link to safeguarding. These visits help drive improvement, helping prepare for difficult conversations. Governors can be a critical friend rather than having a difficult conversation with someone external.</p> <p><b>Q:</b> Have visits been booked in? <b>A:</b> If not, please do so or let the Chair know if there is a problem. Meetings can be on TEAMS if meeting in person is difficult. It is on the AIP to include Governor visits.</p> <p>Could former staff be involved as a Trust Governor? Could EB be more involved, perhaps with a visit to HEA to look at Maths? This would need to be once the extension is underway.</p> <p><b>ACTION:</b> Need to recruit more Governors. Speak to Karen Jarvis at the Trust <b>ACTION:</b> Contact parents from HFPA <b>ACTION:</b> Follow up H&amp;S visits</p> <p><b>LOTP -</b> 17<sup>th</sup> January 2024 – Blue Pathway 24<sup>th</sup> April 2024 – Yellow Pathway</p> <p><b>ACTION:</b> Who can attend LOTP dates? Please let SN know.</p>	<p><b>LR</b></p> <p><b>AD</b> <b>LR</b></p> <p><b>ALL GOVS</b></p>
9.	<p><b>Policy Reviews</b></p> <p>In the Anti-Bullying policy it was noted that, to be super tight, it should read that anti-social behaviour <u>must</u> have an educational consequence.</p> <p>In terms of the Outreach Role it was felt that “offering support to schools where suggested” could be open to challenge. It would be better to read “where capacity allows”.</p> <p><b>ABOVE POLICIES RATIFIED (once amendments made).</b> <b>ALL OTHER POLICIES RATIFIED.</b></p> <p><b>ACTION:</b> The Anti-Bullying and Inclusion and Outreach policies to be amended as discussed.</p>	<p><b>AD &amp; YS</b></p>

10.	<p>AOB</p> <p>The date of LGB3 will need to be changed as it clashes with ALT training</p> <p><b>ACTION:</b></p> <p>Change the date of LGB3 from 23<sup>rd</sup> to 30<sup>th</sup> January.</p> <p>Unfortunately there may be the need for an Exclusion Panel at HEA as one of the pupil is approaching 15 days in a term.</p> <p>AD requested that Governors keep up with the training in offer from The ALT – “the more visibility the better”.</p>	<p><b>SN</b></p>
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Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
5a	H&S visit to HLA to be carried out.	Before LGB3	AB	
6a	Include types of safeguarding concerns in the Head's reports.	Each LGB Meeting	AD & YS	
8a	Need to recruit more Governors. Speak to Karen Jarvis at the Trust	Before LGB3	LR	
8b	Contact parents from HFPA	Before LGB3	AD	
8c	Follow up H&S visits	ASAP	LR	
8d	Please let SN know if you can attend LOTP.	Before LGB3	ALL GOVS	
9a	The Anti-Bullying and Inclusion and Outreach policies to be amended as discussed	ASAP	AD & YS	
10a	Change the date of LGB3 from 23 <sup>rd</sup> to 30 <sup>th</sup> January.	Before LGB3	SN	New TEAMS invitation sent out on 22 <sup>nd</sup> November 2023