

Highfield Academies

Local Governing Body Meeting Minutes



Meeting Date	10 th May 2022
Time	5.00pm
Venue	TEAMS/HEA

Governors Present

Lorna Robinson (LR), Adam Daw (AD), Yvonne Skillern (YS), Vicky Berry (VB), Jane Horn (JH) Madeleine Albert (MA), Victoria Leeks (VL)

Others Present

Simon Bainbridge (SB), Gemma Evans (GE), Emma Brooke (EB), Danny Mills (DM), Pippa Edwards (PE) Alec Burns (AB)

No	Item	ACTION
1.	Acceptance and Apologies for Absence AR sent apologies for the meeting.	
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 17 th March 2022 were agreed as a true record and will be signed digitally by Lorna Robinson (LR).	
4.	<p>HT Reports</p> <ul style="list-style-type: none"> HLA <p>A discussion started surrounding the success of the residential trip Kingswood and how much fun was had by all. The OFSTED visit for HLA was a really good result and in behaviour and personal development they are on the cusp of outstanding, which is really good to be recognised. Governors who were questioned by OFSTED remarked that some of the questions were very challenging but became easier and more relaxed after a time. YS thanked Governors for their presence and participation.</p> <p>ACTION. Check OFSTED requirements for LINC ACTION. Send VB Framework</p> <p>Q. LR: And news on the Littleport Café enterprise? A: YS: This is on hold due to staffing issues. I have asked to hire out the Café.</p> <ul style="list-style-type: none"> HEA <p>Q. LR: School Development plan? When do you start focussing on the next one? A discussion followed where AD explained they had met with a professional who has helped them look at the SDP. It was agreed that it would be looked at alongside the SEF over the summer.</p> <p>ACTION: Look at the SDP with SB/AD</p> <p>ACTION: Put SEF on GovHub</p>	<p>VB and LR SB</p> <p>LR SB to send to GE</p>

	<p>Exclusions were also discussed and the circumstances surrounding any current exclusions. Insights is also being set up and should be ready for the Autumn term.</p> <p>Q. AR: Quality of Teaching and Learning – How are moderating progress young people are making. A. AD: We make observations continuously, LOTP, Cross school moderation.</p> <p>Q. LR: Can the results of the staff survey be shared for the next meeting? ACTION: share results of staff survey</p>	AD
5.	<p>Business Manager reports from HEA</p> <p>Update from HEA</p> <ul style="list-style-type: none"> • Figures for HEA and LINC still better than budget. • Reworked the charge to LINC. • RHI application went in and got a payment off the back of it. • Solar PV – March bill is £1073 less than last year and we are using everything we make and more. • In the process of building the budget. We have done well with funding and getting costs down however, pay increases and NI costs have made the budget not to balance and now next years budget looks poor. Funding available has not increased in 10 years and now we are in a situation where we need an uplift in the funding. • Handsam Audit – Of all the action points nearly all are completed. • RIDDOR report for a member of staff who got arm trapped in door. <p>Update from HLA</p> <ul style="list-style-type: none"> • Lamppost is fixed but lamp was not put on top of the pole! • Hydro pool – still a work in progress ready for Sept 2022. • Funding is also an issue for HLA <p>A discussion followed where GOVS offered their support in order to highlight this discrepancy in the budget.</p>	
6.	<p>Governance LOTP Feedback from 27th April 2022</p> <p>Really useful session and useful questions that structured the sessions. Really good evidence was shown on pupil's progress and creative responses. Parent and pupil involvement was evident. AD thought having GOVS in the session was helpful to add challenge.</p> <p><u>Information</u> AIG – HLA 29th June 2022 - 9.30 -12.00 HEA PSHE - Thursday 14th June 2022 - 9.00 – 12.00</p> <p>Training Thanks to all that have undergone training. ACTION: Please continue to access the Learning link.</p> <p><u>Governors visits</u> Pupil Premium HEA and HLA Safeguarding HLA</p> <p>JH detailed how well-oiled the drop off time at HLA is. It was amazing to watch and JH commends HLA for ensuring the children's welfare and safety during taxi time. The ethos and care looking after the children was evident. Really positive relationships</p>	ALL GOVS

between the taxi companies and schools. AB also confirmed as a parent of a child that uses the taxi service, how brilliant the taxi and escort service is. This will also facilitate students becoming more independent and help them to function independently in the community.

Yellow Pathway HEA

JH talked about how HEA evidence that students make progress compared to mainstream school targets considering teachers write their own targets. The rigorous process was explained surrounding how we gather evidence to prove students are making progress, and also regular moderation, evidence for learning etc.

Pupil premium visit

First visit on pupil premium and asked a set of questions. We talked through how PP funding is targeted and if it's evident the progress that is made for children that receive PP and those that didn't. Making sure that teachers are aware of what PP is and who receives it.

LR and AR end of term to be voted onto LGB:

AR was voted onto the governing body by all GOVS. Term extended for 4 years.

LR was voted onto the Governing Body by all GOVS and then voted on as Chair. Term extended for 4 years.

Everyone was invited to show interest in becoming Vice Chair. MA volunteered to put herself forward and was voted on as Vice Chair by all GOVS.

ROLE	HEA	HLA
Safeguarding & Children in Care	MA	JH
H&S	?	?
Quality of Education – Yellow Pathway	JH / ? / MA	JH / ? / MA
Quality of Education - Green and Blue Pathways	VB/ AR / VL	VB/ AR / VL
Pupil Premium	LR	
Careers	LR	
Wellbeing	tbc	tbc
Cultural Education	AR	
LINC	VB/ AR / VL	
Pay Committee	?/MA/LR	
Pay Appeals	tbc (as required)	

ACTION: Email training table for visits to GOVS

GE

7. Policy Reviews
Health and Safety Summer 22-23

ACTION: Ratified – add to gov hub

GE

8. AOB
Discussion around Menopause policy. AD Discussed with ALT HR Director. Decision taken to wait to see what Trust move forward with.

Support staff PMR
All support staff eligible have moved up the pay scale.

9.	Date of Next Meeting 29 th June 2022	
----	--	--

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
4a	Check OFSTED requirements for LINC	ASAP	VB/LR	
4b	Send VB Framework	ASAP	SB	
4c	Look at the SDP with SB/AD	END OF SUMMER	LR	
4d	Add SEF on GovHub	END OF SUMMER	SB and GE	
4e	Share results of staff survey	FOR NEXT MEETING	AD	
6a	Please continue to access the Learning link.	ASAP	ALL GOVS	
6b	Email training table for visits to GOVS	ASAP	GE	
7a	Add Health and Safety Policy to GovHub	ASAP	GE	