

Meeting Date	17 <sup>th</sup> March
Time	5.30pm
Venue	TEAMS

### Governors Present

Lorna Robinson (LR), Adam Daw (AD), Yvonne Skillern (YS), (VB), Victoria Leeks (VL), Jane Horn (JH), Amanda Rigler (AR),

### Others Present

Simon Bainbridge (SB), Gemma Evans (GE), Emma Brooke (EB), Danny Mills (DM)

No	Item	ACTION
1.	Acceptance and Apologies for Absence	
	VB and MA 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	
	<p>The Minutes of 26<sup>th</sup> January 2022 were agreed as a true record and will be signed digitally by Lorna Robinson (LR).</p> <p>Most actions have been completed.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Staff survey going out this week</li> <li>• School Development action plan will roll forward to next meeting</li> <li>• LOTP link to be sent to all for future attendance</li> </ul>	YS LR GE
4.	KS4 discussion with LH @HLA	
	<p>Unfortunately, the technology did not work for LH so the following information was given by YS and a PowerPoint presentation looked through. HLA are looking to develop their yellow KS4 offer to include a green KS4 offer. Many assessments and accreditations are being implemented or are already in place. Topics covered:</p> <ul style="list-style-type: none"> <li>• ASDAN PSD – Skill based Qualification Entry 1 – Level 2 Green and Yellow Pathways</li> <li>• ASDAN Short Courses and Accreditations</li> <li>• AQA Unit Award Accreditation – Portfolio based Assessment</li> <li>• Entry Level Math's and English</li> <li>• GCSE'S done at LECA for some students</li> <li>• Work Related Learning – Tailored Programmes</li> <li>• Work Experience for Green Pathway</li> <li>• Vocational Opportunity at Littleport Leisure Centre being explored.</li> </ul>	

	<p><b>Q. JH:</b> In regard to entry level English and Maths, who decides which students go from a entry 3, to a GCSE?</p> <p><b>A. YS:</b> We look at students that could get at least 3 or 4's and work in conjunction with LECA, after taking entry assessments, to input and collaborate with students to access the courses.</p> <p><i>A discussion followed where AD and SB explained that the content of the entry-level examinations, are more accessible for our typical learners.</i></p> <p><b>Q. LR:</b> Can we have an example of what these modules look like in practice. Can we combine this with a Governor's visit?</p> <p><i>A discussion followed where it was agreed that visits that are due in the summer term, could be looked at in conjunction to view some of the modules discussed.</i></p> <p><b>ACTION:</b> Pathway visits to be arranged to look at the KS4 offer for Yellow pathway, and also Green and Blue Pathway visits.</p>	AD, YS and Govs.
5.	<p>Business Manager reports from HLA (interim managed by YS and EB) -</p> <p>Update from HLA</p> <ul style="list-style-type: none"> <li>• Hydro pool – A date has been set for works to be done on the Hydro pool. The pipe will be sealed underground. A control panel will also be fitted.</li> <li>• Accounts – The budget is in a good position with a very good carry forward. HLA are looking to use these reserves invest in the future of the building to include therapy beds, outdoor canopies, stairwell lift and sensory room refresh.</li> <li>• Overspend on TA and admin staff but compensated by not having a designated ALT business manager budget. Small savings in teaching staff but that will need to be accounted for when unqualified teachers, qualify.</li> <li>• Premises – Gates were not functioning but they were fixed quickly. A taxi crashed into a lamp post in the car park. Quotes are being sought.</li> <li>• Health and Safety –Full Fire risk assessment carried out at HLA on 21<sup>st</sup> June and the actions have nearly all been completed.</li> <li>• Internal Audit report was circulated to Govs from Handsam</li> <li>• Catering – Portion sizes are small and has been raised with Caterlink that some of the older children need larger portions and access to a salad bar. We are now at 60 meals a day. There are some supplier issues meaning that the menu can change regularly, which proves a challenge for some students. HLA have asked Caterlink if there are any other suppliers that can be used.</li> </ul> <p><b>Q. LR:</b> What is Handsam?</p> <p><b>A. YS:</b> They are a managed provider and a system that has allocated tasks which allows you to update evidence.</p> <p><i>Discussion followed surrounding the benefits of using Handsam and whether it is needed and useful to have.</i></p>	
6.	<p>HT Reports</p> <ul style="list-style-type: none"> <li>• HEA</li> </ul> <p><i>School Deprivation Indicator statistics were discussed. It was decided that the statistics were not really subjective to our school and learners due to the many students that live out of catchment. It will no longer be required to be stated in the HT reports.</i></p> <p><b>Q. AR:</b> Pupil Premium – Can pupil premium be a future agenda item.</p> <p><b>Q. AR:</b> How is wellbeing for staff and teachers and teacher development in general?</p> <p><b>A:</b> AD: Wellbeing is in place for all staff and some staff have engaged with a free wellbeing charity that The Trust have directed us to which has proved to be excellent.</p> <p><b>Q. AR:</b> Is there any Covid nervousness, and place for staff to have time for themselves? Maybe this topic could be brought back for the next meeting?</p>	

	<p><b>A:</b> SB/LR: We could tweak the staff survey to ask questions or gathering a staff group to gather staff opportunities and information.</p> <p><b>Q.</b> LR: How is it going for pupils in progress and attainment? Are they meeting expected targets?</p> <p><b>A.</b> AD: Most students are generally making good progress. Plans are in place for students that are not making progress. INSIGHTS, when it is up and running will really help us to gather evidence.</p> <ul style="list-style-type: none"> <li>HLA</li> </ul> <p><b>Q.</b> LR: Safeguarding data collections and lack of data, when will data become available?</p> <p><b>A.</b> YS: I will have data for the next meeting.</p> <p><b>Q.</b> LR: Covid benchmarking in regards to attendance, is that required to be reported on by the LA?</p> <p><b>A.</b> YS: No, it just a useful comparison compared to what it's like in the rest of the county.</p> <p><b>Q.</b> LR: In the Progress and Attainment Communication section, Green and blue pathway are not making as much progress as their cohorts?</p> <p><b>A.</b> YS: I meant that in the area of communication, some students on Green and blue pathway have not made as much progress as others. This is being addressed and communication boards are being prepared to further assist.</p> <p><b>Q.</b> LR: Developing Subject leader action plans SDP plans? What is this?</p> <p><b>A.</b> YS: We have many new subject leaders and some are new to special schools, these plans have been developed by these members of staff to build their confidence and help focus on the areas of focus, linked to the school development plan.</p> <p><b>Q.</b> LR: Can we look at those plans?</p> <p><b>A.</b> YS: Yes, this could perhaps be tied into a visit.</p> <p><b>LR:</b> Next AIG at <u>HLA</u> is Maths. <u>HEA</u> focus is on PSHE across the Pathways.</p> <ul style="list-style-type: none"> <li>Can Goves try to attend the next AIG in May –AIG stands for Academy Improvement group and is a mixture of trust, staff and Governors. They have discussions and carry out practical observations in class, which can be used for school improvement.</li> </ul> <p><b>ACTION:</b> Get dates around to Governors</p>	<p>AD/SB</p> <p>GOVS</p> <p>GE</p>
7.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>OFSTED discussion led by LR – The planned visit for HLA to visit OFSTED did not go ahead due to a power cut and then a depressurised water tank meant no running water, so the whole site was closed. We are waiting for them to call which hopefully will be very soon. OFSTED will want to speak to Governors and the learning link has some OFSTED modules, which include what the expectation is. A list of questions that OFSTED may ask was emailed around and the answers to those should be fundamental in our knowledge as governors. Please look at them and attempt the module on the learning link. Please let LR and GE know if there are areas that Goves feel they do not know enough of.</li> <li>Recruitment of a new Governor with Health and Safety skills is needed.</li> </ul> <p><b>ACTION:</b> Mention the vacancy in the school newsletter in the first instance.</p> <p><b>Governor Visits</b></p> <ul style="list-style-type: none"> <li>Jane Horn – General Visit</li> </ul> <p>Overall, this was a very positive visit and the focus was on the children. This was a great opportunity to learn about the school and the admissions process. AD also found this</p>	<p>GOVS</p> <p>YS</p>

	<p>helpful as it made him think about how to prepare for any questions that may be asked of him the future.</p> <p><b>ACTION:</b> Set up discussion with JH to discuss admissions</p> <ul style="list-style-type: none"> <li>Lorna Robinson - Careers</li> </ul> <p>This was a really positive visit with BB and LG. It showed they have a good structured approach in place, making use of Talentino, which is great. The Benchmark at HEA stands at 5, which is higher than the national average. Areas of development is workplace experience and they are already talking to individuals with good ideas, embedding careers into the curriculum. It is evident that BB and LG are working really hard to create links between school and careers.</p> <p><b>ACTION:</b> LINC will be having a review on 12<sup>th</sup> May. VL to arrange attendance with AD.</p> <p><i>A discussion followed asking that any future planned visits can be communicated to GE so she can record them in the GOVS visit tracker. Visits can be arranged by email with Heads, copying GE into communication. GE can then ensure reports are written in time for the next meeting.</i></p> <p><b>ACTION:</b> LOTP future dates – Further date 27/04/2022 will be emailed out with TEAMS link.</p> <table border="1"> <thead> <tr> <th>ROLE</th><th>HEA</th><th>HLA</th></tr> </thead> <tbody> <tr> <td>Safeguarding</td><td>MA</td><td>JH</td></tr> <tr> <td>H&amp;S</td><td></td><td></td></tr> <tr> <td>Pupil Premium</td><td colspan="2">LR</td></tr> <tr> <td>Careers</td><td colspan="2">LR</td></tr> <tr> <td>Quality of Education – Yellow Pathway</td><td>JH/MA</td><td>JH/MA</td></tr> <tr> <td>Green and Blue Pathways</td><td>VB/ AR / VL</td><td>VB/ AR / VL</td></tr> <tr> <td>Wellbeing</td><td>tbc</td><td>tbc</td></tr> <tr> <td>Cultural Education</td><td colspan="2">AR</td></tr> <tr> <td>Children in Care</td><td>MA</td><td>MA</td></tr> <tr> <td>LINC</td><td>VB/ AR / VL</td><td></td></tr> <tr> <td>Pay Committee</td><td colspan="2">MA/LR (MA to step in if needed)</td></tr> <tr> <td>Pay Appeals</td><td colspan="2">tbc</td></tr> </tbody> </table>	ROLE	HEA	HLA	Safeguarding	MA	JH	H&S			Pupil Premium	LR		Careers	LR		Quality of Education – Yellow Pathway	JH/MA	JH/MA	Green and Blue Pathways	VB/ AR / VL	VB/ AR / VL	Wellbeing	tbc	tbc	Cultural Education	AR		Children in Care	MA	MA	LINC	VB/ AR / VL		Pay Committee	MA/LR (MA to step in if needed)		Pay Appeals	tbc		<p>GE</p> <p>VL</p> <p>GE</p>
ROLE	HEA	HLA																																							
Safeguarding	MA	JH																																							
H&S																																									
Pupil Premium	LR																																								
Careers	LR																																								
Quality of Education – Yellow Pathway	JH/MA	JH/MA																																							
Green and Blue Pathways	VB/ AR / VL	VB/ AR / VL																																							
Wellbeing	tbc	tbc																																							
Cultural Education	AR																																								
Children in Care	MA	MA																																							
LINC	VB/ AR / VL																																								
Pay Committee	MA/LR (MA to step in if needed)																																								
Pay Appeals	tbc																																								
8.	<p>Training opportunities via learning link</p> <p>Following the skills assessment it showed that Governor experience was the lowest scoring area, but the knowledge was expanding. Therefore, we need to try to fill the gaps.</p>																																								

	<p>LR would like all GOVS to undertake these training modules via learning link.</p> <ul style="list-style-type: none"> <li>Core modules and other training <ol style="list-style-type: none"> <li>1. Induction</li> <li>2. Keeping Children Safe in Education</li> <li>3. Safeguarding</li> <li>4. Theory and Principles</li> <li>5. Role as a Governor</li> </ol> </li> </ul> <p><b>ACTION:</b> GOVS to access these courses when time allows.</p> <p><b>ACTION:</b> Create training schedule to track training and send out learning link to all again.</p>	GOVS GE
9.	<p>Safeguarding</p> <ul style="list-style-type: none"> <li>No further updates from The Trust to provide Safeguarding training.</li> </ul>	
10.	<p>Policy Reviews RSE Policy HEA/HLA</p> <p><b>Q. AR:</b> Is gender fluidity included in the RSE policy? <i>A discussion surrounded this question. It is thought that this should possibly be covered in the policy under diversity.</i></p> <p><b>ACTION:</b> Add a statement to the policy and then ratify.</p>	SB
11.	<p>AOB</p> <p><b>LR:</b> It would be good to see if we could meet in person at some point. Can anyone consider making the next meeting in person?</p> <p><b>ACTIONS:</b> Please send availability of next meeting to be held at HLA or HEA</p>	GOVS, SB, DM, AD, VB, VL, GE, YS, EB.
12.	<p>Date of Next Meeting 10<sup>TH</sup> May 2022</p>	

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
3a	Staff Survey to be sent	ASAP	YS	
3b	School development plans to be looked at by GOVS to add challenge	ASAP	LR and Govs	
3c	LOTP link to be sent to all for attendance.	ASAP	GE	✓
4a	Arrange pathway visits.	ASAP	AD / YS / GOVS	
6a	Circulate next AIG dates to Governors. Give GE dates.	ASAP	AD/ YS/GE	
7a	Recruitment of a new H&S Governor – YS to mention in newsletter.	ASAP	YS	
7b	Set up discussion with JH to discuss admissions.	ASAP	GE	✓
7c	Arrange attendance to LINC review visit – 12 <sup>th</sup> May.	ASAP	VL	
7d	LOTP link to emailed out on TEAMS	ASAP	GE	✓
8a	Governors to access the learning link modules	ASAP	GOVS	
8b	Send out learning link to all GOVS again	ASAP	GE	✓
10a	Add a statement surrounding gender equality in RSE Policy and then RATIFY	ASAP	SB/AUTHOR OF POLICY	
11a	Please send availability of next meeting in person to GE	ASAP	ALL	