



Meeting Date	22 nd November 2022
Time	5.30pm
Venue	TEAMS/HEA

Governors Present: (LR) Lorna Robinson, (VL) Victoria Leeks, (AD) Adam Daw, (SB) Simon Bainbridge, (JH) Jane Horn, (EB) Emma Brooke, (YS) Yvonne Skillern

Others Present: (BB) Becka Butland, (GE) Gemma Evans, (SR) Sally Rowe (agenda items 1-4)

No	Item	ACTION
1.	Acceptance and Apologies for Absence VB sent apologies for the meeting. AR sent apologies for the meeting. MA sent apologies for the meeting. AB was absent	
2.	Declaration of Interests with regard to items on this agenda	
3.	Agree the minutes of the last meeting and matters arising not on this agenda The Minutes of 13 th October 2022 were agreed as a true record and will be signed digitally by Lorna Robinson (LR). ACTIONS Agreed in actions table below	ALL
4.	Sally Rowe LINC Linc is a unit for 19-25 year old learners with PMLD and MLD. LINC follows the blue and green curriculum and one of the aims is to help the learners to gain some independent skills within the community and at home. They follow a programme amongst other learning opportunities, called ASDAN life skills, where they select certain skills from the ASDAN model to learn. They assess against the learners EHCP outcomes and targets on the blue and green pathway. OFSTED update There was a two-day monitoring visit at LINC on 16 th November which was a robust inspection including meetings taking place with leadership team members. Observations were made including an offsite visit! Safeguarding was discussed extensively as well as the curriculum. The framework used was the FE framework, which is not the framework that the school uses, and covered 3 areas; safeguarding, curriculum and leadership. The format focussed on the 'areas to improve' features on day one. Everything they saw onsite was great and they could see the value of the learning provision for the enrolled learners. OFSTED thought that the pathways were mapped out carefully. Focus needs to be shifted to the external provisions that two students access, and make clear entrance and exit plans for learners, and assess the learners skills and progress. Overall a positive experience with clear points of actions to be made. Feedback over teaching was amazing.	

	<ul style="list-style-type: none"> • LR and VB attended day 2 of the moderation and OFSTED challenged Governors over safeguarding and length of time students start and leave LINC. • Govs actions are to ensure LGB meetings needs to include LINC as a standard item. • Govs recorded their congratulations and thanks to all staff members involved in the monitoring visit. <p>ACTION: GE to ensure LGB meetings include LINC as a standard item.</p> <p>ACTION: VB should do a quality assurance check on contracts for the current provision providers at LINC</p>	<p>ALL GOVS/GE</p> <p>GE VB</p>
5.	<p>Business Manager reports from HLA highlights.</p> <ul style="list-style-type: none"> • There is a healthy carry forward and the high balance will help support the staff structure. Trust is trying to claim back money for the pool. Overspends for TA and admin staff which wasn't in the original budget. • Property Maintenance: Pool is up and running but there is a design fault which means that if there is a power failure, it causes the pool to drain. • Lamppost fixed, carpark markings in place and speed bumps to be installed. • Stair lift was due to be installed today but it didn't happen. Contractors have to return to fix it. • Local authority has agreed to the HLA modifications. Building regs are met and has been overseen by a trust member, who will support HLA through to initial final stage of the new building. • Catering averaging around 60 meals a day. <p>A discussion followed surrounding outreach costs in budget and the figures included.</p>	
6.	<p>HT Reports</p> <ul style="list-style-type: none"> • HLA <p>YS went to a meeting with the LA. A discussion followed to say the LA had done a net capacity survey which meant that HLA could take maximum of 177 students. Tribunals cannot be defended due to space is not enough room in school for extra students is not a reason to not admit a student.</p> <p>YS explained how they would repurpose some of the rooms to allow for additional students to be admitted. YS said that 160 students, have been planned in the model. SB would like to see the new build and additional spaces to be rolled out in two stages. Staffing structure is being looked at to support the extra spaces. LA have been asked to fund this plan.</p> <p>Q: Does the extension that allows for 50 extra spaces, include the current suggestion of the 177 that the LA have stated. Also is there enough facilities for staff and students.</p> <p>A: No it doesn't. There is enough toilets and facilities for students and staff alike.</p> <p>Q: The graph under progress and attainment. What do the keys mean?</p> <p>A: We use merging, developing, exceeding, secure. YS explained the key.</p> <p>Q: Quality of teaching and learning. One instance where the level of teaching was not as expected?</p> <p>A: YS explained how they are monitored and track progress fortnightly and also a support plan in place.</p> <p>Q: Has there been an impact of having 2 department leaders?</p> <p>A: HLA have coped well with having 2 department leaders. Only if we expand will we consider going back up to 3 department leaders.</p> <p>Q: In point 2 under progress to date. What does this mean?</p> <p>A: Within KS4 there is a small group of learners following the green pathway that is currently led by a level 4 which may need to change after staff changes after Christmas.</p>	

	<p>Full safeguarding review was undertaken at HLA. Which went really well. Policies and practices were impressive. Students were positive in their feedback. A few points were made concerning My Concern recording and processes in the cooking room.</p> <ul style="list-style-type: none"> • HEA <p>A really positive report and there is good news following the behaviour meetings on Thursdays. A STEP up senior tutor came out to HEA and it was established that seated holds were not banned, but they would like to see schools reduce them. If staff become exhausted during holds, this is the concern. Seated holds will continue with one student but standing and kneeling holds for others. Next meeting in February where feedback will be given by HEA. So far despite some minor staff injuries, it is going ok. SB would like to thank all staff for their remarkable support to all students despite these challenges.</p> <p>Q: Day in the life of a special school?</p> <p>A: They want to do a piece from start of the day to the end of the day. It could be an amazing way to teach the general public about specials schools, the struggles, funding and all the positives.</p> <p>Q: Wellbeing survey- reading through it you can see a theme, which is important to look at. Do you have feedback?</p> <p>A: The feedback was from a small minority of people. And all difficult points were discussed with staff. There is a new wellbeing team which now has 6 members of staff. Yoga sessions are being provided from December. An employee support programme is available. The gym is also free for members of staff. RSPCA recently inspected the farm and were given the thumbs up! The majority of staff are happy and have good morale levels. We are making sure that new starters are monitored and ensure they are supported beyond initial start date.</p> <p>ACTION: EB to share with HEA an induction support programme for new starters.</p>	YS
7.	<p>Safeguarding Safeguarding training through GovHub info</p> <p><i>School Improvement Service: Leadership and Management of Safeguarding programme</i> <i>ALL GOVS TO SEE IF THEY WOULD LIKE TO BOOK ON THESE COURSES.</i></p> <p>ACTION: Book MA for the safeguarding training.</p>	ALL GOVS
8.	<p>Governance Governors visits</p> <p>Reports were submitted by VB and MA. Please submit any questions for them by email to GE.</p> <p>Q: It was useful to highlight that an issue occurred whilst VB was onsite for a visitor that was signing in.</p> <p>A: There is now a system in place including different coloured lanyards which is working well.</p> <p>A careers visit was undertaken at HEA and HLA by LR. Really good and positive visit. Progress and activities at HEA are great and targets have been reached. The farm has a very positive effect on students including an interactive opportunity with one of the animals. Opportunities are always being looked for in terms of careers.</p> <p>HLA also had a really positive visit and they talk about upskilling or raising awareness with other members of staff. The WEX is going well. Report to follow.</p>	

	<p>A discussion ensued about getting employers and employees into school to talk about their jobs.</p> <p>ACTION: Can governors reflect what they do in their employment and feedback to HEA and HLA. The proposal is for the schools to be able to invite governors in, as appropriate, to talk to learners about their jobs.</p> <p>LOTP - 18th January Ely and Littleport 1st March Ely only 26th April Ely and Littleport</p> <p>ACTION: Who can attend LOTP dates? Please let GE know.</p>	<p>ALL GOVS</p> <p>ALL GOVS ALL GOVS/GE</p>
9.	<p>Policy Reviews</p> <ul style="list-style-type: none"> • Prejudice Related Incident Policy • <p>Q: Is this is just a policy for HEA and HLA or is LINC included.</p> <p>A: For all schools</p> <p>Q: The main focus of the policy is for learners?</p> <p>A: Yes, there is a separate policy for adults.</p> <p>ACTION: GE to add the LINC logo. Replace child with learner throughout</p>	<p>GE</p> <p>GE</p>
10.	<p>AOB</p> <p>AD and YS to give GE names of staff for pathway link visit meetings so GE can arrange appropriate dates.</p>	<p>AD/YS/GE</p>

Action Log				
ITEM	ACTION	DEADLINE	RESPONSIBILITY	UPDATE
3a	Email AD about STEPS NEXT meeting	GE		
3a	Email VB next AIG date at HEA 9.15am 10 th Jan 2023	GE		
3a	LR and GE to catch up regarding training and OFSTED	GE/LR		
4a	GE to ensure LGB meetings include LINC as a standard item.	GE		
4b	VB should do a check on the current provision providers at LINC	VB		
6a	EB to share with HEA an induction support programme for new starters.	EB		
7a	Book MA for the safeguarding training.	GE/PE		
8a	Can governors reflect what they do in their employment and feedback to HEA and HLA	ALL GOVS		
8b	Who can attend LOTP dates? Please let GE know.	ALL GOVS		
9a	GE to add the logo. Replace child with learner throughout	GE		
10a	AD and YS to give GE names of staff for LINK focus immersion meetings so GE can arrange appropriate dates.	YS/AD		