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| Meeting Date | 7 th February 2023 |
| Time | 5.30pm |
| Venue | TEAMS/HEA |

Governors Present: Lorna Robinson (LR), Becka Butland (BB), Madeleine Albert (MA), Alec Burns (AB), Jane Horn (JH), Vicky Berry (VB), Victoria Leeks (VL), Emma Brooke (EB), Adam Daw (AD), Simon Bainbridge (SB)

Others Present: Stephanie Neal (SN), Pippa Edwards (PE)

| No | Item | ACTION |
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| 1. | Acceptance and Apologies for Absence YS sent apologies | |
| 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 Nov 22 nd 2022 were agreed as a true record and will be signed digitally by Lorna Robinson (LR). ACTIONS Agreed in actions table below | ALL |
| 4. | LINC Since our recent Ofsted visit we have been working on increasing communication between ourselves and our external providers – Snakehall Farm and Helping Hands. This is going well. <ul style="list-style-type: none"> We have set up Microsoft forms for daily reports on student progress every time they attend and our own monitoring visits. These have been received and are being completed regularly by site staff. Feedback is detailed and linked to EHCP outcomes Jackie Whittick to lead on selecting relevant evidence to add to E4L Lauren from Helping Hands visited last week to observe JS in a different setting. Lauren is now connected to Jackie's class via class DOJO A member of staff to visit each setting once termly. Microsoft form to help facilitate these visits Next step – to set up regular meetings via teams in between face-to-face visits ACTION: VB to look at the 2 provisions that LINC use so she can look at the contracts | VB |

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| 5. | <p>Business Manager reports from HEA highlights.</p> <ul style="list-style-type: none"> • PE gave us December reports but can provide carry forward 153,000 compared to 88,000 due to unexpected government input and also staff turnaround. • SB can be charged 2.5 days to ALT • Uplift 3.4% potentially for special schools from government, this could mean we could break even, but currently will not. • LINC carry forward as it should be, but will know more in due course • Electricity and Gas bills astronomical but we have 10 k from government that will help. • Property management- wood on roof being addressed and guttering an issue. This is in hand and will be fixed. Main building also leaking but has been addressed with the Trust. • Tanked Water – Legionella test was positive in the new block due to the tanked water. Showers are out of action and the tank was disinfected. Waiting for the results of the re-testing. Everything that should be done for Legionella is being carried out. • Hot water circulation is an issue which is not pumping through. CPS will return in half term if caretakers cannot resolve the issue. • Practice InVac was carried out with success • AB to return for H&S visit on 27th April <p>Discussion with EB and SB followed surrounding the pool and re-brokering of LECA and the challenges that will have to be faced, all of which can be seen in the HLA business managers report. Update next LGB with more info.</p> | |
| 6. | <p>HT Reports</p> <ul style="list-style-type: none"> • HEA <p>Q: Temporary / reduced timetables- How do you track that and do you have to report it to anyone? Is it evidenced?</p> <p>A: This is reported to the CWO for HEA. Some of the situations are complicated and some are short lived but is supported by the LA. Attendance is tracked and targets are created to enable students to get back into school. Behaviour/progress/consultation is also tracked by BB and statistics can be given to evidence what plans have been put in place.</p> <p>Q: E4L – What is the current expectation on how many pieces of evidence is needed for learners.</p> <p>A: Two pieces per student per week and is checked regularly across the school</p> <p>Q: STEPS training – Is lunch supervised by TA's and Middays, are they cross trained.</p> <p>A: Yes, they are trained across the board.</p> <p>Q: What are the risks associated with high turnover of staff</p> <p>A: Anything that is a risk in regards to the school, is looked at by SB. Staffing issues is not the issue.</p> <p>Q: Do you raise any risks as they occur in the school?</p> <p>A: Issues is raised weekly and also on an ad-hoc basis and also the Trust helps us with this, which has helped massively.</p> <p>Q: Do staff have built in time for CPD, such as reading, and can they share their learning?</p> <p>A: They don't have extra time for CPD as it will have to be taken from elsewhere. They can share this formally within the department. TA's are gaining confidence to share what they have learned and also how it can be used within the school.</p> <p>Q: Does this cover all staff?</p> <p>A: Non- classroom based staff can also access CPD.</p> <p>Q: Case Studies?</p> | |

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| | <p>A: There was a few case studies for LINC and AD has tasked all leaders to start slowly providing case studies. We also have lots of case studies already completed.</p> <p>A discussion followed around staff CPD and how self-development has improved.</p> <p>ACTION: Can we see the risks around school in a format that is accessible to GOVS.</p> <p>ACTION: Pick 6 case studies and send SN to send to GOVS.</p> <p>AD said well done to all the leaders who have passed the NPQ HFPAs have also been amazing and gathered an astonishing amount of momentum and provided HEA with a huge amount of improvements. Thanks to all.</p> <ul style="list-style-type: none"> • HLA <p>A discussion followed regarding an attendance meeting was held with the LA and the next steps for this for pupils in non-attendance. Also there is still not any update to confirm the extra 10 spaces. LECA re-brokering will have an effect on HLA extension, so this may be relocated to a site designated as a primary school that is no longer required for that purpose. Update at Easter.</p> <p>Q: What is the timescale for the build? A: 60-week build – possibly Sept 2025</p> | <p>AD</p> <p>AD/ SN</p> |
| 7. | <p>Safeguarding</p> <p>General safeguarding is covered in the HT reports</p> <p>MA attended a webinar in December evaluating safeguarding culture and how it is embedded in school. Really interesting course and has enabled MA to think about the impact of culture of safeguarding and going beyond compliance. Staff voice and student voice was covered and also activities and any observations. Site security/first aid was covered and it needs to be made more intentional as well as HT reports.</p> <p>ACTION: MA to send report to SN</p> <p>ACTION: recording – adding a question on the report form to say what they are intentionally looking at for that visit.</p> <p>ACTION: SCR – EB to get SCR log in for MA</p> | <p>MA</p> <p>AD/MA</p> <p>EB</p> |

| 8. | <p>Governance Governors visits</p> <p>AB H&S visit – AB visited HEA for the H&S visit. General overview from the H&S point of view. The building was checked for all access points/ fire exits/ extinguishers / slips, trips and hazards. We went through the HANSAM system. PE does an amazing job and is all over it! More than happy with everything that is in place.</p> <p>ACTION: GOVS to put heads together to intertwine the safeguarding and other visits. Also look at school's risk register.</p> <p>AIG - 27th February 2023</p> <p>LOTP - 1st March Ely only 26th 3.40pm April Ely and Littleport</p> <p>ACTION: Let SN know who can attend the LOTP meetings. ACTION: HLA Green PATHWAY visit to be planned ACTION: GE to send out list of pathway staff and get pathway GOVS to make contact to make a strategic plan. ACTION: LR to make contact with Pathway leaders in order to arrange the above plans. ACTION: All GOVS to look at Learning Link to look for suitable training.</p> <table border="1"> <thead> <tr> <th>ROLE</th><th>HEA</th><th>HLA</th></tr> </thead> <tbody> <tr> <td>Safeguarding & Children in Care</td><td>MA</td><td>JH</td></tr> <tr> <td>H&S</td><td>AB</td><td>AB</td></tr> <tr> <td>Quality of Education – Yellow Pathway</td><td>JH / ? / MA</td><td>JH / ? / MA</td></tr> <tr> <td>Quality of Education - Green and Blue Pathways</td><td>VB/ AR / VL</td><td>VB/ AR / VL</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>Cultural Education</td><td colspan="2">AR</td></tr> <tr> <td>LINC</td><td>VB/ AR / VL</td><td></td></tr> <tr> <td>Pay Committee</td><td colspan="2">?/MA/LR</td></tr> <tr> <td>Pay Appeals</td><td colspan="2">tbc (as required)</td></tr> </tbody> </table> | ROLE | HEA | HLA | Safeguarding & Children in Care | MA | JH | H&S | AB | AB | 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 | | Cultural Education | AR | | LINC | VB/ AR / VL | | Pay Committee | ?/MA/LR | | Pay Appeals | tbc (as required) | | <p>AB</p> <p>ALL GOVS</p> <p>ALL GOVS VB/ VL/AR</p> <p>GE</p> <p>LR/ ALL GOVS</p> |
|--|--|-------------|-----|-----|---------------------------------|----|----|-----|----|----|---------------------------------------|-------------|-------------|--|-------------|-------------|---------------|----|--|---------|----|--|--------------------|----|--|------|-------------|--|---------------|---------|--|-------------|-------------------|--|---|
| ROLE | HEA | HLA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Safeguarding & Children in Care | MA | JH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H&S | AB | AB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cultural Education | AR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LINC | VB/ AR / VL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay Committee | ?/MA/LR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay Appeals | tbc (as required) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | <p>Policy Reviews</p> <p>No policies due to be ratified</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | AOB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Action Log | | | | |
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| ITEM | ACTION | DEADLINE | RESPONSIBILITY | UPDATE |
| 3a | LR to follow up with GOVS regarding going into school to talk about their employment. | | LR | |
| 4a | VB to look at the 2 provisions that LINC use so she can look at the contracts | | VB | |
| 6a | Can we see the risks around school in a format that is accessible to GOVS. (Risk assessment) | | AD | |
| 6b | Pick 6 case studies and send SN to send to GOVS. | | AD/SN | |
| 7a | MA to send report to SN | | MA | |
| 7B | adding a question on the report form to say what they are internally looking at for that visit. | | AD/MA | |
| 7c | EB to get SCR log in for MA | | EB | |
| 8a | GOVS to put heads together to intertwine the safeguarding and other visits. Also look at school's risk register. | | ALL GOVS | |
| 8b | Let SN know who can attend the LOTP meetings. | | ALL GOVS | |
| 8c | HLA Green PATHWAY visit to be planned | | VB/ VL/AR | |
| 8d | GE to send out list of pathway staff and get pathway GOVS to make contact to make a strategic plan. | | GE | |
| 8e | LR to make contact with Pathway leaders in order to arrange the above plans. | | LR/ ALL GOVS | |
| 8f | All GOVS to look at Learning Link to look for suitable training. | | ALL GOVS | |

