



Meeting Minutes

18 June 2019 at 4.00pm

Governors Present

Esther Harris (EH Chair), Simon Bainbridge (SB Executive Headteacher), Adam Daw (AD Headteacher), Val Manning (VM), Lorna Robinson (LR) and Amanda Rigler (AR)

Others Present

Pippa Edwards (PE Business Manager), Laura Gibbons (LG Observer) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence and Declaration of Interests with regard to items on this agenda	
	There were no apologies and no declarations.	
2.	Agree the minutes of the last meeting and matters arising not on this agenda	
	<p>These were agreed as an accurate record.</p> <ul style="list-style-type: none"> Progress update was sent to governors Learner on the Table is on 3 July – Governors were invited to attend. Website compliance – EH in process of completing 	
3.	Business Manager's Report	
	<p><i>[LG left the room for this item]</i></p> <ul style="list-style-type: none"> Budget for 2019/20 The budget is balanced for next year but the 3 year projection shows a deficit. More details on this are recorded in a confidential minute. This year's budget is on track. Governors recommended the budget to the Trust for approval and thanked PE for all her work on this. Premises & H&S Preparations are underway for the new build. The new building is to be brought in during the summer and be ready to move into in December. The footpath on site will be unavailable for a short period. <p><i>[4.15pm PE left]</i></p>	
4.	Learning Link online training sessions	
	Governors watched and participated in the online NGA Learning Link course: 'Arts and Cultural Education- improving	

	<p>your school and its curriculum'</p> <p>The questions asked in the training led to discussions around delivery and impact of arts and cultural education at Highfield Ely</p> <p>AR explained that the Arts Council fund Bridge organisations to connect cultural and educational sectors. They are able to offer advice and resources including supporting schools to achieve Artsmark and to deliver Arts Award.</p> <p>It was acknowledged that music provision at Highfield could be improved and AR suggested connecting with the local Music Education Hub. There is some CPD available for teachers who are not music teachers. AD is to visit Willingham to investigate their nationally acclaimed art provision & share best practice</p>	<p>AR will put us in contact with Festival Bridge and the Music Education Hub</p> <p>AD to report back to LGB on Willingham visit</p>
5.	Personnel Update	
	<p><i>[LG left the room for this item]</i></p> <p>Staffing levels continue to be stretched as funding continues to be tight. There are fewer TAs for the same number of pupils but it was stressed that the school is safe. Governors were very concerned about reaching a 'tipping point' where it was no longer safe. Currently there are days when the school considers it is coping rather than being able to provide high quality educational provision but leaders would not allow the school to operate in an unsafe way.</p> <p>ALT are considering how they can best press for increased funding.</p> <p>Governors discussed possible ways to measure the impact of running the school with sub optimal staff levels. SM reported that certain activities such as hydrotherapy sessions, were unable to take place with insufficient staff.</p> <p>Staff well-being is very important; unexpected events can tip the balance and put a lot of strain on staff. AD tracks staff attendance closely.</p> <p>A new staff dress code is currently out for consultation: the change is the option to now wear smart blue jeans but no longer open toed sandals.</p> <p>The remainder of this item is recorded in a confidential minute</p>	
6.	HT Report	
	<p>The report had been circulated.</p> <p>Items highlighted or expanded upon:</p> <ul style="list-style-type: none"> • Middle leaders and teachers will have pathway responsibilities next year – working collaboratively. • The nurture group has been very successful. Behaviour in the group is currently very good <p>Q <i>Is this sustainable?</i></p> <p>A Yes, we believe so. We have some useful case studies which will be written up</p> <ul style="list-style-type: none"> • Plan to change the current curriculum offer for LINC to avoid repetition for some students 	

	<ul style="list-style-type: none"> Attendance: Q <i>What is the target for attendance</i> A 92%, we are currently 92.5% which is better than average for a special school. 	
7.	School Development Plan: update and future priorities	
	<p>Governors can access the SDP via the school website. It is a live document that is continually updated.</p> <p>The priorities for 2018/19 are almost complete with the development of the new curriculum pathways and the systems for moderation, assessment and reporting. The curriculum has been presented and approved by Governors and they have been invited to observe a Learner on the Table session.</p> <p>Q <i>Governors asked what the priorities for next year will be?</i> A These will include the embedding of arts and culture and music as highlighted during the training session at this LGB meeting.</p> <p>The Highfield Careers offer has now been linked to the Gatsby benchmarks. Governors discussed the approach for careers conversations with pupils which need to be tailored and different to the mainstream model. This will be added to the SDP</p>	
8.	Pupil Progress Update	
	<p>AD shared the current progress data.</p> <p>At the moment data is based on professional judgement but Evidence for Learning is currently being rolled out and the moderation process and Learner on the Table will also feed in. Where pupils are not making expected progress the school has a thorough understanding of the pupil and can put appropriate measures in place. It was acknowledged that sometimes a lack of progress may be attributable to medical issues.</p> <p>Q <i>Are those below expected progress significantly below?</i> A Yes. Progress data at the end of term will be available on the website.</p>	AD will bring case studies of below and above expected progress to the next meeting.
9.	Governance Items	
	<ul style="list-style-type: none"> Governor Recruitment: review of skills It was agreed that the skills audit needs updating. Have one other parent as well as LG who may be interested. Link Governor Reports None at this time Safeguarding VM /EH have a Safeguarding and LAC visit planned this term. 	<p>KJ to conduct skills audit next term</p> <p>EH will follow up.</p> <p>VM will organise with Natalie. Report in autumn term.</p>
10.	AOB	
	<ul style="list-style-type: none"> LR reported that the Masons have a fund that Highfield could potentially access but would need a proper bid for a project – something specific. The income generator 	SB/AD to liaise with Lisa Gledson

	<p>could take this on.</p> <ul style="list-style-type: none"> This was EH's last meeting. Governors and staff were very sorry that she is stepping down but wished her well and thanked her for the enormous amount of work and support that she has given the school during her time as Chair of Governors. 	
11.	Date of Next Meeting	
	<p>Dates for next year: Tue 24 Sep Wed 27 Nov Tue 28 Jan Wed 04 Mar Wed 13 May Tue 23 Jun</p> <p>Meeting ended at 6pm</p>	<p>KJ to ask Theresa for wifi access for meetings</p>