



Local Governing Body Meeting Minutes

23 June 2020 at 4.00pm

Governors Present

Lorna Robinson (LR Acting Chair), Simon Bainbridge (SB Executive Headteacher), Val Manning (VM), Tilly Newbury (TN), Michael Holt (MH) and Amanda Rigler (AR)

Others Present

Adam Daw (AD HEA Head of School), Yvonne Skillern (YS HLA Head of School), Madeleine Albert (MA Observer) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Tiggy Whyte (TW) and Laura Gibbons (LG). MA is considering joining the LGB and was welcomed as an observer at the meeting. She has previous governor experience and is an ordained minister.	
2.	Declaration of Interests with regard to items on this agenda	
	There were no interests declared.	
3.	Business Manager Report	
	<ul style="list-style-type: none"> • Budget monitoring The HEA May 2020 accounts had been shared with governors. There are no significant issues to report. There is a carry forward currently forecast at approximately £297k. Q Can you clarify what the furniture and equipment expenditure amount is for? A This is £93k from CCC for the new build – there is an equivalent income line. YS reported that there is a small carry forward at HLA. • Budget 2020/21 PE is meeting the central Trust finance team tomorrow to finalise the HEA 20-21 budget. A balanced budget has been set for next year and to the end of year 2 having received some panel funding. Governors thanked PE for preparing a balanced budget to end of year 2. A balanced budget has also been set at HLA. • Premises/H&S 	KJ to contact KJa for future HLA finance/premise/H&S updates

	<p>There has been a delay to the build which will now be completed in July with equipment fitted in the summer holiday.</p> <p>PE shared a video of the new build. She explained that the work is to a very high standard and everyone is very pleased with the final result.</p> <p>Governors thanked PE for all her work on this project and look forward to seeing it in person.</p> <p>School sites are very quiet with 28 students currently attending at HEA. Bubbles are being maintained and H&S is being constantly monitored. All is working very well. Numbers are slowly increasing and staff are feeling more confident. A strict separation of building staff is being maintained.</p> <p><i>[PE left 16.30]</i></p>	
4.	Agree the minutes of the last meeting and matters arising not on this agenda	
	<p>The minutes and confidential minutes of the last meeting were agreed as a true record and will be signed when face to face meetings resume.</p> <p>Most actions had been completed.</p> <p>The letter to Lucy Frazer with regards funding has not been drafted but there are some updates on funding since that meeting.</p>	<p>LR to liaise with SB on current funding situation and write letter if necessary</p>
5.	Update on School re-opening (SB)	
	<p>A report had been circulated outlining the current situation and plans for September. It was noted that plans are subject to change as updated guidance is received and as the situation changes.</p> <ul style="list-style-type: none"> • From September there may be 'class bubbles'. This would be easier although there will be limitations of social distancing still in place. • There are differences in plans at HLA and HEA due to differing resources such as increased space at HLA. However, the new build at HEA may affect capacity. • Jonathan Lewis, CCC, has provided much information and there is a strong network of special school HTs who meet at least weekly. • EHCPs - some provision is impossible to meet virtually. There is a due diligence process to demonstrate where provision cannot be met and to identify mitigating actions. • Due diligence process completed for LINC provision in order to obtain DfE funding - awaiting outcome • Meeting with Trust and LA with regards funded places. There has been agreement to treat the two schools as separate entities. However, we can be forced to take spot funded pupils with top up funding only. • Natalie is moving on - governors agreed that she will be a great loss to the school; they wished her well. There will be no immediate recruitment to her role. 	

	<ul style="list-style-type: none"> HLA can expand bubble provision with an additional 2 bubbles and increase the size of existing bubbles. Some new students will be able to gain experience of school before the end of the year. The school is closed on Wednesday afternoons to allow for PPA time. Yellow pathway curriculum developments at HLA are being coordinated by TN YS is working on a 'Preparing for Adulthood' document to evidence the work being done in this area 	SB pass on good wishes to Natalie
6.	Safeguarding	
	<p>Most governors have completed the safeguarding training. In September AD will do an update with a focus on safeguarding AD will make a new video for 2020/21.</p>	KJ to follow up on outstanding training
7.	Policy approval	
	<ul style="list-style-type: none"> Adult Safeguarding SEND H&S <p>All policies were approved with some typos to be corrected in the H&S policy</p> <ul style="list-style-type: none"> Safeguarding Covid-19 addendum Medical Needs policy (Covid-19 annex added) <p>These two policies had previously been circulated to governors. Any comments to be received by Friday 26 June after which time they will be deemed to be approved.</p> <p>It was agreed that governors should look at the incidents file so VM will add this to her monitoring visit.</p> <p>Governors checked that fire drills would be completed this term. It was confirmed that this was the case and it was explained that there are revised procedures in place during the Covid-19 crisis. They will also be carried out in September when the setup will change.</p>	KJ to amend and finalise
8.	Governance	
	<ul style="list-style-type: none"> Recommendation to Trust for Appointment of Chair of Governors <p>Governors thanked LR for the tremendous job she has been doing as Acting Chair of Governors. They agreed unanimously to recommend to the Trust Board that she be appointed as Chair of the shared Highfield Academies LGB</p> <ul style="list-style-type: none"> Plans for 2020/21 <p>The current situation is very uncertain and presents challenges for planning roles and activities around Governance.</p> <p>It was agreed the LGB should decide priorities and fill vacancies for the start of next year where possible.</p> <ul style="list-style-type: none"> Link roles – there are some statutory roles for both sites and other roles agreed as priorities: <ul style="list-style-type: none"> H&S and safeguarding – LR will liaise with VM Ofsted – LR/AR (Inspections will not start before 2021) Home learning offer – MH may be able to do this. 	KJ to send recommendation to the Trust

	<p>LR will also check with LG and TW. Trust intend setting up a virtual school. It will be helpful to have challenge and support around this.</p> <ul style="list-style-type: none"> • VC – appoint in autumn term • Virtual meetings have worked well. It was agreed that in future governors could join face to face meetings remotely if necessary. • Staff governor vacancy at HEA – AD/SB will put election process in place now to have someone for September and can do a virtual ballot if needed. 	<p>LR to contact individuals and email out roles</p> <p>AD/SB to conduct staff governor election</p>
9.	AOB	
	<ul style="list-style-type: none"> • Staffing at HEA: the staffing structure is being aligned with that at HLA. Danny Mills has been appointed as assistant HT 	
10.	Date of Next Meeting	
	<p>The first meeting of 2020-21 will be Thursday 8 October at 4pm. The venue will be confirmed nearer the time and will be dependent on current guidance.</p> <p>Governors were asked to send any suggestions of future agenda items to KJ/LR</p> <p>20-21 meeting dates: Thu 8 Oct Tue 24 Nov Mon 25 Jan Thu 18 Mar Wed 12 May Wed 23 June</p> <p>All at 4pm, venues to be confirmed. Meeting ended 5.25pm</p>	<p>KJ will send out all meeting dates</p>

Actions			
Item	Action	Deadline	Responsibility
3	Contact KJa for future HLA finance/premise/H&S updates	For future meetings	KJ
4	Liaise with SB on current funding situation and write letter to Lucy Frazer if necessary	This term	LR
5	Pass on good wishes to Natalie from LGB		SB
6	Follow up on outstanding safeguarding training	Before next term	KJ
7	Amend and finalise policies	asap	KJ
8	Send Chair of LGB recommendation to the Trust	asap	KJ
8	Contact individuals and email out link roles		LR
8	Conduct staff governor election	This term	AD/SB
10	Send out meeting dates for 20-21	With minutes	KJ