



Local Governing Body

Meeting Minutes

28th June 2018 at 4.00pm

Governors Present

Esther Harris (EH Chair), Simon Bainbridge (SB Executive Headteacher), Adam Daw (AD Headteacher), Debbie Aitchison (DA), Lorna Robinson (LR) and Amanda Rigler (AR)

Others Present

Pippa Edwards (PE Business Manager), Irena Gibbs (IG Governor Representative) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Val Manning (VM)	
2.	Declaration of Interests	
	None	
3.	Business Manager Report	
	<ul style="list-style-type: none"> • Finance <u>2018/19 Budget</u> ALT have agreed current projections. A balanced budget has been set for the coming year and is predicted for the following year. Deficit budgets are currently predicted for subsequent years. If this situation does not change appropriate strategies will need to be considered. The key factor has been staff pay rises We are already starting to consider contingencies Q <i>What does this actually mean?</i> A eg sharing staff, Trust central structure. However, Highfield is already at minimum staffing level. It was stressed that when a post becomes vacant there is always consideration of whether the post needs to be filled before appointing. <p>Caterlink have been awarded the new catering contract.</p> <ul style="list-style-type: none"> • Premises <ul style="list-style-type: none"> - As reported previously, we have not been entirely happy with the maintenance contractor, NG. However, PE was pleased to report that we are now able to use our own trusted contractors rather than their sub-contractors for some areas. - There have been four tender applications for the new build which Paul is looking at. 	

	<ul style="list-style-type: none"> • H&S Karen Jarvis visited for an H&S walk recently. Two minor issues were picked up and have been addressed. <p>Governors thanked PE for all her hard work in all these areas and in particular for her management of the finances</p>	
4.	Governance Items	
	<ul style="list-style-type: none"> • Review of previous minutes These were agreed as an accurate record. <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> - Lisa, Income Generator, is now also the work-related coordinator. - H&S walk: DA reported that since the walk was rearranged & she wasn't notified she was unable to attend - Staff CPD: AD still to report back on qualifications of trainers - Acceptable Use Policy: concerns that were flagged up have been answered by ICT services. The LGB was therefore happy to approve the policy with the addition of a link to the ALT photograph policy <ul style="list-style-type: none"> • Training feedback LR attended induction training, AR to rearrange her session. EH has completed online safeguarding training There is a Trust governor session at Isle of Ely 5.30pm 5th July <ul style="list-style-type: none"> • Governor Recruitment ALT have changed the composition of LGBs: staff are now formally invited as a non-voting representative (IG) We have 2 vacancies for Trust Appointed governors. We will assess our skills in the first instance <ul style="list-style-type: none"> • Agreement of Link roles The suggested roles had been circulated. AD recommended the addition of an EYFS governor link The following roles were agreed: EH PP/LAC/Finance/Autism IG Mental Health/Wellbeing/Behaviour DA Safeguarding/H&S LR Quality of teaching/Pupil Progress/Careers AR Curriculum/EYFS <p>It was agreed that Governors will visit twice per year with an agreed focus AD has a visit report pro forma from Ashfield</p> <ul style="list-style-type: none"> • Visit Reports <p><u>LAC</u> EH circulated a document covering the responsibilities governors have for LAC. The LGB should have an annual report from the designated teacher (SB) EH conducted a visit with SB, completed the Internal monitoring form & summarised findings. The form is not ideal as it is really aimed at mainstream.</p>	<p>KJ to finalise policy</p> <p>KJ send skills audit to new governors</p> <p>EH to adapt the form for Highfield</p> <p>Include in planner</p> <p>EH to forward report</p>

	<p>Attendance was found to be low but this was due to a small number of students. Recommendations were for AD to complete training, progress reporting to be more meaningful, and for case studies to be reported.</p> <p><u>Autism</u> EH had completed a visit and circulated her report. There were a number of recommendations made which are detailed in the report. Evaluation of Interventions will be reported to governors next year</p> <p><u>Play therapist</u> IG circulated her report having met with the play therapist, – Nicky Kelso. She also reported back on her meeting with Tricia Magee, a counsellor from Centre 33. This is the first time that Tricia has worked with children with special needs and she feels she needs a slightly different approach in order to understand pupil’s particular needs. Having read the report, Governors approved this. Will need a case study to demonstrate impact</p> <ul style="list-style-type: none"> • Feedback from working group for mental health issues - Had a very successful visit to the Flower Festival during the disabled session. - IG secured free massage for staff from an individual completing training. - IG to look into Mindfulness and possible benefits for students, but bear in mind it may not be right for all. <p>EH reported on her visit as a parent to see the schools productions recently. She was very impressed and it was agreed that formal invitations should be sent to governors.</p>	<p>Report to LGB 18/19 (add to planner)</p> <p>AD to confirm this with Tricia.</p> <p>Report back impact to LGB.</p> <p>KJ to ask Theresa to email</p>
5.	HT Report	
	<p>AD had circulated his report covering all areas including safeguarding, attendance and behaviour</p> <p><i>Q With regard to the curriculum developments, Governors asked if there is a deadline for completing the changes?</i> A We aim to have completed by next summer, but this is an ongoing piece of work which will continue to be monitored and revised as necessary. AD stressed that the pupils are already receiving a quality curriculum but this needs to be documented more thoroughly.</p> <p>Behaviour is now being monitored via My Concern and computers will be available to use for logging.</p> <p>Helen Feather has been appointed as Provision Manager at LINC 19-25 with Helen Thompson as level 4 TA. We have 2 confirmed adults for Sept and 3 more very likely.</p>	

	<p>Part of SB's performance management target is providing support to other schools. Having visited 8 schools he will produce a report for the Trust detailing his findings and recommendations which include appointing a Trust educational Psychologist.</p> <ul style="list-style-type: none"> • LAC • Pupil Premium • Sports Premium <p>Reports of all these areas can be found on the school website</p> <ul style="list-style-type: none"> • GDPR compliance <p>The school is working towards compliance The new Trust privacy notice can be found on their website There is a photo consent form which governors will need to complete</p> <p>Q <i>With regards to document retention: Where are archived documents kept?</i> A They are in a locked cupboard</p>	KJ to circulate
6.	School Development Plan Progress	
	<p>The updated document had been shared with governors via Google Drive Going forward this will be looked at once a term by LGB. Governors will be able to see the document status at any time on the shared drive A data and progress summary needs to be shared regularly</p>	
7.	Child Protection/Safeguarding update	
	<ul style="list-style-type: none"> • Approval of Adult Safeguarding Policy Approved with review in 1 year • Annual Safeguarding Monitoring Report This has been submitted online. Governors were able to see a copy of the report • Training All governors are to complete the safeguarding training at https://nga.vc-enable.co.uk New governors to complete Prevent training 	<p>All to complete and confirm with KJ. KJ to send link.</p>
8.	Policy Reviews	
	<ul style="list-style-type: none"> • Intimate Care (LINC 19-25) Approved with review in 3 years • Risk Assessment Approved with review in 3 years • Sex & Relationships Approved with review in 3 years 	
9.	AOB	
	<ul style="list-style-type: none"> • EH reminded governors that all reports for LGB meetings must be with the clerk at least 7 days before the meeting as this is the deadline for circulation • AR may need to send apologies for next meeting 	

10.	Meeting dates for next year	
	Tue 25 Sep Wed 28 Nov Thu 31 Jan Thu 7 Mar Wed 15 May Wed 26 Jun All at 4pm	

Items for Future LGB Meetings	
	Item
	<ul style="list-style-type: none"> • LAC Annual report • Evaluation of Autism interventions • Report impact of Centre 33 counsellor sessions