



Meeting Minutes

6 March 2019 at 4.00pm

Governors Present

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

Others Present

Irena Gibbs (IG Staff Representative) and Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	Apologies were accepted from Esther Harris (EH Chair)	
2.	Declaration of Interests with regard to items on this agenda	
	None.	
3.	Agree the minutes of the last meeting and matters arising not on this agenda	
	<p>There were some typos and a change to the curriculum areas that were recorded in the last minutes. Therefore these will not be signed as accurate today.</p> <p>Actions from last meeting:</p> <ul style="list-style-type: none"> • Provider access policy completed and on website • January accounts were circulated • H&S report was circulated • Behaviour visit - VM has report – see item 7 • Behaviour policy – no further changes • LT meeting date circulated, VM is going to attend • Prospective governors – see item 7 • ALT Ofsted report – now received & SM will forward 	<p>AD to supply corrected info Agree next meeting</p> <p>Forward Jake's presentation to governors</p> <p>KJ to finalise Behaviour Policy & put on website</p> <p>SM to forward Ofsted report</p>
4.	Agree Insurance arrangements as recommended by the Business Manager	
	<p>The current insurance in place is:</p> <ul style="list-style-type: none"> • Teacher absence insurance £7,422 • Mini bus £2,962 • Engineering inspection for boilers £571 • Basic RPA insurance 	

	<p>Governors approved this cover in principle but they are aware that ALT are looking at whole trust insurance which may affect our arrangements going forward.</p> <p>PE is requesting approval to purchase a floor scrubber from capital funds. Two quotes have been received and Paul Newns (Site Officer) has seen both pieces of equipment demonstrated. His recommendation is for the more expensive imop at £3k, which has increased manoeuvrability and reduced cleaning time which will be a huge benefit with the large number of wooden floors at Highfield. PE and SB endorse that recommendation.</p> <p>Governors agreed to the purchase</p>	
5.	Pupil Progress data (AD)	
	<p>Autumn term progress outcomes had been circulated. Each child has EHCP outcomes and those on Yellow pathway also have curriculum targets. Curriculum targets are also being developed for some Green Pathway pupils but this is not yet embedded.</p> <p>Regular assessment is conducted by Department Leaders (formerly Key Stage Leaders). AD works with leaders to confirm the judgements. A summary is prepared each term. The official start of the new assessment process is Sept 2019.</p> <p>Most pupils are making good progress. Targets are very personal - aspirational but not impossible, whilst mainstream have global targets. Curriculum targets are assessed via Evidence for Learning and parents get to see this as a printed report. Next time will include EAL separately as there a few pupils in this category</p> <p>Q <i>Are there any pupils who have not made good progress but without an obvious reason?</i> A No, there is an explanation for all. For example a medical issue or the pupil has recently moved from another school. When this does happen we would then look at interventions.</p> <p>Q <i>Will Evidence for Learning be used to populate this progress document?</i> A No, it is just used for evidence & assessment purposes</p> <p>Q <i>How will the data demonstrate that the new pathways are working?</i> A Although the assessment isn't done by pathway, AD will assemble the data into pathways to track success of the new curriculum</p> <p>Q <i>What does the school consider 'Good', how can governors interpret the data?</i> A It is very much about individual pupils – staff know every child very well, so it is a very different process to a mainstream school.</p> <p>Q <i>How often do you review targets?</i> A Generally this is done annually</p>	<p>Assessment will be next agenda item</p> <p>Next summary AD will include EAL</p> <p>Next summary AD will include pathway data</p>

	<p>Q How much will parents understand the information they are given? A Parents will receive a user-friendly report for their individual child. Q Were there any surprises in the outcomes? A No, they were as expected. Q Are LAC results in-line? A Yes, broadly</p> <p>Governors suggested it may be helpful to assess the reasons that some pupils make very good progress.</p> <p>Have recently started tracking leavers and so far have gone back 3 years. It will be useful to track these outcomes against expectations.</p>	<p>AD will bring parent report next time</p> <p>AD bring leavers data next meeting</p>
6.	Head Teacher's Update	
	<p>AD's report had been circulated. AD had some additional comments as follows:</p> <ul style="list-style-type: none"> • Behaviour – there is some very challenging behaviour exhibited by some pupils. An alternative provision nurture group is being considered for next year for some of these pupils. • Family links – the recent post 14 families' group meeting was in fact poorly attended and Carole is finding it challenging to engage them. She is looking at running some parental training re behaviour. Q How many pupils does this relate to? A 40 pupils, but would expect at least 7 or 8 families to attend. • Staffing – fully staffed except for casual staff which is challenging as staffing numbers are tight • Attendance — aim for 92% and currently 91.3% • Role – full for next year. Q How much pressure is there to take additional pupils? A There is no undue pressure since we are generally quite flexible and the LA understands that a refusal from us really means we are unable to take them. <p><i>[5pm IG left]</i></p> <p>Executive HT update:</p> <ul style="list-style-type: none"> • New Build - Trees have been netted to prevent birds nesting ahead of development. This has prompted Interest by the local community which could lead to a potential delay with the build. Some positive PR is needed to explain to the community how and why the new developments are vital for the positive outcomes of Highfield pupils. • LINC - another due diligence process by the DfE is set to take place. If LINC passes this the DfE will part fund the places with the LA. However, there have been some difficulties getting all the required information from the LA. We have 9 confirmed places for Sept. • Work experience - 21 students (Y10 and above) are 	

	<p>out on work experience in a variety of places such as a hair & beauty salon and Highfield Littleport</p> <ul style="list-style-type: none"> • Staff survey – In Jan 2018 ALT conducted a survey which has only just been reported back. It shows some discontent amongst staff which may be due to the changes that have taken place. AD has prepared a staff bulletin in which he has tried to address the issues raised. 	
7.	Effective Governance	
	<ul style="list-style-type: none"> • Governor recruitment EH/SB have not yet met with potential new governors There are currently 2 trust appointed vacancies and 1 parent vacancy. The possibility of recruiting grandparents was discussed. As a current grandparent, VM agreed to write a piece about the benefits of being a governor to be included in a letter. • Training Nothing to report • Link Governor Reports See safeguarding report • Safeguarding VM conducted a visit on safeguarding with a focus on CP, internet Safety & behaviour. Her report had been circulated. She gave very positive feedback from her visit. She did observe there is currently a high level of holding but this does correlate to new individuals who it is hoped will settle. Q AD/SB, <i>Do you feel there is anything that needs to be done differently?</i> A No, but it will be helpful to see how the nurture group helps next year. 	<p>KJ to follow up with EH</p> <p>SB to send letter to parents</p>
8.	AOB	
	SB reported the sad news that Gary Peile, ALT CEO, passed away at the start of February after a long illness. The trust are recruiting for a new CEO.	
9.	Date of Next Meeting	
	<p>15 May 4pm</p> <p>Meeting ended 5.50pm</p>	

MEETING ACTIONS LOG

LGB meeting 6 March 2019

ITEM	ACTION	DEADLINE	RESPONSIBILITY
3	Amend 31.1.19 minutes and approve	Next meeting	AD/KJ
3	Forward Jake's presentation	asap	KJ
3	Finalise Behaviour policy & add to website	asap	KJ
5	Progress data: include EAL, Pathways	June meeting	AD
5	Leavers data	Next meeting	AD
5	Assessment	Next meeting	AD
5	Bring sample progress report sent to parents	Next meeting	AD
7	Letter to parents re parent governor vacancy	asap	SB/VM

OUTSTANDING ITEMS

LGB meeting 31 Jan 2019

ITEM	ACTION	DEADLINE	RESPONSIBILITY
9	Meet prospective Governors	Before next meeting	EH/SB KJ to follow up
10	Circulate ALT Ofsted report to LGB	When available	SB
10	Add Personnel to LGB agendas	From May onwards	KJ