



Meeting Minutes

15 May 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

Kerrie Jones (KJ Clerk)

	Item	Actions
1.	Acceptance of Apologies for Absence	
	There were no apologies	
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>These were agreed as an accurate record. The minutes of January's meeting were also agreed following some amendments discussed last meeting.</p> <p>All actions completed or on track.</p>	.
4.	Finance/Premises/H&S Report	
	<p>The Business Manager's report had been circulated together with the most recent management accounts, the H&S review and the H&S audit report.</p> <ul style="list-style-type: none"> Finance Serious budgetary pressures continue and finances are very tight. At this stage the budget is hard to predict; issues around a number of pupils could make a significant difference. Discussions are to be held with the LA about how places are funded. Q <i>Are you recruiting for staff without having yet received funding?</i> A We have had to take on staff for LINC but there is always a lag in funding. Q <i>With regard to catering, there seems to be a decrease in uptake of meals?</i> A We don't know why this is but people seem to be happy with them. It may be just down to pupil preference. However, this doesn't affect the budget. H&S An issue with the internal front doors was discovered that 	

	<p>posed a risk of pupils being able to exit. The mechanism has now been repaired.</p> <p>The H&S review, attended by Karen Jarvis from ALT, was very positive. Stuart Letley also completed a separate visit.</p> <ul style="list-style-type: none"> • Audit action plan <p>The plan had been RAG rated but it was pointed at that actions almost complete should be coded as amber.</p> <p>The H&S governor link needs to be updated in Sept.</p> <p>Currently EH is covering this role in an interim capacity.</p> <p>A formal contractor management policy will be put in place after the LA build.</p>	<p>PE to add a timeline to future audits</p>
<p>5. Personnel Update</p>		
	<p>Personnel is covered in the HT's report.</p> <p>SB just wanted to add that the new class teacher structure will be released after half term.</p> <p>Q How much input do staff have on class teaching structure?</p> <p>A They do have some input but the placements can be challenging and staff need to be flexible about where they work. Pupil groupings are the primary consideration.</p> <p>Q Do you take CPD into account?</p> <p>A Yes</p>	
<p>6. Pupil Progress</p>		
	<ul style="list-style-type: none"> • Sample progress report to parents • New assessment process <p>AD shared a Learning Journey generated from Evidence for Learning, the new assessment system.</p> <p>Staff photograph evidence of pupils reaching their targets and upload. There is no additional work involved. This evidence will be used in pupil progress meetings.</p> <p>The targets are rated to show how much progress they have made for each. The system goes live in September but staff are trying it out in the summer.</p> <p>Q How do they currently record evidence?</p> <p>A Pen & paper – use of post-its. This will be better in the long term but will take some getting used to. There is only one ipad per class at the moment which may be limiting. Busier classes may also be more difficult</p> <p>AD reminded governors how the different pathways are assessed:</p> <p>Blue – EHCP outcomes</p> <p>Green – curriculum targets + EHCP outcomes</p> <p>Yellow – curriculum targets + EHCP outcomes</p> <p>The evidence for learning links all this automatically for recording the evidence.</p> <p>A level of internal moderation is being added, and possibly external moderation once a year. This could be via Littleport or the Special Heads group.</p> <p>Learner on the Table is also used where one department</p>	

	<p>leader each term will chose a pupil from their group to look at in more detail. This would highlight any mismatches between evidence & EHCP. The whole process is very rigorous. Q <i>If this raises any concerns around a pupil will this be followed through for other pupils?</i> A Yes, would check across other pupils as may be common issues.</p> <p>Governors will be invited to one of these sessions.</p> <ul style="list-style-type: none"> • Tracking of leavers Have tracked leavers over the last few years by writing to them to ask what they are doing. Some lovely responses were received and these were shown to governors. Will try to keep in touch & track for as long as possible. Highfield gives as much support as possible to any that need it, for example where Social Care fails them. The school knows all its students very well, including non-verbal pupils. <i>There may</i> be one NEET this year due to significant mental health issues. Highfield has done all it can to provide support but Social Care are struggling to meet his needs. The school continues to work with the young man and his family 	<p>SB to invite Governors to a Learn on the Table session</p>
7.	HT Report	
	<p>The report had been circulated. AD highlighted some of the items: Observations: encouraging staff to be observed in more challenging lessons – developing a mentoring culture. Curriculum: have a plan for teachers meetings to make them more effective. Department leaders oversee pathways and every teacher will have a pathway responsibility. They can then develop areas of the curriculum in small groups. Littleport is also involved. Governors were pleased with the curriculum developments. Q <i>Will there be an increase in workload?</i> A No, work is the same but it will be more effective Progress: most pupils are making expected progress with some achieving above expected. There are plans in place for those that aren't. Q <i>Do you have students who stop making progress and do you know why?</i> AThis can happen and AD gave an example. It is difficult to always understand but we always reflect on it. Some will go into the Nurture group as appropriate Q <i>Is the possible age difference in the group a safety issue?</i> A We assess the risks Behaviour: have created a 'nurture lite group' in response to a small number of challenging students. Post 16/LINC: 6 on roll. 10 confirmed places for next year. Parents are pleased with provision. LINC did not pass the DfE due diligence assessment and therefore they will not contribute funding to the provision. The LA will fund for the coming year but a long term plan is needed.</p>	<p>AD will prepare summary for KJ to send out after half term.</p>

	<p>SB explained why the school failed the due diligence:</p> <ol style="list-style-type: none"> 1. Uncertainty of capital build 2. The inspector did not understand how adults with PMLD progress. <p>ALT are challenging the decision and we can reapply in March. Attendance: one child is refusing to come to school. They are on roll but we are not actively monitoring. Alternative provision should be sought.</p> <p>Updates from Executive HT:</p> <p>Build update: – planning permission approval is expected on 21 May - don't anticipate any issues. Start date should be July. The order of the build will be changed though this is not yet agreed. Sept 2020 LINC provision will be completed.</p> <p>Recent local Ofsted inspections: The new Ofsted framework has just been released. Samuel Pepys was recently inspected and received an outstanding judgement - Yvonne, AD & SB will visit. The Harbour failed their inspection on safeguarding issues and are in special measures.</p>	
8.	Trust SEND Developments	
	<p>SB is currently developing the following:</p> <ul style="list-style-type: none"> • Hub SENCO meetings • Hub SENCO leads • SEND conference in September <p>He is also involved in the bid process to extend ALT specialist provision, ideally in Suffolk where there are proposals for new provision.</p>	
9.	Governance Items	
	<ul style="list-style-type: none"> • Governor Recruitment Three parents are interested in becoming governors. The balance of parents on the LGB was discussed. It was agreed that two could be appointed with the necessary skills and VM could move back to a Trust Appointed position. EH and SM will arrange to meet with them. An election will be held if necessary. The skills audit will be reviewed. • Training No reports • Link Governor Reports No reports <i>[5.45pm LR left]</i> • Safeguarding VM has completed a visit and her report had been circulated. Some recent issues of children at risk were discussed. The school followed all appropriate procedures and investigations were led by social care, the outcomes of which are not available for us to see. These issues are part 	<p>EH/SB to meet prospective parent governors.</p> <p>KJ to collate skills audit</p>

	<p>of a broader problem in society and highlight a lack of funding in social care provision. Governors discussed ways in which they could support the school and a letter to the local MP was suggested. It was agreed that LAC and Safeguarding link visits will include a focus on developing relationships with care home managers. AD will supply anonymised case studies.</p>	<p>EH/VM/AD to look at developing relationships with care homes</p>
10.	AOB	
	<ul style="list-style-type: none"> • AR informed governors that the NGA have developed a new arts e learning module which can be accessed here: https://nga.vc-enable.co.uk. It was agreed that this will be completed as a group at the next LGB meeting. • Website compliance to be checked 	<p>Arts Training next meeting</p> <p>EH will complete – KJ to send checklist</p>
11.	Date of Next Meeting	
	<p>The date of the next meeting has been changed to Tuesday 18 June at 4pm</p> <p>Meeting ended at 6.05pm</p>	