

**Littleport Campus**  
**Littleport & East Cambs Academy and Highfield Littleport Academy**  
 Local Governing Body Meeting  
*Wednesday 7<sup>th</sup> November 2018*

## MINUTES

Present:	Mr David Ambrose-Smith	Mr Simon Bainbridge
	Mr John Creek	Mrs L. Dorrington
	Mr Scott Gaskins	Mrs K. Jarvis
	Rev Howard Robson	Mrs Yvonne Skillern
	Mr Jason Wing	

Item	Notes	Action
1.	<p><b><u>Welcome &amp; Apologies</u></b>            Rev Robson welcomed all to the first full meeting of the local governing body (LGB) for the Littleport Campus. Introductions were made. Apologies had been received and were accepted from Mr Wigglesworth and Mr Taylor.</p> <p>It was explained that the first meeting will focus on setting up the LGB and ensuring statutory obligations are covered.</p>	
2.	<p><b><u>Declaration of Interests</u></b>            Mrs Jarvis explained that all governors are required to complete a declaration of pecuniary interests form, details of which will be added to a register that will be posted on the school website. All present agreed to complete the forms and return them to Mrs Jarvis.</p> <p>No member present made a declaration for the circulated agenda.</p>	
3.	<p><b><u>Election of Vice-Chair</u></b>            It was explained that, although the Chair of the LGB is appointed by the Active Learning Trust (ALT) Board of Trustees, the position of vice-chair is delegated to the LGB members. It was agreed to defer this decision until all governors were either present, or have been made aware of the process.</p>	
4.	<p><b><u>Trust Business</u></b>            Mrs Jarvis went through the governance structure of ALT, and explained the vital role of LGBs, including the legal requirement of Multi-Academy Trusts to ensure good governance at all levels across the Trust.</p> <p>The Scheme of Delegation was discussed, and governors made aware of the responsibilities of each listed group, alongside their own responsibilities for governance.</p> <p>Governors were reminded to refer to the Roles and Responsibilities document that outlines how governance works within ALT. They were also reminded that they can contact Mrs Jarvis for advice at any time.</p>	
5.	<p><b><u>Committee Structure &amp; Governor Links</u></b>            Following brief discussion, members agreed that the LGB would not require sub-committees, and all matters would be brought to the full meetings for consideration.</p>	

	<p>This is a structure approved by the Trust, where all governors are made aware of, and share responsibility, for all areas.</p> <p>It was explained that there are a core number of statutory link governors required by law to be appointed. Volunteers were called for. Mrs Dorrington requested either Attendance or SEND (but made members aware of her experience in HR), and Mr Ambrose-Smith and Mr Creek volunteered to work together on health &amp; safety. Rev Robson will cover Safeguarding in the first instance, and the absent members will be asked to link with pupil premium and disadvantaged pupils. Links will be confirmed at the next meeting. Mr Wing agreed to ask the H&amp;S governor at Neale-Wade to meet with Mr Ambrose-Smith and Mr Creek to explain the role more fully.</p>	JW
6.	<p><b><u>Minutes of the Last Meeting &amp; Matters Arising</u></b> Not relevant for this meeting.</p>	
7.	<p><b><u>Chair's Actions</u></b> Rev Robson reported that he had not made any Chair's Actions since being appointed.</p>	
8.	<p><b><u>Headteacher Reports</u></b> Reports were circulated from both headteachers.</p> <p><b><u>Littleport &amp; East Cambs Academy</u></b> Mr Gaskins took governors through his report, highlighting some areas:</p> <ul style="list-style-type: none"> <li>• Admissions for September 2019 are currently showing as oversubscribed. A number of pupils from Norfolk have requested placements.</li> <li>• LECA has an attendance target of 97%, with a persistent absence target of 8%. The current level of PA is 10.6% &amp; attendance is running at 96.5% - interventions and letters are sent home regularly but it should be noted that this is above national figures. Mr Ambrose-Smith asked how the attendance letters are sent out – Mr Gaskins replied that they are emailed to ensure parents receive them and followed up by post if necessary.</li> <li>• Four students have received a total of six days fixed-term exclusions since the beginning of the academic year. The majority are due to instances outside of the school site, but whilst pupils were wearing school uniform, and therefore seen as bringing the school in disrepute. Rev Robson asked if parents are supportive of the exclusions – Mr Gaskins replied that they were. Mrs Dorrington added that it is important to reinforce the messages given in school.</li> <li>• Mr Gaskins presented an 'At A Glance Progress Report' which gave details of LECA's current position in four areas of 1)Teaching, Learning &amp; Assessment, 2) Attainment, 3) Personal Development, Behaviour &amp; Welfare, and 4) Leadership &amp; Management. This will be added to for each meeting, and future reports will include progress data. Gaps in pupil learning are identified early and addressed.</li> <li>• Interventions and support groups have been introduced in response to PASS survey results, eg Nuture groups and groups to raise girls self-esteem.</li> <li>• It was agreed that future reports should include staffing appointments and leavers, and details of school trips and sports fixtures, so that governors can gain a fully understanding of school life.</li> <li>• Mr Ambrose-Smith stated that he was pleased to learn that the village college ethos was evident. Mr Gaskins agreed, adding that students are able to access breakfast club and the Sports Centre.</li> <li>• Mr Gaskins explained a DT project being supported by Wickes, where students are making benches for school use.</li> <li>• Mr Creek asked if there were any plans to offer adult education. Mr Gaskins replied that LECA would like to offer AE in the future, but could not envisage this happening for at least a year due to the need to embed school pupil education</li> </ul>	

	<p>first. Mr Wing added that parent courses could be offered earlier – and Mrs Skillern stated that she is a trained leader in this area.</p> <p><b>Highfield Littleport Academy</b> Mrs Skillern took governors through her report.</p> <ul style="list-style-type: none"> <li>• There are 67 pupils on role.</li> <li>• The school accepted two challenging pupils last year. HLA was not a suitable setting for these pupils and they have since left. This experience has led to an improved system for considering admissions, where HLA staff visit pupils in their current education establishment, and ensure they have a full history of pupils before they are accepted to ensure they can be supported effectively.</li> <li>• Mr Bainbridge explained how pupils are admitted, and the involvement of the local authority START team. He added that HLA has become popular for some parents as there are opportunities to integrate with LECA and access mainstream curriculum. This is working well with several pupils, with three HLA students studying Maths alongside LECA students. Other HLA students are in the process of completing English assessments.</li> <li>• Mr Creek asked about level of SEN of pupils admitted to HLA. Mrs Skillern gave examples of the needs of pupils that could be considered for places. In response to a question from Mrs Jarvis, Mr Bainbridge confirmed that there has been pressure from the LA to admit pupils due to available space. To ensure that places are allocated effectively, HLA are opening classes after careful consideration.</li> <li>• Mr Wing informed governors that HLA have been able to support other Trust schools and some pupils who have struggled in mainstream school have transferred to Highfield schools successfully.</li> <li>• Attendance targets have been set at 92%. Current levels are 93.8%, which is excellent for a special school.</li> <li>• Mr Bainbridge explained to governors that up to 10 LINC 19-25 students will be attending HLA, but on the school roll of Highfield Ely Academy (HEA) until building work at HEA is complete.</li> <li>• All Highfield students have an Educational Health Care Plan (EHCP).</li> <li>• Students are assessed regularly as on track, exceeding targets, or not likely to meet targets. Outcome targets are amended on admission as mainstream targets attached can be unrealistic.</li> <li>• A new observation package called Evidence for Learning is being trialled. The three Pathways were explained - Blue: Sensory PMLD; Green: semi-formal; Yellow: formal traditional with adaption.</li> <li>• Specialist staffing are employed.</li> <li>• Community links include a shared sports project with the Leisure Centre, a Tuesday morning Café, and Forest School.</li> <li>• Rev Robson asked what the percentage of PMLD and MLD students are? Mrs Skillern will provide this information in her next report.</li> </ul> <p>Mrs Jarvis informed governors of the need to approve attendance targets for both schools. <b>These were approved as 97% for LECA and 92% for HLA.</b></p>	YS
9.	<p><b><u>Policies</u></b> Mrs Jarvis explained that current policies can remain in place. She will work with Mrs Skillern and Mr Gaskins to create a schedule for review on behalf of governors.</p>	KJ SG & YS
10.	<p><b><u>School Development Plan &amp; Ofsted Action Plan</u></b> Mr Wing explained that there are separate SDPs for each school, which will be working documents and updated regularly. A copy of each will be circulated to governors.</p>	SG & YS

	<p>Governors were informed that each school also has a SEF (self evaluation form) which Ofsted will refer to prior to inspection. This will also be circulated to governors and discussed/explained in more detail at a future meeting.</p> <p>It was reiterated that the aim of the LGB is to be strategic, leaving operational matters to the schools.</p>	SG & YS
11.	<p><b><u>Statutory Agenda Items</u></b></p> <p><b><i>Safeguarding:</i></b> no matters to report. New staff are trained.</p> <p><b><i>Health &amp; Safety:</i></b> Mrs Jarvis informed governors that the Handsam reporting system should be discussed at each meeting. The health and safety link governors will investigate this further.</p>	DAS & JC
12.	<p><b><u>Any Other Business</u></b></p> <p><b><i>Mr Bainbridge:</i></b> Informed all present that Mrs Esther Harris, an experienced governor from HEA, has agreed to join the LGB to support governors in their journey to learn about special schools.</p> <p><b><i>Mrs Jarvis:</i></b> Governors need to complete DBS checks. Mrs Daltrey will be asked to organise this.</p> <p><b><i>Mrs Jarvis:</i></b> explained the expectation that all governors agree to be part of a panel (eg pupil discipline, staff discipline, admissions, complaints) should the need arise. Training will be given at a later date.</p>	KJ - AD
13.	<p><b><u>Date of Next Meeting</u></b></p> <p>Dates were agreed for the remainder of the academic year as follows. Meetings will start at 3.30pm.</p> <p>13<sup>th</sup> February 2019  26<sup>th</sup> March 2019  22<sup>nd</sup> May 2019  3<sup>rd</sup> July 2019</p>	