

Minutes

Elizabeth Woodville School

Meeting: Local Governing Body	Date: Thursday 11 th June 2020
Chair: Jason Abbott (JA)	Clerk: Teresa Elkin (TE)
Apologies: Hayley Richardson (HR) Governor	Absent:
In attendance: Sharan Matharu (SM) Principal; Jason Abbott (JA) Governor; Jo Chitty (JCY) Governor & Trustee (part); Dr Jamie Clarke (JC) TLT CEO & Governor; Chris Watt (CW) TLT Trustee and Governor; Sue Christopher (SC) Staff Governor; Melissa Scott (MS) Governor; David Barker (DB) Governor; Tim Foster (TF) Observer and Chair at Rushden Academy and TLT Trustee.	

Note: the meeting was held virtually due to the national COVID-19 crisis.

		Action By	Date
1.	INTRODUCTION, NOTICE, APOLOGIES, QUORUM, MEMBERSHIP		
1.1	JA welcomed everyone to the virtual meeting. It was noted that Hayley Richardson (HR) had submitted apologies.		
2.	MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING 21st MAY 2020 AND MATTERS ARISING		
2.1	The minutes and confidential minutes of the meeting were agreed and will be signed by the Chair at the next face to face LGB meeting.		
2.2	Matters Arising Pupil Premium action plan to be shared with governors – SM advised that she is awaiting receipt of the document and will then circulate.	SM	By next LGB mtg
3.	PLANS FOR RE-OPENING SAFELY		
3.1	SM outlined the plans for students returning to school. Trustees have approved the risk assessment plan, and this was shared with governors prior to the meeting. Both sites will be open, but only a quarter of the year group will attend across both sites. Numbers have been confirmed – approx. 80% of the students. Staff have followed up with the non-respondents or ‘may-be’s’		

	<p>Deep cleans will be undertaken at the sites that are closed to students. Hand sanitisers and cleaning products have been distributed across both sites. All distancing signage is in place and students have been advised as to how to enter the site.</p> <p>All breaks will be taken outside.</p> <p>The Unions are happy with the response from the school. CW questioned, where are the risk assessment and timetable filed? SM agreed to upload to the Google Classroom, to allow colleagues to access at any time.</p>	SM	ASAP
	Note: at 5.34pm JCY joined the meeting.		
3.2	<p>JC noted that the risk assessment has been through a “rigorous process” and has worked with SM, as a result, JC approved the plan and the Audit committee endorsed this and agreed with JC’s recommendation to re-open the school. JA questioned, has this been agreed by Trustees? Yes, its operational, therefore its JC’s decision, but in this instance, all TLT Trustees agreed to the risk assessment. The document has also been shared with staff.</p> <p>TF added that Trustees noted how thorough the plan was the transport plan was “fantastic”, it was exactly what Trustees wanted to read and expressed his thanks. JA thanked SM and her team, “It’s clear, succinct and reflects a huge amount of work”</p> <p>JA added that there has been a lot of work done to open up the school, but asked “What will students get in the 3.5 days of school per week? What was the objective and how will you know it has been successful” SM explained that there has been a focus on teaching but next week there will also be a focus on well-being, but students <u>will</u> be taught lessons. SM provided a summary of each key subject – in option subjects, students can carry on with course work etc.</p> <p>SM advised that the bus planning has been challenging, especially planning for bus capacity.</p> <p>JA asked, will you be receipt of feedback after launch? SM advised that there will be on the ground feedback but “What does not work will be amended as we move forward”</p>		
3.3	<p>SM outlined the detailed plan for return over the forthcoming weeks.</p> <p>The number of key worker students coming into school has doubled, and most vulnerable students are attending.</p> <p>MS asked, has the plan been well received by parents? SM confirmed that at first only about 50% of parents confirmed that students would return, but this increased after circulation of the risk assessment.</p>		

4.	DELIVERING TEACHING & LEARNING		
4.1	<ul style="list-style-type: none"> ● Online Delivery <p>JA noted that a lot of teaching will still be delivered online. SM clarified that staff are positive and teachers are inviting students to do google meet lessons. The school started to do this early and there is on average 60-70% attendance. This will continue. Its hoped that the work in school will supplement what is being set online.</p>		
4.2	<ul style="list-style-type: none"> ● Supporting Vulnerable Students <p>CW shared the examples of positive responses about EWS on Facebook – there were a number of comments. CW requested that SM pass this back to staff.</p> <p>JC advised that the school is following government guidance but encouraging students to return to school is also a welfare check – most students have not mixed with people outside their home during lockdown and SM has ensured that new learning will take place. In response to a question from JA about the provision and monitoring of welfare concerns, SM advised that the Hub rooms will be open, just to check on some key students, as there have been some instances of domestic violence and shared an example of one student who was experiencing domestic violence at home, therefore it was safer for them to be in school.</p> <p>JCY shared that it’s likely that there will an increase in disclosures by students when they return to school – this is a concern of the local health service.</p>	SM	ASAP
4.3	<ul style="list-style-type: none"> ● Staff/Students Wellbeing <p>SM stated, “We are doing OK!” Where staff are concerned, they can wear PPE to help them back to work. Parent concerns have been addressed. SM has been in receipt of thanks from staff for a well thought out risk assessment.</p> <p>JA questioned, how are you monitoring and is it happening? SM confirmed that via Go 4 Schools staff can ‘tick’ whether a student has completed the lesson or returned work - staff are highlighting where are there no responses and emails are being sent home to parents.</p> <p>JC explained that EWS is delivering lessons as other schools are in the Trust. It’s a challenge when trying to maintain the quality of work of online teaching compared to being in the classroom. The figures show that the engagement levels have been good at EWS. There was a discussion about the differences between online and face to face teaching. SM expanded on the personalised letters to students who were not doing any work.</p>		

5.	STAFFING UPDATE		
5.1	SM advised that there have been 2 staff resignations. One post has been replaced with a new teacher. CW asked, what were the reasons for leaving? and SM explained further. The school is only one staff member short for September.		
6.	BUDGET UPDATE		
6.1	This item is confidential and is minuted separately.		
7.	ANY OTHER BUSINESS		
7.1	There was no other business declared.		
8.	MEETING DATES 2020		
8.1	<ul style="list-style-type: none"> 5.30pm Thursday 17th September (new academic year) <p>Governors agreed to an earlier meeting on Wednesday 15th July 4pm.</p> <p>CW requested that staff are aware that Trustees and governors have passed on their thanks for all their hard work and commitment and positive success. SM agreed to action.</p> <p>SM clarified that the school will not be open in the summer holiday, even for student of key workers.</p>	SM	ASAP

The meeting was closed by the Chair at 6.27 pm

	Action Points	Responsible	Date to Complete
2.2	To share Pupil Premium action plan with governors.	SM	By next LGB mtg
3.1	To upload the risk assessment and timetable to the Google Classroom.	SM	ASAP
4.2	To pass the examples of positive responses about EWS on Facebook highlighted by CW.	SM	ASAP
8.1	CW requested that staff are aware that Trustees and governors have passed on their thanks for all their hard work and commitment and positive success. SM agreed to action.	SM	ASAP



Signed:
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Date:

Local Governing Body Chair