

Minutes

Elizabeth Woodville School

Meeting: Local Governing Body	Date: Wednesday 15 th July 2020
Chair: Jason Abbott (JA)	Clerk: Teresa Elkin (TE)
Apologies: Tim Foster (TF) Observer and Chair at Rushden Academy and TLT Trustee.	Absent: Jo Chitty (JCY) Governor & Trustee; Sue Christopher (SC) Staff Governor; Melissa Scott (MS) Governor
In attendance: Sharan Matharu (SM) Principal; Jason Abbott (JA) Governor; Dr Jamie Clarke (JC) TLT CEO & Governor; Chris Watt (CW) TLT Trustee and Governor; David Barker (DB) Governor; Hayley Richardson (HR) Governor.	

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 Tim Foster (TF) had submitted apologies which were accepted. Jo Chitty (JCY), Sue Christopher (SC) and Melissa Scott (MS) were absent.		
2.	MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING 11th JUNE 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.	JA	17th Sept
2.2	MATTERS ARISING There were no matters arising.		
3.	POLICY		
3.1	<ul style="list-style-type: none"> • Tove Learning Trust Virtual Meeting Policy Governors accepted the new policy.		
4.	SUMMER TERM UPDATE		
4.1	<ul style="list-style-type: none"> • Teaching and Learning SM confirmed that vulnerable students were invited into school as they were not doing enough work online. A high number of these students		

	<p>attended, they had a well-being session and a session on how to use Google Classroom. Pastoral staff also supported. Home learning has gone well.</p> <p>There have been Positive emails from parents, some of which have been “humbling” with only one negative response.</p> <p>Attendance has been 70% for Years 10 and 12. Year 12 students are being taught A level elements that they have missed out on. Year 10 have had access to option subjects. This has been an opportunity to get to know parents too.</p> <p>Key worker students have been constant. Year 8 have been the best attenders, but this has meant that the most ‘challenging’ students have been on site. There has been a focus on blended working on returning.</p> <p>HR highlighted that support for Year 6 pupils at Roade Primary has been great, the inductions have been brilliant and have had visits from EWS teachers. They have done work in lessons and have socially distanced. This has been great for these children. Four teachers have been able to meet the Year 6 pupils. HR asked, are you assessing them when they join in Year 7 in September? SM advise that the school will not assess first, will teach for four weeks and then do a low-level assessment. There will be recall and recap in the first four weeks. SM advised that she has had lots of positive feedback from the primary visits.</p> <p>A Year 6-7 website was created, and JA outlined its features, activities and detail to prepare pupils for secondary. Parents have appreciated this.</p>		
5.	SUMMER TERM RESOURCES		
5.1	<ul style="list-style-type: none"> Staff Well-being <p>All going well, SM is pleased as one teacher was shielding. After receiving the school plans for September, the teacher came into school the next day as they felt comfortable. Staff are less nervous than they were. Staff have also checked on each other – have built ‘Team EWS’ – it’s a nice place to be.</p>		
5.2	<ul style="list-style-type: none"> Site works <p>Site works have been busy: tennis courts, fences, IT infrastructure refurbishing of rooms. The site staff have been brilliant. JA noted the safety work that had been done on fire alarms and fire doors which have been repaired/replaced. SM summarised the fire safety repairs that have taken place. JA passed on thanks to SM and the staff team.</p>		
6.	BUDGET		
6.1	<ul style="list-style-type: none"> Budget Meeting Update <p>DB informed the LGB of the key points from the Budget meeting (held at 3pm, 15th July) SW produced a very good summary of the status of the budget there was and good analysis of budget variances and three key areas</p>		

	<p>of concern in the budget:</p> <ol style="list-style-type: none"> 1) Overspending on staffing 2) Overspending on agency staff 3) Lack of income projected from the usual income streams <p>Cleaning and Catering will be reviewed, and the school needs to review the income of the Willison Centre and about how much this can generate as an income stream.</p> <p>A new Business Manager has been appointed, who will start in September for EWS and Donna MacManus from the finance team will provide support for internal planning.</p> <p>2020/2021 budget: governors will get a financial report on a monthly basis and the LGB will discuss three times a year. DB and HR have been given access to the Access Finance system and they will be part of a working group to review the budget. This group will be reviewed at the end of the autumn term. HR confirmed that the working group will enable her and DB to understand the budget further.</p> <p>JC thanked DB for his summary and was pleased that the working group will take this level of responsibility and level of access to allow them to get a greater understanding and help to review the budget next year, in challenging times. JC thanked governors for this level of support.</p> <p>JA thanked SW for supporting the school during the recent lockdown period and thanked SM for the work that she has had to do in the absence of a Business Manager.</p> <p>CW noted that governors have always been interested in the budget at EWS but have not historically been provided with the right information.</p>		
7.	PLANS FOR OPENING SEPTEMBER 2020		
7.1	<p>SM sent a letter to parents outlining the plans for September.</p> <p>SM outlined the detailed plans for opening: Bubbles; movements; hand sanitisers; canteen; cleaning; start and exit times; reviewing finer details over the school holidays and will work towards creating a safe environment.</p> <p>SM agreed to send a copy of the letter, PowerPoint presentation and document to governors for information. JA welcomed the information and the work and planning behind it. JC added that Trustees have recognised the work that leaders have done, and that SM has had some difficulties with a split site and logistics, but Trustees are sure that the level of work has been thorough and detailed.</p>	SM	ASAP
8.	ANY OTHER BUSINESS		
8.1	<ul style="list-style-type: none"> • Governor training 		

	Clerk referred to the Trust info sent re: training and induction. Governors agreed to provide updates as training is accessed.		
8.2	JA summarised 'Team EWS' and expressed thanks to governors too for their support.		
9.	MEETING DATES 2020		
9.1	<ul style="list-style-type: none"> 5.30pm Thursday 17th September (new academic year) 		

The meeting was closed by the Chair at 4.46 pm

	Action Points	Responsible	Date to Complete
2.1	The minutes and confidential minutes of the meeting will be signed by the Chair at the next face to face LGB meeting.	JA	17th Sept
7.1	To send a copy of the letter, PowerPoint presentation and document to governors for information.	SM	ASAP

Signed:

Date:

Local Governing Body Chair