

Minutes

Elizabeth Woodville School

Meeting: Local Governing Body	Date: Thursday 17 th September 2020
Chair: Jason Abbott (JA)	Clerk: Teresa Elkin (TE)
Apologies: David Barker (DB) Governor	Absent:
In attendance: Sharan Matharu (SM) Principal; Jason Abbott (JA) Governor; Dr Jamie Clarke (JC) TLT CEO (part); Chris Watt (CW) TLT Trustee; Sue Christopher (SC) Staff Governor; Melissa Scott (MS) Governor Hayley Richardson (HR) Governor; Mark Brennan (MB) EWS Staff Colleague (part)	

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

		Action By	Date
	SAFEGUARDING TRAINING SESSION		
	<p>Mark Brennan provided a virtual training session focussed on safeguarding for the LGB.</p> <p>In response to a request from JA, MB outlined the role of the Safeguarding governor. JC added that there is a list of actions for Safeguarding which assists the governor in their ‘checking’ role. Each school in the Trust will be in receipt of a Safeguarding audit report.</p> <p>MS asked, there is a requirement to ensure that necessary checks are undertaken by governors, is this the responsibility of the safeguarding governor? JA explained that Jo Chitty had been the Safeguarding governor, but as she has resigned from the LGB, there is a vacancy for this role.</p> <p>JC reminded everyone that governors also need to be trained in Safer Recruitment, then the person having done this will be on any recruitment panel. MS asked whether that governor on the panel, will take on the work of recruitment? It was confirmed that they will be part of the recruitment team if they have accessed Safer Recruitment training.</p> <p>HR noted that one responsibility of the safeguarding governor is the checking of the Single Central Register.</p> <p>MB presented a summary of the presentation ‘Project Overview Year 11 Pupil Premium students and parental Engagement’ as part of his NPQH process. JA invited MB to re-present to governors further through the project to enable governors to monitor progress.</p> <p>Governors were encouraged to email any questions to MB directly. The LGB</p>		

	expressed thanks to MB for his presentation. MB left the virtual meeting.		
1.	WELCOME AND APOLOGIES		
1.1	<p>JA welcomed everyone to the virtual meeting.</p> <p>It was noted that David Barker (DB) had submitted apologies which were accepted.</p> <p>Governors were informed that Jo Chitty (JCY) has joined another LGB within the Trust. Thanks were expressed to Jo Chitty for all her support and knowledge and the key roles she fulfilled within the LGB</p> <p>MS agreed to discuss the role of Safeguarding governor further, to learn more in order to consider taking this responsibility. JC proposed that Jo Chitty would handover and provide support to MS. Based on this, MS will determine the level of commitment and if the responsibility fits her personal schedule.</p> <p>Interest has been expressed from a new potential governor and initial meetings are taking place.</p>	MS	ASAP
2.	DECLARATION OF BUSINESS INTERESTS – RETURN OF ANNUAL DECLARATION		
2.1	Governors were encouraged to return their annual declarations.	All	ASAP
3.	LGB TERMS OF REFERENCE FOR APPROVAL		
3.1	Governors agreed to accept the LGB Terms of Reference.		
4.	MINUTES OF THE LOCAL GOVERNING BODY MEETING 15th JULY 2020 & BUDGET MEETING 15th JULY & MATTERS ARISING		
4.1	The LGB minutes and Budget meeting minutes were agreed and will be signed by the Chair at the next face to face LGB meeting.	JA	LGB mtg
4.2	<p>MATTERS ARISING LGB Meeting There were no matters arising.</p> <p>Budget meeting HR confirmed that she was not yet able to access the finance data as agreed at the meeting, SM agreed to follow this up.</p> <p>The proposal was that DB and HR will join the finance update meetings monthly to feedback to the LGB. This invitation has not yet been extended.</p>	SM	ASAP

	JA reminded governors that 'budget review' will also be a key part of the LGB meeting, moving forward.		
4.3	JA was elected as the Chair of the LGB for the forthcoming academic year.		
5.	RESULTS REVIEW FROM SUMMER ASSESSMENT		
5.1	<p>SM clarified that the data presented is for 'internal purposes' as they are not "real results".</p> <p>School colleagues had predicted a +1 and grades have been assessed as higher than predicted. In this year, expecting +progress 8.</p> <p>Post 16 results were very positive.</p> <p>CW noted that there will be data drops soon and these should be reviewed by the LGB. Attendance and safeguarding should also be a focus over the next few months.</p> <p>HR noted that she met with the SENCo just before the lockdown, in this academic year the school will continue to focus on these areas as well as key subject areas. SM proposed continuing with Google meets and invited governors to visit, following health procedures.</p>		
6.	HEADTEACHER'S REPORT		
6.1	<p>SM confirmed that student numbers are positive. There are some gaps in Year 7 and SM is following this up.</p> <p>Until March, attendance was 94.92%, but changes have been made to increase this figure further.</p> <p>SM summarised new staffing appointments.</p>		
6.2	SM will review the Teaching and Learning plan in the next LGB meeting. A plan is being developed for Teaching and Learning in Science to combat concerns and support staff. Clerk to add to the next meeting agenda.	TE	8 th Dec
6.3	Parents can have brief, safe tours of the buildings, "They look fabulous". CW questioned, is this both sites? SM summarised the detail in her reports, some areas appear to be 'new builds'. Virtual open evenings are also being produced.		
6.4	HR asked, are you comfortable and happy with the Health & Safety of the school? Yes, SM checks classrooms and spaces every day. Bubbles for Years 7 & 8 are working well. HR questioned whether security elements have been addressed? SM explained the work that has been done re: fire doors etc. but fencing repair may be confined by the budget apart from the 'most pressing' areas.		

6.5	<p>SM advised that pupils numbers on the south site are slightly down due to increased numbers of pupils being accepted by nearby schools. In response to a question from JA, SM summarised the number of SEN students. The SENCo is supporting more at the south site.</p> <p>JA noted that exclusions are down, but they tend to be in Pupil Premium groups. The Pupil Premium strategy is being reviewed by school colleagues. 'Think for the future' Pupil Premium mentors have been funded and this has been a successful programme.</p>		
6.6	<p>SM confirmed that learning dips are being carried out and the next set of data should be available in November. CW advised that if there is another lockdown in November, the Trust will have to consider how to put another set of data together.</p> <p>SM plans to 'dip' into online lessons if these are being used and explained this further. CW advised that the LGB needs "A point in time that shows the baseline data" JC advised that the Trust focus is to get students back into school.</p> <p>Year 7 students will be baselined soon using the same tests.</p>		
7.	SCHOOL IMPROVEMENT PLAN		
7.1	<p>The Clerk agreed to upload the SIP to classroom.</p> <p>JA asked, what can governors do at this time? JC advised governors to carry on monitoring, "But have to do this in a different way, bear in mind that it is a different climate for learning" JA encouraged governors to familiarise themselves with the SIP.</p> <p>SM explained the new plan, to governors. Well-being will be incorporated into everything that is being done in the school. SM advised that the SIP will be a working document.</p>	TE	ASAP
	Note, at 6.31pm JC left the meeting.		
7.2	<p>It was agreed to add the science plan to the next agenda as a Deep Dive. SM agreed to upload this to the Classroom.</p> <p>It was agreed to 'workshop' some ideas of key areas outside the LGB meeting to share responsibilities of key areas amongst governors.</p>	TE SM LGB	8th Dec ASAP To be arr'ged
8.	GOVERNOR MATTERS		
8.1	<ul style="list-style-type: none"> Code of Conduct <p>Governors agreed to abide by the Trust Code of Conduct.</p>		

9.	ANY OTHER BUSINESS		
9.1	It was assumed that moving forward, all LGB meetings will be virtual.		
10.	MEETING DATES 2020		
10.1	<ul style="list-style-type: none"> Tuesday 8th December 2020: School data progress point/Budget Thursday 4th February 2021: School data progress point/SDP review Thursday 6th May 2021: School data progress point/Budget Thursday 24th June 2021: Results forecast / attendance forecast / SDP review focussing on Plans and Priorities for year ahead 		

The meeting was closed by the Chair at 6.50 pm

	Action Points	Responsible	Date to Complete
1.1	To discuss the role of Safeguarding governor further, to learn more in order to consider taking this responsibility. JC proposed that Jo Chitty would handover and provide support to MS.	MS	ASAP
2.1	To return annual declarations.	All	ASAP
4.1	LGB minutes and Budget meeting minutes will be signed by the Chair at the next face to face LGB meeting.	JA	LGB mtg
4.2	HR confirmed that she was not yet able to access the finance data as agreed at the meeting, SM agreed to follow this up.	SM	ASAP
6.2	To review the Teaching and Learning plan in the next LGB meeting. A plan is being developed for Teaching and Learning in Science to combat concerns and support staff. Clerk to add to the next meeting agenda.	TE	8th Dec
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Signed:

Date:

Local Governing Body Chair