**Minutes**

**Elizabeth Woodville School**

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| **Meeting: Local Governing Body** | **Date: Thursday 21st May 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; Dr Jamie Clarke (JC) TLT CEO & Governor (part); 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.***

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|  |  | **Action By** | **Date** |
| **1.** | **INTRODUCTION, NOTICE, APOLOGIES, QUORUM, MEMBERSHIP** |  |  |
| **1.1** | JA welcomed everyone to the virtual meeting.  Apologies were submitted by Hayley Richardson (HR) and were accepted. It was noted that Dr Jamie Clarke (JC) would join the meeting later. |  |  |
| **2.** | MINUTES OF THE MEETING 23RD APRIL 2020 AND MATTERS ARISING |  |  |
| **2.1** | The minutes of the meeting were agreed and will be signed by the Chair at the next face to face ASC meeting. |  |  |
| **2.2** | **Matters Arising**  Item 2.2: JA confirmed that there has been no follow-up yet on the recruitment of a new governor.  Item 2.2: Pupil Premium action plan – SM agreed to share this with governors.  Item 4.1: The laptop ordering scheme is beginning to happen – TLT (Tove Learning Trust) is waiting for order forms from the DfE. | **SM** | **ASAP** |
| **3.** | **RE-OPENING ACTIONS** |  |  |
| **3.1** | SM provided an update for governors; this has been challenging but SM confirmed that actions have been delivered i.e. parental survey and online lessons. One department will not deliver online lessons and they have been offered the facility to be recorded which can be then uploaded. **JA questioned the reasons behind this,** and SM explained further, this decision was supported by the Unions. Governors discussed further. These staff members will be on the rota for the first week back after half term and an IT technician will record their lessons in school. Students however enjoy the interaction of being able to see other students too via live learning. |  |  |
| **3.2** | Calls are still being made to vulnerable students studying at home – of those coming into school the uptake has increased by approx. 4 students, but they come into school every day. It’s expected that numbers will increase after half term. |  |  |
| **3.3** | Staff wellbeing example - 35 school staff will attend the staff raffle tomorrow, 22nd May. There have been concerns over opening but largely staff have been positive. |  |  |
| **4.** | DELIVERING TEACHING & LEARNING |  |  |
| **4.1** | * **Updates on Teaching and Learning**   SM explained the splitting of Year 10 students. SM has a “good idea of how many staff may be available to come into school” **CW queried FSM (Free School Meals) students, are they coming in or is the school in a position to** **go out to deliver meals?** SM explained why they cannot be asked to come into school. There have been some food deliveries and the issuance of FSM vouchers.  **TF asked, how are vulnerable students actually getting to school**? SM confirmed that school transport is still running and explained the logistics.  **JCY queried, have staff been given guidelines as to how to keep themselves safe when delivering online learning from home?** SM confirmed that guidelines have been issued - this has also been shared with parents, to make them clear.  **JA asked, have staff had much guidance as to how to deliver online teaching**? Google Help videos have been shared amongst staff. JA proposed that TLT may wish to consider cascading some effective online teaching practice. CW agreed to take this back to the Trust. *(note: this was discussed further in minute 7.1)* |  |  |
| **4.2.1** | * **Vulnerable pupils**   **JA questioned that there may be some students not dealing well with lockdown?** Tutors are being asked to contact their tutor groups using activities such as quizzes etc. SM emails all students every fortnight. JA welcomed the communications that have been made and provided an example.  SM assured governors that staff feel very much ‘together’ they all want to help, the situation has brought out the best in people. CW highlighted that it needs to be considered how to maintain this moving forward. SM confirmed that staff are considering activities for after the lockdown. |  |  |
| **4.2.2** | SM highlighted headlines of the recent parental survey and shared the summary online “This was a pleasing survey of what is going on” overall the  feedback on the provision of teaching and learning during lockdown was  positive.  SM confirmed that she was in receipt of fewer emails from parents about students’ school work. **JA asked, are we waiting for government funding for students who do not have access to online learning?** SM explained that there are examples of students who cannot use an electronic device as its being used by a parent, but paper packs are sent to students who cannot access work on line. |  |  |
| **4.3.1** | * **Staff wellbeing**   **JA requested an update on Science teaching**. SM provided a summary; staff have reviewed the amount of work and the scheme of work that is being delivered. It is improving. |  |  |
| **4.3.2** | This item is confidential and is minuted separately. |  |  |
| **4.4** | Governors were informed that JC will be working with Headteachers on re-opening to ensure that the environment is safe, and that re-opening is the right thing to do. |  |  |
| **5.** | **STAFFING UPDATES** |  |  |
| **5.1** | SM advised that there have been some resignations and outlined further. Posts have been advertised and there has been some recruitment. The resignation date for teachers is 31st May.  A temporary Business Manager has been appointed, the advert is out for a the fulltime post for a September start. **JA asked, are you doing online interviews?** Yes, they are working well. |  |  |
| **6.** | **BUDGET UPDATE** |  |  |
| **6.1** | This item is confidential and is minuted separately. |  |  |
|  | Note: at 4.48pm JC joined the meeting. |  |  |
| **6.2** | JC assured the LGB that the Trust would assist with cashflow. JA added that student numbers will be helped through positive messaging to the community. SM provided a summary and confirmed that the Local Authority have awarded money to the school to update its facilities.  More work needs to be done re: communications with the smaller feeder primaries. The school is currently working with the local primaries re: transition i.e. virtual videos and online tours. The message in the local community is that EWS is improving, “We need to build on this” |  |  |
| **7.** | **ANY OTHER BUSINESS** |  |  |
| **7.1** | JC was invited to update governors: secondary school returns will be delayed but Year 10’s will be a priority and especially vulnerable children and the strategy will be re-visited frequently.  JA informed JC, “We will be expecting online teaching and await guidance and support from the Trust” JC advised that the cascade has happened and outlined the internal communications and updates. EWS has engaged with this well.  CW highlighted the earlier discussion about safeguarding with respect to  delivering a live lesson, some broad-brush guidelines would be welcome JC advised that the school’s safeguarding policy covers this and has to be done locally, it’s for leaders and the LGB to make such decisions. Governors discussed further. |  |  |
| **8.** | **MEETING DATES 2020** |  |  |
| **8.1** | * 5.30pm Thursday 11th June * 5.30pm Thursday 17th September |  |  |

The meeting was closed by the Chair at 4.59 pm

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|  | **Action Points** | **Responsible** | **Date to**  **Complete** |
| **2.2** | To share the Pupil Premium action plan with governors. | **SM** | **ASAP** |

Signed: ……………………………………………………………………………………. Date: …………………………………………….

Local Governing Body Chair