**Minutes**

**Elizabeth Woodville School**

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| **Meeting: Local Governing Body** | **Date: Thursday 23rd April 2020** |
| **Chair: Jason Abbott (JA)** | **Clerk: Teresa Elkin (TE)** |
| **Apologies: David Barker (DB);**  **Hayley Richardson (HR) Governor** | **Absent: Melissa Scott (MS) Governor** |
| **In attendance: Sharan Matharu (SM) Principal; Jason Abbott (JA) Governor; Jo Chitty (JCY) Governor & Trustee; Dr Jamie Clarke (JC) TLT CEO & Governor; Chris Watt (CW) TLT Trustee and Governor; Sue Christopher (SC) Staff Governor; Tim Foster (TF) TLT Trustee *(note that TF was invited to the meeting as a Trustee observer)*** | |

***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 Dave Barker (DB) and were accepted. Hayley Richardson (HR) was not able to join the meeting due to technical difficulties.  It was noted that Melissa Brown (MB) was absent.  Tim Foster as the Chair at Rushden Academy and a TLT (Tove Learning Trust) Trustee was welcomed to the meeting as an observer. |  |  |
| **2.** | MINUTES OF THE MEETING 5th FEBRUARY 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.  It was noted that the March meeting was cancelled due to the Covid-19 crisis and this meeting replaces the scheduled LGB. |  |  |
| **2.2** | **Matters Arising**  Item 5.4: School consultation re: change in the structure of the school day – Clerk to add to the next LGB meeting agenda.  Item 6.9: SM confirmed that the Tennis Court money is approved – will await to hear if an additional £240k funding is approved this week.  Item 3.2: advertising for new school governor – JA agreed to follow-up.  Items 5.1 & 5.4– the review of the impact of buses on site is on hold, but there has been progress.  Item 6.1 – support plans were introduced but now all is on hold.  Item 6.7: Staff and student surveys are on hold. A survey has been sent to parents about online education.  Item 8.1 – Pupil Premium action plan - has been created but not yet shared with governors – JA requested that this is circulated.  CW advised that there are actions in previous minutes that colleagues cannot complete, but it’s essential that this work is completed so it’s ready to go when schools go back – all agreed.  Pupil Premium action plan – DB met with school colleagues – SM advised that there are plans in place which are currently on hold. | **TE**  **JA**  **SM** | **11th June**  **On-going**  **ASAP** |
| **3.** | **BRIEF REVIEW OF ACTIONS** |  |  |
| **3.1** | SM provided an update for governors.  Online learning is getting better and parents are feeding back quickly. In some areas i.e. Science, they have changed the way that work is set, other subjects are working well. Parent survey results were really positive, approx. 80% are happy with the way that the school is providing work. This week, all Heads of Department will review ‘BBC bitesize’ and Oak Academy before its work is set. Years 11 and 13 need transition plans. Also, to ensure that Years 10 and 12 do not fall behind with their work.  Positive feedback goes straight to staff and negative feedback is handled by SM. Only 15-20 students do not have laptops, but paper material is being sent to them.  CW noted that the take-up has been extraordinarily good, this is credit to teachers and senior management – the parent survey results is also good news – “As soon as we can share this with the public, this would be of benefit” |  |  |
| **4.** | DELIVERING TEACHING & LEARNING |  |  |
| **4.1** | * **Delivery of education – what’s working / what needs to improve / how do you know?**   **JCY asked, “Is there a government scheme for laptops?”** SM confirmed that its only for Year 10’s and is working with to TLT to try to obtain laptops for other year groups. JC advised that Trusts can order the laptops, not individual schools and will see if the scheme allows access to the internet through dongles.  TF advised that the Oak Academy website will release materials for students next week, who do not have online facilities. JC added that there are a lot of good resources online and these are being reviewed. The quality of information is getting better online. TF proposed re-visiting this in a month’s time when students and staff are more used to online learning. JC provided an update on resources – CID in the West Midlands will outline the level of engagement and quality of resources especially KS-3 project-based materials.  In response to a question from JA, SM outlined the parental feedback and detailed the key points. Parents are happy with the quality of the work and feedback. 78% were happy with ability level of the work set. Thanks to staff have been shared.  **JA queried, sometimes parents comment that they cannot understand the work, what happens here?** SM confirmed, “As soon as we know we can contact them to offer help”  **CW asked, will the feedback be collated for governors to review?** – yes. **JA asked, when will this be**? probably within the week. SM agreed to share the results with members of the LGB. | **JC**  **SM** | **ASAP**  **ASAP** |
| **4.2** | * **Student wellbeing – (including LAC monitoring etc)**   SM explained that a list of vulnerable students was made, and staff check in with them every few days. Where there is a social worker, staff will also contact them and log all concerns expressed. SM has also emailed students in each year group – vulnerable students have been covered. Where there is a concern the school has liaised with external agencies.  **CW welcomed the log – would this be logged on CPOMS?** – yes, its logged on My Concern and SM explained that updates will also be kept on a spreadsheet so that we can see all concerns on one spreadsheet.  Food has also been delivered to vulnerable students, enabling staff to actually see them**. JA asked, how many students are involved?** SM confirmed that it is 75 students. **JA questioned whether is this happening** **across the Trust?** JC highlighted that the priority is the safeguarding of vulnerable pupils and outlined further. **JA asked, how many of these are coming into school?** about 3 or 4. Some SEND students have been coming into school as some parents are struggling.  **CW questioned, have we moved on from the revising and staff are now delivering the curriculum?** SM confirmed that they are now starting to set work that enables students to move forward.  **JCY asked, “If we are asking staff to check on vulnerable children, do we have a buddy scheme for staff?** SM explained that at the last visit, she was with the Site Supervisor in the school minibus and maintained social distancing – the minibus enabled parents to see that they came from the school.  JC advised that there is now a lone working policy that has been introduced across the Trust. **JCY questioned, if staff are not able to see the child are we still making MASH referrals?** JC confirmed that there are no cases of not being able to see a child.  **JA asked, how many children from key workers are attending?** – approx. 10 across each week – the students are keen to learn and want to come into school. |  |  |
| **4.3** | * **Staff wellbeing – (including Headteacher / Leadership Team)**   **JA challenged, how are you covering this?** SM explained that acommunication tree was created before the lockdown started – provides the opportunity to communicate staff concerns and SM provided more detail. One staff member has encountered a bereavement. All staff have a buddy that they keep in touch with.  **JA asked SC as a member of staff, “How is it working for you?”** SC confirmed that she’s OK, there is a great team around her and there are great resources. **JCY asked how SM is?** SM confirmed that she has had challenging issues with her family and bereavement and family members who are ill. JCY stressed that SM also needs to look after herself. CW added on behalf of JC as well, I’m concerned that senior managers, if there are issues, need to make us aware to be able to help. There is openness and people must know that they can always talk to someone”  **JA asked, is there is a delegation list, should someone in the SLT become ill?** Yes, and SM explained further.  **JCY questioned, do you have any idea of what staffing is needed?** SM explained that the school may be short of a small number of staff – have been 3 resignations during this period of shutdown – Science is always a challenging area for recruitment.  JCY asked, has the School Business Manager left? SM explained that this role is now vacant, and the recruitment process will be carried out in the next few weeks. CW offered congratulations “Well done in maths in terms of staffing” **JA questioned; will recruitment be done online?** SM confirmed, yes and explained the process. JA offered to help with potential interviews.  **TF asked, do you know the September intake student number?** SM confirmed: North site: 118 students and South site: 110 students. The Local Authority have asked the school to take 150 additional students and more on south – there will be £250k awarded to improve buildings if there is an increase in the PAN – the school is staffed for this. |  |  |
| **5.** | **NEXT STEPS / FUTURE PLANS** |  |  |
| **5.1** | SM advised that she will keep reviewing online learning will also consider timetables, should there be a staggered return and outline how to cope with a staggered induction. Recruitment of staff will have to be done online.  JC advised that as a Trust, colleagues have been focussing on strategic planning. JC outlined the ideas of students and pupils possibly returning to school. CW advised that the return to school could be confirmed with short notice and proposed that plans are in place for return.  **JC questioned exam results**? SM advised that staff are reviewing grades, which is “fraught with interesting times” |  |  |
| **6.** | **ANY OTHER BUSINESS** |  |  |
| **6.1** | **Anti-Bullying Policy**  **CW noted that the policy is focussed on bullying against students but there is no reference to staff?** JC advised that staff are dealt with via other policies and this is just for students.  **CW questioned some of the wording and provided examples, to create a greater focus on bullying.** SM agreed to add in a sentence to confirm that it’s to ensure that students are safe at school. CW highlighted the definition of bullying on page 2 and proposed that the definition is moved to the start of the policy. SM discussed further.  **JA highlighted the complaints procedure; would it be useful to refer to the school’s formal complaints procedure?** **There is a monitoring section, but there is no mention of the involvement of the LGB?** **Governors would be monitoring if it went to a formal process. There is reference to a named person in the appendix, but their name does not appear.** SM advised that she would prefer not to refer to the complaints procedure and enable parents to go to the Head of Year in the first instance. CW advised of revised wording which may make this clearer and SM accepted this.  JC agreed to the amends and SM agreed to action. Governors were asked to email their amends to SM. Governors agreed to ratify the policy given the amends highlighted. | **SM**  **SM**  **All** | **ASAP**  **ASAP**  **ASAP** |
| **7.** | **MEETING DATES 2020** |  |  |
| **7.1** | * 5.30pm Thursday 11th June * 5.30pm Thursday 17th September   JA proposed a catch-up meeting in 4 weeks’ time – this was agreed. Thursday 4pm 21st May. Clerk agreed to confirm to all governors and colleagues. | **TE** | **ASAP** |

The meeting was closed by the Chair at 4.28 pm

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|  | **Action Points** | **Responsible** | **Date to**  **Complete** |
| **2.2** | School consultation re: change in the structure of the school day – Clerk to add to the next LGB meeting agenda.  Advertising for new school governor – JA agreed to follow-up.  Pupil Premium action plan - has been created but not yet shared with governors – JA requested that this is circulated. | **TE**  **JA**  **SM** | **11th June**  **On-going**  **ASAP** |
| **4.1** | JC advised that Trusts can order the laptops, not individual schools and will see if the scheme allows access to the internet through dongles.  To share the results of the survey with members of the LGB. | **JC**  **SM** | **ASAP**  **ASAP** |
| **6.1** | **CW questioned some of the wording and provided examples, to create a greater focus on bullying.** SM agreed to add in a sentence to confirm that it’s to ensure that students are safe at school. CW highlighted the definition of bullying on page 2 and proposed that the definition is moved to the start of the policy. SM discussed further.  CW advised of revised wording which may make this clearer and SM accepted this.  To email their amends to SM. | **SM**  **SM**  **All** | **ASAP**  **ASAP**  **ASAP** |
| **7.1** | To all governors and colleagues, the next LGB meeting is Thursday 4pm 21st May. | **TE** | **ASAP** |

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

Local Governing Body Chair