

Minutes

Elizabeth Woodville School

Meeting: Local Governing Body	Date: Thursday 4 th February 2021
Chair: Jason Abbott (JA)	Clerk: Teresa Elkin (TE)
Apologies:	Absent:
In attendance: Sharan Matharu (SM) Principal; Jason Abbott (JA) Governor; Dr Jamie Clarke (JC) TLT CEO & Governor; Chris Watt (CW) TLT Trustee; Melissa Scott (MS) Governor; Hayley Richardson (HR) Parent Governor; Sue Wagstaff (SW) Chief Finance Officer (part); Gillian Lucas (GL) Parent Governor; Sue Christopher (SC) Staff Governor; Paul Goddard (PG) Governor (part); Harry Barrett (HB) Assistant Headteacher and SENDCo (part)	

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

		Action By	Date
1.	WELCOME AND APOLOGIES		
1.1	JA welcomed everyone to the virtual meeting. Gillian Lucas (GL) as a newly appointed governor was welcomed to the meeting. Harry Barrett (HB) Assistant Headteacher and SENDCo was also welcomed. It was noted at this point in the meeting that Paul Goddard (PG) was absent.		
2.	DECLARATION OF BUSINESS		
2.1	There were no declarations.		
3.	MINUTES AND CONFIDENTIAL MINUTES OF THE LOCAL GOVERNING BODY MEETING 8th DECEMBER 2020 & MATTERS ARISING		
	Note: at 5.34pm PG joined the meeting.		
3.1	The minutes and confidential minutes were agreed as an accurate reflection of the meeting and will be signed by the Chair.	JA	ASAP
3.2	Matters Arising MS to forward SEND information provided by Jo Chitty to HR. HR to contact SW to arrange meeting dates to review the budget	MS HR	ASAP ASAP

	<p>HR to meet with SEND colleagues in school - to be actioned.</p> <p>The Clerk agreed to liaise with school colleagues to allow governors access to the central Trust policies file.</p> <p>All other actions are complete.</p>	<p>HR</p> <p>TE</p>	<p>ASAP</p> <p>ASAP</p>
4.	SEND UPDATE		
4.1	<p>SEND HB presented a summary of his SEND report: 'EWS SEND and Literacy Update'.</p> <p>GL questioned the number of SEND students - is this an average number for a secondary school? It is just below national average.</p> <p>JA noted that there are 2 EHCP students, do you have ideas on how this funding will be spent? HB advised that senior leaders have reviewed the provision and have £12k to look at tailoring support via TA's for the two students.</p> <p>JA questioned, how do you ensure quality provision for SEND students? We ensuring balance is there and we are meeting the needs of students and high needs students tend to be on the south site and we ensure that they have equity in their provision. JA asked, is getting the recruitment of staff right important? Yes, we are looking at recruiting strong members of staff.</p> <p>SM added that the school must meet its statutory requirements, must ensure that everything is documented and managing the expectations of parents. Would like to offer SEND training for governors and will address this. As a school will be looking at strengthening SEND support. In response to a question from JA, SM advised that SEND training may have to be part of a governor meeting.</p> <p>CW congratulated HB on his report. JA endorsed his thanks.</p>	<p>JA, SM</p>	<p>On-going</p>
	Note: at 6.04pm HB left the meeting.		
	Note: there was a change in the order of the agenda.		
6.	BUDGET & FINANCE UPDATE		
6.1	<p>SW summarised the budget and notes uploaded to the classroom.</p> <p>Cleaning and catering contracts will move to different providers.</p> <p>There will be a loss of income from the Willison Centre due to closure as a result of the national lockdown, of approx. £31k.</p> <p>Most areas in the budget are on track and there are slight savings in these</p>		

	<p>areas. Catering: lost £96k income from students but also lost the cost of salaries that do not have to be paid, therefore there is a net gain of approx. £15k.</p> <p>Expecting to end the financial year in a better position – due to lower expenditure and staff vacancies, but spending will start again when the school opens following lockdown.</p> <p>SW advised SM and her team to attempt to maintain savings.</p> <p>Supply costs are currently appearing as underspent as the pay award was lower than expected but supply costs will be approx. £50k overspent as there has been a staff vacancy throughout the autumn term and the post has still not been filled. SM confirmed that a Maths teacher is required, there may be another short-term supply teacher in the department but expect to have removed these vacancies by June/July.</p> <p>HR confirmed that she will contact SW to arrange a meeting and asked, will you start looking at the new budget at the end of March? Are issued with provisional Budget from the ESFA at the end of February. Then from March will start to review the curriculum and look at reducing costs etc. for the new budget.</p>			HR	ASAP
6.2	<p>JA thanked SW for her budget summary. JA advised that the school is without a Business Manager. SW provided an update on short-term support for the school.</p> <p>PG offered to support HR and SW in the review of the school's finances.</p>				
	Note: at 6.23pm SW left the meeting.				
5.	HEADTEACHER'S REPORT				
5.1	<p>SM provided a summary of her report.</p> <p>The school has submitted an additional complaint to NCC (Northamptonshire County Council) as they removed a student from the list – the student has now been taken into care.</p> <p>The Grace Foundation has funded some appointments in school in the area of ethos. The Foundation will also be appointing a Youth Support Officer and a Family Support Worker for the school.</p>				
5.2	<p>SM summarised the support for staff providing remote learning, to determine that staff are still delivering excellence. Remote learning is going well, and live lessons are not compulsory.</p> <p>Staff are struggling with the current lockdown but overall feel more positive about teaching and support in this lockdown.</p>				
5.3	CW asked, what have you done to follow up on cases of suspected				

	<p>domestic violence? SM advised of the procedure; each has to be followed up.</p> <p>CW advised that the Grace Foundation is a charity to support the TOVE Learning Trust. Discussed a Health & Safety update at a recent Trust meeting and the number of cases need to be addressed. SM advised that she is in receipt of the report today. SM will chase up outstanding actions.</p> <p>Staff well-being: CW asked that SM thank staff for their work with students in lessons, Trustees and Governors recognise the excellent work that they are doing. SM agreed to pass this on to staff.</p>	SM	On-going
	SM	SM	ASAP
5.4	<p>SM explained the alerts further from the Police and each are responded to – the figures may show students witnessing and not necessarily involved in domestic violence.</p> <p>The school is getting 50% of vulnerable students into school. Governors welcomed this and offered congratulations.</p> <p>Ethos: JC reminded the LGB that Lord and Lady Edmiston have supported the expanding number of schools in the Trust – their support makes a massive difference via their generosity. Lord and Lady Edmiston were formally thanked by the LGB. JA agreed to send an email of thanks.</p>	JA	ASAP
5.5	<p>JA questioned Year 10 and Year 11 behaviour – what is behind this and what are you planning to do? SM explained that routines have changed and need to ‘re-start’ with some students. Sanctions are very difficult to implement. Will do more work on the PSHE side and the Grace Foundation support will help. These students are in school and are getting used to routine again. JA thanked SM for her hard work.</p>		
5.6	<p>JA asked for a brief update on Science: SM outlined the actions. Staff understand what work needs to be presented and what work needs to go out – there is now some good practice. Strategy is having a positive impact, but some actions cannot be delivered until staff are back in school.</p>		
7.	SEND REPORT		
7.1	This was updated in agenda item 4.		
8.	UPDATES ON INVESTIGATIONS FOLLOWING HEARING PANELS		
8.1	<p>JA provided an update. Parents reported maladministration on a recent hearing panel – the error was due to a Local Authority system error – this has since been addressed. SM noted that there have been a number of these examples recently and will continue to double check that information is properly uploaded and recorded.</p> <p>JA noted that a parent was concerned that the process of a student providing a statement to an incident was not done confidentially – there</p>	SM	On-going

	<p>were threatening text messages from other students involved in the process. SM advised that this was part of a review of the safeguarding and behaviour process which the school is undertaking. HR added more detail to this complaint regarding the student that made a statement. Other students were aware of who had made the statement.</p> <p>JA welcomed the review of the processes by SM's team.</p>		
9.	TRUST UPDATE FROM TRUSTEE REP		
9.1	<p>CW noted that the Trust's Health & Safety advisors have been re-appointed, this is a positive step.</p> <p>Governors recognised that teachers are dealing with challenges every day and need to ensure that the school is properly and appropriately challenged – this is working well at EWS.</p>		
10.	POLICIES		
10.1	<ul style="list-style-type: none"> • IT & E-Safety <p>The policy has been re-issued. The LGB ratified the policy.</p>		
10.2	<ul style="list-style-type: none"> • Covid-19 <p>The Trust template and the policy has been personalised to the school. The LGB ratified the policy.</p>		
11.	GOVERNOR MATTERS		
11.1	<ul style="list-style-type: none"> • Skills Audit – returns <p>Governors who have not yet returned their Skills Audit were asked to send their completed returns to the Clerk.</p>		
11.2	<ul style="list-style-type: none"> • Governor visits: feedback <p>It was notes that governor visits are still essential. JC advised that he visited recently, school is functioning well.</p> <p>JA has visited the school as a certified Covid-19 tester: it has been good to see the team, the mood is positive, and students appear to be happy on site. There are many staff in, site staff are using the opportunity to complete work.</p>		
12.	ANY OTHER BUSINESS		
12.1	<p>GL to be noted on the make-up of the LGB as a Parent Governor – The Clerk agreed to inform the Trust central team and update the agenda responsibilities.</p>	TE	ASAP
13.	MEETING DATES 2020		

13.1	<ul style="list-style-type: none"> 5.30pm Thursday 6th May 2021: School data progress point/Budget 5.30pm Thursday 24th June 2021: Results forecast / attendance forecast / SDP review focussing on Plans and Priorities for year ahead 		
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The meeting was closed by the Chair at 7.01 pm

	Action Points	Responsible	Date to Complete
3.1	To sign a hard copy of the former minutes and confidential minutes	JA	ASAP
3.2	To forward SEND information provided by Jo Chitty to HR. To contact SW to arrange meeting dates to review the budget. To meet with SEND colleagues in school - to be actioned To liaise with school colleagues to allow governors access to the central Trust policies file.	MS HR HR TE	ASAP ASAP ASAP ASAP
4.1	SEND training may have to be part of a governor meeting.	JA, SM	On-going
6.1	To contact SW to arrange a meeting.	HR	ASAP
5.3	To chase up outstanding Health and Safety actions. To pass on thanks to staff.	SM SM	On-going ASAP
5.4	To send an email of thanks to Lord and Lady Edmiston for their support of EWS.	JA	ASAP
8.1	Will continue to double check that information is properly uploaded and recorded by the LA.	SM	On-going
12.1	To inform the Trust central team and update the agenda with governor responsibilities.	TE	ASAP

Signed:

Date:

Local Governing Body Chair