

## Minutes

### Elizabeth Woodville School

<b>Meeting:</b> Local Governing Body	<b>Date:</b> Thursday 6 <sup>th</sup> May 2021
<b>Chair:</b> Jason Abbott (JA)	<b>Clerk:</b> Teresa Elkin (TE)
<b>Apologies:</b> Chris Watt (CW) TLT Trustee; Melissa Scott (MS) Governor; Sue Christopher (SC) Staff Governor	<b>Absent:</b>
<b>In attendance:</b> Sharan Matharu (SM) Principal; Jason Abbott (JA) Governor; Dr Jamie Clarke (JC) TLT CEO & Governor; Hayley Richardson (HR) Parent Governor (part); Gillian Lucas (GL) Parent Governor; Paul Goddard (PG) Governor.	

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

		Action By	Date
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>		
<b>1.1</b>	JA welcomed everyone to the virtual meeting.  Apologies were submitted by Chris Watt (CW), Melissa Scott (MS) and Sue Christopher (SC) Staff Governor and were accepted.		
<b>1.2</b>	Governor resignation: Hayley Richardson (HR) has been appointed as the new EWS Business Manager so will stand down as a governor of the LGB. The LGB will now have to address governor recruitment. Thanks were expressed to HR for her support and governors are looking forward to her support in her new role.  JA agreed to determine which vacancies there are.	<b>JA</b>	<b>ASAP</b>
<b>2.</b>	<b>DECLARATION OF BUSINESS</b>		
<b>2.1</b>	There were no declarations.		
<b>3.</b>	<b>MINUTES OF THE LOCAL GOVERNING BODY MEETING 4<sup>th</sup> FEBRUARY 2021 &amp; MATTERS ARISING</b>		
<b>3.1</b>	The minutes were agreed as an accurate reflection of the meeting and will be signed by the Chair.	<b>JA</b>	<b>ASAP</b>
<b>3.2</b>	<b>Matters Arising</b> The Clerk agreed to double check the advice re: governor access to Trust		

	<p>policies on the Classroom.</p> <p>It was agreed to remove Dave Barker from list of governors on Google classroom and add Paul Goddard. The Clerk to advise the Trust Governance Team.</p> <p>All other actions are complete.</p>	TE	ASAP
		TE	ASAP
<b>4.</b>	<b>HEADTEACHER'S REPORT</b>		
	Note: at 5.39pm HR joined the meeting.		
<b>4.1</b>	<p>SM provided a summary of her report.</p> <p>Teacher Assessment Grades (TAGs): SM summarised the process and the evidence that makes up the TAGs.</p> <p>SM provided a summary of student behaviour – some students are struggling on the return to school. The reason attendance looks lower than the target is because of students who should have come to school during lockdown, were marked as an 'X' and therefore this affected the attendance figure. However, the DfE will not consider this data until after March 8<sup>th</sup> 2020.</p> <p>Support is in place for students who are persistently absent.</p>		
<b>4.2</b>	County Lines training has been accessed by Senior Leaders and will be cascaded to staff members.		
<b>4.3</b>	<p>A safeguarding review is planned with Nigel Handiside.</p> <p>The Grace Ethos Team has started working with students.</p>		
<b>4.4</b>	Teacher absence was high, three members of staff are on long-term sick. One has resigned, one resigned previously. This is having an affect on staff cover costs. There are two absences in the Science team.		
<b>4.5</b>	Lesson observations will start at the beginning of July.		
<b>4.6</b>	Lockdown was positive in terms of social media and parental feedback.		
<b>4.7</b>	<p>Catering and Cleaning has been through the tender process. The canteen food has improved hugely, quality and fresh.</p> <p>Cleaning is an on-going concern. Lots of areas are not clean and many complaints are received from staff.</p>		
<b>4.8</b>	There were some cases of Covid-19 during the Easter holidays and SM provided an update. Funding has paid for Covid-19 testing in school.		

	JA thanked SM for her report.		
4.9	<p>JC clarified that regarding the curriculum update;</p> <ul style="list-style-type: none"> <li>• Key Stage 3 is Years 7, 8, 9</li> <li>• Key Stage 4 is Years 10 and 11.</li> </ul> <p>SM explained the EBacc route and where options are available. SM advised that there is a broad and based curriculum available for all students.</p> <p>SM advised that RE is taught and explained, in response to a question from JC. <b>JC questioned, is it mapped and tracked?</b> It could be improved, it is mapped, but not linked and signposted back to RE. It was agreed that there is some work to be done here.</p> <p>SM explained that learning needs to be embedded before students have the opportunity to select their options – the school provides a solid foundation to get them ready for GCSEs. <b>JA asked why has the timing of the option selection been changed? Is the three-year Key Stage 4 a trend, why has it been changed back?</b> JC advised that the new Ofsted framework reflects that Key Stage 4 will not be a 3-year stage.</p>		
4.10	<p><b>JA questioned, the student roll is down to 30, where have these students gone?</b> SM advised that some were lost to home educating but some of these are returning and some students were placed in this school by the Local Authority, but they could not get to school and have therefore moved to other schools and EWS has lost these students from the roll.</p> <p><b>JA asked, have we lost some of these students to Silvertone?</b> SM confirmed that this was less of an issue as the school contacts parents to persuade them not stay at EWS rather than move.</p>		
4.11	<p><b>JA noted that behaviour was discussed at the last LGB meeting due to the return to school, but is behaviour improving now?</b> SM advised that there is some 'silliness' creeping back in. There has been a stop start term with holidays throughout the term, students have not got back into a routine. Overall, behaviour is improving. SM outlined that senior staff changes will enable more behaviour support to be allocated to the south site.</p> <p><b>HR questioned, with a staff resignation, what support will there be for SEN?</b> SM confirmed that another colleague has completed SEN training.</p> <p>JC advised that student behaviour reflects what other secondary schools are experiencing. Students are struggling with the stops and starts in the term. Expectations re: behaviour will be reinforced in September.</p>		
4.12	This item is confidential and is minuted separately.		
4.13	<b>Staff well being, JA questioned, how is everyone?</b> Teachers are pressured in Years 11 and 13 with lots of marking and moderation. Cleaning regimes are still taking place in the classroom. <b>JA asked, is this based on specific</b>		

	<b>feedback?</b> its based on feedback and talking to staff.		
<b>4.14</b>	<b>JA questioned the IT strategy, is this working?</b> SM provided an overview of the Trust strategy. The school invested last year in moving to the cloud. May look at a new Wifi system for the school. There were good candidates for the IT manager vacancy.		
<b>4.15</b>	This item is confidential and is minuted separately.		
<b>5.</b>	<b>ITEMS FOR DISCUSSION</b>		
<b>5.1</b>	<ul style="list-style-type: none"> <li><b>Summer term priorities (Including Teacher Assessment Grades TAGs)</b></li> </ul> <p>These were highlighted in the Headteacher's report. Teaching and learning: will carry out observations and consider the summer school for Year 7's.</p> <p><b>JA asked, are there any measures in place?</b> An observation schedule has been drafted.</p>		
<b>5.2</b>	<ul style="list-style-type: none"> <li><b>Reflections/learnings on provision during pandemic – what went well?</b></li> </ul> <p>There has been positive feedback, staff were quick on the mark to use live lessons to use interactive facilities. <b>JA queried, what learnings can we take forward?</b> Can deliver a live lesson if the school is closed for any reason, plus the use of Google Classroom. Interactions with parents have been good, they appreciated phone calls (rather than emails), there is more blended learning. It is too early however, to see how outcomes have been affected.</p>		
<b>6.</b>	<b>BUDGET &amp; FINANCE UPDATE</b>		
<b>6.1</b>	<ul style="list-style-type: none"> <li><b>Budget Meeting update (22<sup>nd</sup> April)</b></li> </ul> <p>JA updated the LGB: attended the recent Trust Finance committee where the three-year budget was presented. Minutes from the meeting have been uploaded to Google classroom.</p> <p>Originally forecast a deficit for this year but this has rapidly reduced for Covid-19 related reasons and a staff post saving.</p> <p>Next year the school is forecasting a small deficit but hoping that it will be cleared by the underspend in the budget. Hoping to be in the 'black' in year 3. Larger cohorts are coming into school, and smaller cohorts of students are leaving.</p> <p>SM advised that science recruitment may increase the deficit slightly. JC reminded the LGB that every school has to deliver a balanced budget.</p> <p>JA added that with a deficit budget moving into a surplus, the school will have to pay back the historic deficit and this will be negotiated with the Trust.</p>		

<b>7.</b>	<b>TRUST UPDATE FROM TRUSTEE REP</b>		
<b>7.1</b>	<ul style="list-style-type: none"> <li><b>School Improvement Posts</b></li> </ul> <p>JC advised that there are School Improvement Directors (SIDs) across the MAT. Science is a focus and will appoint a second SID in Science. Will also appoint a SID in Humanities.</p> <p><b>JA questioned, when will the posts start?</b> September.</p>		
<b>7.2</b>	<ul style="list-style-type: none"> <li><b>Marketing Posts</b></li> </ul> <p>JC outlined the team in place who will provide support for EWS.</p>		
<b>7.3</b>	This item is confidential and is minuted separately.		
<b>8.</b>	<b>POLICIES</b>		
<b>8.1</b>	<ul style="list-style-type: none"> <li><b>EWS Violence at Work Policy</b></li> </ul> <p>SM advised that the Health &amp; Safety auditor recommended that the school needed the policy – SM will amend and will present to the Trust to have a trust wide policy.</p> <p>Governors noted the policy.</p>		
<b>9.</b>	<b>ANY OTHER BUSINESS</b>		
<b>9.1</b>	There was no other business declared.		
<b>10.</b>	<b>MEETING DATES 2020-2021</b>		
<b>10.1</b>	<ul style="list-style-type: none"> <li>5.30pm Thursday 1<sup>st</sup> July 2021: Results forecast / attendance forecast / SDP review focussing on Plans and Priorities for the year ahead</li> </ul>		

The meeting was closed by the Chair at 6.38 pm

	<b>Action Points</b>	<b>Responsible</b>	<b>Date to Complete</b>
<b>1.2</b>	To determine which governor vacancies there are.	<b>JA</b>	<b>ASAP</b>
<b>3.1</b>	The minutes will be signed by the Chair.	<b>JA</b>	<b>ASAP</b>
<b>3.2</b>	To double check the advice re: governor access to Trust policies on the Classroom.	<b>TE</b>	<b>ASAP</b>
	To remove Dave Barker from the list of governors on Google	<b>TE</b>	<b>ASAP</b>

	classroom and add Paul Goddard. The Clerk to advise the Trust Governance Team.		
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Signed: .....

Date: .....

Local Governing Body Chair