**Minutes**

**Elizabeth Woodville School**

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| **Meeting: Local Governing Body** | **Date: Tuesday 8th December 2020** |
| **Chair: Jason Abbott (JA)** | **Clerk: Teresa Elkin (TE)** |
| **Apologies: Gillian Lucas (GL) Governor; Sue Christopher (SC) Staff Governor** | **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) Governor; David Barker (DB) Governor; Helen Gilligan (HG) Deputy Headteacher (part); Sue Wagstaff (SW) Chief Finance Officer.** | |

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

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|  |  | **Action By** | **Date** |
| **1.** | **WELCOME AND APOLOGIES** |  |  |
| **1.1** | JA welcomed everyone to the virtual meeting.  It was noted that Gillian Lucas the newly appointed governor had submitted apologies which were accepted. Helen Gilligan (HG) Deputy Headteacher was also welcomed to present to Agenda item 3.  Interest has been expressed from a new potential governor (Paul Goddard (PG)) who is awaiting Trust appointment. |  |  |
| **2.** | **DECLARATION OF BUSINESS** |  |  |
| **2.1** | There were no declarations.  The Clerk agreed to re-send the declaration form to governors | **TE** | **ASAP** |
| **3.** | **NPQH PROJECT BRIEFING** |  |  |
| **3.1** | Helen Gilligan (HG) the Deputy Headteacher presented her project as part of her NPQH.  **JC noted that this is a really interesting and worthwhile project – how far will your review of the curriculum go?** This will be part of a five-year review of the curriculum. HG presented a brief summary but will undertake more detail in Key Stage 3 and will do some work on the end point expectations. **JC asked, will you refine this down to look at a section of the curriculum?** HG confirmed that the focus will be on English, Maths and Science and with a possible an expansion from there.  **CW noted HPA (High Mid and Low Prior Attainers) performance at Year 7’s, we should be looking at those who are only developing their learning skills should there be anything here to help these pupils?** We are looking at CAT testing and put in interventions to help with reading. Using catch-up funding to help provide extra support. Sometimes MPAs can help more with progress but this has to start from the start.  **HR asked, have you had any data on Year 7’s given that they did not do the SAT’s in 2020?** There are some teacher assessments from primaries and CAT test scores.  **JA questioned; how will you bring parents on board?** HG advised that parents want to understand better and know where their children are and how they can help them to progress them. Data could be used as part of a  parent forum.  JC encouraged HG to focus the curriculum review on a subject or a couple of subjects or lower and higher attainers rather than a broad view.  JA thanked HG for her presentation. |  |  |
|  | Note at 5.42pm HG left the meeting. |  |  |
| **4.** | MINUTES OF THE LOCAL GOVERNING BODY MEETING 17th SEPTEMBER 2020 & MATTERS ARISING |  |  |
| **4.1** | The minutes were agreed as an accurate reflection of the meeting and will be signed by the Chair. |  |  |
| **4.2** | **Matters Arising**  MS and JA have been discussing the role of Safeguarding governor. MS does not have the time required to take on the role, so JA asked HR if she was willing to take on the role of safeguarding governor? HR confirmed, yes. HR was thanked to offer her time. HR was advised that she could approach Jo Chitty for advice if required, HR confirmed that she is DSL trained in her own school.  MS offered to forward material sent from Jo Chitty to HR.  MS offered to take on lead on another subject area. | **MS** | **ASAP** |
| **4.3** | HR will contact SW this week to review finance. | **HR** | **By 11th Dec** |
| **4.4** | SM and JA met to discuss how governors could monitor the SIP a little more as governros cannot go into school. One of the aims is to have progress points reported to the LGB – mock exams have been put back a week. |  |  |
| **5.** | HEADTEACHER’S REPORT |  |  |
| **5.1** | * **School Data Progress Point**   CAT tests were caried out and therefore can forecast where Year 7’s will be in the future. There is a 10-point gap between Pupil Premium and non-Pupil Premium.  Behaviour – there are more exclusions due to the fact that the school no longer has an isolation room. Looking at bringing isolation room back in the spring term as this works as a deterrent.  There will possibly be permanent exclusions in Year 8 – two students are not changing their behaviour.  In Year 9 support plans have been put in for students.  Training sessions have been provided for staff on low level behaviour disruption. **HR asked, are there any safeguarding issues re: these exclusions, especially regarding the student who has been sent home?** Yes, it has been followed up with social workers.  Attendance: 92% which is a good figure considering how many students are self-isolating. Year 8 figure is low due to self-isolating again. There are four school refusers, but strategies have not worked. NCC (Northamptonshire County Council) is addressing this with fines. JC noted that it’s the lower end of average but assumes that the figure does not include the Covid-19 related students? add the ‘x’s’ back in and share this with students.  **JA asked about Persistent Absences.** The LA is moving Year 10 students into the school with low attendance from other schools and some are school refusers. |  |  |
| **5.2** | * **Safeguarding**   The school is making quite a few referrals and have put in another formal complaint to the LA as they determined that a student was not in need – but social workers are now involved with this student again. |  |  |
| **5.3** | * **Cultural Capital**   Events cannot take place due to Covid-19, but students have suggested events i.e. Christmas jumper day. |  |  |
| **5.4** | * **Staffing**   SM outlined the staff leavers.  **JA asked, how is well-being?** SM advised they are tired and weary but positive. Staff are appreciating what we are doing. Duty is tiring as we are covering for staff absences. |  |  |
| **5.5** | * **Extra-curricular timetable**   There is academic catch-up. **JA asked, how many are attending and is it** **having an impact?** SM was not able to advise on the data but Year 11’s are dedicated to attending. Transport is being offered to help students attend the sessions. |  |  |
| **5.6** | * **Performance Management**   A few teachers are yet to complete their performance management and support staff are still completing theirs.  Some staff have progressed on the pay scale. |  |  |
| **5.7** | * **CPD**   Has been challenging to provide cover and staff are doing courses in their own time. |  |  |
| **5.8** | * **Teaching & Learning Plan**   There have been learning walks but cannot have lesson observations. Will do deep dives in Science and MFL (Modern Foreign Languages) in the first few weeks of January. Teacher training is going really well.  Most departments are improving especially MFL and Humanities. But have staff in some departments who keep missing observations and there will be more lesson dips this week. Behaviour management is better. When lessons are not good this is due to poor planning and this is being addressed.  Maths – Head of Maths will leave the post at end of August 2021 – there are some good performers on the south site and SM provided examples. |  |  |
| **5.9** | * **Curriculum update**   Staff have been asked to revisit their impact documents. Are changing the options process as students will not be ready in Year 8, will be better for the students.  **JA questioned, how is online blended learning going, are staff managing the workload?** Where students are sent home, it is because the school has not got staff to cover, so there have not been as many blended lessons as required. Some staff have been happy to do twice the work. Some have become adept and can teach a lesson and teach an online lesson at the same time.  JC advised that remote learning for pupils sent home is now legal and to clarify, work is available and when live lessons can take place they are being delivered. The quality of written material is of good quality. Heads of Year are quality assuring work. |  |  |
| **5.10** | * **Premises**   Work is planned for December. Catering and cleaning will go to external companies in the spring term, there is now a better offer and this will reduce the workload for staff in the school. |  |  |
| **5.11** | * **Covid-19 impact: update**   It takes a lot of time to check up on students and reporting – parents have been brilliant and there have been a lot of thanks from them. All Year 10’s on the south site were sent home, 70 are already isolating.  Catch-up funding of £77k has been awarded, we are pleased with this and SM outlined a plan of where this money is being spent and the outcomes.  **JA challenged, will there be a requirement to monitor the spend on big ticket items?** SM explained the support for extra teaching.  CW added that there is money for mental health support, is this catch-up funding? Yes, it helps them to perform better and deal with anxiety and grief.  **MS questioned, as governors will we continue to have sight of this spend as the year goes on?** Yes, we can upload figures. |  |  |
| **5.12** | Numbers on roll: SM provided the background to the reduction in numbers. |  |  |
| **6.** | BUDGET & FINANCE |  |  |
| **6.1** | * **Budget Working Group – Update**   SW was welcomed to the meeting and DB and HR have been supporting in terms of keeping up to date with finances.  DB provided a summary of the recent finance meeting. Governors now have access to the figures. It was a very productive discussion. SW appreciated governor feedback.  There has been little spend this term. SW encouraged governors to ask for access to financial reports. |  |  |
| **6.2** | * **Monthly Management Accounts**   October accounts: SW provided a summary. No real issues. £46k better off than forecast at the end of the year. School Business Manager is learning how to read and present the reports.  JA thanked SW for attending and providing a full update. |  |  |
| **6.3** | * **Responsible Officer Autumn Term Visit Report**   The visit has not yet happened – there will be two in the spring and one in the summer term. |  |  |
| **6.4** | * **School Capital Allocation (SCA) bids update: to be submitted to Trustees**   Fire alarm upgrades have been done as part of the funding from these bids. £15k has been put through for fencing. In January/February will start to draft new bids. | **SW** | **Jan, Feb** |
| **6.5** | * **Budget Outturn**   Accountants have provided the final accounts, but SW does not yet have a per school figure. |  |  |
| **6.6** | JA thanked SW, HR and DB for their work.  SW will work on the impact on the budget following the new cleaning and catering contracts. |  |  |
|  | Note: at 6.29pm SW left the meeting. |  |  |
| **7.** | **DESIGNATED SAFEGUARDING LEAD REPORT** |  |  |
| **7.1** | HR will report on this going forward. Jo Chitty may be able to help with a template the Trust use for the end of year reporting. |  |  |
| **8.** | **HEALTH & SAFETY REPORT TO GOVERNORS** |  |  |
| **8.1** | SM advised that there are no major concerns. Some more audits are required around sites.  A Health & Safety governor is required, it was proposed as the potential new governor (PG) due to background and experience. JA advised that he met with PG and is progressing with the appointment. |  |  |
| **9.** | **REVIEW SEND REPORT TO GOVERNORS** |  |  |
| **9.1** | The Clerk agreed to add SEND Report to the next agenda.  HR as SEND governor met with school colleagues before lockdown in March and agreed to continue with this responsibility. HR will contact school colleagues and update before the next meeting. | **TE**  **HR** | **4th Feb**  **Before 4th Feb** |
| **10.** | **TRUST UPDATE FROM TRUSTEE REP** |  |  |
| **10.1** | CW advised that regarding agenda items 7, 8 and 9 the LGB could have one of these at each meeting to allow greater depth reviews.  2 new primaries are doing well in the Trust.  The Trust was unsuccessful in its bid for a new school.  Headteachers and Chairs’ meetings are sharing concerns and best practice across the Trust.  JC added that there is a new HR Manager in the Trust. |  |  |
| **11.** | **POLICIES**   * See Appendix 1 for ratification. |  |  |
| **11.1** | CW advised SM not to have actual names in policies and replace these with titles to keep them up to date. SM to action.  TE to move polices in the ‘classroom’ to left hand side.  With the exception of the IT policy and names on couple of policies and subject to amends, all governors were happy to ratify the policies.  JC agreed to double check admissions policies across the Trust to ensure that the EWS policy is compliant. JC to inform SM. | **SM**  **TE**  **JC** | **ASAP**  **ASAP**  **ASAP** |
| **12.** | **GOVERNOR MATTERS** |  |  |
| **12.1** | * **Governor visits: feedback**   The following responsibilities were agreed:   * Hayley Richardson: SEND and Safeguarding * Jason Abbott, Gillian Lucas and Melissa Scott: Teaching and Learning * Jason Abbott: Science * Paul Goddard: Finance, Health and Safety * Hayley Richardson: Finance   All responsibilities link back to the SIP. |  |  |
| **13.** | ANY OTHER BUSINESS |  |  |
| **13.1** | * **Thanks from the LGB to Dave Barker – Governor**   Thanks were expressed by the LGB. DB has been a governor at EWS for a number of years, supporting finance and has been a great support and challenge in meetings. Governors acknowledged his valuable support when he chose to stay on when his son left the school.  CW thanked DB on behalf of the Trust, he has seen the school go through momentous changes and has been a really good support for JA. All good wishes.  DB thanked all and missed seeing colleagues during the pandemic and thanked colleagues for support. |  |  |
| **14.** | **MEETING DATES 2020** |  |  |
| **14.1** | * 5.30pm 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 LGB asked SM to pass on thanks to staff. Governros thanked SM for her hard work. HR asked, how do you feel about having small meetings in school re: SEND and safeguarding? SM welcomed this. |  |  |
| **15.** | CONFIDENTIAL ITEM |  |  |
| **15.1** | This item is confidential and is minuted seperately. |  |  |
| **15.1** | A Science update was provided by SM.  The Science Improvement Plan was shared with governors prior to the meeting.  The Science Lead has not always delivered their best, curriculum planning and delivery is sometimes rushed. SM met with the Head of Science to discuss leadership, quality of teaching, complaints and learning walks support this. The staff member is now off work with stress since being put on a support plan. SM visited the colleague and described her as “A broken member of staff.” The job is too much and the Science team have not been supportive. Team members are now offering to step-up, however.  The Head of Science is worried about returning to school but is not responding to communications this week. SM has asked a colleague to step-up, in the meantime she manages behaviour well, but does not understand the Science curriculum.  2 members of the Science team are on informal support plans. Possibly there will be a third added to the list. Staff are not adhering to the teaching and learning plan. SM outlined the support that has been provided for the Science team.  SM noted that the school now required new, enthusiastic members of the team and are looking at posts for the start of the new academic year.  **CW asked, is the expectation of people on informal support plans, to improve?** No. **Why can we not go to formal support plans?** This will not follow the policy. SM noted the poor education that students are getting in this subject in the school. SM has offered support to one staff member who is claiming that they are not getting support.  JC advised governors that a range of strategies have been tried but improvement has not been helped by the Subject Leader. Possible recruitment of Science leaders will be a challenge. Looking at Teach First teachers and strong teachers and a strong temporary leader to help drive consistency. This is an area of concern in the short-term. May bring in a short-term provision to help these students.  CW expressed concerned that SM seems to feel as though it’s her fault, but it is not. SM will get support from governors and the Trust. It’s always been an issue and we’ll get to grips with it.  **HR asked, with new teaching support coming in, the DfE will provide guidance on what will be aimed at for learning for GCSE’s next year, will they focus on this?** Yes, SM advised that when we used them last year we worked with them to identify gaps in learning and topic weaknesses.  **HR asked, will teachers on support plans be part of these lessons?** Yes, they will sit in on these lessons by other colleagues and ideally be upskilled by it.  **JA acknowledged that recruitment is difficult, if we have Teach First teachers, they will not be experienced enough to know how not to fail in a broken department?** CW advised that if there is a strong leader you are 90% there. SM advised that new teachers can help to break the mould. Teach First are working towards quick promotions.  **HR questioned, if you are bringing in new staff will the newly qualified teachers have the strength of character to fight off attitudes from existing teachers?** JC explained that he has used Teach First before and they will need support as they are new to the profession and leadership need is increased but helps senior leaders to target improvement more quickly. SM advised that with new leadership in place, poor teacher behaviour may be stamped out.  MS noted that it’s a thorough approach and there is a short medium- and long-term plan, but I feel re-assured. JA asked that governors be kept up to date via the Headteacher report, moving forward. |  |  |

The meeting was closed by the Chair at 7.11 pm

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|  | **Action Points** | **Responsible** | **Date to**  **Complete** |
| **2.1** | To re-send the declaration form to governors | **TE** | **ASAP** |
| **4.2** | To forward material sent from Jo Chitty to HR. | **MS** | **ASAP** |
| **4.3** | To contact SW this week to review finance. | **HR** | **By 11th Dec** |
| **6.4** | In January/February will start to draft new bids. | **SW** | **Jan, Feb** |
| **9.1** | The Clerk to add SEND Report to the next agenda.  To contact school colleagues and update before the next meeting. | **TE**  **HR** | **4th Feb**  **Before 4th Feb** |
| **11.1** | To remove actual names in policies and replace these with titles to keep them up to date.  TE to move polices in the ‘classroom’ to left hand side.  JC agreed to double check admissions policies across the Trust to ensure that the EWS policy is compliant. JC to inform SM. | **SM**  **TE**  **JC** | **ASAP**  **ASAP**  **ASAP** |

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

Local Governing Body Chair

**Appendix 1: Policies**

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| IT & e-safety Policy | DB noted that it looks a bit ‘random’ and needs some more work before adoption. JC noted that it’s for staff and pupils and there are some good examples in the MAT. Proposed that this is not adopted. SM will take this back to colleagues.  MS noted that it needs to reflect new ways of online learning. SM noted that there was an addendum for online learning which can be used. |
| Health & Safety Policy | Approved |
| GDPR Data Protection Policy | Approved |
| Admissions Policy | JC to double check admissions policies across the Trust to ensure that the EWS policy is compliant. |
| Newly Qualified Teachers Policy | Approved |
| SRE (Relationships Sex Education) Policy | HR noted that parents can withdraw children and they have the right to withdraw and can meet with HT? SM will be HT or DHT, SM agreed to amend. |
| SEND Policy | MS requested that are staff names are accurate in the policy. |
| Anti-Bullying Policy | Approved |
| British Values at EWS Policy | Approved |
| RE and Collective Worship Policy | Approved |
| EWS Provider Access Careers Plan | Approved |
| Accessibility Disability & Equality Policy | Approved |
| Equality Policy | Approved |
| PSHE Policy | Approved |
| Behaviour and Rewards Policy | Approved |
| Exclusions Policy | Approved |
| EWS SMSC Policy | Approved |
| Misuse of Drugs and Substances Policy | Approved |
| Pupil Premium Policy | Approved |
| Curriculum Policy | Approved |
| LAC Policy | Approved |
| Child Projection Policy and Safeguarding | HR noted that there is a list of external agencies, have the websites and phone number been checked to ensure that they are up to date? SM could not confirm. HR agreed to action. MS still references Jo Chitty, needs to be amended. SM will amend to HR. |
| Exclusions Policy | Approved |
| Educational Visits Policy | Approved |