

Low Trenchard Church of England Primary School



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Chair of Governors – A Crompton

06/10/2020

Minutes Autumn Term 1 – 2020 **Local Governing Board; Low Trenchard Church of England School** **Monday 5th October 2020 at 6pm remotely via zoom**

1. Join Meeting

All participants confirmed as having video and audio

2. Welcome and Apologies

Present: Amy Crompton (Chair), Doug Honey (Vice), Emma Bending, Sharon Thorp, Liz Davy, Louise Hussey

In Attendance: Toni Martin (Governance Officer & Clerk)

3. Declarations of Interest Relevant to this Agenda

None declared. TM will send out annual declaration forms for completion by email.

4. Confirm Minutes of LGB last meeting Summer (1st July 2020)

No actions. LGB agreed the minutes and a copy will be provided for the Chair to sign when normality resumes.

5. Current Situation Update

LH gave an update on the Trust wide position, the contingency plan for 'blended learning' available in case of school closures or self-isolation (because a family member is ill), although it was noted that provision is not in place for children that are off sick like it wouldn't be normally. Funding has been provided by the government and the trust based on need.

Teachers have been using various forms of formative assessment to ascertain where the teachers are and are now starting to use more formal assessments. This will give an insight into where the progress and attainment is likely to be as all statutory assessments are due to go ahead (to see the impact of Covid). Year 2 will do a phonics screening. All of this information is feeding into the recovery plan. The situation is unknown and is likely to change in the near future so the school routine is constantly reviewed and adapted.

Objectives on the pupil premium map were not achieved because of school closures and so many objectives have been carried forward.

LD confirmed that the school has hit the ground running; the parents are all on board and the children have a great attitude. The children are eager to learn and now in a good routine at school. Some provision cannot be done the same as usual, such as phonics can't be streamlined as it needs to be done in bubbles. These are practical considerations that affect how teaching is usually done but the staff are working around it.

It was early days for Read Write Inc when the Covid lockdown hit and there were some areas picked out in the Ofsted report, how is this being managed now, given that it is being done within the bubbles? LD noted that covering the Ofsted actions is difficult due to the need for bubbles but it is being done as best as it can. The level of phonics in certain year groups is going to need managing carefully. It was confirmed that the Ofsted action plan is in the forefront but there is an understanding by Ofsted that not everything can be addressed in the way it would usually. Reading and phonics is a priority. It was also noted that pre-school children would have been doing phonics last year but this will not have been done to the same level, so they will need to catch up. LD noted a reading provision that is being trialled.

Given the reliance on it, when was the last time there was an investment in IT? The investment has occurred, it is an issue with suppliers and procurement at the moment but will hopefully be resolved.

Is there anything taken from the Covid measures, that once Covid is over/under control, would be considered beneficial to continue with regardless? LD confirmed that there are many things that are better that entail less time wasted in the day; PE afternoons, 40 minute lunches, the use of class dojo and communication with parents are all positive examples. LH noted that Covid protocols are affecting staff welfare and working hours, with additional time pressures and the need to be vigilant, does impact on the staff. LH noted that paperwork is being reduced, shorter meetings, on line training, resources being obtained to reduce teacher's planning time and teachers are not being monitored at the moment.

6. Recovery Plan & Improvement

The previous school improvement plan is on hold and the Recovery plan is now being used until at least January and probably Easter 2021.

Father Philip noted that Christmas will be very different this year and there won't be the usual carol singing and Christingle services. He noted that there may be some online activities and he would appreciate if the children could take part in some way. He will liaise with LD.

7. Safeguarding

Safeguarding Policy and governors have all seen and read KCSiE. No safeguarding issues, although staff are vigilant to this in case of any disclosures following lockdown and school closures.

8. Policies

The Admissions policy was agreed and the improved format was noted. LH noted the order of the over-subscription criteria has changed to be in line with other trust schools.

Sex and Relationships Education Policy has undergone no consultation period and there were no comments from parents. This will now be published as a policy.

PPG Review conducted but many things that were due to occur didn't and in reality it is probably pupil premium children that are mostly affected by the current situation. **Are we being vigilant about which children should be in receipt of FSM including any children that may drop into that category that might not have been before?** Careful monitoring of families has occurred throughout and has continued now we are back at school. LH noted that LD and staff know the families very well and communication is maintained.

SEND report & local offer amended to incorporate Covid statements that will have an impact on SEND provision and change to SENDCO hours.

9. Staffing Matters

Covered in item 5. Support documents with free and confidential helplines have been provided to staff and occupational health support can also be obtained. Performance management of teachers will start this month by LD, and LH will carry out performance management with LD. Targets are progress based but take account of current situation. LD noted that, particularly following the school flooding, the staff have worked above and beyond, and the team work is excellent.

How are staff managing currently and is there an impact? Staff are aware of the expectations but any avenue to reduce workload that don't affect the children are being taken. There are frustrations but everyone seems to be getting on with it. The new staff room is also a positive feature and staff are grateful to be able to use it.

LH, LD and governors discussed staffing and pupil numbers.

10. Governor Admin

The governors discussed recruiting and the need to consider succession planning. TM noted the email sent out with training opportunities and encouraged governors to take these opportunities.

11. Any Other Business

Main governor meeting will be Monday 23rd November 2020 at 6pm remotely via Zoom.

Action: Governors will remotely monitor the impact of the recovery plan, progress in phonics and reading, progress with the Ofsted actions and safeguarding. This will be done via email, zoom or over the phone.

The Chair has visited the school and will complete a record of this and her regular discussions with the school leadership.

12. Confidential Matter

A confidential matter is covered at the confidential minutes.

Meeting closed at 7.30pm

Toni JH Martin
Governance Officer

Distribution List:

Amy Crompton – Chair & Parent Governor
Doug Honey – Vice Chair & Co-opted Governor
Emma Bending – Co-opted Governor (to be Foundation Governor)
Sharon Thorp – Staff Governor
Vacancy – Co-opted Governor
Vacancy – Foundation/Co-opted Governor

Liz Davy – Head of School

Louise Hussey – Executive Head Teacher

Graeme Barriball – ADMAT Board of Directors Chair

Will Hermon – Executive Head/CEO

Sarah Owen – Eden Clerk