



**Cromwell Community College**  
**Earith Primary School**  
**Kingsfield Primary School**  
Local Governing Body Meeting  
*Thursday 30 April 2020*

## MINUTES

Present: Mr T Abbs Mr T Jones (Chair)  
Mrs C Corby-Judge Ms H Llewelin  
Mrs J Horn Mr I Whitlam  
Ms T Jackson Mrs J MacMahon (Minutes)

Confidential matters are recorded in RED and should be redacted for public minutes.

Item	Notes	Action
1	<b>Welcome and apologies:</b>  Mr Jones welcomed all present. All governors introduced themselves.  Apologies were received from Claire Foster.	
2	<b>Declaration of Interests:</b>  No member present made a declaration for the circulated agenda.	
3	<b>Minutes of the last meeting and matters arising (12.02.20):</b>  For confidentiality reasons, governors were reminded of their location due to the meeting taking place remotely.  The minutes of the meeting held on 12 February 2020 were confirmed as a true record.  Mr Abbs asked about the procedure for governors submitting questions following headteachers' reports. Mr Jones said that, usually, the agenda is sent out earlier and governors are asked to comment and to email any questions to the Clerk in	

	<p>advance. There were no questions at this meeting due to the short notice for headteachers to prepare their reports.</p> <p>Matters arising:  Item 5 – Governor visits –  Mr Jones had cancelled the meeting with Mrs Pritchard about pupil premium. All other visits have been cancelled due to the current lockdown situation. The visit by the Lead Ofsted Inspector has been postponed and will be arranged for the autumn term 2020.</p> <p>Item 6 - Review of Governing Body  Mrs Horn has contacted Miss Roberts (ex Assistant Principal at Cromwell) but she is not in a position to take this any further at the moment. Mrs Horn has also been in touch with Metalcraft who are not able to commit due to the amount of work they have on.</p> <p>Mrs Corby-Judge commented that two people from Kingsfield expressed an interest but didn't take this any further. Would we want to pursue this? Asked for volunteers from parents/carers in February – no responses received.</p> <p>Mr Whitlam added that it would be useful for governors to attend parent/carer events to talk to parents/carers with a view of recruiting governors. Will discuss at a later date.</p> <p>Item 6 - Updating on finding a Clerk  Mrs MacMahon contacted governor services re clerking. An email had been received to say they don't have anyone they can put us in contact with at the moment and suggested contacting other local schools. The ex member of Cromwell staff who has previously been a Clerk is not in a position to do this. Mr Jones will talk to the Trust at some point and, hopefully, later this term, will be able to look at recruiting.</p>	
4	<p><b>Update on Kingsfield headship for September:</b>  Mr Jones sent email to governors at the end of last week updating on this. Mr Jones was part of an interview panel to recruit a headteacher for Kingsfield and five candidates were interviewed. An appointment has been made for late August / early September start. Mr Jones will talk to Stephen Chamberlain (CEO of the Trust) about the new headteacher meeting with governors. Ms Jackson said the new head is being very proactive and has already visited Kingsfield and also has remote meetings set up. Mr Jones will try to arrange something remotely or invite her to the next LGB.</p>	TJ
5	<p><b>Headteacher Reports:</b></p> <p><b>CROMWELL</b>  Mrs Horn said we do not know what the future is at the moment with the current situation. Daily updates are being sent from Stephen Chamberlain and it is</p>	

reassuring to know that conversations are being held with the DfE. There is little point in planning for various routes for returning to school when we don't know what will be implemented. Some teachers are quite anxious about coming in to work.

Mrs Horn paid huge credit to all staff at Cromwell. They have set up on line work for pupils and have been available on email. Volunteers were asked to come in over the Easter holidays and the college was inundated with responses. She added that she is very grateful and proud of all colleagues in making sure students are looked after. Currently in the process of setting up a "Team" for each class. Mrs Horn explained the bespoke nature of work which is being sent to pupils.

Ms Llewelin commented that the system at Cromwell is generally working extremely well for her children. Tutors are emailing weekly and she has been very impressed.

Mr Whitlam has a child at both Earith and Cromwell. His son at Cromwell has found it quite straightforward in keeping with his normal timetable. He can email staff if he has a problem and receives a response very quickly. The primary curriculum is a bit more teacher driven, so has taken a while longer to adjust.

Mrs Horn reported that, as there are no A level and GCSE exams this year, teacher assessment grades are to be submitted by the end of May. Each student needs to be ranked within a grade boundary. There is an awareness of the Freedom of Information Act and the need to follow due process. A 4 or 5 stage process has been developed where each stage has to be signed off until the point is reached where Mrs Horn signs to say she is happy as to where the college is at. She is talking with heads of subject next week. There will be a national moderation to make sure results are in line with last year's and there will be students who will move up or down grades.

Mr Jones asked if the ranking would be preserved. Mrs Horn said not on an individual basis. It is not completely clear what the appeals process will be and what opportunities there will be to retake exams in September. A number of appeals could be expected. It has been made clear to staff that they are able to justify what assessments they give and are to follow the due process. Universities have predicted grades from UCAS applications.

Mr Jones asked if it was expected that students would achieve the grade they expected. Mrs Horn said there may be some students not happy with a particular grade but she expects they will go on to where they want. A couple of parents have said that their child has been very stressed. It has been made clear that information will not be shared with parents about post 16. If students have applied to Cromwell for sixth form, this will be based on application and whether they have got the grades they need.

Mrs Corby-Judge asked how many pupils were going into school at the moment. Mrs Horn said the number is creeping up a little and there are 7 pupils in today (this is the highest number so far).

#### **EARITH**

Mr Abbs reported that there are 2 pupils going into school. He agreed that Stephen Chamberlain has been forthcoming with his emails. Although he is talking about schools re-opening on 1 June, there are only 5 teachers available at Earith. What would this look like under the current restrictions? This is very dependent on what the government says will happen next.

#### **KINGSFIELD**

Ms Jackson's report says up to 18 children are in school. Have recently had 25 pupils in. Have 10-14 pupils of key workers, the rest are vulnerable. 3 EHCPs have been received in the last few weeks.

Mr Jones asked if the school was receiving information from parents about work. Ms Jackson is sending emails to parents asking if they need extra support. Some parents prefer work emailing on a daily basis.

Mr Jones asked how the staff at Kingsfield were coping. Ms Jackson said the staff had been brilliant and worked through Easter. She is trying to make sure they get a break at half term. There are a few pre-school staff working with older pupils.

Mr Jones asked how the situation impacts on the school improvement plan. Ms Jackson has had a conversation with David Hilton from the Trust who talked about what will happen from September. She has met with the new head and is in regular email contact. The Trust are taking the lead on the action plan. A lot of systems were paper based, so trying to get these on line, and trying to streamline some processes which were slower.

Governors were asked if they had any questions on any of the reports. Mr Jones would like to have a conversation about all the three schools and the future at some point.

Mr Jones asked heads their thoughts of reopening schools. What scenarios are being talked about?

Mr Abbs said that today's update from Jon Lewis, said he will send a recovery plan to school's next week. This morning, Mr Chamberlain said there was no further news.

Ms Jackson said she will communicate different ideas and scenarios when decided on. Mr Chamberlain has made it clear that, even if the government says schools can open, it will be a Trust decision as to how this will be staged and staggered. Need to look at protecting staff.

	<p>Mrs Horn has ideas of what will happen if, and when, schools are told they can re-open. There would be a problem with timetabling if there was a staged return (for example, all Year 10 pupils). When the school was told on the Wednesday that it was closing on the Friday, had everything in place by then. Mrs Horn has confidence in the SLT that they will have time to put whatever needs to be put in at short notice. She added that some teachers have had shielding letters and can't come back until June. She feels that 3 weeks is enough time to get something planned properly and decent provision in place.</p> <p>Mr Whitlam commented he had spoken to a Deputy Head about reopening with social distances. It has been talked about Year 6, Year 10 and Year 12 pupils returning in the first instance, although there is no clear information about this. Schools are looking at the first chance they get to test where pupils are at.</p> <p>Discussed various formats and issues of pupils returning to school and how the absence from school would impact on some pupils.</p>	
6	<p><b>Governor visits carried out:</b>  Reports were received from Mrs Corby-Judge who visited Cromwell on 13 February and Earith on 28 February to look at safeguarding.</p>	
7	<p><b>Governor work during COVID-19 crisis:</b>  Mr Jones asked what governors wanted to do about visits to schools and asked heads their thoughts on governor visits.</p> <p>Mrs Horn said it is not essential at the moment to actually visit the school. She is happy to meet with Mr Jones remotely every couple of weeks.</p> <p>Ms Llewelin had recently attended a virtual SEND conference.</p> <p>Ms Llewelin and Mrs Corby-Judge are to continue their visits remotely. Mr Jones will meet with each headteacher every couple of weeks.</p> <p>Mrs Horn informed governors that Mr Whitlam will take on the role of health and safety governor. Mr Whitlam will attend a remote meeting with Mrs Surtees (Business Manager) about this.</p> <p>It was agreed that Zoom was the best way to keep in touch at the present time.</p>	
8	<p><b>Statutory items</b>  Safeguarding:  Nothing to report.</p> <p>Health and safety:  Nothing to report.</p>	

9	<b>Any other urgent business:</b> No other business.	
10	<b>Date of next meeting:</b> 15 July 2020 - Mr Jones will confirm.	

Meeting closed at 11.00 am.