

## CHANTRY ACADEMY

Minutes of the Chantry Academy meeting of the Local Governing Body held Virtually at 5.00pm on Tuesday, 19 May 2020

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| Present: | | Lucy Bayliss (LB)  Miles Cole (MC) Chair of Governors  Gareth Connor (GC)  Craig D’Cunha (CD) (Executive Headteacher)  Iain Dunnett (ID)  Rev’d Rob Hinsley (RHI)  Kevin Williams (KW) |  | |
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| In attendance: | | Andy Baker (AB) - Staff Representative  Rob Croxson (RC) - Staff Representative  Rick Hanson (RHA) - Head of School  Kate Thomas (KT) – Clerk to the Governors | | |
|  |  | | | **ACTION** | |
| 1 | APOLOGIES FOR ABSENCE | | |  | |
| 1.1 | No apologies for absence were received. | | |  | |
| 2. | DECLARATIONS OF PECUNIARY INTERESTS | | |  | |
| 2.1 | No declarations of pecuniary or other interests were made regarding items on the agenda. | | |  | |
| 2.2 | Governors were reminded of the requirement to update their entries in the Register of Pecuniary Interests.  Governors were further reminded of the new statutory requirements now required to be declared on the Academy website (as per Academies Financial Handbook 2019). | | |  | |
| 3. | MINUTES | | |  | |
| 3.1 | The minutes of the Local Governing Body meeting held on Thursday, 12 March 2020 and Monday, 6 April 2020 (copies in the Minute Book), having previously been circulated, were **confirmed** and signed by the Chair. | | |  | |
| 3.2 | **Matters Arising from the Minutes**  Governors were asked if they had any matters arising from the minutes, which were not already included on the agenda.  The following items from the minutes of Thursday, 12 March 2020 were discussed:  Item 2.1 - JH explained that as part of the Ipswich Opportunity Funding, virtual tours of local businesses were available for students to access. JH agreed to provide a link for governors. MC agreed to chase JH for the link.  Item 7.2 - CD agreed to undertake parent governor elections to replace Aileen Davison. CD to action. CD agreed that parent governor elections would be more appropriate to be held during the Autumn Term, due to the COVID-19 (Coronavirus) situation.  Item 8.1 - ID advised that during his recent link visit with Trudy Stannard, it had been suggested that a presentation to governors on Pupil Premium would be helpful. CD agreed to liaise with Trudy for the presentation. CD advised that the presentation should be undertaken when meetings were allowed to be held face to face again.  Item 8.1 - MC requested a presentation on the Gatsby Benchmarks for CA. CD agreed to action. CD advised that the presentation should be undertaken when meetings were allowed to be held face to face again. | | | **MC**  **CD** | |
| 4. | **ACADEMY IMPROVEMENT** | | |  | |
| 4.1 | Executive Headteacher’s Report  CD presented his Executive Headteacher’s report and highlighted the following key themes:  Governor Link Visits  CD informed that the following Governor Link Visits had taken place earlier in the Spring Term 2020 prior to Lockdown:  31.01.20 - HR & Communications  31.01.20 - Safeguarding  10.02.20 - Attendance & Behaviour  24.02.20 - T&L/Oracy  03.03.20 - Outcomes  03.03.20 - Pupil Premium  06.03.20 - Health & Safety  Pupil Numbers  CD confirmed that pupil numbers expected for Year 7s joining in September, was 180 with a further 80 pupils on the waiting list. CD advised that CA had the greatest number of appeals for any school in the Trust.  Staffing  CD was pleased to report that a number of staff had been appointed and although there were a few vacancies yet to be filled, overall the staffing situation was in a strong position.  Teaching & Learning  RHA highlighted the separate Teaching & Learning report indicating some of the issues facing CA as a result of Lockdown:   * Attitude to learning * Retention and recall of prior knowledge and skills * Year 11 attainment and progress on Open subjects * Distant learning * Continuous Professional Development   RHA explained that there were a number of actions to be undertaken to address the issues. RHA pointed out that inexperienced or newly qualified staff would also need further CPD support as a result of face to face teaching being stopped for up to 6 months.  CD advised that the Trust had also expanded the CPD offer to staff and also established a Talent Register which shared best practice across Academies within the Trust.  **A governor questioned whether CA was linking up with any other trusts for CPD and sharing of best practice opportunities?** CD replied that the 4 secondaries within the Trust were working more collaboratively due to the emphasis on remote learning. CD added that the technology was supporting remote working and the process had become more collegiate.  **A governor queried whether logistically planning would be easier for a September start?** CD responded that planning included work for students during the Summer Holidays in readiness for September, due to the number of issues students faced as a result of the Lockdown. CD explained that planning included June, and September start points as well as continuous support for key worker and vulnerable students. | | |  | |
| 4.2 | Updates  Scenario Planning  CD informed that planning for a fuller reopening had involved a range of scenarios in recent weeks but due to the guidance changing from government frequently some of those plans were no longer required.  CD explained that the final decision to open would remain with the headteacher and would largely be based on the number of staff able to be in academy. CD advised that surveys for staff and parents had been circulated, and within 24 hours a parental response of 25% had been delivered. CD informed that parents were split between supporting their children returning to Academy and those wishing to remain at home.  CD explained that the plan for reopening was a stage approach with the opening date likely to be 3rd June, in order to accommodate logistics. CD informed that there would be 2 sessions, morning and afternoon, with a maximum of 90 students in each session. CD advised that students would be in academy for half a day in groups of 10 with 1 teacher. CD explained that students would remain in class but teachers would move from class to class.  CD informed that students would be allocated the same teacher for English, Maths and Science, as well as Humanities, Modern Foreign Languages and other English Baccalaureate (Ebacc) subjects. CD pointed out that the main aim was to minimise risks by:   * regular handwashing * basic levels of Personal Protection Equipment (PPE) being used * goggles would be provided * face masks would be optional * staged entry and exits for students * writing materials provided, including text books, exercise books, etc * allocated toilets * additional cleaning of classes and toilets, etc * temperature readings * additional PPE for students taking ill * no lunches would be provided for Year 10 students, as they would be in academy for either the morning or afternoon and those requiring free school meals would be issued vouchers * separate of year 10 students to first and second floors * staff would only remain on site when delivering lessons * clear signage for students and staff to designated areas   **A governor questioned how staff and union representatives had received the plans for reopening?** CD replied that there had been logistical queries and questions for staff with partners shielding. CD advised that in each case government guidance had been referred to.  CD explained that the plans were conditional on the number of students returning and parents had been informed that responses to the survey were required for planning by Friday.  **A governor queried how many staff were shielding/social distancing currently?** CD responded that approximately 12-15 in total. CD added that 2 staff members had contracted COVID-19 but had now recovered from the illness.  **A governor asked whether the number not able to attend academy would affect the plans for fuller reopening?** CD confirmed that there would likely be sufficient staff to reopen more fully and staff had been very supportive during the Lockdown.  **A governor questioned how the toilet facilities would be managed whilst following guidance on social distancing, etc?** CD responded that there were allocated toilets for all the groups and due to Year 10s only being in academy for 2.5 hours, this would also help support the regular cleaning required.  **A governor queried whether fire alarm and other evacuation procedures would alter during the new reopening process?** CD replied that the recognised assembly points would be utilised but more social distancing would be observed. CD added that with a maximum of 110 students in the academy at any one point, the Astro Turf and field could be utilised too.  **A governor asked whether students would have the opportunity to returning to the site a few weeks after the more fully reopening?** CD responded that as the guidance changed student numbers would vary and inevitably increase. CD added that pupil premium and more vulnerable children would increase in number due to the pandemic and could well lead to further numbers returning to school.  **A governor questioned whether Year 10 students would have the opportunity to return again later in the term?** CD explained that the survey had offered several options to parents of Year 10 students and currently the response was quite polarised. CD advised that other Year 10 students would also be contacted to support them with the Open Bucket subjects during the Summer in readiness for September.  **A governor queried whether there was a minimum of students requiring to return in Year 10 for the academy to reopen for?** CD replied that unless the number was extremely low, the alternative could be further support given to students using MS Teams.  CD acknowledged that there were a number of students whose family circumstances could have been very badly impacted by COVID-19, with the number of pastoral issues increasing as more students returned. CD explained that changes to the pastoral teams and reverting back to 1 tutor per class would also help support those students upon their return.  **A governor questioned whether the Pastoral Managers had used the Webinars relating to Student Bereavement as a result of COVID-19?** CD responded that the Pastoral Managers were very busy ringing students on a daily basis, involving over 200 phone calls a day and supporting vulnerable students currently. CD advised that instead, the Learning Support Assistants were asked to utilise the CPD online sessions currently.  **ID commented that social distancing appeared to be less commonly applied currently, since changes to the Lockdown and asked whether that had been the case at CA?** CD responded that it had been a reasonably positive response so far from students. CD further advised that there could be further issues with socially distancing as academies were reopening more fully in June.  GCSE Projected Results/Gradings  CD gave a presentation on the GCSE Projected Results/Gradings. CD highlighted projected attainment results, progress 8 scores, and information related to the vulnerable and disadvantaged students.  CD emphasised that granular information would be utilised rather than a stand alone grade assessment. CD explained that attainment for CA was on a 3 year decline but the progress of students had increased. CD advised that although grades for this year’s cohort would not count within the League tables, there would inevitably be an impact for Year 11s next year and the Progress 8 score would be affected.  CD informed that some students had completed their exams prior to Lockdown, i.e. Art, Textiles, Drama, Graphics, etc, where gradings would be established quickly.  CD reminded that the current Year 11s was the first cohort to receive the full CA approach for 5 years.  **A governor queried whether students would receive clear guidance on retakes should these be necessary?** CD replied that information would be shared with students but that the academy rankings should be accurate, but the possible movement of grades per subject was a possibility. CD advised that discussions with post-16 providers were taking place to support students, and the settings with the data.  The Artsmark  CD informed that the Artsmark application for the Platinum Award had now been submitted to the Arts Council and was awaiting moderation.  CD acknowledged that there was a challenge in providing information for the Award against the considerable amount of support and opportunities given to students. CD reminded that the academy currently offered free music tuition to students.  LB agreed that the application process would not necessarily evidence the full offer to students. LB explained that the approach to an application for Platinum from a academy applying for the award for the first time, could require further clarification.  IT  CD explained, that there had been discussions regarding every student receiving a 1 to 1 device, for a few years. CD was pleased to report that due to the financial situation, with £170K carryforward for the year, every student would be receiving a 1 to 1 device over the next few months from September 2020.  CD emphasised that the devices were not replacements for teaching but would help support teaching and learning.  CD advised that the wireless system would be upgraded to support a high number of devices.  CD explained that students in Years 7, 8 and 9 would receive devices that they would ultimately retain upon leaving academy in Year 11. CD added that for Years 10 and 11 the devices would be used for main stock in school.  CD informed that £230K would be used to support the project over the next 12 months, including, cases, IT support etc.  AB commented that it was a very positive strategy and it would be very helpful for teachers to see other academies using the approach. CD agreed advising that monies would be saved in other areas, as a consequence of the device use, i.e. less need for reprographics, software licences, and textbooks.  CD confirmed that the project was affordable for the next 3-4 years.  **A governor queried whether the project would disrupt the Oracy project?** CD responded that it would not disrupt Oracy, but there would be opportunities for collaboration on Oracy by using the devices.  CD advised that staff would be informed about the new project shortly. | | |  | |
| 5. | **FINANCE MATTERS** | | |  | |
| 5.1 | Budgets 2019/20 and 2020/21  CD highlighted the monthly reports received, and reminded that the underspend for the year would be utilised on the IT project. | | |  | |
| 6. | **ANY OTHER BUSINESS** | | |  | |
| 6.1 | There was nothing further to discuss. | | |  | |
| 7. | **SAFEGUARDING AND HEALTH & SAFETY** | | |  | |
| 7.1 | Safeguarding Update  RHI informed that there was an addendum to the Safeguarding and Child Protection policies as a result of COVID-19.  RHI reminded that safeguarding had been reported via the Executive Headteacher’s report.  RHI advised that the Safeguarding team continued to work both on site and remotely. | | |  | |
| 7.2 | Health & Safety Update  CD confirmed that there was no further Health & Safety update given, other than that referred to earlier in the meeting, regarding re-opening. | | |  | |
| 8. | **ALT** | | |  | |
| 8.1 | MC reported that he and RHI had been invited to a meeting with the CEO.  CD informed that reopening toolkit for academies had been circulated by the Trust and that until further government guidance was given, the reopening date could not be finalised. | | |  | |
| 9. | **DATES OF FUTURE MEETINGS** | | |  | |
| 9.1 | Please note all LGB meetings start at 5pm  Monday, 6 July 2020 | | |  | |

The meeting closed at 6.41pm.

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| Signed |  |
| Date |  |