**MINUTES**

## WESTWOOD PRIMARY SCHOOL AND GROVE PRIMARY SCHOOL

**ACTIVE LEARNING TRUST**

Minutes of the meeting of the Local Governing Body of Westwood Primary and The Grove Primary held remotely via Google Hangouts at 4pm on 13thJuly 2020

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| Present: | Rae Aldous, Executive Head **RA**Lauraine Barnes **LB**Stephen Clarke **SC**Jackie Cutchey, Chair **JC *part***Paul Usher **PU** | Emma Hall **EH** Eva Hepburn **EHE** *Part*Sarah Holiday **SH**Sarah Ross **SR** |
| In attendance: | Amelia List (Governor Services Clerk) |

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| 1. **Welcome**
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|  | Apologies were received fromMary Corker **MC.** Minutes from 12th May 2020 and 13th July 2020 to be approved at the first meeting of the Autumn term. Clerk to add to agenda. | Clerk |
| 1. **Pecuniary Interests**
 | There were no declarations of pecuniary interests. |  |
| 1. **Covid**
 | The Headteacher gave governors an update on the situation at school during Covid.  |  |
| **4a. Numbers in school** | **Grove**RA reported that there were around 11 reception children currently in school in two bubbles, 10 children in year 1 and 24 children in Year 6. There were two key worker groups running.**Westwood**RA reported that there were currently 8 children in Reception, 8 children in Year 1 and 12 children in Year 6.  |  |
| **4b. Home Learning** | RA reported that the home learning had been running throughout Lockdown using Zoom. The Google classroom Platform was up and running and if there were any further lockdowns, they would use Google Classroom. Homework would also be set on Google Classroom going forward. The Home Learning Team was made up of any staff who were unable to come into school. Most Grove staff were back in school daily. |  |
| **4c. return for September** | RA reported that the Plan for reopening had been sent to parents this morning. Government guidance suggested smaller groupings, 30 per class. In upper KS2 they would be in slightly larger bubbles further down the line. There would be staggered entry times to ensure that all children had their five hours in school every day. Some parents were upset about having the staggered starts due to having more than one child in the school. Further guidance would be made available on August 11th by the Government and then they would be able to reflect and adapt the guidance and would inform parents as appropriate. The site team would continue to have regular meetings regarding the cleaning of both schools.Breakfast club would not be running initially until staff were confident in their roles. By the 3rd week of school reopening they were hopeful that breakfast club would be running. |  |
| 1. **Staffing**
 | All governors had been sent the information regarding staffing. RA shared with governors the leavers and new starters for both schools. |  |
| 1. **Data**
 | RA shared the data with governors and highlighted the following: -**Grove*** The Teacher assessments were backed up by the data as Year 6 had been assessed just before lockdown.
* KS2 They continued to have success in reading and Maths.
* Work needed to continue with the Pupil Premium children to ensure that they could get the best out of them.
* KS1 – There were only 6 Pupil Premium children in Year 1.
* Data was roughly in line with national. They would want to be scoring slightly higher in the writing and maths and this was something that they would be working on next year.
* The teachers had been conservative with their predictions.
* Phonics screening was above national at 81%.
* They were really pleased with the GLD for EYFS, they had worked hard and had lots of improvements.
* KS1 had made good progress from 2017 and 2018 when the results had been much lower.

**Westwood*** There were 19 Pupil Premium children in KS2.
* They needed to ensure that they did some work with Grove as Grove did not have the deprivation or lower starting points as they did at westwood.
* EYFS – in line with grove.
* Phonics was an area that they needed to continue to work on.
* They would continue to work on phonics in Reception and Year 1.
* The Phonics Lead had been working with staff to put the rigour in for next year.
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| 1. **Budget**
 | RA shared both budgets with governors.RA reported that the budget had been approved at Trust Board level. Governors noted that they were satisfied with the budgets for Grove and Westwood. **Westwood**RA noted that they were in a strong position with a good carryforward of £194k. Some of the carryforward had been used to keep staff on to support the high number of SEN children at Westwood.**Grove**Carryforward £153k RA noted that they had made savings where a teacher had gone on maternity leave and another teacher had left the school before Covid and they were not replaced. There were some staff members on fixed term contracts, RA noted that they were planning to keep these members of staff on. **Q Had there been any grants given to schools to help with Covid?****A** RA reported that there may be some money coming in to support interventions but there was no information regarding it yet. The next government briefing would be on the 11th August. |  |
| 1. **GDPR**
 | * LB reported that the GDPR practices had been reviewed due to Covid.
* Any changes had been checked by the Trust to ensure compliance.
* There had been some updates to privacy policies which had been sent to staff.
* Information from the Trust had been received about deleting old users from SIMS.
* LB was ensuring that all Year 6 files had been transferred to the high schools.
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| 1. **Website**
 | RA noted that Caroline Driver from the Trust had reviewed both school’s websites and there had only been minimal changes required. RA reported that both websites were compliant. *JC joined the meeting at 16.37* |  |
| 1. **SEF/SDP**
 | * RA reported that The Grove was a ‘requires improvement’ school. The Trust had asked for The Grove SDP and SEF to be updated and to ensure that staff were ready for the next Ofsted inspection.
* The SDP had been written at the beginning of lockdown for both schools, most of it was embedding targets next year
* The SDP’s would be ready to share in September.
* ALT had a document called ‘Journey to Outstanding’ which they had used to support their evaluations.
* RA reported that they had presented to the Trust and the feedback had been very good.
* As an SLT they were strong, and they were in a strong position to tell their story to Ofsted.
* The Middle Leadership Team was very strong in both schools and the next step was to ensure that they were also ready to speak to Ofsted.

**Q If they were to be visited by Ofsted. How would they get on with regards to book scrutiny?****A** RA reported that they had evidence up until the end of March and that they would also have the first terms book work as evidence. RA noted that there was also the evidence from the teaching and learning reviews that could be shared with Ofsted.JC stated that all inadequate schools would have a visit from Ofsted in the Autumn term. It was unlikely that they would be visited but it was something to bear in mind. RA stated that they were happy for Ofsted to visit. JC noted that it was to ensure that the recovery plans were in place. RA confirmed that a renewal plan had been written and that it linked directly to the SDP. Both SDP’s to be shared with governors in September.  |  |
| 1. **Safeguarding**
 | * RA reported that throughout lockdown staff had continued to ensure that the children were safe and any concerns were reported via ‘My Concern’.
* All child protection meetings had been continued.
* RA noted that there had been four referrals from Grove to the DSL during lockdown.

**Q Was there anything that governors needed to sign off on before the end of term?****A** RA confirmed that there was not.**Q were there any lapses in DSL training?****A** RA reported that the whole school had received training on basic safeguarding ready for next year. The DSL’s were either up to date or had been booked onto online training. * All staff were up to date with first aid training.
* Staff had continued to access online training.

LB thanked RA and team for their support across both schools during the covid situation. Both schools were in a strong position to move forward in September. |  |
| 1. **Urgent Chairs Action**
 | Item 3 was taken out of order of the agenda.JC reported that ALT had kept in touch with all Chairs during the lockdown period. JC noted that ALT had been very supportive of all the schools during lockdown.JC confirmed that no urgent action had been taken since the last meeting.Meeting dates had been circulated to the Clerk (Mandy) and they were waiting for her to confirm that they were suitable. Monday 12th October 2020Monday 7th December 2020Monday 8th February 2021Monday 29th March 2021Monday 17th May 2021Wednesday 14th July 2021All meetings to commence at 4pm. | Clerk |

The meeting closed at 16.58