



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 Monday 12th October 2020

Present:	Rae Aldous, Executive Head RA	Emma Hall EH (from 4.40pm)
	Lauraine Barnes LB	Eva Hepburn EHE
	Stephen Clarke SC	Sarah Holiday SH
	Mary Corker MC	Sarah Ross SR
	Jackie Cutchey, Chair JC	Paul Usher PU

In attendance: Paul Cunningham (Governor Services Clerk)

1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	
1.1	No apologies for absence were received.	
1.2	Not applicable.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
2.2	Governors noted the requirement to complete and return a new declaration form. PU declared that he now works for the County Inclusive Support Service, who work with both schools.	
2.3	Governors noted the requirement to update the register of pecuniary interests and to publish it on the school's website.	
3	<u>CHAIR'S ACTION / UPDATE</u>	
	The chair reported that she had discussed with RA about a visit to school.	
4	<u>ELECTION OF CHAIR AND VICE CHAIR FOR 2020/21</u>	
4.1	Governors noted that the end of term of office for the vice chair would be the <i>first meeting of the spring term 2021</i> .	
4.2	Stephen Clarke was elected vice –chair for the Autumn Term 2020.	
5	<u>ANY OTHER URGENT BUSINESS</u>	
	None.	



6	<u>LOCAL GOVERNING BODY MEMBERSHIP AND ORGANISATION</u>	
6.1	There were no changes to report.	
6.2	Governors noted that there were no vacancies for governors.	
6.3	Governors noted the requirement to upload their details on to GIAS (Get Information About Schools). RA confirmed that this action had been completed.	
6.4	<p>Governors agreed that the following governors would undertake the following monitoring roles:</p> <ul style="list-style-type: none"> • Safeguarding: SC • SEN: MC • Pupil Premium: PU • Health & Safety: SH • Wellbeing: EHE • Attendance: EH <p>JC noted that the monitoring role could be carried out remotely at present. She reported that it was fine for governors to report back to LGB meetings, rather than submitting written reports.</p> <p>RA shared the Governor monitoring visit plan for the academic year. RA agreed to ask the relevant members of staff to contact the link governor.</p>	RA
6.5	Governors reviewed and adopted the code of conduct (copy in the minute book).	
7	<u>MINUTES</u>	
7.1	The minutes of the meeting held on 13 th July 2020 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.	
7.2	<u>Matters arising from the minutes</u>	
	None.	
8	<u>Vision, Ethos and Strategic Priorities</u>	
	<p>RA shared the ALT Values and Vision documents, and the combined Vision and ethos statement for Grove and Westwood. This combined document has 6 pillars:</p> <ul style="list-style-type: none"> • Core Learning • Knowledge & Understanding of the World • Creative Learning • Positive Lifestyles 	



	<ul style="list-style-type: none"> • Skills for Life • Depth of Learning. <p>RA confirmed that this document is on both schools' website.</p>	
9	<u>Risk Management</u>	
9.1	<p>RA noted that the two schools do have a limited Risk Register document, and she shared this document with governors.</p> <p>RA also confirmed that both schools have separate risk assessments for return to school in Autumn 2020.</p>	
9.2	Governors noted that the risk assessment responsibility lies with the Trust.	
10	<u>EDUCATIONAL PERFORMANCE</u>	
10.1	<u>Executive Headteacher's report</u>	
	Governors noted that this would be received at the next meeting.	
10.2	<u>Return of all pupils to full time education</u>	
	<p>Governors discussed how the schools managed the return of all pupils to full time education, and RA gave the following update:</p> <p>Site team had worked hard at both schools to be ready for the start of term, with necessary preparations in place, including PPE.</p> <p>Start times had initially been staggered, but this had been changed based on experience to two start times, depending on the child's surname. She reported that parents had responded well to the schools' request for all adults to wear a mask on the school sites.</p> <p>She noted that it was very busy outside the school at Grove, which does make social distancing difficult. The school has communicated regularly with parents to ask them to be as considerate as possible.</p> <p>Children have returned to school very well, with a positive attitude. Gaps in learning are bigger at the lower end of the school, with children in Reception and Year 1 up to six months behind in their learning.</p> <p>A full curriculum is in place (with the exception of no singing).</p> <p>Lunchtime arrangements are working well in both schools.</p> <p>Staff are very tired, and this has been exacerbated by the need for all teachers to work for fifteen minutes at lunchtimes in order to provide cover.</p> <p>She reported that a learning review of Grove from the Trust will take place after half-term.</p> <p>(EH joined the meeting).</p>	



	Challenges: extra-curricular opportunities have been difficult, although these should be resuming soon. Enrichment opportunities are now being done online, as visits are very challenging at the moment.	
10.3	<u>Catch-up premium</u>	
	Governors reviewed the plans for spending the catch-up premium. RA updated governors that the premium is £80 per child, and that it can be spent at the discretion of the school on resources or tutoring, including IT resources. She reported that both schools are currently considering options for spending the money in the most effective way.	
10.4	<u>Contingency plans</u>	
	Governors discussed the school's plans for offering remote learning provision where needed. RA shared Home Learning resources with governors via the schools' website, including the use of Google Classroom and other learning platforms. She noted that, should a whole class have to isolate at home, then the teacher would deliver an element of live learning alongside the other online resources. <u>Q: could the live sessions be recorded?</u> RA confirmed that yes, these would be recorded and added to Google classrooms.	
10.5	<u>School Development and Improvement Plan</u>	
	Governors received an update on the current School Development and Improvement Plan for 2020/21.	
10.6	<u>Governors' Action Plan</u>	
	Governors discussed their action plan for 2020/21 in line with the School Development and Improvement plan.	
10.7	Governors noted that a programme of visits had been agreed in Item 6.4 above.	
10.8	<u>Pupil Premium</u>	
	Governors reviewed the impact of the pupil premium strategy for 2019/20 and agreed a strategy for 2020/21. SR shared the first draft of the Grove Pupil Premium report. She noted that this shows a slight increase in attendance of PP pupils over the last two years. She reported that performance assessments, including identifying barriers to learning, had been carried out in order to plan	



	<p>suitable interventions to reduce the difference in outcomes between PP and non-PP children.</p> <p><u>Q: how long will it take to reduce this gap?</u> SR replied that assessments are currently taking place to determine the support needed for each child, which will be monitored via pupil progress meetings. LB commented that children have responded so well to the return to school that the full Curriculum has been able to be put in place earlier than expected, which should help to reduce the gaps in learning.</p> <p>RA commented that the Year 6 predictions for SATs are very high, at over 90%. She noted that the teaching at Years 3,4 and 5 is now strong.</p> <p><u>Q: has being in bubbles affected the ability to deliver interventions?</u> RA replied that no, the focus on 'quality first' teaching and the inclusion of a TA in every class have addressed this. She noted that, as adults can mix bubbles, some staff have been able to work in other classes, wearing PPE. She confirmed that the schools have continued to use setting in some teaching in Years 5 and 6, as the classes are sharing facilities such as toilets and that this was not considered to be breaking the 'bubble'.</p> <p>LB confirmed that the approach is similar at Westwood, although the number of children is lower. She noted that writing remains a concern for PP children.</p> <p>RA noted that writing is a priority for both schools, as writing is harder to teach successfully remotely.</p>	
10.9	<u>Primary Sports premium</u>	
	<p>RA updated governors on the Plan. Funds have been spent on purchasing additional equipment. Visits from external coaches depend on the policies of the relevant sporting governing body.</p> <p>RA noted that the full PE curriculum is in place, which has so far been delivered outside.</p>	
11	<u>SAFEGUARDING, WELLBEING AND HEALTH AND SAFETY</u>	
11.1	<u>Pupil and staff wellbeing</u>	
	<p>Governors noted that this had been discussed at Item 10.2 above.</p> <p>RA stressed the importance of staff wellbeing.</p>	
11.2	<u>Keeping Children Safe in Education (KCSiE) 2020</u>	
	<p>Governors noted the requirement to read the relevant parts of Keeping Children Safe in Education and agreed to inform the safeguarding governor when this had been done. SR and LB will keep a record confirming this.</p>	SR and LB
11.3	<u>Review of safeguarding policy</u>	



	<p>Governors reviewed and approved the safeguarding policy in line with KCSiE 2020.</p> <p>RA reported that she had obtained seven places on forthcoming remote safeguarding governor training.</p>	
11.4	<u>Report from the safeguarding governor</u>	
	<p>SC reported that he had visited both schools and all paperwork was fully in place, including the Single Central Record.</p> <p>RA shared safeguarding figures for both schools. She noted that the figures have not increased across the two schools as a result of the Covid lockdown.</p> <p>She noted that there are a disproportionate number of children with EHC plans in Reception, and she noted that incidents are being closely monitored and referrals made as appropriate.</p> <p><u>Q: what plans do we have to get these children into specialist provision?</u> RA reported that the schools are supporting parents to make choices, but these choices are not always acted on by the LA, depending on the number of places available. She also noted that providing the support needed for individual children remains challenging, as the funding often does not cover the staffing needed to support the children effectively.</p>	
11.5	<u>Report on health and safety</u>	
	RA noted that a Handsam report had been produced for both schools, and that this will be reviewed by SH as Health & Safety governor.	
12	<u>PERFORMANCE MANAGEMENT</u>	
	RA reported that her performance management Review had taken place with the Trust CEO. She reported that teaching staff reviews were ongoing, with most of these now completed.	
13	<u>FINANCIAL PERFORMANCE</u>	
13.1	<u>Budget monitoring report</u>	
	RA reported that Westwood's budget remains strong. Grove's budget has benefitted from maternity leave coinciding with Covid lockdown.	
14	<u>COMPLIANCE</u>	
14.1	<u>Policy Review Schedule</u>	
	Governors reviewed and approved the policy review schedule (copy in the minute book).	
14.2	<u>Policies for review or approval</u>	



	Governors reviewed and approved the following policies: <ul style="list-style-type: none"> • Expenses Policy • Site specific data sheet. 	
14.3	<u>Trust Policies</u>	
	There were no Trust policies requiring review.	
14.4	<u>GDPR</u>	
	RA reported that the bulk deleting of data in accordance with GDPR had taken place.	
14.5	<u>Website update</u>	
	Governors noted the requirement to ensure the statutory information was included on the website including governance information. RA reported that the site is fully compliant.	
14.6	<u>Educational Visits</u>	
	Governors noted that no Educational Visits are currently possible.	
15	<u>REPORTS FROM THE TRUST BOARD</u>	
	There were no reports from the Trust Board.	
16	<u>REPORTS FROM COMMITTEES, WORKING PARITIES AND GOVERNORS' MONITORING</u>	
16.1	Governors noted that there were no reports to receive.	
17	<u>GOVERNOR TRAINING AND DEVELOPMENT</u>	
17.1	Governors noted that the link governor for training had received the termly report from governor services.	
17.2	Governors discussed the local governing body's requirements for training and development for the new academic year in line with School Improvement and Development Plan priorities and agreed to advise the clerk or the central office of any bookings relating to the Governor Training Programme or whole local governing body training requests.	
18	<u>GOVERNOR HEADLINES AND THE KNOWLEDGE</u>	
	Governors noted that there were no items requiring discussion.	
19	<u>DATES OF FUTURE MEETINGS</u>	



	<p>Governors confirmed that the next meeting would be held at 4pm on Monday 7th December 2020.</p> <p>Governors agreed the programme of meeting dates for the 2020/21 academic year as follows:</p> <p>Monday 8th February 2021 Monday 29th March 2021 Monday 17th May 2021 Wednesday 14th July 2021</p> <p>All meetings to commence at 4pm.</p>	
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The meeting closed at 5.25pm.

Signed

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Date

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Action Log

Agenda Item	Action	By Whom	By When	Status
6.4	Ask the relevant members of staff to contact the link governor	RA		
11.2	Create a Google Doc to record that governors have read the relevant sections of KCSIE	SR and LB		