



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 8th January 2021

Present: Rae Aldous, Executive Head **RA** Jackie Cutchey, Chair **JC**
 Lauraine Barnes **LB** Emma Hall **EH**
 Stephen Clarke **SC** Sarah Ross **SR**
 Mary Corker **MC**

In attendance: Paul Cunningham (Governor Services Clerk)

1	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>	
1.1	Apologies for absence were received from Eve Hepburn, Sarah Holiday and Paul Usher.	
1.2	Governors consented to these absences.	
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 that the register was up-to-date.	
3	<u>CHAIR'S ACTION / UPDATE</u>	
	JC reported that she had had discussions with RA concerning staffing issues, which had been resolved. RA explained that this involves the change of job title for the Deputy Headteachers to Head of School from the start of the Summer Term. She also noted that the three Key Stage leaders would change role to Assistant Headteachers, and that this would result in a small pay increase for each of the three staff. RA also noted the potential for a Deputy Head of School role at Grove. She noted that this has not yet been confirmed, but if it went ahead, it would be a new role which would be advertised across all ALT schools. She noted that this role is financially viable within the budget.	
4	<u>ANY OTHER URGENT BUSINESS</u>	
	None.	
5	<u>MINUTES</u>	



5.1	The minutes of the meeting held on 7 th December 2020 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.			
5.2	<u>Matters arising from the minutes</u>			
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	Agenda Item	Action	By Whom	Status
	ADD ITEM B	Provide examples of children's work in history for the Summer term LGB meeting	SM	
	7.1	Raise the problems with the LA's SEND team with the Trust Board	JC	JC confirmed that the Board meeting is on 11/2/21
	7.1	Draft a letter to the LA on behalf of the LGB, about the poor quality of service from the SEND team and liaise with JC to agree a final version.	RA & JC	JC confirmed that letters had been sent. She noted that two children had been placed at Grove, for whom both the school and the Trust believe is unsuitable.
	9.1	Circulate to governors the list of insurances not included in the main school insurance	RA	Not yet completed
6	<u>LOCAL GOVERNING BODY MEMBERSHIP AND ORGANISATION</u>			
6.1	There were no changes to report. Governors noted that Paul Usher would be leaving the Board at the end of the academic year.			
7	<u>EDUCATIONAL PERFORMANCE</u>			
7.1	<u>Remote education</u>			
	Governors received a report on the remote learning provision from the Executive Headteacher: RA reported that children have four 'live' teaching sessions per day. KS1 children have three hours of planned work per day, and KS2 children four hours – these are a combination of live teaching and Google Classrooms activities. Teachers remain online after sessions for discussion or further clarification for learning.			



<p>RA noted that this provision had received good feedback from parents, and that there had been excellent attendance of around 85%.</p> <p>She reported that both schools have checked device availability with parents. The two schools have received a total of 65 laptops from the government - 35 at Westwood and 30 at Grove – which have been loaned to families. In addition, some school machines have also been used, so that in total around ninety devices have been loaned to families across the two schools, as well as a number of 3G routers.</p> <p>She noted that more laptops will be received in the near future, which will be used to replace devices such as mobile phones that some families are using.</p> <p>RA reported that some families are not taking part in live lessons. Most of these are using the online platform, but a small number of parents have returned the devices, as they don't want to have to supervise remote learning.</p> <p>JC asked: is this the same group of children every day or does it vary? RA replied that this is largely the same children every day. She noted that this is more of a factor at Grove, where a small number of parents have actively opted out, rather than because of a lack of equipment.</p> <p>SC asked: is there any legislative sanction that the school could use for parents preventing children from taking part? RA replied that no, statutory attendance sanctions do not apply at present.</p> <p>JC asked: would learning packs be used by these parents? RA replied that this may help with some parents, but several would not be likely to engage with these either, and she confirmed that she had decided to focus on online learning and not to impose further on teachers to have to produce paper packs.</p> <p>SC asked: what is the quality of work that children are producing, and how does this compare with work in school? RA replied that the quality is largely similar, and that the level of engagement and enjoyment from the children is very strong.</p> <p>RA also noted that teachers are looking for opportunities for KS2 children to engage socially via Google Classroom.</p> <p>LB praised the work that teachers and TAs had produced, and how they had effectively shared ideas. She also noted that the Computing curriculum has been adapted to reflect the amount of IT work being done by children on a day-to-day basis.</p> <p>RA commented on how successfully both teachers and TAs had responded to remote learning, and that they have used new techniques and software, including 'jamboard' whiteboard software.</p> <p>JC asked RA to pass on the thanks of the LGB to all staff for their work in lockdown.</p>	
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8	<u>RISK MANAGEMENT</u>	
8.1	RA reported that she had reviewed the risk assessment during the Christmas holidays to reflect the new lockdown. She noted that the assessment would be reviewed again once a date for return to school was confirmed.	
9	<u>SAFEGUARDING, WELLBEING AND HEALTH AND SAFETY</u>	
9.1	<u>Pupil and staff wellbeing</u>	
	RA reported that a Mental Health / well-being survey of staff had been carried out. The responses had been very positive response, with staff saying that they were feeling well-supported. RA reported that a pupil survey had been carried out during Children's mental Health week, which had covered safeguarding and well-being issues. Children responded that they were enjoying the online learning, but they had commented that they were missing seeing their friends and their teachers.	
9.2	Governors received a safeguarding update from RA: if either school cannot contact families at all during the week, then the schools are visiting the house to check that everything is ok, and reports are logged where there are concerns.	
9.3	RA reported that all Handsam actions are up to date. She noted that almost all planned maintenance (except fire extinguisher inspection) had been postponed in order to reduce the number of visits to school.	
10	<u>COMPLIANCE</u>	
10.1	<u>Policies for review or approval</u>	
	Governors noted that there were no policies requiring review.	
10.2	<u>Trust Policies</u>	
	There were no Trust policies requiring review.	
11	<u>REPORTS FROM THE TRUST BOARD</u>	
	RA reported that the two schools' websites had been audited and both were compliant. She also noted that a Trust review of both schools' performance management systems is due later this term.	
12	<u>REPORTS FROM COMMITTEES, WORKING PARTIES AND GOVERNORS' MONITORING</u>	



12.1	<p>MC had completed a SEN monitoring, including meeting remotely with Sarah Bayfield, SENCO.</p> <p>MC noted the difficulties that Sarah had encountered with reviews due to the poor quality of LA support. There had been a total of 22 reviews across both schools.</p> <p>Remote learning has been challenging for many of these families, so support is being provided by Sarah to both families and to staff where appropriate.</p> <p>RA suggested that more online monitoring sessions could take place in the second-half of term, and she confirmed that the relevant member of staff would contact the governor to whom they are linked.</p>	
13	<u>GOVERNOR TRAINING AND DEVELOPMENT</u>	
13.1	<p>JC noted that there was an ALT 'Guide' platform which offers online training sessions for governors, and JC suggested that a session could be added to a future LGB meeting. RA agreed to check on 'Guide' and suggest suitable sessions for governors to complete.</p>	RA
19	<u>DATES OF FUTURE MEETINGS</u>	
	<p>Governors agreed the date of the next meeting for Monday 22nd March at 3pm.</p> <p>Governors confirmed the programme of meeting dates for the remainder of the 2020/21 academic year as follows:</p> <p>Monday 24th May 2021 at 4pm Tuesday 13th July 2021 at 4pm</p>	

The meeting closed at 4.53pm.

Signed

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Date

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Action Log

Agenda Item	Action	By Whom	By When	Status
13.1	Check on 'Guide' and suggest suitable sessions for governors to complete	RA		