



**Cromwell Community College
Earith Primary School**

Local Governing Body Meeting
Wednesday 23 September 2020

MINUTES

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

Item	Notes	Action
1	Welcome and apologies: Apologies were received and accepted from Mrs Foster.	
2	Declaration of Interests: No member present made a declaration for the circulated agenda.	
3	Election of Vice Chair: Mr Jones nominated Mrs Foster as Vice Chair. This was seconded by Mrs Llewelin. All governors were in agreement.	
4	Governor links (confirmation of roles for academic year): All governors are happy to continue in their link governor roles as last year. Mr Jones, as Chair, had attended a training course earlier this year, where it was suggested that governors visit schools in pairs for half days. This would mean more could be covered with fewer visits. This system would also help to train up new governors. Mrs Horn and Mr Abbs are both happy with carrying out visits in this way. Mrs Llewelin commented that visits for the year had already been agreed and asked how this would work visiting with another governor. This will be discussed	

	<p>when Mr Abbs joins the meeting. At the moment, governors will plan their visits for each school and decide which governors will work together.</p> <p>Mrs Corby-Judge asked if safeguarding would cover both Cromwell schools (primary and secondary). Cromwell and Earith will be covered by the Chatteris LGB. An interim executive board (which Mr Jones is part of) has been set up for Kingsfield and will meet for the first time on Friday. The interim executive board will be monitoring Kingsfield</p> <p>Mr Jones is waiting for a response to an email sent to Mr Chamberlain (CEO of the Active learning Trust) regarding the governing body.</p>	
5	<p>Minutes of the last meeting and matters arising:</p> <p>The minutes of the meeting held on 15 July 2020 were confirmed as a true record.</p> <p>There were no matters arising.</p>	
6	<p>Headteacher Reports:</p> <p>It was confirmed that all governors had received and reviewed the reports that had been circulated prior to the meeting. Mrs Horn and Mr Abbs went through their reports and answered questions.</p> <p>CROMWELL</p> <p>Mrs Horn commented that a majority of the pupils had been fantastic. Staff have been phenomenal and having to move around between lessons. Meetings with union reps and site staff have been set up on a fortnightly basis and, at the meeting last night, there were no issues and it was commented that staff said they felt safe in the college. There is a minority of pupils who have caused problems by not always wearing face masks when required. There are no PSU sendings and seclusion as previously, however, there is somewhere to put pupils who are causing disruption within their bubble. There is now a senior member of staff – either SLT, Head of Faculty or Head of Year – on patrol for an hour at a time which is working really well. Lots of parents are being really supportive. A staggered day is long for SLT but means a structured and calm day for the pupils. There is concern over lack of space for pupils in case of rain, however, there is a plan which we can manage. Mrs Horn feels that the term has started as well as it could have done. Current attendance is not as good as usual. This causes extra burden for the attendance team and more work for the safeguarding team and support staff. We need to make sure they are supported.</p> <p>Mrs Llewelin commented on the positive report from Cromwell. She is very impressed with the engagement of the pupils.</p>	

Mrs Horn went on to compliment all staff in the school. There have been no issues with ECHP children who have all been supported throughout lockdown.

Mr Whitlam added that, in some schools, masks are optional and pupils are getting very anxious. A blanket decision for all pupils to wear masks helps them considerably – it is down to the organisation of how rules are set out from the beginning. Staff are to be protected as well, so that when they are moving around the building they feel safe.

Q: I didn't understand the second set of attendance figures — was it saying that 2.9% of sessions were missed for COVID-related reasons? What is PA?

Persistent absenteeism. There are 2 measures – overall attendance and PA. These are children whose attendance is less than 90%. If we have a PA of 10%, this means that 10% are attending less than 90% of the time. Cromwell has been way below the national average for the past couple of years. Absence for self-isolation is not marked as medical.

Looking at PA for a week, one pupil off for a day would be 80%, as we are only a week into the term. This is recorded for the year but Year 11 going early can distort the figures.

Q: Are any changes being made to the teaching of any year groups to account for the time that pupils spent out of school last term (eg more revision of last year's material, covering summer term topics again)?

We are doing CPD with staff on retrieval and metacognition and talking to line managers how to incorporate last year's work into this year's lessons. Catch-up funding has been received. We will work with the Trust on what we can do with this – it needs to reach as many pupils as possible. There has been a drive with reading and pupils bring in a book for morning registration (for 10 minutes) – this is working really well. It can be an issue if pupil can't read. We are looking at what intervention we can put in place for this. A lot of pupils are not at their chronological age for reading.

Mr Jones asked if there is there a time limit for this and is Cromwell looking at new work?

Mrs Horn said the scheme of learning would refer to previous learning so would always refer back to previous lessons. It's about sequential learning – the work can be brand new to a pupil if they haven't done anything over the past six months. A target this year for a member of SLT is homework – at GCSE/A level students are expected to work independently. If we don't set homework and students are not in the habit of learning at home, they won't just suddenly start revising. We need to get them into the habit. We want a clear strategy and a plan on how we are going to push our top end which is not so onerous for

JEH

teachers. This is on the improvement plan for this year. Mrs Horn will send the improvement plan to governors as soon as possible.

Q: Has school got access to COVID test kits if needed, or is it up to individuals to get their own?

The school was given 10 tests. We have been able to order more but keeping these for staff. We have already used 3.

Q: What is covered on the learning walks by the TAs?

We are looking at punctuality and relationships with the teacher, teachers' knowledge of the children and whether they know what their needs are, and the teachers' use of intervention.

Q: The 'Improving Teacher Programme', how quick can any improvements be seen?

This depends on the member of staff and if they recognise there is an issue and wants support. If they are resistant to change it can take longer. This is part of a whole process and can result in capability, where improvements have not been made, despite ongoing support. It can also depend on the relationship between the two members of staff involved. It is quite a fluid programme and we would expect to see improvement within six weeks.

Q: The fixed term exclusion – how long was it for? Do they take part in any home learning when they are home?

We are up to about five exclusions – most are due to defiance and health and safety reasons. We do not have the same space in school to accommodate the pupils. One pupil has been excluded three times. She has now come out of mainstream and been put in alternative provision. There have been a number of half day exclusions with pupils being sent home in the afternoon due to health and safety breaches in the morning.

Q: Out of the 27 pupils in Early Years, how many will use the out of hours provision?

The Early Years is a very young cohort – the majority of them being summer born. The starting point for some is very low, with some speech and language difficulties. The before and after school club needs to pay for itself as we have to pay someone to manage this. There are seven accessing it at the moment with up to four for breakfast and four after school. One will be joining at the end of September and another in January. We have had 10 parent tours booked for next year. We are not having an open evening this year – we will be employing a video company and will do a promotional video for the website for the whole school.

	<p>The art block was demolished over the summer. The new build is looking to be finished at the end of January.</p> <p>Mr Whitlam said there had been lots of positive comments from parents about reception.</p> <p>Mrs Horn met recently with the head at Kingfield. Cromwell is not competing for places – and Kingsfield does not seem to be affected by the primary school at Cromwell.</p> <p>Governor visits were discussed – it is hoped to do five half day visits per year, per school, with two governors per visit. Areas covered with allocated governors as follows:</p> <ul style="list-style-type: none"> • SEND: Mrs Llewelin Mrs Foster / Mr Jones • Safeguarding, health and safety Mr Whitlam Mrs Corby-Judge • Reading Mrs Corby-Judge Mrs Foster / Mr Jones • Primary phase Mrs Llewelin Mrs Foster / Mr Jones • Catch-up funding (with COVID mitigations) Mr Jones Mr Whitlam <p>Mrs Horn suggested governors make it clear what they want in a report. Any data can be produced from Go4Schools and presented at governor meetings. Mr Jones and Mr Whitlam will discuss what reports they would like.</p> <p>Mrs Corby-Judge suggested adding curriculum to the areas to visit. Mrs Horn said that Mrs Baxter (Vice Principal) oversees this and suggested she attended the next meeting to talk about work Cromwell has done.</p>	TJ/IW
7	<p>EARITH</p> <p>Mr Abbs had nothing to add to his report.</p>	

Q: It's early days, but how is the new leadership structure going?

We are meeting every two weeks. Training was covered at the first meeting. In July, teachers were asked to complete a personality test to get an idea of what they are like as individuals. It was useful to see how we can complement each other as a team.

In the second meeting we are looking at the monitoring calendar, catch-up funding, priority planning, SEF (COVID). The final version was sent this morning to a mentor at the Trust who will read through and give feedback for a meeting next week.

Q: Have many gaps in learning been identified (based on the teacher feedback forms)?

Weekly feedback forms have been useful. Teachers are writing feedback based on what they have seen in class in terms of gaps (what a pupil can't do but could do before). This will be part of the priority planning. 26 gaps have been observed which need correcting (14 children). This is across core subjects.

Mr Jones asked when Earith was expecting an Ofsted inspection.

This could be from the start of this academic year but whenever full inspections are resumed. The Trust is confident that Earith wouldn't get a full inspection until January onwards but could have a one day inspection. Mr Abbs has looked at all the Ofsted descriptors

Mr Jones asked if there are any significant gaps to plug before then in terms of leadership of the school.

Mr Abbs said he would be better equipped to answer this in a couple of weeks' time – he is having support on the SEF and currently evaluating where Earith is at on leadership and management and quality of education.

Q: The five testing kits left, has the school been able to get access to any more? Could some be left just for teachers to use

More have been ordered and should arrive by October half-term.

Q: The home learning available to those isolating, but well enough to take part in learning on Google classrooms, is that live or pre up-loaded lessons. Are there worksheets available? Do those children have access to the appropriate IT (can they borrow from school)?

Every week, teachers are being asked to spend an extra 30 minutes to write a list of suggested activities each day in case pupils are not in school. Pupils will not get any live or pre-uploaded lessons. We have been looking at the number of

hours staff are doing and discussing with HR. From the hours they work and extra responsibility they have, they are already working above their directed hours. Some disadvantaged families have been identified with no access to technology. Currently working on this.

Q: Has the school had a call from HSE? If so, what was the result?

No – not had a call yet but already drafted a response.

Q: What COVID provisions are in place for outside visitors to the school?

There is additional supply of face masks and hand gel. We are operating test and trace – trying to ensure visitors come outside school hours.

The start of term has been fine; pupils are accepting of the new measures in place and have settled really well. PSHE takes place most days and pupils have full access to the curriculum. We will then look at priority planning. We received the new updated version of the risk assessment in September, so break and lunch working particularly well. Very happy with how the new term has started.

Potential governor visits were discussed:

- Pupil premium & sports premium & catch-up funding
Mr T Jones
Mrs C Foster
- SEND (across the year)
Mrs H Llewelin
Mrs C Corby-Judge
- Safeguarding
Mrs C Corby-Judge
Mr I Whitlam
- Attendance, health & safety
Mr I Whitlam
Mrs C Foster / Mr T Jones
- Phonics, spelling, writing
Mrs H Llewelin
Mrs C Foster / Mr T Jones

Mr Jones will email a list of visits and allocated governors following the meeting.

Visits to be arranged to take place over the next academic year.

TJ

	<p>Primary phase meeting at Cromwell could be organised around this half term (October).</p> <p>Phonics, spelling and writing to be done after Year 2 have done their tests (closer to Christmas).</p> <p>Governors to liaise with heads regarding visits.</p> <p>Mr Jones asked Mr Abbs to circulate Earith's improvement plan when finalised.</p>	<p>All</p> <p>TA</p>
8	<p>Governor visits carried out: None carried out.</p>	
9	<p>Statutory items: Safeguarding - Nothing to report.</p> <p>Health and safety - Nothing to report.</p>	
10	<p>Any other urgent business: There was no other urgent business.</p>	
11	<p>Date of next meeting: Wednesday 25 November 2020 – online (2.15 pm start)</p>	

Meeting closed at 3.45 pm.