



Local Governing Board to The Learning Alliance

CASTLE PRIMARY SCHOOL LGB

Online Meeting via Zoom

MINUTES – Part I



Date: 23rd November 2020 at 6.30pm

Present:

Mrs G Cumberlidge (Chair) (GC)
Miss J Mason
Mrs M Lord
Mr T Pear
Miss J Jardine
Mrs L Bialek

In attendance:

Mr D Twambley – TLA COO
Mrs N Phillips– TLA Director of Finance & Governance

Clerk: Mrs C Gritton

Absent: None

Administration

- 1. Welcome, Apologies and Confirmation of Quoracy** - The Chair welcomed everybody to the meeting. Everyone was present and the meeting was quorate.
- 2. Declarations of Interest** - There were no declarations of a personal or prejudicial nature.
- 3. Minutes of the previous meeting and matters arising** - The Minutes of the CPS LGB meeting held on 22nd June 2020, were approved as a true and correct record.
- 4. Composition of LGB and New Appointments** - It was noted that the continuation of the Chair – Mrs Cumberlidge and Vice Chair – Mr Pear, had been confirmed by the Board of Trustees for the school year 2020/2021. The Headteacher reported that a previous staff governor wished to continue on the LGB. The Clerk would check the status and requirements for this and advise the process to the Headteacher.

Strengthening Leadership, Collaboration and Governance

- 5. Matters for the Trust Board to share with LGB** – It was reported that the Agenda for the LGB meetings has been standardised across The Learning Alliance (TLA) schools and their priority focus will be education and welfare. There is a drive to minimise the amount of additional work senior leaders in TLA schools undertake, and therefore papers for LGBs will consist of repurposed standard management information and documentation. It was noted that bespoke training will be delivered around LGB roles and responsibilities, in the first instance by Trust and school staff. ***A governor requested that in the spirit of minimising workload, that conducting this training should be voluntary for school staff.***
Governors were thanked for putting forth their questions before the meeting, as requested and were invited to ask those questions at appropriate times during the meeting
- 6. Receive Budget** – The Budget had been received with the agenda. It had not changed substantially, since the first draft in the Summer term. There is a planned deficit of approximately £17k that is due to a small dip in student numbers. With small student numbers overall, any changes can result in a disproportionate effect on the Budget, so there are no staffing changes proposed this year. The COO and Headteacher are liaising about the use of the Covid-19 catch-up funding (as discussed later). The school has substantial reserves, use of which will continue to be monitored. Month end reporting, under the new TLA regime will follow and the COO will liaise with the Headteacher and Chair in the meantime to ensure the budget is being managed. Governors were invited to look further at the budget uploaded shortly before the meeting and send any queries to the COO. ***Governors thanked the COO for the Report.***

Improving Education and Opportunities

- 7. Covid-19 Update** – At Trust level, there is a focus on the core questions of What was the Covid-19 impact? How do schools support those worse affected? What remote learning do the schools offer? What do the schools need from the Trust to deliver? The Trust are asking Headteachers to share their experiences and

the CPS Headteacher has a comprehensive set of measures in place. **Governors enquired as to how the staff are feeling?** The Headteacher and a staff governor confirmed that whilst staff are very tired, they are generally well and remaining positive. A couple of staff have had to self-isolate, another is shielding, another is off sick and recently one bubble of children had to be sent home. The staff however, provide great support to each other and everyone is aware that should they have any issues, they can discuss them with the Headteacher, who is also very supportive. Staff feel safe in school, thanks to the measures put in place. Mid-day assistants are struggling with numbers, as there are only two of them for four classes, but are coping. The children settled quickly after their return to school, following lockdown and parents have been very supportive on the whole.

7.1 The Headteacher further reported that heating works were being carried out at the beginning of term, which caused a great deal of mess throughout the school, which the Headteacher and staff cleaned up. Fire compliance work is now being carried out throughout the school and the water-leak damage has been repaired.

7.2 **Governors thanked the Headteacher and staff for their tremendous hard work and noted that to have only one outbreak of Covid-19 amongst the children, evidences the hard work being done to keep children safe.**

7.3 **Governors asked what engagement staff are seeing from the children that are isolating?** Staff are receiving around 50% of written work back and there is an 80% engagement overall with online learning. The school has a few learning platforms and engagement has increased compared to during the first lockdown period; lots of daily work and communications are taking place.

8. Strategic Vision:

8.1 **Curriculum** – The curriculum has been developed over the last year and staff have been assisted by a consultant for English. The curriculum now shows progression through the years as well as through each year group. **Governors noted and were pleased to see the diversity elements of the curriculum.**

School Performance – The writing consultant's report contained valuable, detailed information and it was assuring to read that there had been no fault found with teaching or assessment; the issue had been moderation. From the data collected so far this year, it is clear that writing has declined during lockdown, so this term there is a focus on building writing stamina and basic punctuation. The writing consultant returned to the school last week and has produced a report on areas for further development, including a breakdown of every child in Years 2, 5 and 6, in order to focus the catch-up planning. Reading has not declined to any great degree and staff are comfortable that can be caught up in class.

Governors noted that Year 5 seemed to be slightly behind and asked how the catch-up funding will be used to support these children? The Headteacher reported that the school has been focusing on assessing where the children are, in order to assess the best approach to catch-up. It was thought at first, that catch-up funding would be used on the Government catch-up tutoring programme, but following receipt of the consultant's report, that is being reconsidered. There needs to be a focus on those few children who are significantly under-achieving and this may be best achieved by a mixture of support methods and interventions, dependant on individual need. **Governors agreed that it is a good idea to tailor support according to need.**

Governors asked whether the school has been successful in the children accessing Teams for online learning? Yes. Years 5 and 6 have had lessons on using Teams and Years 3 and 4 are now also learning. Years 3 and 4 are particularly keen and have been engaging with the Headteacher outside of school, through Chat. Governors thanked the staff

8.2 **School Improvement Plan** – The focus is on the mental health and wellbeing of everyone in school, increasing staff capability and knowledge of online learning and accelerating progress.

9. **Student Welfare** – Attendance is at 96.5%. The children are coping well and there are no safeguarding issues. **Governors congratulated staff on attendance.**

<p>10. Risk Register – The Risk Register will have the oversight of the Trust Board Audit and Risk Committee and will go to their meeting to be held in December, this will then be forwarded to CPS LGB at the next meeting.</p>
<p>Fostering Identity and Ethos</p>
<p>11. LGB Roles – The COO discussed the role of Link Governors. It was noted that the school has a Safeguarding Governor (the Chair), as required by statute. A Health and Safety Governor and a SEND Governor are recommended. Governors may set up project specific Working Parties for items to be discussed outside of LGBs, which would not be minuted. As discussed earlier in the meeting, a training programme would be rolled out by the Trust. The COO assured Governors that training involvement is voluntary for the executive and staff, but that it would assist in the delivering of a bespoke, tailored programme of training and be an opportunity to share best working practices throughout the Trust, resulting in a better connection between schools and school staff.</p> <p>12. Local Matters – This item is intended to cover those items pertinent to individual schools, but there is no obligation to include items under this heading and it is supplementary to the LGB core purpose focus of education and welfare. There were no items to cover for this meeting.</p> <p>13. Policies – Mrs Phillips is putting together a document to help Governors discharge their duties with regard to Policies and to better understand who has responsibility for each one, to where they go for approval and when. The Safeguarding Policy, Behaviour and Exclusion Policy and Addition to the Behaviour and Exclusion Policy (Covid-19 updates) which had been received with the agenda, were approved.</p> <p>14. The Admissions Arrangements 2021/2022 which had been received with the agenda and to which only roll-over date amendments have been made, were approved.</p> <p>15. Matters to Share with the Board – There were no matters of exception to report to the Board.</p>
<p>Date and Time of Next Meeting:</p> <p>The Headteacher will liaise with the Clerk to agree dates for the Spring and Summer term and will report to LGB members as soon as possible.</p> <p>Meeting closed at 7.30pm</p>

Minutes approved:

Date:.....