

13/10/2020

Minutes

Local Governing Board; North Petherwin and Werrington Primary Schools

Monday 12th October 2020 at 5.30pm virtually via Zoom

1. Join Meeting

All participants had audio and video connection.

2. Welcome and Apologies

Present: Bill Willis (Chair), Nicola Taylor (Vice), Sue Willis, Jan Buckthought, Donna Billings, Jonny Phillpotts (Head Teacher)

In attendance: Toni Martin (Governance Officer)

The Chair welcomed Donna Billing who is a parent at Werrington School. The LGB appointed Donna Billing as a Board appointed parent governor.

3. Declarations of Interest Relevant to this Agenda

None declared relevant to this agenda. NT noted changes to her employment. TM is sending out Pecuniary Interest forms this half term for governors' annual declarations.

4. Confirm Minutes of LGB Remote Meeting (7th July 2020) and Matters Arising

No actions. Minutes agreed as accurate record of the meeting and the Chair will sign a copy when normality resumes.

5. Current Situation Update

JP gave an update on the current situation. He confirmed that all children returned to school and there were no absences due to lack of confidence from parents in the safety measures.

Attendance has been very good with only odd absence due to colds but none due to known positive Covid. JP explained how each school is split into bubbles and talked through various protocols. **Is there a contingency plan in place in the event of a Covid positive test?** JP

confirmed that he has good guidance from the MAT and DfE on actions to take in this situation.

JP confirmed that there have been no significant changes to the Covid risk assessment. Parents are respecting social distancing. HSE are conducting spot checks on risk assessments but haven't been in contact so far. JP noted that Ofsted are also carrying out inspections but it was confirmed that these are supportive inspections focussed on recovery plans and highlighting best practice, and no grade is given. JP noted a contingency plan in place in case of lockdown or need for bubbles/classes to self isolate. Remote learning will be a blend of live lessons, recorded lessons, class dojo activities and learning packs. Live lessons will be done on Microsoft teams and staff are receiving training on this. **Have the parents been surveyed to find out what IT provision each child has at home as it is important to identify which children do not have the access required for live lessons and the like?** JP confirmed that this will be done. JP explained the visitor record that is also used for track and trace.

JP explained the staff structures and pupils on roll [NP 59, Wer 65]. He also confirmed that pupil premium numbers have increased as some families took up PP during lockdown to enable free school meals. **Will increase in numbers be reflected in the funding straight away so that it can be incorporated in the PP plan?** The current PP funding is based on last year's numbers and so the funding for this year's PP children will not be received until next time. **If schools do close, will the provision be the same for key workers and will the schools be closed on the Monday again?** This is unknown but the assumption is that key workers children will be accommodated less those that are self-isolating in a bubble; DfE guidelines are awaited on this. If the school has to close during a lockdown, JP will endeavour to open for a full week but will need to give teachers' PPA time (HLTAs/TAs will manage home learning during teacher's PPA time). It was noted, that in the event of this happening, communication with parents will need to be improved.

JP updated the governors on a number of matters including improvement partner reports, new PSHE & RE curriculum, staff training including first aid, phonics review, numbers and staffing at Werrington nursery, the use of the Wer hall with portable divididers, brief farewell from Rev'd Pengelly and temporary cover from Mother Alison, NP PTFA virtual meeting and provision of class size polytunnel and bike rack.

JP confirmed that SRE policy consultation has taken place and no feedback from parents. It was noted that some parents may not have seen this and JP noted some issues with IT and means of communication. **JP will investigate potential glitches with Class Dojo communications to mobile phones.**

JP noted the suitability of school reports taken from itrack. The improvement officer is looking a shorter report format, opportunity for pupil feedback, a better drop down menu for teachers to make more personalised comments in the hope of having succinct, accurate and personalised reports. The aim of using itrack to generate report formats to save teachers time but currently the comments on the system are bland, dry and based purely on the national curriculum. **JP will investigate with SIP whether there is a method for putting more personalised statements on the itrack reporting system.** Some formats will be produced and JP will share this with governors. JP confirmed that parent consultations will be done by telephone after half term.

JP noted the IT issues with ICT 4 this term so far, including access to SIMs which has been resolved. He also noted an issue with children's logins to the cloud based server at NP. **There seem to be wider issues with this provider, why do we continue to use them if they cannot provide the service that we need?** TM clarified that it is a MAT contract, that some issues are BT openreach related to connectivity, and that ICT4 has felt the effects of Covid 19 as with any other company. [Afternote: ICT4 is on a 3 year contract with 2 years left to run. There are KPIs built into the contract and these are reviewed regularly. They have had staff capacity issues over the summer, not helped by Covid 19 but are getting back on track. JP did note that the technicians that visit the school have been very helpful and knowledgeable, and have resolved many issues. The Chair will raise this as an observation with the MAT CEO and note that the staff should be focussing on teaching & learning, and not IT issues.

6. Recovery Plan & Improvement

Recovery schedule has been produced for each school that has replaced the school improvement plan. There are 12 programmes at Wer and 14 at NP. Teachers assessed and identified pupils in need of catch up, and JP gave an idea of % involved in catch up programmes and noted that some are delivered in school and some after school. The funding was provided by DfE and Andaras reserves. **What is the main focus of the catch-up programmes?** English,

maths, phonics and mental well-being. **What has been the take up for after school provision?** NP have all taken up and Wer starts after half term. JP confirmed that teachers have offered to do after school groups and it was confirmed that staff are being paid extra for this. It is early days on recovery provision and progress will be followed carefully. **Are we able to identify and differentiate the impact of PP expenditure as well as recovery funding?** JP confirmed yes but it will be tricky, but he will be able to justify both expenditures. JP shared an example of a catch up plan.

7. Safeguarding

Mrs Buckthought and Mrs Thumning are filling new roles as Deputy Designated Safeguard Lead. JP is now the Designated Safeguard Lead and is being supported by the Trust Child Protection Officer. All staff have read KCSiE and signed to confirm this. No safeguarding issues reported.

All governors confirmed that they have seen and read KCSiE.

8. Admissions

Governors discussed and agreed admissions policies for both NP and Wer schools.

9. Staffing Matters

JP confirmed that staff welfare is good and no concerns reported. He updated governors on some staffing matters including the extension of Mrs Mead's temporary contract to allow continuity for class 3, the excellent start made by a new NQT, subject leads, SENDCO lead, acting senior teacher and school improvement duties of Mrs Buckthought (who has really grown in this role). He also noted Mrs Mead is now the lead for RE and PSHE and Mrs Hoskin is completing interventions across both schools. **Have the financial implications of this training and development been considered in terms of staff becoming more qualified?** JP noted that there will be and this will have to be factored in as staff need to be given the opportunity to develop. JP is currently doing performance management with the staff. He noted that all staff at Werrington worked very hard over the summer holidays to put the school 'back together' before and after the building work required to form a larger upstairs classroom.

10. Governor Training

Training requirements and options were sent in an email to governors on 14 Sep 2020 and governors were encouraged to attend the virtual training. DB has completed the online safeguarding for governors training. SW is attending both the governor induction and safeguarding governor zoom training courses. DB will attend a governor zoom training course. BW is still completing the Chair's training course with the NGA.

11. Governor Administration

Annual pecuniary interests already noted. No further admin required at this time.

The governors discussed the staff governor role and an expression of interest from a member of staff. It was noted that JB, as senior teacher, will still attend meetings in a leadership role as ex-officio if another member of staff was to become the staff governor.

Governor roles will be reviewed to ensure the responsibilities are spread wisely and the Chair will send an email regarding this to begin consultation.

12. Any Other Business

The new classroom at Werrington which was previously three small rooms and a corridor is now home to class 3 and there is now a dedicated library too. The class are loving the new light and airy space.

The new website was discussed and the Chair noted that the website will only remain good if it is kept up to date.

When are we going to have a clearer picture of attainment and progress data in order to prepare for SATs next year? JP explained that he has some good starting data and predicted data (for end of July). JP will have a better idea of the data in November and December following the recovery interventions. **Does the catch up programme take us to Christmas?** JP confirmed that Andaras funds have been used for interventions for this term, and some government money is being reserved for interventions in the spring term.

Actions:

The Chair to meet with JP prior to the next meeting to discuss data and produce a data report. Data will be an agenda item for the next meeting.

NT to meet with JP via zoom to discuss the curriculum prior to the next meeting, and this will focus on an ICT action plan.

SW to conduct a zoom meeting with the JP as the DSL to discuss safeguarding.

The Chair noted that virtual meetings are suitable and good enough in the current circumstances, and all governors agreed.

Date of next meeting is Monday 7th December at 5.30pm via zoom.

Meeting closed at 7.15pm.

TJH Martin
ADMAT Governance Officer

Distribution List:

W. Willis – Co-opted Governor (Chair) N. Taylor – Co-opted Governor (Vice Chair) J. Buckthought – Staff Governor S. Willis – Co-opted Governor D. Billing – Parent Governor Vacancy – Parent Governor Vacancy – Co-opted Governor Vacancy – Co-opted Governor	J. Phillpotts – Head Teacher W. Hermon – ADMAT CEO G. Barriball – ADMAT Board of Directors Chair
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