08/12/2020

**Minutes**

**Local Governing Board; North Petherwin and Werrington Primary Schools**

**Monday 7th December 2020 at 5.30pm virtually via Zoom**

1. **Join Meeting**

All participants had audio and video connection.

1. **Welcome and Apologies**

The Chair welcomed everyone and introduced Kerry Raymond, Chair at Trewirgie Primary School and is observing the meeting as part of the NGA Chair development course.

Apologies were received and accepted from Nicola Taylor due to work commitments.

Nicola Hosking was welcomed as the new staff governor.  JB will now attend meetings in an advisory capacity as the senior teacher at Wer.

1. **Declarations of Interest Relevant to this Agenda**

None relevant to this agenda.  Annual declarations are complete and published on the website.

1. **Elect Chair & Vice Chair**

BW agreed to continue being Chair and all governors voted in favour.

NT agreed to continue being Vice Chair and all governors voted in favour.

1. **Confirm Minutes of LGB Remote Meeting (12th October 2020) and Matters Arising**

* JP to investigate potential glitches with Class Dojo communications to mobile phones. *Problem does not appear to be widespread and appears to be an issue with phone settings. Governors discussed the issues around multiple posts and ways of ensuring the important messages are clearly seen*. *After note: If it is an important notice it can put it under ‘upcoming events’ this sits alongside the main body of posts and does not disappear until after the event. This seems to be the best option as the important message won’t get ‘burried’.*
* JP to investigate with SIP whether there is a method for putting more personalised statements on the itrack reporting system. *JP gave a brief update; he is now on working party to discuss formats, next meeting is 14th December.* ***C/F to Spring Meeting***
* Governor Monitoring: see item 10
  + 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. *Delayed due to JP covering other roles, meeting arranged with agreement from NT for January*. ***See item 10 – C/F to Spring Meeting***
  + SW to conduct a zoom meeting with the JP as the DSL to discuss safeguarding.

Governors agreed the minutes and the Chair will sign a copy when normality resumes.

1. **Head Teacher Report/Current Situation Update**

JP began by expressing his thanks to the staff for their hard work and dedication this term.  He briefed the attendance figures (96% NP and 98% Wer) and noted that attendance has been high and better than this time last year.  No known cases of Covid 19 in staff or pupils, only a small amount of self-isolating required.  He also noted pupils on roll (NP 59 and Wer 63), the % of PP and SEND, and mobility.

JP noted changes to the Covid 19 risk assessment and that Ofsted inspection unlikely in near future.  He noted the contingency plan in case of further lockdowns that includes blended learning.  There have been no concerns regarding staff welfare and the staff survey was positive.  However, staff have worked hard and an enormous amount of good will has been relied on to get things done since the start of Covid.  He noted that staff PM is complete.

SIP visit reports are available on phonics and recovery curriculum.  Year 2 phonics test done this term (because they missed it last term as Year 1) and results were good. JP updated governors on a few matters including reports to parents, half term challenge, support of children in need and anti-bullying initiatives.  A report on Teaching and Assessing Primary Science was provided to governors.

1. **Recovery Plan & Impact**

JP updated on the recovery curriculum; he noted the funding and how it is being used.  He noted it is going very well and this was backed up after assessments by the Academy Improvement Officers.  He noted that accelerated reader is up and running, and daily interventions are in place for maths, phonics and reading.  There was also intensive monitoring of phonics by a different Academy Improvement Officer, noting the strengths and mitigating actions. JP also noted points from his own monitoring of the recovery interventions; hands on learning, good engagement, challenging tasks, good pace, building pupil’s stamina, timely and relevant questioning.

**A governor challenged whether maths ladders are still having the desired impact?** JP noted that some of it has been on the back burner due to Covid but it is generally positive and maths ladders put no ceiling on a child’s learning and so it will continue. **A governor challenged whether the current funding has been spent or if the provision is on-going?** JP noted there is funding until at least half way through spring term. **A governor challenged whether we know if the interventions are working and how are we assessing this?** JP noted the forthcoming data drop where he will be able to assess attainment and progress.  Attainment may not be where it should be yet but it is hoped to see good progress.  Comparisons can be made between groups that have or have not had interventions. **A governor challenged how well the wider curriculum is being delivered given the need to be doing English, maths and the catch up curriculum?** JP confirmed that other areas of the curriculum are being covered but perhaps not as widely as they would be normally. **A governor challenged with regard to any pupils needing to self-isolate, what interventions are put in place to help them recover?** JP confirmed they are quickly assessed and put into the relevant intervention groups – this has only applied to a very small amount of pupils who have been off for 2 weeks isolating.  JP noted that the interventions in place by Nicola Hosking are proving very successful. **A governor challenged what is being done for children isolating at home?**  Nothing for a few days but provision is in place for those off for a longer period of time.

1. **Top 3 Risks**

School top 3 risks were agreed as:

1. Data and standards
2. Pupil numbers (financial impact of less pupils)
3. Impact of Covid (including staff and pupil welfare, staffing levels, and other impacts associated specifically with Covid)
4. **Safeguarding**

New DDSL’s appointed and have been trained.  JP as DSL is also up to date. All staff are completing on line mental health and well-being training.  All staff have read KCSiE.  Four staff members have recently completed first aid training so both schools are compliant. JP noted the new risk assessment system.

Governors were appraised of a successful bid to receive funding for new fencing at Wer and JP noted that fencing will be used to fence off a small footpath to allow visitors access to the school without walking through the playground.  **A governor challenged about the removal of hedges in order to form a footpath given the desire to keep green spaces and hedges.** Governors discussed this and it was agreed a governor would meet with JP to assess the plans and see if there are any alternative options. **Action: Meet with JP to discuss Wer fencing (DB)**

Safeguarding lead governor had a meeting with JP; report shared with governors.  Annual 157 return will be completed next term. **A governor challenged whether pupils and parents are aware of what will happen if a school shuts, and what is the process to ensure remote learning is done safely?** JP noted that there will be access to a secure system (Teams), the backgrounds will be turned off so no-one else can see inside a family home and there are control measures in place to ensure the on-line learning is done safely.  The biggest issue is access for the children at home via technology including internet access, multiple children needing access and devices. Alternatives will be offered (blended learning). **A governor challenged how safeguarding concerns are addressed for any pupil who is off school for a prolonged period of time.** JP explained. **A governor challenged whether the SCR is up to date and annotates MAT staff as well as school staff?** **Action: JP to follow this up and ensure anyone who visits the schools to work is on the school SCR.**

1. **Governor Monitoring**

* SW to conduct a zoom meeting with the JP as the DSL to discuss safeguarding. See item 9.
* 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. *Delayed due to JP covering other roles, meeting arranged with agreement from NT for January*. ***C/F to next meeting***
* The Chair met with JP to discuss data and a data report was shared with governors. JP noted that the teachers’ assessments are cautious predictions and progress is likely to be very good. Normally focus is on specific measurements related to SATs but there are other key groups being monitored this year too. **Year 2 phonics is looking positive but Chair challenged phonics data in year 1.** JP explained the background. **Year 6 combined score is cause for concern, are you confident you know the issues that need to be addressed?** Without going into detail on individual children, JP noted what is being done and that while attainment might not be where we want it to be, the children will definitely make good progress. JP noted that it is important that the children are prepared for secondary school. It was also noted that too many interventions might mean missing some of the wider curriculum. It was noted that the times table tests might be delayed and the SPAG tests are no longer going ahead.  **Combined score at NP is also a concern**. JP noted this is a cautious assessment but progress is likely to be very good. JP confirmed that data will also be looked at in Dec, Feb, Apr and Jul. It was confirmed that there will be 2 data drops between now and the next meeting so this can be looked at in more detail in the spring meeting; data is on the agenda already.

**Next term monitoring visits are:**

* **NT – curriculum**
* **BW – data**
* **BW & SW - S157 input**
* **DB - SEND**
* **NT - data protection (TM will provide a list of suggested questions so this can be done remotely)**
* **SW – safeguarding, specifically on-line safety**

1. **Governor Training**

SW has completed both the governor induction and safeguarding governor training courses.  DB will attend a governor zoom training course.  BW continues the Chair’s training course with the NGA.

1. **Writing Scheme Trial at Werrington**

JB briefed governors on the writing scheme trial at Wer and how much improvement the pupils have made since September.  She talked through the process, teaching sequence and the learning chunks.  JB is confident that this has been a positive process.  JP backed this up and noted an aspiration to take this further and introduce to NP school.  **The Chair noted that it is important to evidence the progress with this initiative before rolling it out further.  Is it useable across all abilities from SEND to greater depth students?** JB confirmed that it has potential to improve all children’s writing.  It was also noted that the training for staff is not expensive and can be re-visited, so is good value for money.  NH noted that this isn’t a “writing scheme”, it is more a flexible tool used to help the children with writing.

1. **Any Other Business**

The Chair have brief feedback from his meeting with the Trust CEO in which he discussed the CIF bid for Wer building works is being re-submitted, recovery schedule, pupil login issues, Covid arrangements, pupil numbers and funding.

The governors agreed the term dates for 2020-2021 and 2021-2022 (not covered in previous spring term when meeting cancelled due to lockdown).  JP explained reasons behind the inset dates.  It was agreed that parental consultation will take place for 2022-2023 dates.

JP stated that it has been a really good term and noted his thanks to the staff again.

1. **DONM**

Spring term main meeting Monday 15th March 2021 at 5pm – location TBC

Summer term main meeting Monday 12th July 2021 at 5pm – location TBC

Location TBC will depend on Covid situation and virtual meetings via Zoom can be continued for as long as necessary

Meeting closed at 7.50 pm

TJH Martin

ADMAT Governance Officer

**Distribution List:**

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