

Local Governing Board Meeting Term 6
Tuesday 23rd June 2020 3.30 - 5.00pm
Virtual Meeting

Name	Position	Initials	Attended	Apologies	Absent
Kate Aldworth	Parent Governor & Chair	KA	√		
Jo Barr	Head Teacher	JB	√		
Rachel Cowie	Co-opted Governor	RC	√		
Joanne Devine	Staff Governor	JD	√		
Lesley Jones	Community Governor	LJ	√		
Sam O'Regan	Staff Governor	SOR	√		
Marie Underhill	Co-opted Governor	MU	√		
Richard Vanstone	Community Governor	RV	√		
In attendance					
Janet Bremner	Clerk	JMB	√		

Question from the Board	Action	Decision
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The meeting started at 3.35pm

	Minutes	Action										
1.	Welcome & Apologies											
	KA welcomed governors. There were no apologies. The meeting was deemed to be quorate. JMB still to arrange for new business and pecuniary interest form to be completed by governors.	JMB										
2.	Minutes of previous meetings: LGB 12.5.20 ELGB 9.6.20											
	Accuracy. The minutes of both meetings were agreed as an accurate record of the meetings and signed electronically by the Chair.											
	Matters arising and outstanding actions.											
	<table border="1"> <thead> <tr> <th></th> <th>Actions agreed</th> <th>Who by</th> <th>Update</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Actions agreed	Who by	Update	Deadline						
	Actions agreed	Who by	Update	Deadline								

	1	New business and pecuniary interest forms as needed	JMB	Outstanding	T1 LGB	
	2	Review and summarise parent survey, identifying issues that can be addressed	KA	In progress	End of term newsletter	
	2	Provide update to issues identified by KA from parent survey	JB	In progress	End of term newsletter	
	2	SOD. Clarification of LGB role in pay process & addition of SEND	JMB	Raised at TB. To be reviewed	T1 TB	
	2	Upload SDP to GovernorHub	KA	Completed		
	3.1	Report on Action Plan from H&S audit	JB/SOR	In progress	T2 LGB	
	4	Induction of new Governors	KA/JMB	Completed		
	4	Share Skills Audit with all governors	KA/JMB	Completed		
	4	Complete Skills Audit	All	In progress	End T6	
	6	Participate in Safeguarding Audit	LJ	In progress	T1	
	7	Foodbank item for newsletter	LJ	In progress	End T6	
	7	Examples of alternative learning to be shared with LGB	SOB/KA	Completed		
	<p>It was noted that Covid19 and the plans for wider opening of the school have interfered with many of the actions. In particular, the actions from the H&S audit, where training was an action, and the safeguarding audit, as it was not possible to for a governor to visit the school</p> <p>JMB to add outstanding items to actions from this meeting</p>					JMB
3.	Headteacher's Update					
	<p>1. Reopening update</p> <p>JB explained that there had been a 2-week rollout of the wider opening and that parents had readily understood the rationale and what was required of them. Currently there are 69 children in school. They have settled in well, especially considering they are mostly not with their usual class teacher. The staff have responded brilliantly with a strong emphasis on both teaching and nurturing. The focus at the moment is wellbeing and assessment. SOR commented that the children had adapted to new routines extremely well and that regular handwashing had very quickly just become part of what happens in school. It was also noted that parental feedback had been extremely positive. JB commented that whilst there will inevitably be some gaps, the delay for children may not be as significant as might have been expected for the length of time away from school.</p> <p>2. Future planning for September</p> <p>JB reported that planning is well underway and that guidance from the DfE is expected around 4th July. The Trust ELT (Executive Leadership Team) is working together to determine what the plans for September might look like.</p> <p>What has the impact been for the year groups who have not returned and is the planning different for them?</p> <p>There has been a focus on planning for transition to the next year group, with further information coming soon to parents and carers. It will include a package including a letter from their new teacher, a virtual tour of their new classroom, and a booklet.</p> <p>3. ETAT Catering</p> <p>JB summarised the work that has been undertaken across the Trust, at the request of the Trust Board, to review catering in all Trust schools. Packed lunches are being introduced as an option from September and whilst likely take up is unknown at this stage it is important to review the school meals offer. The Trust schools are at different stages in terms of both overall numbers of children in each school and percentage of free school meals (FSM), including the universal FSM offer for Early Years and KS1. Where there is low take up of</p>					

	<p>school meals because there are fewer children, this can lead to a deficit as there are a number of fixed costs involved with school meal production, most significantly the staffing costs. There have also been subsidies offered for KS2 children but these have not been consistent across schools. Work is therefore underway to produce a sustainable operational model for school meals. This will include improving the range and quality of the meals provided with a view to increasing take up. The new arrangements will be subject to approval at Trust Board level.</p> <p>How will the school ensure that packed lunches are healthy, in line with the ETAT ethos? There will be a Healthy Food Charter and it is hoped parents will sign up to this. Parents are being surveyed to find out their views and likely take up of school meals in the future.</p> <p>How will the school meals be managed to eliminate waste? Parents and carers will need to commit in advance so that food can be bought for the number of meals being provided and paid for. There will be a booking system with easy online payment.</p> <p>4. Black Lives Matter Governors commented on how well received the letter from the Trust Board had been along with the high-quality age appropriate guide for parents. There was a discussion about the importance of embedding the Rights Respecting part of the ETAT ethos and that the focus needs to be on more than just diversity. It was acknowledged that there is a lot more to do in this area but that a positive start had been made. Particular note was made of the link to the behaviour policy and the importance of ensuring all children feel confident to challenge inappropriate behaviour.</p>	
4.	Urgent matters	
	<p>1. Update on staff recruitment JB reported that successful recruitment had taken place for class teachers for years 3 and 4 and that two teaching assistants had also been appointed. Other roles are currently under consideration by the Trust Business Team. These include site hand, an additional playworker and possibly an assistant chef. If they go ahead, recruitment will be in September.</p> <p>Will sports coaching be returning? It is not planned initially as it involves mixing adults within bubbles. The school also needs to be confident that School Sports Premium funding will be continuing, and this is not yet confirmed.</p> <p>2. Risk register The ethos of ETAT schools understandably makes this school attractive to children with SEND but there are limiting factors in relation to the complexity of needs and the staffing that can be supported within the school. There is also a financial implication with the school's budget being required to support the first £6k of additional support costs. JB continues to work with the Local Authority, BANES, to ensure that whilst the school continues to take a range of children, it is not overwhelmed with children with very complex needs that we are unable to support. A new role of Trust SENDCo has just been filled and JB will work closely with this role in the future to manage this situation appropriately.</p>	
5.	Governance	
	<p>1. Skills Audit. JMB asked all governors to ensure she has their completed form by the end of T6 to enable her to collate and share the anonymised results with the LGB ahead of the T1 meeting.</p>	

	<p>2. Training opportunities JMB reminded governors that the Trust subscribes to Bristol's Governors Development Service. They plan to offer online training this term and in Terms 1 & 2 for priority areas, e.g. induction, safeguarding. Sign up is via GovernorHub, but any queries can be referred to the clerk. It was noted that online training should be more accessible for governors living outside Bristol.</p>	
6.	Additional Matters	
	<p>Do we yet know how the tutoring funding will be allocated? No, but it is likely that Ofsted will be inspecting how it has been spent to ensure maximum impact.</p> <p>How is staff wellbeing now that there are more children back in school? SOR and JD reported that it was lovely to have the children back – they cheer you up - and that the staff team, under JB's leadership, was incredibly supportive. Staff are feeling positive.</p> <p>Will there be an opportunity in T1 or T2 to review what has happened this year in terms of a 'lessons learned'? Yes, there are some definitely some aspects of the enforced move in to the virtual world that it will be beneficial to continue with, such as the use of Google drive and online parental surveys.</p>	
7.	Date of Next Meetings	
	Agreed to continue 4 th Tuesday of each term. KA to send meeting invites	KA

The meeting ended at 5pm

Minutes agreed to be a true and accurate record of SET LGB Meeting, Tuesday 23rd June 2020

Signed

Date

	Actions agreed	Who by	Deadline
2.2	New business and pecuniary interest forms as needed	JMB	T1 LGB
2.2	Review and summarise parent survey, identifying issues that can be addressed	KA	End of term newsletter
2.2	Provide update to issues identified by KA from parent survey	JB	End of term newsletter
2.2	SOD. Clarification of LGB role in pay process & addition of SEND	JMB	T1 TB
2.2	Report on Action Plan from H&S audit	JB/SOR	T2 LGB
2.2	Complete Skills Audit	All	End T6
2.2	Participate in Safeguarding Audit	LJ	End T6
2.2	Foodbank item for newsletter	LJ	End T6
7	Send invites to meetings 20/21	KA	ASAP

	Decisions taken
2	Minutes agreed as accurate record: LGB 12.5.20 & ELBG 1.6.20

Forward Planner			
Meeting	Content	Source	Lead
T2 LGB	Report on Action Plan from H&S audit	T6 LGB	JB

