

LOOSE PRIMARY SCHOOL

Local Governing Body Meeting

Wednesday 2nd December 2020 by ZOOM

Present: Sam McMahon (Chair of Governors (CoG)/Co-opted Governor), Sarah Holman (HT), Ben Farley (Staff Governor), Matt Tarrant (Parent Governor), Katherine Atkinson (Parent Governor);

In attendance: Anita Makey (DHT/Associate Governor), Liz McLaren (Schools Clerk, minutes)

Item number	Action
1 Welcome and any introductions 1.1 The CoG welcomed everyone to the meeting. It was advised that the meeting was being recorded for the purpose of minuting and the recording would be deleted once draft minutes were approved.	
2 Apologies for absence 2.1 Apologies for absence had been received from Sam Sanders 2.2 The meeting was declared quorate.	
3 Declaration of business interests and any other admin matters 3.1 LM advised that the return of one Business Declaration form was still pending.	
4 Minutes of the last meeting (date) and any matters arising 4.1 The minutes of the last meeting, held on Thursday 9 th July, were duly agreed and signed by the Chairman. 4.2 All action points had been completed	
5. Any other urgent business 5.1 MT raised a query on viewing PREVENT paperwork and training and advised that he had sent an App, potentially to assist with Ofsted, to the HT. The Governors were advised that the Safeguarding audit had been sent out. Going forward, an AHT would take over the audit but in the meantime the HT would be responsible for this. This could be viewed and discussed between MT and HT at the next monitoring meeting. 5.2 The HT advised that whole school Safeguarding training, for everyone (including Governors, bookings and lettings staff, volunteers, etc.) took place every other year. The next training session would be taking place on 12 th February 2021. 5.3 MT advised that he would be available to run training sessions or answer questions if required. The HT advised that all Safeguarding training took place in house and incorporated the KCC PREVENT e-learning training. All staff were required to undergo this training as part of their induction process and further Safeguarding information was picked up regularly, for instance in weekly briefings and updates. The HT advised that there was a school Safeguarding folder which was usually shared during with the Safeguarding Governor during the monitoring meetings. 5.4 The HT advised that a new online package for Safeguarding training was being considered. This would give a central resource for reporting and accessing of information by all staff. All 3 schools were considering this package. HT/BF advised that staff without online access to the system would still have access to paper based forms to use instead.	MT/HT All Governors to note

<p>6 Update on Trust matters</p> <p>6.1 The draft minutes of 7th October were duly noted and signed by the CoG</p> <p>6.2 The CoG advised that CoGs no longer attend TB meetings and asked the HT to update from the last meeting. Currently HTs meet with some of the Trust Board members each week and feed into decision making/information at these meetings. The HT outlined that the role of a Governor in an academy is different to that of a maintained school both in terms of decision making and overall responsibility. The Trust oversaw the best interest of all schools collectively, however, the role of a Governor would always be important in ensuring the best interests of their own school at all times.</p> <p>6.3 LM confirmed that the Trust Board AGM would be taking place on Wednesday 9th December 2020. The HT outlined that all Governors would be welcome to attend.</p> <p>6.4 The HT advised that each Leader in each of the three schools had an area of Trust responsibility. AMs responsibility was that of Inclusion but who would take this forward was currently unknown. The HT advised that she would take this forward to the TB. AM advised that she had also contacted the Trust in regards to this but with no response to date. The SEN policy has been completed and submitted in advance of due date. HT advised that her Trust responsibility was for Early Years and Safeguarding.</p>	<p>Governors ASAP</p> <p>HT action</p>
<p>7 Trust policies</p> <p>7.1 The following policies, approved by The Trust board meeting of 7th October, were duly noted by the Governors:</p> <ul style="list-style-type: none"> • Safeguarding/Keeping Children Safe In Education • Managing Allegations against Staff • Risk Register • Online Safety Policy • Charging and Remissions • Pay & Reward • GDPR- Data breach Action Plan • Finance 	
<p>8 School strategic matters</p> <p>Headteachers report</p> <p><u>Staffing Update</u></p> <p>8.1 The HT advised that AM would be leaving LPS after 17 years and she thanked AM for her massive contribution and support during that time. After consultation with the TB it had been agreed to restructure the Leadership Team and a further AHT had been recruited.</p> <p>8.2 Further details in the Confidential Annex for Governors</p> <p>8.3 Going forward it may be that the school will need a Deputy Head and this will be addressed as needed.</p> <p>Q. is the new AHT a temporary or permanent post?</p> <p>A. A permanent post and the budget does support this.</p> <p>8.4 The HT advised that each school within the Trust had been allocated a specialism area and for LPS this would be the Arts, linking in and supporting wellbeing and mental health. Appointments would be made over the next couple of years in order to create a strong Arts specialism team. The HT advised that having subject specialist teachers within primary education was unusual. Further details in the Confidential Annex for Governors.</p> <p>8.5 The NQTs had settled in well and been well supported by mentors. Their training had been disrupted due to Covid and therefore extra support had been put in place for them. Further information in the Confidential Annex for Governors.</p>	

<p>8.6 The years 3 and 1 bubbles had been closed. HT and AM explained how bubble closures had impacted on staff and staffing issues.</p> <p>Q. How has Covid impacted on the staff in terms of wellbeing?</p> <p>A. Staff are anxious about their own health and personal situations. The impact of closing a bubble has been massive in terms of staff logistics and wellbeing. The SLT team had provided support across the board.</p> <p>Q. Do you find that the SLT team has become highly operational?</p> <p>A. Definitely. AM advised that a domino effect occurred with each closure for example, the SLT had become more operational in filling staffing and midday supervisor gaps when needed. HT advised that staff wellbeing had been affected throughout the school. The camaraderie and support amongst the staff had been difficult to maintain, for example with 7 different staff rooms supporting each bubble and one year group staggering their lunch breaks to cover lunch supervision.</p> <p>Q. What is the expectation from the leadership team for those members of staff in isolation at home?</p> <p>A. Expectations had been emailed to all staff and we spoke at length to support staff too. There is an obligation for them to continue working but as flexibly as possible in order to try and fulfil their working hours. This could involve completing online training and perhaps taking some direction from class teacher on doing things at home. Ideally live lessons would be good wherever possible but currently staff are using Google Classrooms for daily learning and updating this regularly. The school is aware that different home situations will affect what staff are able to do. Live learning and pre-recorded You Tube video clips have been used.</p> <p>8.7 BF praised staff for the ways in which they have coped with remote working and despite using different methods, they had all seen very successful outcomes. AM praised all staff for the speed in which they had picked up a new method of teaching through remote learning and praised their bravery for being in school during this time. BF advised that the set up in having assigned AHTs to each year group had helped enormously in providing support and keeping the school running as smoothly as possible.</p> <p>Q. Do you have psychological first aiders in place? These have been set up by Public Health England and designed to look after peoples welfare.</p> <p>A. Currently the nurture/wellbeing team along with an AHT/AM oversee with this but without any formal training. Mental Health First Aiders had been discussed with DW/AM at the beginning of the year but was still pending. The TB are looking into developing a Wellbeing document in due course. Several members of staff are mentors/coaches and may want to benefit from this training. After further discussion it was agreed that MT would send on links to HT for further perusal.</p> <p><u>Staff Appraisal</u></p> <p>8.8. HT explained that teaching and support staff had been placed on different appraisal cycles but this had recently changed. The appraisal cycle now ran from September to September in line with the academic year.</p> <p>8.9 Further details in the Confidential Annex for Governors</p> <p><u>Professional Development Summary</u></p> <p>8.10 HT advised that on 22nd October the law changed to include remote learning via Google Classrooms. On 23rd October the school ran a Professional Development Day on remote learning and the system had been in place and used since then. Governors will need to note this and look at the impact on the next monitoring visit.</p> <p>8.11 The HT stressed that children are supposed to be in school and remote learning is not used as an alternative to attending school wherever possible.</p> <p>8.12 The CoG commended the use of Google Classroom and the way in which this was being used by staff. She felt the detail and the way in which it engaged children was</p>	<p>MT ASAP</p> <p>SM/BF next monitoring visit</p>
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<p>brilliant and the turnaround of feedback by staff, very impressive. BF advised that this had been set up very quickly and the staff involved deserved a lot of credit for their ability and hard work.</p> <p>Q, Do you think that Google Classroom would work for older children or would you prefer using live lessons?</p> <p>A. Currently Google Classroom is working well for everyone. Staff have been encouraged to use Live Lessons but the quantity of work and feedback work well with Google Classroom. KS2 have 3 hours of learning a day and KS1 have 2 hours but generally they are given more. The You Tube videos are building up a teaching bank for future usage. The Live Link would be more of a wellbeing link with interaction between teachers and children but for lesson input, You Tube works brilliantly. For live lessons, there could be an accessibility issue for children in busy households who may not be able to log on at a specific time. This means more work for teachers loading the lessons up onto You Tube so that children can access this in their own time.</p> <p>8.13 The HT advised that remote learning had become part of the teacher training course. She commented that due to remote learning, online safety had automatically tightened up, once children had become aware that their comments could be seen and couldn't be erased. Live lessons could be accessed via Oaks Academy links and some of these had already been used at school. Other online systems had been purchased, for example, Purple Maths.</p> <p><u>School Improvement</u></p> <p>8.14 HT advised that parents should be following the School Twitter feed and asked SS to view this too in the absence of monitoring visits to school.</p> <p><u>Admissions & School Roll</u></p> <p>8.15 HT advised that approximately 50% of the places for 2021/22 had been filled by siblings with the other 50% coming from the wider community. Tours were unable to take place this year and instead, a video led by BF, had been made and Governors were asked to view this. Positive feedback had been received from parents. However, there were some concerns that the lack of tours/visits could affect the take up of places at LPS for 2021/22.</p> <p><u>Attendance</u></p> <p>8.16 The attendance figure had dropped slightly. The HT advised that if children were off school and isolating, this did not count as non-attendance. However, if they became genuinely ill, the coding changed and they were then classed as absent. The figures were skewed by those children isolating at home. The response overall to home learning had been very good and school had made regular contact with isolated children.</p> <p>Q. Does the school note on its records when children are out of school for two weeks isolating?</p> <p>A. Yes and usually the Safeguarding pairs would be able to see these records during their monitoring visits. Each term the safeguarding leads meet. (ID leads on this). Attendance and the reasons why children are absent from school, are looked at in detail.</p> <p><u>Behaviour</u></p> <p>8.17 Two racial incidents had been reported in 2019/20.</p> <p><u>Budget Update</u></p> <p>8.18 The Covid Catch up funding plan had been sent out to Governors. £80 per pupil had been received so approximately £52k in total. This had been used to employ current part time teachers to run groups, individual sessions, and tuition and interventions to help some children to catch up and to close gaps for those children who needed additional support.</p>	<p>SS ASAP</p> <p>Governors by next meeting</p> <p>KA/SS next monitoring visit</p>
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<ul style="list-style-type: none"> ○ 10am-12.30pm - Leadership and Resources ○ 1-3pm - Welfare <p>11.2 Monitoring pairs were agreed as follows:</p> <ul style="list-style-type: none"> ● Quality of Education – Sam McMahon/Ben Farley ● Welfare - Matt Tarrant ● Leadership & Management - Sam Sanders/Katherine Atkinson <p>11.3 There were no questions regarding the reports. The CoG/HT advised that the standard of reporting and the detail given in the reports was very good and accordingly thanked Governors for their input. The CoG reported that the standard of reporting from the SLT and teaching team had been more strategic and that had really helped the Governors with reporting.</p> <p>11.4 After discussion it was agreed that the monitoring repairs would remain (see 11.2 above). A vacancy under Welfare remained.</p> <p>11.5 The HT advised that the budget report would be dealt with by the Leadership and Resources pair. Budget meetings would be held on the Monday after the Friday visits.</p>	
<p>12 Any other governor matters</p> <p>12.1 Any LGB training needs</p> <ul style="list-style-type: none"> ● 28th January 2021 – online training ● 12th February 2021 - whole school Child Protection and Safeguarding training. Governors were invited to attend. Times would be confirmed in due course but a morning session was anticipated. <p>12.2 On behalf of the Governing Body, the CoG gave thanks to AM for her outstanding positive impact and contribution to LPS and confirmed that she would be greatly missed. The HT concurred and added that AM would be irreplaceable and KA thanked AM for her excellent teaching. AM thanked everyone for their kind words and praised LPC for the expertise that existed at LPS</p>	Governors to attend
<p>13 Agreement of confidentiality and action points</p> <p>13.1 items of confidentiality and action points were agreed. Action points are listed below.</p>	
<p>14 Points to feed back to the Trust Board</p> <p>14.1 SM would check for any updates on the Inclusion replacement for AM (item 6.4 above)</p>	
<p>15 Dates for next LGB meetings and any school events:</p> <ul style="list-style-type: none"> ● T3 Weds 3rd Feb 2021 ● T4 Weds 24th Mar 2021 ● T5 Weds 19th May 2021 ● T6 Weds 7th July 2021 <p>15.1 After discussion it was agreed to trial a 5pm-7pm meeting time for 3rd Feb 2021 and to discuss and decide on meeting times going forward. LM to add to next agenda</p> <p>15.2 Governors were advised to check the weekly newsletter for school events. LM to check that SS is on the newsletter list.</p>	LM next agenda LM ASAP

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
5.1	To review and discuss the Safeguarding audit.	HT/MT next monitoring visit
5.2 (12.1)	Whole school Safeguarding training - 12 th February 2021. Time to be confirmed in due course	All Governors to note
6.3	TB AGM – 9 th December 2020	Governors to advise on attendance
6.4 (14.1)	HT to ask the TB who will be replacing AM as the Inclusion lead at TB level	HT next TB meeting
8.7	To send Psychological First Aider links to HT	MT ASAP
8.10	To review the impact of remote learning	SM/BF next monitoring visit
8.14	To view the School Twitter feed	SS ASAP
8.15	To view the school video	Governors ASAP
8.19	To view the impact of the hygiene spend on the overall budget.	SS/KA next monitoring visit
8.21	Governors to read the Pupil Premium update	Governors by next meeting
15.1	Discussion and agreement on meeting times	LM next agenda
15.2	To add SS to LPS newsletter distribution	LM ASAP