



The Local Governing Board of Keyingham Primary

Minutes of the virtual Meeting

Wednesday 21 October 2020 at 6pm



PRESENT:

Mr P Hogan (Chair, PH), Mr S Aldridge (SA), Mrs L Devine (LD), Mrs R Hemingway (RH), Mrs C Hunter (CH), Miss D Petch (DP), Mrs H Singleton (HS) Mrs V White, (Headteacher, VW)

ALSO IN ATTENDANCE:

Mr D McCready (CEO, DM), Mrs G Stafford (Clerk to the Trust, GS)

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C.

01 WELCOME

PH welcomed everyone to the first meeting of the academic year and introduced S Aldridge, a newly appointed Trust Appointed Governor. He also relayed the very sad news that a young member of the Trust had been killed in a traffic accident earlier this week and our thoughts were with the family and school.

PH explained that this meeting was different to the other meetings as it was a business meeting to review last year's plans and ratify the new plans.

02 DECLARATIONS OF INTEREST

Four Governors had returned their annual data collection and pecuniary interest forms. No conflicts of interest for this meeting were declared for this meeting.

ACTION: CH, CP, RH and HS to return their data collection and pecuniary interest forms ASAP

03 APOLOGIES

Miss C Parker

Resolved: Consent was given for the absence of the above Governor.

04 MEMBERSHIP AND APPOINTMENTS

It is the annual duty of the LGB to appoint a Chair. PH had previously indicated that he was the interim Chair and asked if anyone was willing to take on the role of Chair. As no one came forward it was agreed that PH Chair this meeting and this be revisited at the next meeting.

ACTION: Election of Chair to take place at the December meeting

The Link positions for this academic year were confirmed as:

Pupil Premium: H Singleton

Safeguarding: L Devine

SEND: R Hemingway

05 MINUTES OF THE LAST MEETING (8 July 2020)

Resolved: That the minutes of the meeting held on 8 July be confirmed as a true and correct record and signed by the Chair, PH.

06 MATTERS ARISING FROM THE MINUTES

06a Safeguarding Report to be completed by SLT – carried forward and will be included in the Strategic HT Report tabled at the next meeting

06b RH to complete and submit Skills Audit – action carried forward

06c GS to include attendance information from Penshurst and Croxby primaries – the July attendance for partial lockdown was as follows: 185 pupils attended PPS (40% of those on roll) and 142 attended CPS (47% of those on roll)

06d Volunteers for the Vision and Values working party to inform GS – LD and PH came forward

06e GS to send out KCSiE 2020 for reading with the July minutes - complete

07 HEADTEACHER HALF TERM UPDATE

07.1 Learner and Staff Well Being

- Pupils and staff are coping well with the full return to school
- Behaviour has been very good
- All staff have returned with the exception of one who is pregnant
- Staff are doing incredibly well
- Holding twice weekly CPDL sessions
- Not had to self-isolate any bubbles
- One member of staff has signed up to the start of the adult mental health and wellbeing course

Q: (PH) What percentage of attendance is non Covid related?

Q: (PH) Have you had to isolate any staff or bubbles?

VW: No pupil bubbles. 2 staff have had to isolate while member of family gets tested.

07.2 Safeguarding

- The redefined safeguarding team in school (Mike Copley – DSL & Tracy Lawson – Deputy DSL & CP Manager) alongside the Wider Leadership team have made a strong start to the school year
- No new concerns raised of a significant nature
- New system has been put in place for identifying needs

Q: (HS) How long have you got MC for?

VW: One year initially

Q: (PH) If a pupil is removed from their bubble to take out for intervention, how does that work without compromising the bubble?

VW: We use T Lawson's room which has restricted access. If a child has to leave their corridor they are escorted by an adult and the room is cleaned after they leave.

C: (DM) All the procedures are in the Risk Assessment which is checked by the Head of Estates and Union Reps and our Health and Safety Advisor.

Q: (PH) How are parents responding to the new procedures?

VW: They are incredible. It is such a cultural change but they have adapted very well. I try to be out in the playground daily and feedback is that they prefer the new procedures. We ask the children how they feel the school is and they feedback to parents. The pupils like the calm atmosphere.

07.3 Attendance

- Attendance is 98.4%
- Covid related absence is not included in absence statistics
- Blended Learning expectations are sent home if a pupil self isolates
- L Staniforth is working with the LA EWO service to support one specific family

07.4 Barriers

- School technology to support blended learning implementation has improved but still a concern. Laptops are old and the technology in the building has not allowed the testing of MS Teams with younger children. Addressing through Schoolcomms with parents
- All pupils have a Microsoft account that has been trialled in class so the children know how to log on
- Staff attendance/cover in the case of household isolation. Reappointed one HLTA in the summer
- Capacity in school to support pupils with higher-level behavioural needs

C: (PH) How are you going to check who hasn't got a Microsoft log on and who hasn't got the technology at home?

VW: We have sent a survey via Schoolcomms to ask who has their own device, shared device or no device. There are 6 pupils without a device. We can give them a device should they need to work at home. The technology works better at their home than school due to band width. We are discussing during the Training Day on Friday what a blended learning day would look like for those with shared devices so that would be recording lessons. In terms of whether they can log on the admin team will send log in information home. We will then ask for parents to message the teacher to relay if the log on works or not.

Q: (PH) Have we risk assessed a Microsoft log on for young children?

VW: The Trust Blended Learning Policy states that adults won't be part of the intended audience but within the primary phase there is the expectation that parents will be with their children. The Head of ICT assures me that it is a safe platform.

Q: (LD) How does the Schoolcomms app work for parents. Do they have a letter to explain how it works?

VW: Yes, we are sending explicit instructions on Friday.

Q: (CH) Are you planning on doing some live teaching on Teams? What is the intended use?

VW: Every teacher has a class and they have a One note notebook set up within Teams with the theme book, writing book, maths book. The teacher uploads the work. This will be recorded input from the teachers for two reasons – so those with shared devices can access at different times and lots of teachers have their own childcare issues. We will have a live 10-minute reading pledge.

Q: PH) What do you need from us?

VW: Longer term my concern is replenishment of resources and Wi-Fi is an issue within the school.

C: (CH) We have the same problem at Withernsea High if everyone uses Teams at the same time it buffers.

C: (DP) As a class teacher it is chaotic as all the pupils try to log on at the same time. I think when at home and rolled out and the children are logging on separately it should be more stable and straightforward.

C: (DM) I will ensure D Brooke has this in hand in terms of the infrastructure and will gain reassurance if you need to explain to any parent. Blended Learning Policy is deliberately a blend of online lessons but also lots of other methods of learning so as not to overload the system.

Q: (RH) Those pupils using blended learning, will you be chasing up those pupils that have not logged on to ensure everything is OK and they have access?

VW: Yes, our Attendance Officer will call anyone that doesn't attend log on to a session.

C: (PH) Thank you TCAT if they can help us get the IT working better.

Another concern is cover. With bubbles and PPA and the need for people to be in particular places we have allocated some catch up funding to fund another TA top up to HLTA. When a member of staff has to self-isolate the one HLTA covers the class so no PPA cover. For now, that is enough but if two are off then the 2 HLTA will cover and I will need to cover PPA. I want to avoid paying for cover.

Q: (PH) How many teachers would have to be off for you to consider closing the school?

VW: 3.

C: (PH) Everyone needs to be aware of that – with a small number of staff, some absence has a major effect.

Q: (PH) Are we able to call on other Trust primaries for assistance if needed?

VW: No as I wouldn't want to put anyone at increased risk. In normal circumstances, yes.

Q: (LD) Is there any funding from TCAT for additional support?

VW: I would ask if I needed to but it is more of a Covid security issue. I will keep the school open as long as it is safe to do so.

DM: If the scenario came to fruition we would do our best to support but we would not jeopardise the bubbles. It depends on the school and the context. We are talking about this in HT Board meetings.

VW: The new Behaviour Policy was introduced in January 2020 in a non Covid world. A level 3 or 4 behaviour can lead to isolation in the current policy but due to bubbles and restrictions there is a sig reduction in capacity to isolate. Staff therefore can't give a level 3. MC is working on and will discuss with staff then bring to the next LGB meeting.

ACTION: MC to table revised Behaviour Policy at the next meeting

08 PUPIL PREMIUM REVIEW 2019/20

- VW informed Governors that there wasn't a PP Plan for 2019/20. This should have been in place prior to VW's appointment, but wasn't

DM: When the school converted to an academy the old school closed so it is about looking into the future.

09 PUPIL PREMIUM PLAN 2020-21

- 22% pupils eligible for funding
- £60,000 allocated 2020/21
- All PP Progress (KS1 to KS2) was negative 2019/20: Reading -6.32, Writing-2.53 and Maths -4.04

- Aim for 2020/21 is for 43% PP pupils to achieve expected standard in Reading, Reading, Writing and Maths, none achieved at higher level
- Three tiers of support – how to impact on in- class teaching, wider academic support and any wider strategies
- All the pupils were baseline assessed in September according to Age related Expectations (ARE) in Reading, Writing and maths and the pupils are significantly lower than where they should be. They have regressed. Literacy and Maths are the school priorities.
- Majority of the projected spending is on salaries of nurture, support and intervention staff working with the PP pupils
- Read Write Inc

Q: (PH) The money that is to be spent on salaries is that not already budgeted for and offset elsewhere?

VW: There a couple of roles that are specifically for Pupil premium. The role wouldn't exist without this funding. The double disadvantaged (PP and on the SEN register) have certain amount of time as a premium.

PH: It is important that we are not using PP to subsidise posts, we are creating capacity with the PP funding

Q: (HS) How many are DD?

VW: 15

Q: (CH) Is any funding allocated to provision of materials so if children, particularly DD pupils have to work from home they have the stationery, books etc?

VW: If they are at home they would have access to 15 laptops. Stationery would come out of the stock budget.

Q: (PH) How would we know that children don't have the materials they need at home?

VW: They have no problem asking. The staff know the families too.

Q: (HS) Do you keep any statistics on the younger age group or is it only KS2 that we monitor in this Plan?

VW: Yes, we baseline all pupils. We have all this data internally but not on this report.

C: (PH) The PP Strategy would this impact beyond KS2?

VW: Yes, lots of strategies are whole school for example Read Write Inc.

ACTION: VW to include national figures in the PP Strategy

Resolved: Governors approved the Pupil Premium Strategy 2020/21

10 COVID CATCH UP STRATEGY

- Government has allocated a one-off payment to all schools to accelerate progress. The payment is based on £80 per pupil and will be paid in three instalments. This is not linked to DA pupils but to all pupils
- Catch up premium allocated to the school is £15,360
- The LGB must hold the HT to account for the impact of their catch-up strategy and so this will be a standard agenda item for every meeting this year
- As the PP Strategy, the targets are based on three tiers: strategies identified to maximise good teaching to move learners forward, strategies identified for individual cohorts of learners where additional support is required and wider strategies to enable learners to access learners and additional academic support

Q: (LD) How far behind are the pupils? How long will it take to catch up?

VW: They were behind prior to lockdown so are now further behind. Only 3% of the current Year 6 are on track for ARE in Writing, prior to lockdown this was 21% in November in Writing. There is more time for pupils lower down the school to catch up. I cannot say the timescale but it is our key priority.

Q: (PH) So they have gone backwards from 21% to 3%? Does the money need to be spent this year?

VW: Correct and yes, the catch-up funding has to be spent this year.

Q: (PH) How much acceleration would the Nuffield Programme give if you started in January?

VW: A ten-week programme would give 5 months acceleration. It also trains staff to deliver.

C: (PH) You have listed a lot of support for relatively little money.

11 SPORTS PREMIUM 2019/20 and 2020/21

- Sports Premium funding 2019/20 was predominantly spent on Fit4Fun Sports Coaches to give cover for PPA Plan which should not have taken place
- M Copley is leading on this Plan this year
- Plan is based on five national targets
- £17,830 funding has been allocated 2020/21
- Funds do not have to be spent in the year - can be carried over
- Buying into School Sports Partnership as children fed back that they wanted competition

Q: (PH) Are you expecting a similar amount of funding next year?

VW: Yes, we get £16K for the size of our school plus £10 per pupil

Q: (LD) Have you contacted local businesses to sponsor your team kit?

VW: No – but I will.

Q: (SA) Having had experience of running sports teams, it is a coo for local companies to sponsor a school kit.

Resolved: Governors approved the Sports Premium Strategy 2020/21

12 ACADEMY DEVELOPMENT PLAN

- Development Plan cycle runs from October half term to October half term
- Staff appraisal targets are linked to the targets on the ADP
- Governors remarked that they liked the layout and conciseness
- PH suggested the LGB go over the ADP at the next meeting

Resolved: Governors approved the structure of the ADP 2020/21 and the ADP will be revisited at a later meeting

Q: (CH) How do you monitor taking actions to support staff for appraisals in the light of union advice to reduce drop ins and observations?

VW: I am on the move all the time. We share the focus of learning walks weekly and share feedback with strengths and areas to work on. I will look over another Trust school lesson observation protocol.

C: (HS) I still feel as a Governor very new. I think it might be beneficial to have an additional meeting to go over the ADP in detail.

VW: you can always come to me to go over Plans so you feel more a part of it.

C: (PH) I think an additional meeting this term would be worthwhile.

ACTION: GS to organise an additional Teams meeting for Governors that want to attend to discuss the SEF and ADP in further detail

ACTION: GS to circulate the notes from the staff training day

VW: At the Training Day we are collaborating onto a document on OneNote and I am happy to share that with Governors.

C: (DM) As an LGB you are being harsh on yourselves as you are so new. You have gone through a huge amount of information and an informal meeting is a great idea. The SEF demonstrates the distance come in a short period of time

PH: Agree, don't be negative.

C: (LD) The ADP needs to tie in with the vision and values.

13 VISION AND VALUES

- To be discussed at the Training Day with the staff
- The pupils, staff, parents all need to understand the vision
- The values will outline how we reach our vision

14 GOVERNOR TRAINING AND SUPPORT

The Clerk requested that all Governors complete the NGA Learning Link Safeguarding module as it has recently been updated to include changes to the KCSiE 2020 guidance. Governors are also expected to complete at least one other module, linked to their area of responsibility within the Board.

ACTION: Governors to complete the Safeguarding Learning Link module plus any other module

Governors were reminded to complete the Data Protection training module by the end of this term.

ACTION: Governors to complete the Data Protection module on GDPR Sentry by Christmas

ACTION: GS to send a link for the NGA Learning Link and GDPR Sentry to SA

15 GOVERNOR VISITS TO SCHOOL

Physical visits to school cannot take place until further notice.

However, Links were encouraged to set up virtual meetings with the staff in school responsible for PP, Safeguarding and SEND each term. Virtual visits should still be recorded on the Governor visit form.

LD had completed a Safeguarding virtual visit 16 July.

16 DATE OF NEXT MEETING

Wednesday 9 December, 6pm

17 ANY OTHER BUSINESS

None

18 AGREED ACTION POINTS

- 18a ACTION: CH, CP, RH and HS to return their data collection and pecuniary interest forms ASAP (minute 02)**
- 18b ACTION: Election of Chair to take place at the December meeting (minute 04)**
- 18c ACTION: Safeguarding Report to be completed by SLT (minute 06a)**
- 18d ACTION: RH to complete and submit Skills Audit ASAP (minute 06b)**
- 18e ACTION: MC to table revised Behaviour Policy at the next meeting (minute 07)**
- 18f ACTION: VW to include national figures in the PP Strategy (minute 09)**
- 18g ACTION: GS to organise an additional Teams meeting for Governors that want to attend to discuss the SEF and ADP in further detail (minute 12)**
- 18h ACTION: GS to circulate the notes from the staff training day (minute12)**
- 18i ACTION: Governors to complete the Safeguarding Learning Link module plus any other module (minute 14)**
- 18j ACTION: Governors to complete the Data Protection module on GDPR Sentry by Christmas (minute 14)**
- 18k ACTION: GS to send a link for the NGA Learning Link and GDPR Sentry to SA (minute 14)**

The meeting closed at 8.05pm.

PH thanked everyone for attending.