

**MINUTES OF THE VIRTUAL MEETING OF THE
MAYVILLE PRIMARY SCHOOL ACADEMY TRUST BOARD
HELD ON WEDNESDAY, 9 DECEMBER 2020 AT 6.10 P.M. VIA ZOOM**

Present: Mr Walter Harding, (Chair) Trustee
Mrs Chindo Singh, Trustee
Mr Rasheed Dauda, Trustee
Mrs Ann Smart, Trustee
Ms Hannah Roberts, Trustee
Ms Beverley Komorowska, Interim Head Teacher (voting)

Also present: Ms Laura Smith, Trustee – pending DBS clearance

Clerk to the Trustees: Mrs Julie Cornelius

To note: All action points recorded within the minutes, will state only the person(s) responsible for that action. Full action details are recorded in the summary table below.

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	To check that the Declaration of Personal and Pecuniary Interest has been completed.	Hannah Roberts/ Laura Smith	Immediate
3.2	To confirm with Governor Services, that a valid DBS is held for Hannah Roberts.	School office	Immediate
3.2	To update Governor Services, once DBS clearance is obtained.	Laura Smith	As soon as DBS clearance is confirmed.
4.1	To sign a copy of the minutes of the meeting held on 13 October 2020.	Chair	As soon as possible.
4.2 'Matters arising' Minute 7.11	To make an addition to the Business Continuity Plan regarding SLT (Senior Leadership Team) absences.	Interim Head Teacher	Immediate
4.2 'Matters arising' Minute 7.13	School Improvement Plan/OFSTED Priorities: To liaise with the Interim Head Teacher, to arrange a visit regarding assessment.	Interim Head Teacher/ Laura Smith	Prior to the next meeting.
4.5.8	Following discussion regarding the Breakfast and After School Club provision, to e-mail parents to outline what had been agreed by Trustees.	Interim Head Teacher	Immediate
5.1.4	To send to Trustees, the Safeguarding audit report completed by the LADO.	Interim Head Teacher	Upon receipt from the LADO
11.	In respect of the skills audit, to request from Governor Services, a log of Governor training.	Chair	Immediate
12.6.3	To provide an update on staff morale and how teachers are managing the gaps between children.	Laura Smith	At the next meeting.

Chair's Initials:

14.	To provide the Board with information as to what is required in respect of the annual effectiveness report.	Governor Services	Prior to the next meeting.
15.	To e-mail to Trustees, the current Terms of Reference for both the Curriculum and the Audit & Risk Committees.	Chair	Immediate
16.	To liaise regarding publication of Trustee information on the school website.	Interim Head Teacher/ Governor Services	Immediate
18.1	To provide Trustees with an update regarding the broken fence at the back of the school.	Rasheed Dauda	14/12/2020
18.1	To feed back to the Board regarding the front gate.	Interim Head Teacher	At the next meeting.
19.2	To e-mail to Trustees, the School Complaints Policy.	Interim Head Teacher	Prior to the next meeting.
20.1	Date of next meeting: Wednesday, 3 February 2021	All /GS	Immediate
20.2	Agenda items: 1. Safeguarding audit report. 2. Trustee Annual Cycle 3. Review LGB strategic plan/self evaluation 4. SEND update 5. Annual Effectiveness Report 6. To approve the Terms of Reference for the Curriculum Committee and Audit & Risk Committee. 7. To review the School Complaints Policy.	All/GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 All were welcomed to the meeting.
- 1.2 Apologies were received and accepted from Mr Alex Opoku-Boateng and Mrs Lorraine Barella.
- 1.3 Apologies for absence not accepted
There were no Trustees to whom this was applicable.
- 1.4 Quorum
The meeting was quorate with seven Trustees in attendance; five Trustees constitute a quorum.
- 1.5 Notice of Any Other Business/Confidential items
No items were raised.

2. DECLARATIONS OF INTEREST

- 2.1 Register of Business Interests - Trustees are required to complete Pecuniary Interest forms
With the exception of Hannah Roberts and Laura Smith, Trustees confirmed they had completed their Personal and Pecuniary Interest form.
Action: Hannah Roberts
Action: Laura Smith

- 2.2 Trustees to declare any interests they may have in any of the following agenda items
There were no Declarations of Interest.

3. **MEMBERSHIP**

- 3.1 Clerk to confirm Trustees membership – noting current vacancies
Referring to the information appearing on the agenda and received from Governor Services, the Clerk confirmed there were no Trustee vacancies.

- 3.2 Clerk to confirm that DBS checks have been completed by all Trustees and details are held on file by Governor Services
The Clerk referred to information received from Governor Services which recorded that neither Hannah Roberts nor Laura Smith have a current DBS on file.

Hannah, as a Staff Trustee, confirmed that she held a current Enhanced DBS.

Action: School office

Laura confirmed that she had started the DBS process but had not yet received her DBS number.

Action: Laura Smith

4. **MINUTES**

- 4.1 To receive the minutes of the Trust Board meeting held on 13 October 2020
Trustees received the minutes of the Trust Board meeting and **agreed** these to be a true and accurate record, subject to the following amendment.

Minute 7.13 in the 'Summary of Agreements and Actions' table: This action was assigned to the Interim Head Teacher and Laura Smith and not the Interim Head Teacher and Ann Smart, as currently stated.

Action: Chair

- 4.2 Matters arising

An action status update is provided below.

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Action status update
7.11	COVID19: (i)BK to contact Public Health England and LBWF for advice and guidance if necessary. (ii)Addition to business continuity plan to be drafted by BK re SLT absences. (iii)BK/WH/RD to consider a sickness absence.	Interim Head Teacher	See staff ongoing update below.
7.13	School Improvement Plan/OFSTED Priorities: BK/AS to arrange visit re assessment.	Interim Head Teacher/ Laura Smith	C/forward – see below for additional information.
16.1	Trustees' Email Addresses: BK to investigate use of LGFL email addresses.	Interim Head Teacher	Completed

Chair's Initials:



Minute 7.11 - Point (i):

The Interim Head Teacher had contacted Public Health England in relation to a Year 2 Teacher who had tested positive for corona virus. This Teacher was required to isolate for ten days after being in self-isolation for 14 days. Contact was also made recently, regarding a Year 2 child who had tested positive and the advice was to ask all children in that learning bubble to isolate for 14 days and during that time, for parents to inform the school, should their child display any symptoms. Additionally, that any members of staff who had contact with this child, should also self-isolate. This comprised five Teachers and three LSAs (Learning Support Assistants).

Minute 7.11 – Point (ii): The Interim Head Teacher has not yet made any addition to the Business Continuity Plan. The Chair said if necessary, agency staff will be employed.

C/forward action: Interim Head Teacher

Minute 7.13: Laura said she was due to visit the school to review procedures within the school corridors, the hall and within respective bubbles. The Interim Head Teacher said the SLT (Senior Leadership Team) is responsible for undertaking risk assessments, which are reviewed weekly. Laura is welcome to visit the school to establish what is in place to reduce risk. Laura suggested that it would be beneficial to visit first thing in the morning, again at lunchtime and to return during breaks.

4.3 To receive the minutes of the Audit & Risk Committee meeting held on 13 October and 8 December 2020; Curriculum Committee – 17 November 2020 (if available)
Trustees received the minutes noted above.

4.4 Matters arising
There were no matters arising.

[At this juncture, the Interim Head Teacher wished to raise an item of Any Other Business relating to the Breakfast and After School Clubs.]

4.5 Breakfast and After School Clubs

4.5.1 Magic Breakfast now charge for this provision and because of these costs, this facility has been cancelled. Consequently, parents have complained, stating that it was wrong to cancel this without seeking both the views of the parents and the Board. Letters were received from the five parents whose children use this provision.

4.5.2 The Interim Head Teacher explained why costs were prohibitive, e.g. on Monday of this week, two members of staff were on duty, both of whom are paid on a hourly rate and with only one child attending the provision; the week commencing 30/11, there were only five children and the following Monday, only two children were in attendance. Due to safeguarding requirements, two members of staff are employed but on occasion there are more staff than children in attendance. The Trustees' decision regarding this provision, needs to be based (alongside the letters received from parents) on the information presented. The Interim Head Teacher said she appreciates that some of the children attending may be the children of Key Workers. Parents are asked to pay a week in advance because staff are contracted on a weekly basis.

A Parent Trustee said the school had been extremely flexible regarding these clubs.

4.5.3 The Interim Head Teacher added, that because of COVID-19 outbreaks in the school, staff have had to self-isolate and for this reason, during this week, both she and the Assistant Head Teacher have had to run this provision. It is difficult to cover the after school club which does not finish until 6 p.m.; this cover is unsustainable.

The Local Authority have advised that because of COVID-19, many schools are not currently providing this facility. There is an issue when staff have to self-isolate and having to find alternative staff to provide cover.

- 4.5.4 Q. **What is the level of expenditure currently? Also, which schools within the Local Authority have withdrawn this provision and for schools that have maintained this provision, what modifications have been made?**
- A. The Interim Head Teacher said it has been difficult to obtain exact costings because the School Business Manager (SBM) is currently absent. Last year, staff were paid £10 per hour but current rates would need to be confirmed with Kerry, a member of the office team.
- Q. **Is this not sponsored?**
- A. No, because of COVID-19, Magic Circle are now charging for this service; this change took effect only in the last week.

In response to a Parent Trustee saying she believed the cost had increased, the Interim Head Teacher confirmed there was an increase at the beginning of the year, to ensure that the school could provide enough staff; given that children have to stay in their bubbles. This is why some schools have withdrawn this provision because it has to be run strategically.

- 4.5.5 The Parent Trustee said she believes this problem has arisen because notification was sent to parents via the school newsletter and parents are concerned about this closing next year. In response, the Interim Head Teacher said but currently there are only two or three children attending the after school provision each day and with two/three members of staff having to be available, this is not viable. The Trustee said, whilst understanding that there are financial implications, she believes there should be a consultation regarding this because it can leave families in a difficult situation. In response, the Interim Head Teacher said whilst she understands the perspective of parents, this is also about having the staffing capacity (currently there are eight members of staff who are self-isolating) to facilitate this and when being told not to employ agency staff.

The Parent Trustee said parents have been told this provision will stop after Christmas. The Interim Head Teacher reiterated that this is about not being able to run a consistent service because of staff capacity. When asking the Local Authority what other schools were doing, the Local Authority confirmed that schools cannot run a provision without sufficient staffing capacity.

- 4.5.6 A Trustee asked the Chair if this provision could be covered temporarily (and at minimum cost to the school) pending the consultation with parents. A Parent Trustee said there must be an appropriate consultation and to look at what other schools are doing whilst taking into account if they are in a better financial position and are able to provide cover. This information is needed as this is of concern to parents who have said they may need to move their child to another school because of this change.

The Parent Trustee said to also consider that if things change in the future, would parents use this service. A survey was previously sent to parents and the return response was high but now, in contrast, the number of parents using the provision is very low.

4.5.7 The Chair said the cost factor needs to be highlighted to parents. Parents feel they have been left in the lurch and communication is a key element. The time should be taken to explain to parents why this decision has been made and why the school is struggling to maintain this.

Q. When did Magic Circle start charging the school for this provision?

A. At the beginning of December and they are now charging in excess of £2K per half-term.

4.5.8 The Chair suggested that for the next month only, the school continues to offer the breakfast and after school clubs and in the interim, to conduct a proper study into how much this provision costs, to enable the school to inform parents. The school will provide food for the breakfast and after school club and also supply cover for a month. It was noted that the cost per day (for breakfast and after school cover) for an agency LSA to provide cover, is £135; this person has to stay on site all day. In response, the Chair of the Audit and Risk Committee said the budget is tight and we cannot give these promises to parents. In response, the Parent Trustee said she would not be happy for this provision to continue for a month and to then be told that the provision has to cease. It is important that this is continued for a month and that contact is maintained with parents. An investigation should be completed to establish if this is viable and to continually update parents. The Interim Head Teacher said an e-mail response (advising that this would be presented to the Trust Board this evening) was sent to parents who had expressed initial concern.

It was agreed that the costs involved would be outlined to parents. The Parent Trustee said it needs to be established at what point this is no longer viable.

Trustees **agreed** that an investigation should be carried out and with a tight timetable in place for consulting with parents; this must be completed by the end of this term. The provision should continue for the remainder of this term whilst the consultation takes place. A Trustee said if the provision has to close, communication with parents will be specific and direct, to enable them to make alternative plans. Historically, this provision has been one of the school's unique selling points.

The Interim Head Teacher reiterated that given the absence of the School Business Manager, it will be more difficult to establish exact staffing costs. In response, the Chair suggested a member of the office staff should be nominated to extract this data. Trustees need to see the cost of providing this service and what income is received to cover these costs. It would also be helpful for Trustees to see parents' comments.

To conclude and to offer reassurance to the Parent Trustee, the Chair confirmed that the decision has not yet been made to stop this provision but this needs to be investigated and this knowledge must be shared with parents and inviting them to be part of this discussion.

The Interim Head Teacher will e-mail parents to update them and to request that parents provide specific information, i.e. how many children will attend the provision on a daily basis and for parents to commit to these dates. This will assist in terms of staffing and the meal provision.

Action: Interim Head Teacher

5. INTERIM HEAD TEACHER'S REPORT

5.1 To include:

COVID 19 Update (standing item) – contingency planning

Update on staff and parent well-being survey

The Curriculum:

- On-line remote activity engagement report.
- Trustees should also seek information on remote education plans building on summer term experience;

Trustees should seek information on:

- Does the curriculum respond to the needs of pupils?
- Will the curriculum provide a rich and engaging learning experience?
- Will pupils educated at home have the support they need to make good progress?
- Specialist staff will be deployed to support pupils with SEND
- Assistant Head teachers' Report.

The Interim Head Teacher's report – Autumn 2020-21, dated 30/09/2020, was circulated to Trustees in advance of the meeting. The following was noted.

5.1.1 The Interim Head Teacher asked if Trustees wished to raise any questions in relation to the report.

5.1.2 **Q. Reference has been made to needles in the nature garden – where is this?**

A. This is located at the back entrance in Mayville Road. The Premises Officer found needles and syringes close to where the garden joins the flats; these were thrown over the fence. The Local Authority were contacted to remove these but they would charge £300 for this service. The school then bought the necessary equipment to remove these and this was a much cheaper option.

5.1.3 The Year 2 phonics screening test was scheduled for this week but Year 2 is now in isolation. Pupils had completed their mock phonics test under the same conditions as for the final phonics screening test and because 18 December is the deadline by which to complete the screening test, the school has two options. One being to report that the children are in self-isolation and are therefore absent and that they will take the test in July 2021 or, that their mock test results are submitted. The mock results achieved 82% which is consistent with the national average of 82% and it has therefore been decided, to submit the mock test results.

Trustees **agreed** with the Interim Head Teacher's decision.

5.1.4 Behaviour and safeguarding:

The LADO (Local Authority Designated Officer) visited the school and had met with both Rasheed Dauda, Safeguarding Link Trustee and the school's DSL (Designated Safeguarding Lead). The LADO spoke with the children and with Teachers and conducted a complete audit of safeguarding within the school. The visit took place on 3rd December and the report should be received within ten working days of the visit.

Action: Interim Head Teacher

Agenda item: Safeguarding audit report

5.2 To include a report on the school's Pupil Premium Strategy for the current year (standing item)

The Interim Head Teacher reported that the only change is to the financial constraints that are now evident.

6. CHAIR'S ACTION

The Chair to report on any urgent action(s) taken since the last meeting

- 6.1 Since the last Trust Board meeting, the school has appointed a school Adviser whose remit is to work with the Interim Head Teacher and other staff, to provide support and to measure what the school is doing. This includes validating reports and data.

For the past two years, this support was not in place. When looking at the results from 2017-2019, there was a dip in 2018, before the data went up. New teachers have settled in and with the expertise of the Coach and the Interim Head Teacher, the school has bounced back. In respect of this, the Chair wished to extend a huge thank you to the Interim Head Teacher and to all staff involved in facilitating this.

The Chair said the reason the Adviser was brought into the school, was because there were grievance appeals being made and it was felt that the SLT (senior Leadership team) needed additional skills to communicate and to address this. The Adviser could look at specific areas where support was required and alongside the Interim Head Teacher, the Adviser has looked to address these issues. During the first month of visits, the Adviser familiarised herself with staff and established what support they needed and with the Interim Head Teacher then leading on this process. Following the first month of visits, visits will take place either termly or half-termly if needed. This is about identifying areas for support, providing this support and for SLT to develop the confidence to then work with other staff.

The report which the Chair has received from the Adviser is that this is working well and that both leaders and staff are receiving the benefits of this support.

Every school is expected to have a school adviser. The Chair is happy with the progress the school is making and he is hopeful that the Adviser will continue to subscribe to the school's progress.

- 6.1.1 This is recorded under confidential minutes.
- 6.1.2 In response to the Interim Head Teacher asking if the Adviser was her mentor, the Chair said, yes. The Adviser will be part of the Interim Head Teacher's appraisal process. The Interim Head Teacher said she was not aware that the Adviser was part of the appraisal process.
- 6.1.3 **Q. In terms of accountability, who does this Adviser report to? Is she employed by the Trustees and does she prepare reports for Trustees to review?**
- A.** The Adviser reports to the Chair of the Board and he will then report to Trustees. Yes, a written report will be produced.

- 6.2 Interviews are taking place next week for the permanent Head Teacher post.

7. TRUSTEE CODE OF CONDUCT

Trustees to review the Code of Conduct

There are no changes to this Code of Conduct – this comes from the DfE (Department of Education).

8. TRUSTEE ANNUAL CYCLE

Trustees to consider and agree an annual cycle of business for the academic year

This was completed in September 2020.

Agenda item: Trustee Annual Cycle

9. TRUSTEE COMMITTEES

9.1 To review membership of committees

Audit & Risk:

Mr Rasheed Dauda, Mr Walter Harding, Mrs Chindo Singh, Mrs Ann Smart, Mr Alex Opoku-Boateng, Ms Beverley Komorowska, Interim Head Teacher

Curriculum:

Mr Rasheed Dauda, Mr Walter Harding, Ms Hannah Roberts, Ms Laura Smith, Ms Beverley Komorowska, Interim Head Teacher

Head Teacher's Performance Management

(Review to be completed by 31-12-2020):

The Chair of the Trust Board, Mr Rasheed Dauda and the School Adviser would conduct the Head Teacher's Performance Management review.

9.2 Link Trustees

Trustees to consider the role and appointment of trustees with specific responsibility e.g. Training, SEND, Safeguarding/Looked After Children, Literacy, Numeracy, Health & Safety, school website and Behaviour & Attendance.

SEND:	Laura Smith
Safeguarding/Looked After Children:	Rasheed Dauda
Training:	Alex Opoku-Boateng
Literacy:	Rasheed Dauda
Numeracy:	Alex Opoku-Boateng
Health & Safety:	Alex Opoku-Boateng
School website:	Chindo Singh
Behaviour and Attendance:	Ann Smart
RSHE:	Ann Smart

10. REVIEW LGB STRATEGIC PLAN/SELF EVALUATION
C/forward agenda item: Review LGB strategic plan/self evaluation

11. FEEDBACK ON SKILLS AUDIT
Training Governor to report on the results of the skills analysis
Action: Chair

12. LINK GOVERNOR REPORTS
Governors to receive a report from the Safeguarding Link Governor (standing item)

12.1 LADO Safeguarding Moderation visit:
This was reported in minute 5.1.4 above. Rasheed reiterated that he had been part of the moderation visit. He was interviewed by the LADO who wanted feedback on where he believed the school was at and how the school had progressed. They also discussed the training that he and other Board members had undertaken. The visit was positive and the school is awaiting the LADO's report.

The Chair said he believed the LADO had also interviewed other members of staff. The Interim Head Teacher said the LADO was in school for the whole day and started the process by conducting a 30 minute interview with the Head Teacher, then the Assistant Head Teacher and then the DSL (Designated Safeguarding Lead).

Files were reviewed along with the Single Central Record. Interviews took place with the Safeguarding team and additionally conversations took place with four Teachers and LSAs (Learning Support Assistants) asking about policies and other relevant information. The LADO spoke with children across a Year group to find out if they felt safe in school.

Feedback was given regarding the school website and that it is difficult, in terms of safeguarding, for parents to navigate; the Interim Head Teacher said she had flagged this up previously. Another item that was flagged was that Trustees have to be part of the annual safeguarding training and ensuring that they have read updates regarding KCSIE (Keeping Children Safe In Education). The final point raised was that Teachers were unaware that it is their responsibility to report anything that happens in their personal life if it involves anything to do with safeguarding; this is new to KCSIE and the Interim Head Teacher has sought further clarification regarding what teachers have to declare.

Overall, the LADO said what she had seen was outstanding and she felt happy to be in the School.

- 12.2 Rasheed, Safeguarding Link Governor, met with the school DSL to review her safeguarding report. It was reported that there were a high number of referrals to food banks, in relation to COVID-19. At 19/11/2020, there were 39 referrals made to food banks, one extremist concern, three racist incidents (these were minor and were resolved) and 30 incidents of neglect.
- 12.3 MASH (Multi-agency safeguarding Hub) referrals are high and the number of referrals in one term were equivalent to what would usually span a year. This rate of referrals can only be attributed to COVID-19 and the economy.
- 12.4 There was an issue in not receiving support or a response from Social Services.
- 12.5 Rasheed was invited to a monthly safeguarding meeting with the Interim Head Teacher and the school DSL. This was to review how the SLT address safeguarding concerns across the board. This shows cohesion within the team so that individual cases are viewed collectively. The meeting was very useful.
- 12.6 Report from SEND Link Governor
The Interim Head Teacher had circulated to Trustees, the report produced by the SENDCO.

Laura Smith, SEND Link Governor, reported the following.

- 12.6.1 The SENDCO had explained the difficulties that staff are facing at the moment, given COVID-19. There is a huge focus on the mental health of children who are anxious when returning from lockdown.
- 12.6.2 The Speech and language therapist is working with children.
- 12.6.3 Teachers' morale has been impacted and where they are struggling with the gaps between children.
Action: Laura Smith
- 12.6.4 There are many children with special educational needs, some of whom have extremely challenging needs. In response, a Governor said the SEND report should remain on the agenda to provide Trustees with an on-going update.

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- 12.6.5 A Governor referred to both the Safeguarding and SEND reports circulated to Governors and said this is about balancing the financial constraints which the school is facing. Trustees have looked at what is of added benefit to the children and what is financially viable. This is the difficulty and this was discussed at the Audit and Risk Committee.
- 12.6.6 Laura referred to the prior introduction of special ???? which had been positive. This was something for the children to look forward to and then this stopped.
- 12.6.7 Ann Smart referred to staff supervision sessions. This idea arose when prior to the two members of staff leaving, it was realised that there wasn't a forum for staff to discuss any issues within a confidential setting. Consequently, the Board agreed to offer this facility. Ann currently facilitates these sessions which comprise two 30 minute slots each Monday morning. Ann said, these sessions have emphasised the immense strain that staff are currently under.

No safeguarding concerns have been raised and staff are positive regarding the support received from the SLT.

Staff sometimes need someone to listen, who isn't directly involved and this is the support that Ann is providing. To date, Ann has met with six members of staff.

A Governor said this is really positive. The Chair endorsed this, acknowledging that it was good to know that Ann was available to provide this support.

Q. Would there be a need to report anything back to the Board or is this just 'lending an ear'?

A. If there were safeguarding concerns, yes, but this is more about providing confidential support, by listening to staff and clarifying with them, who is available with whom they can share concerns.

Q. Is there a mechanism in place (if there is no early intervention or mediation available) for a member of staff who might have an issue which could lead to a grievance?

A. The Interim Head Teacher said there is a whistle blowing policy. In response, the Governor said he understands this but is there anything less formal. In response the Interim Head Teacher said this is not necessarily formal – it may be a concern and whereby a form is completed, which can be sent to the Chair of the Board.

The Chair said there is a facility on the website for this action to be taken and to which Governors have access, but to date, this facility has not been used.

Hannah Roberts spoke about the support available within the school and that staff, from the SLT down to the TAs, work together as a team to support one another. Processes are very clear and staff feel that they do have someone to go to, should the need arise.

Anna was thanked for the support she is providing to staff.

13. STANDARDS AND TARGET SETTING

- 13.1 For governors to consider standards attained in national assessments including SATs outcomes and public examinations, with agreed strategies for continued improvement
This has been very different this year, given that there are no national assessments.

Q. How do you assess?

- A. The Interim Head Teacher said this is currently an on-going conversation with Unions and Exam Boards.

For Year 2, phonics is still taking place and SATs remain in place for May 2021.

The school is still awaiting guidance from the DfE regarding targets. This is not clear and doesn't take into account the six months of lockdown. Targets may be lowered or standards in exams may be lowered. There is no benchmarking.

- 13.2 Any targets for 2020/2021

This was covered in 13.1 above.

- 13.3 Pupil Premium impact evaluations

This is difficult to evaluate because of lockdown; with trips being suspended and extra-curricular activities limited because of contact restrictions in place. The impact in terms of the nature garden is very clear. This is a working environment and where Pupil Premium children are targeted to take part in outdoor learning.

14. ANNUAL EFFECTIVENESS REPORT

Deferred Agenda item: Annual Effectiveness Report

Action: Governor Services

15. COMMITTEE TERMS OF REFERENCE

To approve committees' Terms of Reference

Curriculum Committee:

Audit & Risk Committee:

The Terms of Reference have not changed for either of these Committees.

It was agreed these would be reviewed and approved at the next meeting.

Deferred Agenda item: To approve Committees' Terms of Reference:

Curriculum Committee and Audit & Risk Committee

Action: Chair

16. PUBLICATION OF TRUSTEE INFORMATION

- 16.1 School web site review

- 16.2 Trustee publication of information

- 16.2.1 Attendance 2019-2020

- 16.2.2 Declaration of Interest - 2019-2020 and 2020-2021

- 16.2.3 Current Local Governing Board/Body membership

Action: Interim Head Teacher/Governor Services

17. PERFORMANCE MANAGEMENT REVIEWS

- 17.1 Head Teacher to report on the progress of staff reviews

- 17.2 Head Teacher Performance panel to report on progress and any recommendations to Pay Committee

These agenda items will be discussed at the Trustees meeting convening next week.

18. HEALTH AND SAFETY AT SCHOOL

18.1 Governors to receive a report from the Health and Safety Link Governor
Rasheed, Health and Safety Link Governor, said there was an on-going issue with the development to the rear of the school, adjacent to the Tyre shop. Approximately one year ago, some demolition work was carried out and the company carrying out the work, broke the school fence. This was brought to the attention of the developers and the Surveyor and they promised, last year, to fix this. Rasheed has made contact with them three times in the last week and the Surveyor has now raised this with the developer, as a priority. The concrete panel has now been ordered and they will confirm with Rasheed, when the work has been completed.

Action: Rasheed Dauda

Q. Is the Interim Head Teacher aware of any security risk as a consequence of this?

A. The Interim Head Teacher confirmed what Rasheed had reported regarding the broken fence. Additionally, the front gate is not working properly and cogs have been ordered to fix this.

Action: Interim Head Teacher

This is recorded under confidential items.

18.2 Educational Visits

Governors are reminded of the requirement to approve the arrangements for all residential visits

No residential visits are planned.

19. SCHOOL POLICIES

19.1 Trustees to update the policy review cycle

This remains the same.

19.2 School Complaints Policy – to review the policy

Deferred agenda item: To review the School Complaints Policy

Action: Interim Head Teacher

20. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

20.1 Date of future meetings

Curriculum Committee

Wednesday, 10 March 2021 (New date)

Audit & Resources /Trustees' Meeting

Wednesday, 3 February 2021

Wednesday, 31 March 2021

Summer 2021 Curriculum Committee

Wednesday, 9 June 2021

Audit & Resources /Trustees' Meeting

Wednesday, 30 June 2021

20.2 Agenda items

1. Safeguarding audit report.
2. Trustee Annual Cycle
3. Review LGB strategic plan/self evaluation
4. SEND update
5. Annual Effectiveness Report
6. To approve the Terms of Reference for the Curriculum Committee and Audit & Risk Committee.
7. To review the School Complaints Policy.



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21. **ANY OTHER BUSINESS**

There were no matters of Any Other Business.

The meeting closed at 8.35 p.m.

Chair: W. E. HARDING (print)

[Signature] (sign)

Date:

Chair's Initials:
