



## Lanesend Primary School Full Governing Board Meeting

### Urgent Business Only

Wednesday 10<sup>th</sup> June 2020, 6.30pm

Virtual via 'GoToMeeting'

#### **Present online:**

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-Chair, Laura Augustus (LA), Ian Carrington (IC), Steve Dixon (SD), Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Sam Newson (SN), Emma Norton (EN) **(from 6.40pm)**, Caroline Sice (CS) Headteacher

In attendance: Carrie Almond (CA) Finance Manager, Dave Cooper (DC) Deputy Headteacher **(from 6.35pm)**

Clerk: Margaret Henshaw (MJH)

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| 1. | <p><b>Welcome, apologies, quorum</b><br/>         KHD welcomed everyone to the meeting.<br/>         Due to the National Emergency and restrictions caused by the spread of Corona Virus Covid-19, the meeting could not take place face-to-face so the Trustees used the platform 'GoToMeeting'.<br/>         There were no apologies, but EN and DC had notified they were running late.<br/>         The meeting achieved the minimum number of Trustees to be considered quorate <b>(6)</b> and remained above this number for the duration of the meeting.</p>   |
| 2. | <p><b>Declarations of any other urgent business</b><br/>         1. KHD declared succession planning and clarity on transition.<br/>         2. CS declared allowing siblings to attend.<br/>         3. MJH requested a replacement link Trustee be agreed for PPG (Pupil Premium Grant).<br/>         All accepted.</p>   |
| 3. | <p><b>Declarations of Pecuniary or Personal Interest</b><br/>         KHD: sister (LA) and brother-in-law are employed at other IW Academies<br/>         CS: employed at the school with a daughter, and a niece also employed at Lanesend<br/>         SD: family member employed at UKSA<br/>         AF: employed at the school with a daughter also employed at Lanesend<br/>         TH: employed at the school<br/>         SN: employed at another IW school, relatives employed at Lanesend<br/>         LA: employed at another local Academy, husband also employed at another local Academy, sister of KHD<br/>         CA: employed at the school<br/>         DC: employed at the school, partner also employed at the school</p> |
| 4. | <p><b>Minutes of FGB 20/5/2020</b><br/>         Agreed as a true record.<br/>         Proposed by KHD, seconded by AF, all present agreed. To sign when possible, to file and upload – AP1<br/> <b>(6.35pm DC joined the meeting)</b></p>   |
| 5. | <p><b>Actions from 20/5/2020</b><br/>         AP1 – completed<br/>         AP2 – completed<br/>         AP3 – within the Agenda, Item 7<br/>         AP4 – completed, MCG met on 3/6/2020; Minutes on GovernorHub<br/>         AP5 – completed<br/>         AP6 – completed</p>   |

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|                  | <p>AP7 – completed<br/> AP8 – writing attainment is a focus across the school both through 'in school' and 'at home' learning.<br/> AP9 – completed<br/> <b>(6.40pm EN joined the meeting)</b></p>  |
| <p><b>6.</b></p> | <p><b>Safeguarding</b><br/> The plan for the reopening of the school to Years R, 1 and 6 is being followed and working well. There have been a few minor adjustments. JHa has monitored as Health and Safety Trustee. Parents are required to report any non-attendance in Years R, 1 and 6 on a daily basis. The school has to report attendance, in a detailed way, to the DfE daily. Numbers attending school are rising with approximately 170 (one hundred and seventy) pupils in school; 110 (one hundred and ten) in Years R, 1, and 6, and 60 (sixty) Key Workers' children.<br/> All vulnerable pupils continue to be monitored closely. Numbers are increasing due to the challenges to the economy and mental health of the Covid-19 situation.<br/> Some EHCP pupils attend on a part-time basis with most families happy with this arrangement. AF reported that Social Services are very busy, the school continues to work well with them. CS stated that the pupils in school, particularly the younger ones, are very good at understanding social distancing.<br/> A Trustee asked if, given the current challenges, the Family Team needed more support.<br/> CS and AF stated the Team work closely with other staff in school, know the families well and although it was a very busy time, would ask for help if needed.<br/> A Trustee asked if the Council were doing anything differently.<br/> AF replied that CAMHS (Child and Adolescent Mental Health Services) had changed some practice and there was a mental health hub.</p> |
| <p><b>7.</b></p> | <p><b>Budget, Business Continuity</b><br/> Papers circulated through GovernorHub prior to the meeting:</p> <ul style="list-style-type: none"> <li>• MCG (Money and Commissioning Group) Minutes 3/6/2020</li> <li>• Assumptions for 2020/2021</li> <li>• DRAFT Budget version 4 for 2020/2021</li> </ul> <p>EN reported that MCG had a thorough look at the DRAFT Budget and projections when they met on 3/6/2020. They recognised that the staffing percentage is high and a rationale has been noted for this. A surplus of £21K (twenty-one thousand pounds) is indicated for 2020/2021.<br/> A Trustee asked that if a decision in the future, to ensure sustainability of the budget, was made to cut class numbers what was the timescale for doing this.<br/> CS advised notification in September 2021 to reduce class numbers for September 2022.</p> <p><u>The Budget for 2020/2021 was proposed by EN, seconded by JHa, all agreed.</u></p> <p>CA reported that the mid-term audit is taking place virtually.</p> <p>CS reiterated the need to challenge the LA and Hampshire on the SEN funding issue and its unfair negative effect on the school's budget. This had already been discussed at FGB 20/5/2020 and MCG 3/6/2020.<br/> Trustees are supportive of this challenge.<br/> A meeting will be set up with Paul Brading, the Councillor with this responsibility, and MP Bob Seely to raise concerns – AP2</p>   |
| <p><b>8.</b></p> | <p><b>Care for Vulnerable, EHCP and Key Worker Pupils, Provision of Free School Meals and Pupils not in School in Years 2, 3, 4 and 5.</b><br/> Please see Item 6, above, Safeguarding.</p> <p>CS reported a slight increase in the number of Free School Meals Pupils. Approximately half are now in school and have a meal on site, and half are provided with hampers.<br/> Donations have been received from Hunts (fruit) and general groceries from a relative of a staff member.<br/> Contact and learning continues between teachers and pupils not in school.</p>  |

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| 9.  | <p><b>Current Curriculum Offer and Implications for Attainment and Progress</b></p> <p>CS reported that much of the learning is project-based. Home learning had showed the positive impact of interest-led activities.</p> <p>As the school returns, all pupils will need assessments to ascertain attainment levels and also what emotional support will be needed. Some regression has been noted with pupils who have already returned. Year 6 are doing very well, enjoying their time in school and working hard. The Staff Development day in August may be used for training relating to trauma.</p> <p>Teachers will predict levels for September on past performance and by using existing materials such as the Key Stage One Phonic Screening Test. At this stage numbers in school in September are still unknown.</p> <p><b>A Trustee asked about the impact on the closing of schools on Key Stage Two SATs 2021.</b></p> <p>CS stated that the current Year 5 had looked to attain National Average in Year 6.</p>  |
| 10. | <p><b>Multi-Academy Trusts (MATs)</b></p> <p>CS reported that informal conversations have taken place. The Regional Schools Commissioner is keen for a local, Isle of Wight MAT. Research needs to take place. Most Academies on the Island are Diocese-related. The 'Schoolworks' MAT (a MAT working with seven schools in West Sussex) has offered to host a visit on 3<sup>rd</sup> July with a reciprocal visit to Lanesend on 10<sup>th</sup> July. Schools in a MAT work closely together to collaborate, share best practice and resources, and improve outcomes for pupils.</p> <p><b>A Trustee said they would be interested in the visit.</b></p> <p><b>A Trustee said MATs can vary.</b></p> <p>Trustees to email CS if interested in the visit (social distancing and face protection will be in place, and numbers will be limited) – <b>AP3</b></p>   |
| 11. | <p><b>Update on the Amendments of the Articles of Association</b></p> <p>CA and MJH reported that an email has been received from the ESFA (Education and Skills Funding Agency) confirming that the request to amend the Articles has been approved by the Secretary of State. The Members now need to pass a special resolution (their next meeting is 16/6/2020) which will then enable the amended Articles to be registered at Companies House.</p>  |
| 12. | <p><b>AOUB</b></p> <p><u>1. Succession planning and clarity on transition.</u></p> <p><u>Staff</u></p> <p>CS and TH outlined how the three Assistant Head Teachers (AHTs) are forming plans for working arrangements for the next academic year. They are meeting weekly and are clarifying lines of responsibility and accountability. One AHT is registered for the NPQH (National Professional Qualification for Headship) and the others may register in a year's time.</p> <p>Year Leaders are also redefining their roles and responsibilities. Some teachers are on the Middle Leaders programme.</p> <p>There is also an HLTA (Higher Level Teaching Assistant) on the 'Straight to Teaching' course. The school continues to host teacher training students.</p> <p><u>Trustees</u></p> <p>It was agreed that in September all Trustees will consider the DfE's 'Competency Framework for Governors' with a view to identifying suitability of skills and knowledge for roles on the Board and training needs – <b>AP4</b></p> <p><u>Transition</u></p> <p>CS reported that transition days are planned in manageable groups over two days. Virtual family meetings will take place for all year groups.</p> <p>Cowes Enterprise College has held a virtual session with Year 6 which was very useful. Other secondary schools have not contacted the school yet. At the moment it is unsure if the Year 6 transition day into Year 7 will go ahead.</p> <p><u>2. Allowing siblings to attend.</u></p> <p>In the future, CS would like the school to welcome siblings of those in Years R, 1 and 6 as they live in the same 'bubble'. Numbers should be manageable but it would stretch the classroom capacity.</p> <p><b>A Trustee agreed this would be a good idea.</b></p> <p><u>3. Replacement Link Trustee for PPG (Pupil Premium Grant)</u></p> <p>LA was appointed PPG Link Trustee – to arrange a time with MJH – <b>AP5</b></p> |

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|            | <p>To also note that IC will join CCG (Child Centred Group) and LA TLG (Teaching and Learning Group). TH asked if LA could provide a photo and blog for the website – AP6</p> <p>KHD thanked all staff and Trustees for their continued commitment and hard work in these unprecedented, challenging times.</p>                         |
| <b>13.</b> | <p><b>Date and Time of next Meetings (MCG and FGB)</b><br/> It was agreed that the next MCG meeting will take place via 'GoToMeeting' on <b>TUESDAY 7<sup>th</sup> JULY 2020 at 6.30pm.</b><br/> It was agreed that the next FGB meeting will take place via 'GoToMeeting' on <b>WEDNESDAY 15<sup>th</sup> JULY 2020 at 6.30pm.</b></p> |
|            | <b>There being no further business to discuss the meeting closed at 8.30pm</b>  |

### Actions

| <u>Action Point</u> | <u>Minute Reference</u> | <u>Action</u>   | <u>Who</u>    | <u>When/By</u> |
|---------------------|-------------------------|---|---------------|----------------|
| 1                   | 4                       | To file agreed Minutes of 20/5/2020 and to arrange for them to be uploaded to the website | MJH           | 15/7/2020      |
| 2                   | 7                       | Meet with Paul Brading and Bob Seely re SEN budget cuts                                   | CS + Trustees | 15/7/2020      |
| 3                   | 10                      | Email CS to request visit to 'Schoolworks' MAT  | Trustees      | ASAP           |
| 4                   | 12                      | Complete DfE Competency Framework   | Trustees      | September 2020 |
| 5                   | 12                      | Schedule meeting re PPG   | LA/MJH        | 15/7/2020      |
| 6                   | 12                      | Photo and blog for the website  | LA            | 15/7/2020      |