



**Minutes of the Lanesend Primary School Full Governing Board Meeting
Wednesday 23rd September 2020, 6.30pm
Virtual via 'GoToMeeting'**

Present online:

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-Chair, Laura Augustus (LAu), Ian Carrington (IC), Andrea Flux (AF), Tara Hopkinson (TH) **(from 6.47pm)**, Caroline Sice (CS) Headteacher **(from 6.45pm)**

Apologies: Steve Dixon (SD), Emma Norton (EN)

Absent: James Hall (JHa)

Clerk: Margaret Henshaw (MJH)

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| 1. | <p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. Due to Covid-19 restrictions the Trustees used the platform 'GoToMeeting'. Apologies were tabled and accepted from SD and EN. The meeting achieved the minimum number of Trustees to be considered quorate (5) and remained above this number for the duration of the meeting.</p> |
| 2. | <p>Declarations of any other urgent business None declared.</p> |
| 3. | <p>Declarations of Pecuniary or Personal Interest KHD: sister (LAu) and brother-in-law are employed at other IW Academies CS: employed at the school with a daughter, and a niece also employed at Lanesend AF: employed at the school with a daughter also employed at Lanesend TH: employed at the school LAu: employed at another local Academy, husband also employed at another local Academy, sister of KHD</p> |
| 4. | <p>Minutes of FGB 9/9/2020 Agreed as a true record. Proposed by LAu, seconded by AF, all present agreed. To sign when possible, file and upload – AP1</p> |
| 5. | <p>Actions from 9/9/2020 AP1 – in process, MJH to remind – AP2 AP2 – in process, MJH to remind – AP3 (6.45pm CS joined the meeting) AP3 – completed (6.47pm TH joined the meeting) AP4 – CCG meeting dates: 9/10, 13/11. TLG to be confirmed – AP4 AP5 – to complete; Link Trustees to email summaries to MJH for distribution via GHub – AP5 The Link teacher for 'Parents and Families' is NN, IC to contact her – AP6 AP6 – completed AP7 – KHD to provide a video for Reception parents – AP7 AP8 – completed AP9 – it was decided to purchase the NGA training modules at a cost of £122 (one hundred and twenty-two pounds) for all Trustees to access over the year 2020/2021 – AP8 AP10 – DiH is unable to circulate 'IWMAT interest' documents to all schools. CS has spoken to a few local HTs. AP11 – KHD and CS to meet re communicating IWMAT idea via email etc to other Trustees/Governors – AP9 AP12 – Agenda item 8. AP13 – Agenda item 10. AP14 - completed</p> |

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| 6. | <p>Safeguarding</p> <p>CS reported that a Y2 child had tried to leave the school without permission but staff had intervened. The front door needs attention as it doesn't always close properly.</p> <p>A Trustee asked about drop offs and pick-ups.</p> <p>CS said they were fine with a member of staff using a radio at the gate. Behaviour is generally good. An EduKey analysis of behaviour in 2019/2020 had highlighted PPG and SEN pupils; some of these behaviours would be in relation to a diagnosed need.</p> |
| 7. | <p>Committee Group Reports</p> <p>MCG met on 16/9/20 (Minutes on GovernorHub).</p> <p>To note:</p> <ul style="list-style-type: none"> • tightness of finances, • class options to be discussed in October, • 3-month lease agreement for a 3D Printer. <p>It was decided that KHD and JLH will alternate attendance at future MCG meetings – AP10</p> |
| 8. | <p>Policies</p> <p>Policy queries had been clarified by email. It was decided to compile a Covid-19 Policy/Addendum separately rather than change all the policies to conform to what is an ever-changing situation – AP11</p> <p><u>FGB Policies:</u> Admissions, Anti-bullying, Attendance, Minutes, Community Cohesion, Emergency Plan, Extended Schools, NQT, Register of Interests, School Uniform, School Website, Trustees/Members Allowance, Trustees/Members in School. Proposed by JLH, seconded by LAu – all agreed.</p> <p><u>MCG Policies:</u> Animal Friendly, Asbestos, Business Continuity Plan, Charging and Remissions, Confidentiality, Data Protection and GDPR, Display Screen Risk Assessment, Equality, Financial Management, Fire Safety, Health and Safety, Induction, Lone Working, Lone Working Risk Assessment, Minibus, No Shoes, Safer Recruitment, School Closure, Staff Wellbeing, Sun Protection, Tendering, Working at Height. Proposed by KHD, seconded by AF – all agreed.</p> <p>To agenda IW Council Policy updates for the next MCG (14/10/2020) – AP12</p> <p>A Trustee suggested highlighting significant policy changes. A Trustee commented that the weakness in doing that is that only the changes are then read, not the whole policy.</p> |
| 9. | <p>Trustee Membership</p> <p>Following the resignation of a Parent Trustee (SN) the Board now has two vacancies. It was decided to publicise the vacancies via the newsletter and a video – AP13</p> |
| 10. | <p>Priorities for 2020/2021</p> <p>Following discussion, the priorities for Trustees for 2020/2021 were decided as:</p> <ul style="list-style-type: none"> • Diversity and ECO Warrior • Wellbeing • Covid-19 issues • Maths and assessment <p>These to be on every FGB Agenda – AP14</p> <p>Other priorities discussed were; a focus on teaching and learning, the problems with quantifying assessments under current conditions, progress from baseline and maintaining and regaining learning.</p> |
| 11. | <p>Headteacher's Verbal Report; CS</p> <p><u>Control measures</u> put in place to reduce the risk of infection from the virus are working effectively. Meetings with new intake parents/children have taken place within restrictions.</p> |

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| | <p><u>Staff levels</u> are being maintained. The new Leadership structure is working well. NQTs are being trained effectively. There has been some minor movement with LSAs.</p> <p><u>Support for vulnerable pupils</u> is good with the Family Team and the Inclusion Team very busy. Referrals are made as usual. Community support is being used eg Penny Crossley. A request has been made for a Mental Health worker.</p> <p>Chris Jones visited re setting up an 'immediate' provision. At the moment the school does not have the space required so it is not feasible. There may be an opportunity in the future for consideration of a 'long-term' provision.</p> <p><u>Staff wellbeing</u> Staff are supported, primarily, by each other. Performance Management is planned but with a pragmatic approach to targets with the Leadership Team leading the reviews. CS feels that generally reserves are low, staff are positive but work is intense and tiring.</p> <p><u>Attendance</u> is 97.2% which is lower than usual for the school but above National figures. Targeted support for families is in place where necessary. Communications between school, home and other services are effective. More pupils are being home educated than expected, some have moved house and some are fearful of the virus. Numbers on roll are down and this will impact funding.</p> <p>A Trustee suggested reminding parents of the Covid-19 symptoms and related actions regularly; there is a quick guide to Covid-19 absence at gov.uk/backtoschool.</p> <p><u>Contingency planning</u>; an infection at a local school has helped clarify procedures in case of an outbreak at Lanesend.</p> <p><u>The curriculum</u> is responding to pupils' needs and moving on to normal activities and themes. A key concern is the problem of intermittent attendance and the maintenance of remote learning; 'maintain and regain'. CS has monitored through Learning Walks and observing NQTs. Pupils find maintaining focus a challenge as they can lack stamina, resilience and motivation. Thursdays are noted as particularly lethargic. CS is to speak to the Regional Schools Commissioner (RSC) this week.</p> <p>Reading and spelling ages are to be analysed.</p> <p>Curriculum Leaders have action plans in place.</p> <p>TH to share Curriculum Vision at next FGB – AP15</p> |
| 12. | AOUB None |
| 13. | Dates of next meetings: CCG – 9/10/2020 MCG – 14/10/2020 FGB – 16/12/2020 |
| | There being no further business to discuss the meeting closed at 8.26pm |

Actions

| <u>Action Point</u> | <u>Minute Reference</u> | <u>Action</u> | <u>Who</u> | <u>When/By</u> |
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| 1 | 4 | To file agreed Minutes of 9/9/2020 and to arrange for them to be uploaded to the website | MJH | 16/12/2020 |
| 2 | 5 | All Trustees to complete agreed information and declarations on GovernorHub | Trustees | ASAP |
| 3 | 5 | All Trustees to complete the NGA Skills Audit and email to MJH | Trustees | ASAP |
| 4 | 5 | Agree TLG Meeting dates/times | KHD | ASAP |
| 5 | 5 | Link Trustees to email summaries to MJH | Link Trustees | ASAP |
| 6 | 5 | IC and NN to meet re Parent and Families Link | IC NN | ASAP |
| 7 | 5 | KHD to make a video for new parents | KHD | ASAP |
| 8 | 5 | Subscribe to NGA Learning Link | MJH | ASAP |
| 9 | 5 | KHD and CS to meet re IW MAT | KHD CS | ASAP |
| 10 | 7 | KHD and JLH to attend MCG alternately | KHD JLH | From 14/10/2020 onwards |
| 11 | 8 | To compile a Covid-19 policy addendum | TH CS | ASAP |
| 12 | 8 | To agenda IWC policy updates for MCG | MJH | 14/10/2020 |
| 13 | 9 | KHD to make a video re recruitment of Parent Trustee KHD/CS to put invitation in newsletter | KHD CS | ASAP |
| 14 | 10 | To agenda FGB priorities for 2020/2021 on all FGB meetings | MJH | 16/12/2020 |
| 15 | 11 | TH to present Curriculum Vision to FGB | TH | 16/12/2020 |