



01/10/2020

Minutes

Local Governing Board; St Stephens Community Academy Thursday 1st October 2020 at 10.15am remotely via Zoom

1. Join Meeting

All in attendance had audio and video.

2. Welcome and Apologies

Present: Ann Nicholson, Laura Osborne, Kathy Walsh, Sue Tierney, Joan Heaton, Maura Furber

Apologies: Peter Jones, Terry Cawsey

In attendance: Toni Martin (Governance Officer)

Peter Jones sent apologies but did meet with MF on 30 Sep 20 to review where the school was at, how it was going and how the staff are doing.

3. Declarations of Interest Relevant to this Agenda

None declared relevant to this agenda. TM will send out the annual declarations by email for completion.

4. Confirm Minutes of LGB last remote meeting 10th July 2020

No actions. LGB agreed minutes as accurate record. Chair will sign a copy when normality resumes.

5. Current Situation Update

MF updated the governors on the school day including staggered starts, access and exits to prevent too much mixing. The update in school was excellent to start with, it dropped slightly due to the usual autumn coughs and colds, and parents have been informed on newsletters regarding symptoms and the protocols to follow. Attendance is at 97%.

Risk assessments are robust and reviewed regularly. The usual curriculum is being taught and there are full school days for the children. The school is fully active but meeting the requirements of the risk assessments is time consuming and has an emotional impact on all concerned. The daily routine is very tight and timings have to be adhered to for all, with little or no chance of a break which is exhausting for the staff.

The Chair questioned what can be done to assist the staff and look after their welfare? MF stated that what is being done, needs to be done, so there is little anyone can do to help. MF ensures staff leave at a sensible time and use their PPA in the best way they can to help alleviate extra work. However, mealtimes and playtimes are tricky with staff absences and staggered times so if anyone could offer support to give staff time to have lunch that would be very much appreciated.

A governor questioned what is happening with the social distancing within the school? MF confirmed the government guidelines that staff should maintain distance but there is no requirement for children to social distance. It is not possible with full classes to spread the children out when they are seated, but all children do face forward which reduces the risk slightly but does not stop them turning to talk to each other.

A governor raised the issue of certain games played by children where there maybe hand to hand contact, and that perhaps games should ensure all children can join in without any unnecessary risk. MF promised to look into this, address any issues and ensure games are appropriate.

A governor questioned if the fire drill has been practiced and how this will work with social distancing? MF confirmed that as the children don't have to social distance in their bubbles, that it is not affected a great deal and it will be practiced before half term.

The governors discussed the break-in at the school by some older local children who were identified and have completed some community service, under police supervision at the school, cleaning outside areas.

6. Recovery Plan & Improvement

MF noted that the recovery plan has replaced the improvement plan. The staff have done much analysis on the children's progress to assess where the weak spots are after the school closures. The recovery plan is focused on addressing this and will be done with additional tutoring and other interventions. **A governor questioned how the social/emotional needs of the children are?** The children have been categorised into priority groups depending on their educational and social/emotional needs. Key priorities are reading, phonics and maths key skills. Additional funding is available. MF explained some of the detail behind the interventions and what the additional government and trust funding is being spent on. **A governor questioned if there is a process for handling books, such as library books and homework books given the potential for spreading the virus?** MF explained the process for physically handling books including library books and how homework is marked.

MF and the governors discussed various forms of communication with parents.

7. Safeguarding

New safeguarding policy is on the website. Claire Paul has checked the SCR recently in the school. All governors present confirmed that they have seen and read KCSiE. TM will follow up with PJ and TC for email confirmation of this. Safeguarding training was discussed and TM will re-send the information.

8. Policies

Governors were consulted on and agreed the school Admissions policy for 2022-2023. Behaviour policy amended slightly due to Covid but is still valid.

9. Parent Consultation

It is now compulsory to have a Sex and Relationships Education Policy and a draft has been published for consultation with parents. Closing date for consultation was 30 Sep and there was no feedback from parents.

A remote learning contingency plan is also in place and parents have been consulted. There have been 45 responses and MF noted the general views. It was noted that one of the questions related to access to online learning and the survey was an online survey, so there are still parents whose views are needed.

10. Staffing Matters

Staff welfare is a priority. All staff are working above and beyond, with long days and tight timelines. Staff are also dealing with communications from parents late into the night who maybe worried about potential symptoms etc. A governor noted that the staff always look professional and that they are on top of things, even if they don't feel that they are.

The Chair thanked MF and all the staff on behalf of the governors and made it clear that how ever hard it is, the staff must look after themselves as well as the children. This includes MF in her leadership role, who is also covering many other duties.

MF confirmed that the school will be appointing a new TA.

Performance management for staff will be completed this term. The MAT CEO and LGB Chair completed the interim performance management with MF in June.

MF noted the process for consulting with parents as the usual parent/teacher evenings will not go ahead.

11. Governor Admin

The need to recruit new governors was discussed. TM noted the training information that was sent out for online, zoom and face-to-face training. JH confirmed that she is booked on to the zoom governor training on 21 Oct. It was decided that for now, governors will monitor the recovery plan progress and impact remotely.

12. Any Other Business

The plan for now is to hold meetings via zoom. Any visits conducted by governors will be done with consultation with MF and only if necessary.

The next meeting will be held on Thursday 26th November at 10am virtually via zoom.

Meeting closed at 12 noon.

TJH Martin
ADMAT Governance Officer

Distribution List:

A. Nicholson – Co-opted Governor (Chair) L. Osborne – Parent Governor P. Jones – Co-opted Governor (Vice) K. Walsh – Staff Governor S. Tierney – Co-opted Governor T. Cawsey – Co-opted Governor	J. Heaton – Co-opted Governor M. Furber – Head Teacher W. Hermon – Executive Head/CEO G. Barriball – Chair of the Board
---	--