



28/01/2021

Minutes

Local Governing Board; St Stephens Community Academy Thursday 28th January 2021 at 5pm start remotely via Zoom

1. Join Meeting

All participants had video and audio.

2. Welcome and Apologies

Present: Ann Nicholson (Chair), Peter Jones (Vice), Joan Heaton, Kathy Walsh, Lesley Volz, Jenny Houghton, Maura Furber (Head)

Apologies: Sue Tierney

Present: Toni Martin (Governance officer)

Welcomed 2 governors Lesley Volz and Jenny Houghton as Board appointed parent governors and thanked them for volunteering.

3. Declarations of Interest Relevant to this Agenda

None relevant to this agenda.

4. Confirm Minutes of LGB last meeting (26th November 2021)

No actions. LGB to agree minutes and copy will be provided for Chair to sign when normality resumes.

5. Current Situation Update

MF noted that the blended remote learning approach is reviewed every week to see how it can be improved and what is working best for the children at SSCA. She noted additional live lessons, reading sessions (as reading remains a focus) and other provision that is in place. The Chair asked the parent governors to give feedback on how they were finding the home learning package; they gave positive feedback but noted a few minor things that have needed tweaking linked to I.T. issues both at home and school. They thanked the staff and noted the service has been excellent. MF noted that staff work hard to engage with the families that don't engage and if necessary the welfare officer is asked to intervene. Numbers of vulnerable children are high at the school and so many of them are being offered time in school to ensure they are doing some learning and staff can check on their welfare. Letters and newsletters are going to parents, as well as texts, emails and messaging on I.T platforms, so hopefully communication with parents is good. MF noted concerns for wellbeing and mental health. **A governor raised a concern regarding mental health and asked if there was a possibility to do something in the programme each week where children have the chance to talk about how they are feeling?** MF noted what is available including the pastoral work and the mindfulness packages. **Are food vouchers now in use and are they working well?** MF confirmed that after a delay they are, and noted that some children are having a mix of hot meals on some days and vouchers on some days. Governors discussed this. **How is staff welfare?** MF confirmed the staff are tired and

there is an overwhelming amount of work to do as they are teaching twice a week in school due to numbers alongside planning and prepping remote learning, live sessions, video links and then marking and communication with families. The pastoral element, supporting families is a high priority in normal circumstances but this has escalated for many and we are identifying ways to lessen this. She noted how the TAs are being utilised to fulfil their working hours both in school and remotely. It is a team effort, staff dedication is humbling and they always want to do the best for the children. **The Chair and governors wanted to pass their sincere thanks and gratitude to the staff, and noted their concern that staff do not burn themselves out.**

Risk assessments updated regularly.

6. Recovery & Future Plans

Government has announced that schools will not re-open before 8th March. SATs and other Primary national tests are cancelled so assessment will be done internally and MF explained what will be used to do this. Priorities will be well-being & mental health, key skills in core areas and reading related provision as in current Recovery Plan. Measuring progress currently is tricky as it is not always known if the work is all the own children's work, or if parents have assisted. MF noted monitoring by MAT Improvement Officer that is recorded in the weekly Exceptions Report.

7. Safeguarding

My Concern is being used. SCR is up to date and DBS is underway for LV and JH.

8. Compliance

Website compliance not a priority at the moment but school website is up to date and compliant. Governors discussed on-line learning and data protection. On-line learning is only using secure platforms and live lessons are recorded so they can be replayed if a concern is raised. Access to an individual child's folders is restricted. Access to certain areas is restricted. It was confirmed that only data required is being held, it is secure, there have been no breaches and staff receive training in data protection. The school now uses Microsoft teams as a secure 'live' platform and ICT4 provides DPO support.

9. Policies

None.

10. Governor Roles

TM will produce a list of roles and liaise with governors; reference their interests, and confirm leads for the next meeting.

11. Any Other Business

Governor training completed:

- AN completed a governor monitoring course on zoom in Jan 2021.
- JH completed mental health training 2 Dec 2020.
- JH completed itrack training on 25th Jan 2020.

12. DONM

Date of next meeting Thursday 18th March 2021 at 5pm via zoom

Meeting closed at 6.15pm

TJH Martin
ADMAT Governance Officer

Distribution List:

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