

SUMMIT LEARNING TRUST
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
 ERDINGTON HALL
 HELD REMOTELY AT 4.00 PM ON MONDAY 21 SEPTEMBER 2020**

PRESENT: Mrs W Cotterill – Principal
 Mr J Halstead – Vice Chair
 Mrs R Hussain
 Miss A Norwood
 Mrs N Ranees
 Mrs G Turner - Chair

IN ATTENDANCE: Mrs R Walker

APOLOGES:

The Chair welcomed everyone to the first meeting of the academic year and welcomed the new clerk.

0153 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

The Clerk advised that school email addresses had been set up for all Governors and it was essential that Governors check this to ensure that they received meeting papers and other communications.

Governors were advised that a Summit Learning Trust Code of Conduct was included within the Local Governing Body Handbook (Appendix 1).

The Clerk also advised that electronic Register of Business Interest forms would be circulated shortly to be completed online by all Governors.

- 0153 **RESOLVED:** That the Summit Learning Trust Code of Conduct be adopted for the academic year 2020/2021.

CONFIRMATION OF APPOINTMENT OF CHAIR AND ELECTION OF VICE CHAIR 2020/21

It was confirmed that Mrs Turner would continue in the role of Chair for the academic year.

- 0154 **RESOLVED:** That Mr J Halstead be elected Vice Chair until the first meeting of the academic year 2021/22.

0155 **ANY OTHER BUSINESS**

There were no other matters arising.

MINUTES OF THE PREVIOUS MEETING

- 0156 **RESOLVED:** That the minutes of the previous meeting, held on 9 July 2020, be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

- 0157(a) **Matters Arising (Minute No. 0140(a))**

Safeguarding training had been planned to be completed at this meeting, but the Principal advised she was unable to access it on her laptop to share, at the moment. The Principal advised that she was also trying to share Hays Safeguarding training for Governors but there had been an issue with logging on. Governors felt a brief update at every meeting might be more beneficial than in a bigger chunk. The Principal noted that three of the Governors already received this training through their own workplace and she could cover the training directly with the other Governors at a convenient time. The Chair would try and attend this so that she had the same training, even

though she had completed it at her own school. This would take place on 8 October 2020.

0157(b) Membership of the Local Governing Body (Minute No.0141)

Following the removal for non-attendance of a Trust appointed Governor, the Principal would seek a replacement directly with the Trust.

0158 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that, as previously noted, there was one vacancy for a Trust Appointed Governor.

There were no terms of office due to expire before the date of the next meeting and the Clerk advised there were no issues with regards to attendance.

APPOINTMENT OF LINK GOVERNORS

Mr J Halstead would continue as Safeguarding Governor which was part of his day role and it was noted that the previous Pupil Premium Link Governor was no longer a member of the Local Governing Body. The Principal noted there were 6 Looked After Children and it was agreed that they would be covered by the Safeguarding Link Governor. The roles were finalised as: -

- Safeguarding Link Governor – Mr J Halstead
- SEND Link Governor – Mrs R Hussain
- Pupil Premium Link Governor – Mrs G Turner
- More Able Link Governor – Mrs N Ranee

0159 **RESOLVED:** That the Link Governors be appointed as above.

SCHEME OF DELEGATION

The Scheme of Delegation was contained within the Summit Learning Trust LGB Handbook and the Clerk advised that no changes had been made since the previous year.

0160 **RESOLVED:** That the Scheme of Delegation (Appendix 1) be adopted.

0161 STANDING ORDERS**Chair's Actions**

The Chair advised she had attended a meeting with the Principal and reviewed the changes that had taken place during the lockdown. She advised that the School was looking bright and welcoming, new teachers had settled in well and there was a nice atmosphere given the unusual circumstances. There were clear Health and Safety guidelines in place for all, with regards to Covid-19.

The Chair had also discussed the Principal's performance review, she advised that everyone was happy with the progress that had been made. The OfSTED inspection had been successful, parents had been very supportive, and the Chair felt the School was in a very good place. The Principal agreed with this assessment.

Virtual meeting arrangements

The Chair advised that virtual meetings had been taking place for some time and she felt they could work, but the only thing was to be mindful of the confidentiality of the meeting and that all participants should be aware of people in the vicinity whilst the meeting was taking place.

Other Protocols

There was nothing to discuss under this item.

0162 URGENT ACTION TAKEN BY THE CHAIR

There was nothing to report under this item.

0163 PRINCIPAL'S REPORT

The Principal had circulated the Return to School Plan (Appendix 2) and in addition there had been a version circulated to parents. The Chair advised she had reviewed this plan and thought it was very thorough. Parent Governors also had reviewed their version and found it very thorough and very reassuring. The plan outlined all the measures that the school had put in place to keep pupils and staff safe and to reassure everyone that all possible precautions were being taken. There had also been a reopening risk assessment, which had been shared with staff, as well as individual risk assessments for those individuals who may be at a higher risk.

Wellbeing

The Principal advised that as part of PSHE, the whole school had followed a 2-week curriculum based around the text, "The Journey", which gave the pupils the chance to create their own stories and deal with different issues that had arisen during their time

in lockdown. It gave pupils the opportunity to share their thoughts and feelings about the return to School. There had been a continued focus on this, via Circle Time through PHSE.

The staff had continued to support pupils and the Principal noted the curriculum had been relaxed for those two weeks to ease them back into school. The Principal advised that as pupils arrived there was a health and safety routine around handwashing and so the staggered start times had worked well, with pupils settling into School well. Y6 started earliest and consequently had an extra 30 minutes in School. It was noted that more was being covered as they came in more calmly and within 10 minutes they were settled down, ready to learn. It was noted that parents were very happy with this as well.

Assemblies had been started on Teams and personal wellbeing was being covered. The staff Governor advised she had pre-recorded hers and given a virtual assembly to the rest of the school. The Principal noted that technology was improving, and teachers could show the pre-recorded assembly at the appropriate time for their year group. Most pupils were happy to return, they were calm and receptive to learning. Individual pupils had been met with as needed to deal with any concerns.

Recovery curriculum

Y6 were starting earlier every day to increase the available learning time and although intake had been staggered, all year groups were in by 14 September 2020. YR, Y2 and Y6 were prioritised to return to School first. Pupils had been baselined in Early Years and rigorous teacher assessment had taken place across the School. The Principal advised that by the end of the current week, any content that needed to be re-learned would be identified.

Staff were planning to reengage the pupils in physical activity and although playtime was segregated it was very important. There were two PE Sessions each week, one outside and one session of yoga inside which was deemed safe, as pupils stayed on their mats and it was a light breathing activity. There was a sports apprentice who was able to support with supervising and the Principal advised she had also been able to help with cleansing equipment once it had been used. Marathon kids would be relaunched, whereby pupils recorded their progress in walking a marathon. **A Governor asked what else was being done around identifying anxiety, such as screening** and the Principal advised there was a Wellbeing Champion for pupils. There had been some concerns raised by parents and some pupils were not yet back in School as they were shielding. The Principal advised the communication was continuing with all those pupils who were not in School, Designated Safeguarding Leads (DSLs) were still visiting parents and families and there had been work undertaken to allay fears in the community. The Principal advised that they were being notified by pupils, parents or friends if there were any concerns and all concerns were added on C-POMS. The individual cases were reviewed weekly.

Personal care

Pupils were routinely washing hands every morning as they arrived, and they had been shown how to do this thoroughly. The Behaviour Policy covered this as well as social distancing. Food was eaten in the classrooms and pupils were coming to School wearing their PE kits on the day they had PE, to prevent having bags in schools and any need to change. The Chair advised that some of the parents advised that their mental health was affected during lockdown and some younger children. The Chair suggested sending out a questionnaire to parents to identify any support that could be offered, and this could also identify any issues earlier. The Principal agreed this was a good idea and could be circulated via email, rather than a piece of paper to be distributed.

Classes were no longer named after trees, but after animals and that was working well. The School Improvement Plan (SIP) (Appendix 3) had been circulated and IT had been identified as a key priority. There was a new Ed Tech group and home learning had been introduced via Class Dojo. The Principal advised letters had been sent out introducing this to parents. Class Dojo enabled teachers to set the homework online and parents could view it via an app on their phone. The Staff Governor advised it had been trialled with Y6 with the first week being very successful, and the greatest number of pupils completing homework in that week. The pupils could also message with a question as teacher's working hours could be viewed as well. No other pupils could see the comment, so it was just between the pupil and the teacher. It was easy to use for both pupils and teachers and it increased pupils' ownership of their homework. The Principal advised that the School was preparing for the eventuality of having to send work home for pupils in the case of a bubble or bubbles of pupils having to self-isolate. Parents had been contacted to ascertain how many did not have internet access so that paper packs could be produced for those families. The Principal advised she would ask for parent views on this as well.

There was also an increased use of Teams planned and this was a Trust-wide priority.

The Principal advised that risk assessments had been completed for SEND pupils, Intimate care plans written, anticipatory plans for shielding pupils had been completed and provision maps had been upgraded and put in place. The School had met with the individual parents of SEND pupils to allay worries and fears around their children returning to School. Inclusion files were up to date in every classroom as well, which gave every teacher a comprehensive file on the SEND pupils in their class. The School Nurse was in School fortnightly and the Speech and Language Therapist was back on site to support with language.

The Principal advised that with regards to catch-up funding, she had registered interest in language-based funding for YR and possible tutoring for Teach First.

The Self Evaluation Framework (Appendix 4) and the SIP had been circulated and they were being reviewed again in conjunction with the Education Director. The Principal noted there was no data in the documents as there was none available for the last academic year, due to no assessments taking place. The Principal noted the areas covered by the SIP and advised that Information Communication and Technology had been added by the Trust this year. The Principal noted that Black Lives Matter was also going to be part of a broader focus and a reading list had been issued for staff. This would also be interwoven into the PHSE curriculum. Success criteria and milestones for each term were also detailed within the report.

The Chair advised she thought it was very thorough and asked if this would be a working document and the Principal advised that the milestones would be RAG rated. The Education Director had also suggested the Principal gain feedback from Governors. **The Chair asked if it was better to update one version, as the year progressed, rather than constantly renewing and replacing.** The Chair noted that tweaks would need to be made and that was the nature of the plan. The Principal acknowledged that there had been changes in the three weeks the pupils had been back in School and she would give this feedback to the Education Director. The Principal advised that she would look at the progress and it would be reviewed during the course of the year and the Chair suggested the January meeting was a good time for this.

The Principal asked if anyone had feedback on the SEF and the Chair noted that it needed to reflect the changes that had happened, including the fact that the way that the response to Covid-19 had changed so much at School and the Principal took that on board. The Principal noted that these plans were bespoke to the School and the lack of data meant it was harder to show the impact of these plans.

0164 **SAFEGUARDING**

Keeping Children Safe in Education was revised with effect from September and it was noted that Governors should have read parts 1 and 2 of the guidance (Appendix 5).

POLICIES

The below policies were circulated prior to the meeting: -

- Safeguarding/Child Protection Policy (Appendix 6)
- Teaching Staff Pay Policy (Appendix 7)
- Supply Staff Pay Policy (Appendix 8)

0165 **RESOLVED:** That the above policies be adopted.

0166 **LINK STRATEGIC GOVERNOR INVOLVEMENT**

There was nothing to report under this item.

0167 **SKILLS AUDIT**

The skills audit documents (Appendix 9 and Appendix 10) had been circulated prior to the meeting and the Clerk asked all Governors to complete and return them as soon as possible.

0168 **FEEDBACK TO/FROM THE TRUST**

The Chair advised that from the performance management review, the Trust was clear that Erdington Hall was going in the right direction and the CEO had been very keen to share that message.

0169 **CHAIR'S CORRESPONDENCE**

The Chair advised she had received no correspondence to share with Governors.

0170 **STAFF WELLBEING**

The Chair asked that this be a regular agenda item.

The Chair asked the Principal how she was managing staff wellbeing as well as her own. The Principal advised there was a wellbeing advocate in School, the marking policy was in place to reduce workload and all staff were keeping meetings short and focussed. The Principal felt staff were very hard working and supportive. The Chair noted these were unprecedented times and the uncertainty placed a burden on pupils and parents but also on all staff and so it was key to consider staff wellbeing.

0171 **ONLINE INFORMATION ABOUT GOVERNORS**

Governors were advised that details of their names, term of office and email addresses would be included on the Get Information About Schools website. Governors were also advised that the School website should be updated to reflect the names, type of Governor, terms of office, positions, pecuniary interests, Committee membership and attendance.

0172 **DATE OF NEXT MEETING**

Governors confirmed that the next meeting of the Local Governing Body would be held 4.00pm on Monday 23 November 2020.

The meeting closed at 5.10 pm.

Signed:
(Chair of Local Governing Body)

Date: