

SUMMIT LEARNING TRUST

**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF
ERDINGTON HALL
HELD REMOTELY AT 4.00 PM ON MONDAY 23 NOVEMBER 2020**

PRESENT:	Mrs W Cotterill	Principal
	Mr J Halstead	Vice Chair
	Mrs R Hussain	
	Miss A Norwood	
	Ms K Oliver	
	Mrs N Rane	
	Mrs G Turner	Chair

IN ATTENDANCE:	Mrs R Walker	Clerk
----------------	--------------	-------

0187 **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.

0188 **ANY OTHER BUSINESS**

There was nothing to discuss under this item.

MINUTES OF THE PREVIOUS MEETING

- 0189 **RESOLVED:** That the minutes of the previous meeting, held on 23 November 2020, be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

0190(a) Principal's Report (Minute No.0179)

The Chair asked whether the absence rate for SEND pupils was higher because of medical needs and the Principal confirmed it was plus one pupil was shielding completely.

0190(b) Principal's Report (Minute No.0179)

The Chair noted the number of pupils on Education Health Care Plans (EHCP) was in line with the national average and asked if there were any pupils going through the process that had been declined. The Principal advised there were pupils with support plans as a forerunner to EHCPs, although none had been declined and the whole process was very slow. There were no external agencies visiting school. In one case the school was requesting a change of placement, but the parents of the pupil had not yet agreed to this. The Principal noted that she was concerned that these pupils were being neglected due to the current situation and their transition to secondary was getting closer. **The Chair noted this was a city-wide occurrence and asked if the School was on board with the local offer, led by Vicky Nussey, Headteacher of Paget Primary.** The Principal advised she had been working with the Erdington Consortium and they were looking for Speech and Language and WellComm. The Speech and Language Therapist from the Trust had been relocated into hospital and so that provision had been lost. Anything that came through the consortium would be welcomed. The Chair noted the issue of special education needs was a frustrating one when so many outside experts had to be relied on.

0190(c) Principal's Report (Minute No.0179)

The Chair asked if all the laptops and tablets had been distributed and the Principal advised there were now not enough laptops to meet the requests that had been received. There was also the possibility of sending out further laptops to help support those who did not have sufficient access.

0191 **MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there were two vacancies for Trust Appointed Governors.

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.

The Chair asked KO about her experience and she advised she was Assistant Principal for KS4 at Ninestiles, An Academy, but prior to that, her experience was heavily pastoral.

0192 **URGENT ACTION TAKEN BY THE CHAIR**

The Chair advised she had received an email from the local MP regarding some bullying issues. This had not gone through the proper channels for a complaint, but the Chair had responded to the parent and they had recognised that the situation could have been dealt with better. As a result of this, the pupils responsible had now moved on to an alternative placement. The Chair felt this was a positive outcome as it was unlikely there would be a positive resolution if they had stayed. The Principal agreed a new start was required for all involved. The Chair noted this was prior to the previous meeting.

0193 **PRINCIPAL'S REPORT**

The Principal had circulated a number of reports prior to the meeting and Governors' attention was drawn to the following points: -

Update of progress against School Improvement Plan (Appendix 1)

The Principal advised she had rag-rated the Autumn term with details as to why any areas were Red or Amber, and she asked if there were any questions regarding this. **The Chair advised she had noted that some of the actions had been sidelined by the current lockdown situation and asked how this would reflect in terms of staff performance management if the School Improvement Plan (SIP) could not be fulfilled due to the pandemic.** The Principal advised that teachers were teaching in a very different way, and with that was a whole new set of criteria as to how they would fulfill their role. Staff monitoring continued, so staff were still being held to account but in a different way. Performance management would have to take account of all the changes. The targets had been set in November and the situation had changed greatly since then, but staff performance was being managed against a new set of criteria. The school had already been audited against what was being provided, Quality Assurance took place by reviewing planning and observing Teams lessons. There were spreadsheets to check contact with pupils and safeguarding issues. Staff were being held to account and anyone who required support was highlighted and

given that support to ensure they were carrying out their role correctly. As staff became more confident with remote working, online learning was evolving, e.g. French Day was due to launch, but had initially been cancelled. However, it would now be held remotely as remote teaching evolved. World book day was still planned to go ahead and again this was achievable online. The Chair noted that it was important for the Trust to be aware of the impact of remote learning on the SIP. The Principal agreed and noted that collection of data, assessment and feedback was more difficult in order to show progress and adaptations would have to be made.

Analysis of Pupil progress and attainment to date (Appendix 2)

The Principal advised the Leadership summary had been shared and this was the summary of the individual pupil progress meetings. Every class teacher had a meeting with the senior team and the lowest 20% readers were discussed as well as assessment results and attainment across the wider curriculum. There were formal assessments held before Christmas and these informed teachers' judgements. At the end of the autumn term the data had been collated. The headlines were at the bottom of the summary and the Principal advised there was a subject by subject summary with strengths and areas for development listed, and the Principal highlighted some of the areas for development, such as SEND scaffolding. Overall, the first term had been excellent, and a lot of gaps had been closed, as there had been minimal issues with pupils or bubbles having to isolate. This was a real success and the Principal hoped that the current lockdown would not have the same impact as a lot of progress had been made with the remote learning. **A Governor asked with regards to Disadvantaged and Boys, what additional strategies were being included to support those areas.** The Principal advised that all staff were aware of their disadvantaged pupils and supported them in class, they also had intervention groups in the afternoons. There was further information in the documents covering Pupil Premium and Catch up strategy, around interventions, including TAs focusing on small group teaching.

Impact of Pupil and Sports Premium spending (Appendix 3)

The Pupil Premium strategy had been shared and the Principal advised the Sports Premium spending was currently being worked on, and as it had been a very different year, it was taking a little time. This would be brought to the next Governors meeting.

Summary of Behaviour and Attendance statistics

The Principal noted this was from the last until the present date and there was now monitoring in place for online attendance and remote teaching, as well as the attendance of key worker and vulnerable pupils who were in school. Last week the in-school attendance was at 87%, although the Principal noted that attendance sometimes was impacted by the shift pattern of key worker parents. Online, there was a live call for register in the morning and after lunch and attendance varied from 88% to 60%. Those pupils who weren't online were targeted with home visits, the Education Welfare Officer and phone calls. If there was no contact made, TAs would

contact the family and the aim was to get attendance to around a normal level. The Principal acknowledged it was difficult in instances where there was no access to devices to join online lessons. This was monitored on a daily basis.

Pupil Premium and Catch-Up Strategy (Appendix 4)

The Principal advised these were originally brought together but it had become too complex, as they were two different amounts of funding. Pupil Premium (PP) funding was approximately £232,000 per year and the Catch-Up was around £30,000. Out of the £30,000, just over £4,000 went into a primary fund across the Trust and from that there would be some training in place in Maths, English and Feedback and Marking, which started Tuesday 26. The rest of the money was detailed in the document and the PP document covered that element of funding. The Principal noted that some money went on the cost of additional adults. These would all be posted on the School website following the Governors meeting.

Whole School Covid Risk Assessment (Appendix 5)

The Principal advised that the return to School in January had been for one day only, which was a training day, and then lockdown had started the following day. At this point the Risk Assessment was updated and this had been shared for Governors' information. The Staff Governor advised it had been well received by staff and it was a clear document with all the risks detailed, along with how they would be managed. Staff felt safe and there were no concerns about safety. The infection rate had been quite low in the School and the Staff Governor felt this was due to the rigid Risk Assessment. The Principal noted that two staff members had Covid over the Christmas period, but were well and had returned to work.

The Principal advised the lateral flow tests were due to be received today and they should be utilised from tomorrow. There would be a Risk Assessment in place for that as well.

Inclusion Report

This would be deferred until the next LGB. The Safeguarding Link Governor and the Principal would have a catch-up meeting before the next meeting.

0194 **SAFEGUARDING**

There was nothing to discuss under this agenda point.

0195 **STAFF WELLBEING**

The Chair asked how staff felt and how the Trust were supporting staff. The Staff Governor advised the new Code of Conduct had been shared and there had also been a letter shared by the CEO to thank staff for the efforts they had made with the quick

turnaround into remote lessons. There were regular online meetings to pick up with staff and staff were open with their year group partner in expressing if they were struggling and needed help. There had been a lot of protection for staff, in terms of workload, to make it easier for parents and more manageable for staff as well. Lessons needed more planning when they were being delivered online and the Principal and David ? had been great at supporting staff.

The Chair asked how the Principal's wellbeing was supported as she had a great deal to deal with and was her work-life balance appropriate. The Principal advised that it had been difficult at first, but now she worked from home one afternoon a week, which helped with strategic planning. The Principal advised she had a strong Senior Leadership Team (SLT) which was growing. and communication across the Team was very good. There were lots of suggestions and lots of work had been done on timetabling to distribute the workload evenly, with TAs supervising vulnerable and key worker pupils to allow teachers to run lessons and then spend time at home making phone calls to pupils and their families. The Principal advised staff's feedback had been listened to and teachers had been responding to messages from parents or pupils late at night. There had now been a more structured approach to ensure breaks were taken, and pupils and their families were instructed not to contact teachers during the lunch break or after 6pm.

0196

POLICIES

The Principal advised the SEND policy was being reviewed, following the website review, and this would be likely brought to the next meeting.

LINK STRATEGIC GOVERNOR INVOLVEMENT

The Chair advised she had not been into School due to lockdown, but she planned to visit soon, and the Safeguarding Link Governor would also be attending School soon. The Chair suggested that KO could look after PP pupils as part of her link Governor role. KO agreed to this and she would arrange a meeting with the Principal to understand what was happening in School and review at the next meeting.

The SEND Link Governor advised she was planning to catch up with the SENDCo on the phone soon and so would be feeding back in March.

Mrs Raneer had shared a report (Appendix 6) following her review of the website and she noted that the main point was that the Covid catch up premium details needed to be added to the website. The Principal had mentioned this earlier in the meeting and confirmed it would be uploaded onto the website. The other items were being worked through and so the website would be fully updated before the next meeting. The Principal thanked Mrs Raneer for reviewing the website and advised that there was a new Assistant Trust SENDCo who would be supporting with the SEND requirements. The Chair noted it was very important that the website was up to date as it was

frequently the first port of call for any prospective parents. This was an important job and the Chair thanked Mrs Ranee for completing the review.

The Principal advised there would be a remote learning tab on the website, to make accessing information easier for parents and the Chair agreed this was important for parents, pupils and staff.

0197 **RESOLVED:** That Ms K Oliver would be the Pupil Premium Link Governor

0198 **GOVERNOR TRAINING**

The Clerk advised that the NGA Learning Link had been shared with Governors and if anyone had any issues accessing that to advise her.

0199 **FEEDBACK TO/FROM THE TRUST**

The Summit Update for the Board of Trustees (Appendix 7) had been circulated prior to the meeting and the Clerk advised that a summary of the most recent Trust meetings would be circulated as soon as it was completed.

The Principal advised that she had presented to an Extraordinary Board meeting of Trustees around the remote learning in academies and the Trustees had been very impressed with the feedback and pleased with how much the primaries had moved forwards in a short time. The Chair noted that the Chair of Trustees was an IT expert and so that was very positive feedback.

0200 **CHAIR'S CORRESPONDENCE**

There was no correspondence to share with Governors at this time.

The Chair thanked the Principal and staff at the School as it had been a phenomenal task to get all pupils and staff online and learning as well as they possibly could. The large proportion of pupils attending most lessons was excellent and the Chair asked that the Principal share the thanks from the Governing Body for their efforts.

0201 **DATE OF NEXT MEETING**

The Chair thanked all for attending the meeting and Governors confirmed that the next meeting of the Local Governing Body would be held 4.00pm on Monday 8 March 2021.

The meeting closed at 5.05 pm.

Signed:
(Chair of Local Governing Body)

Date: