



**Minutes of the Local Governing Body held on
Wednesday 9 December 2020
4.15 p.m. via Zoom**

Present:

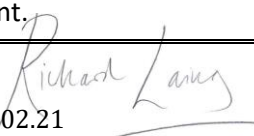
Governors

Richard Laing, (RL), Chair of Governors
Linda Corral (LC), Vice Chair of Governors
Bernadette Wong (BW), Parent Governor
Hannah Connor-James (HCJ), Headteacher & Governor
David Sykes (DS), Staff Governor
Rebecca Berton (RB), Co-opted Governor

In attendance

Debbie Warner (DW), Clerk to the Governors

1.	Apologies for absence
	There were no apologies for absence.
2.	Declarations of interest
	No conflicts of interest were declared.
3.	Elections
	<p>The Chair advised the meeting that he had been trying to grow the LGB and was pleased to learn that Rebecca Berton was interested in becoming a governor. RB provided governors with an update on her educational background. RB left the meeting whilst the Chair proposed she be co-opted to the Cromwell Academy LGB; this was unanimously agreed by Governors.</p> <p>RB returned to the meeting and was welcomed to the governing body by the Chair.</p> <p>Additionally, link governor positions were discussed and it was deemed appropriate for RB to be the link governor for EYFS.</p> <p>ACTION: CLERK TO SET UP EMAIL ADDRESS AND ORGANISE FOR NECESSARY PAPERWORK TO BE SIGNED BY RB RL TO ACT AS A MENTOR TO RB</p>
4.	To approve the minutes of the last meeting held 7 October 2020 (Chair)
	The minutes of the meeting were deemed to be an accurate account of proceedings and were signed off by the Chair.
5.	Matters arising not elsewhere on the agenda (Chair)
	<p>Safeguarding policy: The Clerk confirmed that she had sought clarification on the escalation procedure by governors. Headteacher to make amendments to the policy.</p> <p>Curriculum discussion: The Chair confirmed he is putting a report together for a preliminary discussion.</p> <p>Wellbeing focus: Headteacher will need to set up a questionnaire but this will be done at a more appropriate time. The Headteacher and LC will discuss how to move this forward. The Chair added that it is important to keep track of staff welfare. Governors were aware of the extra work undertaken by the Headteacher and consideration needs to be given to her welfare as well as that of staff. It was decided that wellbeing should be a regular item on the agenda.</p>
6.	To ensure accountability of the SLT for the Educational Performance of the School
	<p><u>6.1 To receive Headteacher's report (HC-J)</u> <u>Headteacher's Report to Governors</u> Governors confirmed they received the Headteacher's report prior to the meeting and had read the document.</p>

Signed 
Date 10.02.21

Questioning/challenge:

A governor asked about the proposed introduction of Google Classroom and how did the Headteacher think it would be better

The Headteacher informed governors that a meeting with all the Headteachers in the Trust had taken place to discuss remote learning platforms. Several options were put forward with Google Classroom being the front runner. It is anticipated that this platform will be suitable to use in the classroom as well as at home and will help support teacher workload.

The Headteacher provided an update to governors on who the school is working with within the ACES Central Team:

- Strong relations have been forged with Charlie Pettit who is the Science Lead for the Trust and working with the subject lead for science.
- Victoria Osborne is the Maths lead for the Trust and is working on Maths Mastery and working with subject lead.
- Bonnie Goodwin is the Primary Lead and works within all 3 primary schools with an English specialism.
- Julia Elliot is the Academy Challenge Partner who is working with subject leads, challenging them and helping to develop the curriculum.

The Headteacher confirmed that it has been necessary to exclude a child pending permanent exclusion. Sadly, the Headteacher reported that the school has now exhausted all strategies.

Academic progress: The Headteacher confirmed baseline assessments were carried out in week 3 of the academic year which highlights the damage caused by lockdown, with attainment trailing off. Governors reviewed the data by year group and, of particular note, Year 4 showed concern. The Headteacher thought this may in part be due to the teacher assessment erring on the side of caution. The Headteacher confirmed that catch up programmes are in place. On a positive note, Year 6 is looking good in terms of progress. The Headteacher confirmed that individual catch up groups have already seen a lot of progress and will hopefully be able to evidence accelerated progress by the end of the Spring term.

Questioning/challenge:

A governor noted that some children were behind in SPAG and asked if these children would be part of catch up plans?

The Headteacher has prioritised reading in this area and, if this can be improved, should impact across the whole curriculum.

A governor noted from the report that the Headteacher is taking on some of the responsibilities of the Site Officer who is currently on long term sick leave. He expressed concern that this is taking her away from her primary responsibility as a Head. He asked if additional funding could be made available for site support/cleaning in the interim.

The Headteacher admitted that the situation was not ideal and confirmed that she is currently opening and locking the premises as well as undertaking additional cleaning in line with the school's COVID-19 risk assessment.

All governors present were in agreement that the situation was unsatisfactory.

ACTION:

HEADTEACHER TO SEND POPULATED ACADEMIC PROGRESS REPORT TO GOVERNORS

CHAIR OF GOVERNORS TO WRITE TO CEO TO EXPRESS CONCERN REGARDING ADDITIONAL SITE DUTIES OF THE HEADTEACHER

Recovery and Development Plan

All governors received and reviewed the plan prior to the meeting. The Headteacher advised governors that the document is regularly updated and confirmed that the document is effectively the SDP. The Chair referred to the section on governance which, he thought, merited a discussion with the Headteacher outside the meeting in order to gain evidence of progress in this area.

ACTION:

CHAIR AND HEADTEACHER TO DISCUSS GOVERNANCE SECTION ON PLAN COVID-19

Risk Assessment

The Headteacher updated governors on the key areas of the risk assessment. The Headteacher was pleased to inform that all measures in the document were currently being managed.

	<p>Questioning/challenge: A governor asked if the Headteacher had all the resources necessary in order to minimise risk The Headteacher was confident that the risk was being managed effectively but there has been the need from time to time to purchase provisions locally.</p> <p><u>6.2 To receive SDP (HC-J)</u> Contained in the Headteachers report.</p> <p><u>6.3 To receive SEF (2019-20) (HC-J)</u> The Headteacher advised governors that the SEF will be updated in the Spring term and the current document is therefore still relevant. The document will be re-written in consultation with the Academy Challenge Partner. The Headteacher was pleased to inform governors that early indications show the possibility of assessing ourselves as outstanding in terms of leadership. The Chair thanked the Headteacher for her update and noted that the school is going in the right direction despite the interruptions due to COVID-19.</p> <p><u>6.4 Safeguarding update (LC)</u> LC shared the report prior to the meeting and governors confirmed they had read the document. She advised governors that, at the last visit, she had raised concern about storage of personnel files but with the new electronic system, Access, the situation has improved. LC has also carried out an SCR monitor check, remotely, and noted that the Central Team are up to speed with the SCR.</p>
7.	AOB
	<p>A governor asked if the school would be closing a day early at Christmas as per government announcement. The Headteacher confirmed that the school would remain open due to the very short notice provided by the government.</p>
8.	Date of next meeting
	<p>Governors felt that the proposed March meeting should be moved to a new date of Wednesday 10 February at 4.15pm via Zoom.</p>

Meeting closed at 5.30 pm

