



**Minutes of the Local Governing Body held on
Wednesday 10 February 2021
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

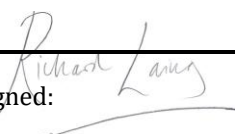
In attendance

Rebecca Berton (RB), Co-opted Governor
Debbie Warner (DW), Clerk to the Governors
Carla Parker (CP), SLT – Cromwell Academy

1.	Apologies for absence
	There were no apologies for absence.
2.	Declarations of interest
	No conflicts of interest were declared.
3.	To approve the minutes of the meeting held 9 December 2020
	The minutes of the meeting were deemed to be an accurate account of proceedings. The Chair signed the minutes (electronically).
4.	Matters arising not elsewhere on the agenda (Chair)
	<p>The Chair was pleased that Rebecca Berton was now on the LGB. REB confirmed that she had received access to any necessary training and various platforms and confirmed that she had returned her documentation to the Clerk.</p> <p>The Chair stated that, at the last meeting, wellbeing should be a standing item and he therefore asked the Clerk to put this on future agendas. Additionally, he asked the Headteacher to give a verbal update on wellbeing.</p> <p>The Headteacher was pleased to confirm that morale is currently very high and that there seems to be a good team spirit. She acknowledged staff are exhausted but are feeling a real sense of achievement. The Headteacher has urged staff to have a rest over the half term.</p> <p><u>Questioning/challenge:</u> A governor asked how staff have coped with the sudden lockdown. The Headteacher was pleased that staff had had an emergency meeting at the end of the Christmas holiday where a plan was initiated in anticipation of an imminent lockdown. She was extremely pleased with how well the staff coped.</p> <p>The Chair commended the Headteacher for the good work she and the school has done in difficult circumstances.</p> <p>ACTION: ADD WELL-BEING AS A STANDING ITEM AT LGB MEETINGS - CLERK</p> <p>When questioned, the Headteacher was able to provide an update on the situation regarding the caretaker and the knock-on effect that it had on the Headteacher. The Headteacher was pleased to confirm that the caretaker has now returned to school on a part-time basis and the situation is gradually improving. The Chair</p>

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	<p>added that he had written to the CEO of the Trust to voice his concern that the absence of the Caretaker was causing an unsustainable extra workload on the Headteacher but he had not received a response. He was however pleased to hear that the situation was improving.</p> <p>The Chair referred to item 6 in the last set of minutes where it referred to concern on the end of year assessment data for Year 4 which, could be due, in part, to the teacher erring on the side of caution. He asked the Headteacher to update the LGB on the current situation. The Headteacher was pleased to confirm that the year group is now heading in the right direction and gains are being made but will continue to be monitor.</p> <p>Action point for the Chair and Headteacher to discuss governance section on COVID-19 plan to be carried over.</p> <p>ACTION: DISCUSS GOVERNANCE SECTION ON PLAN COVID-19 – HEADTEACHER/CHAIR</p>
5.	<p>Expanding the LGB (Chair)</p>
	<p>The Chair was aware that the Trust’s Scheme of Delegation stipulates 2 parent governors and the LGB currently has one. It was therefore agreed that the Chair and Headteacher will action a parent governor election.</p> <p>ACTION: ORGANISE PARENT GOVERNOR ELECTION – HEADTEACHER/CHAIR</p>
6.	<p>To ensure accountability of the SLT for the Educational Performance of the School</p>
	<p>6.1 Pupil Premium & Recovery Report (Carla Parker)</p> <p>Governors confirmed that the report had has been received prior to the meeting. CP provided a verbal update of the key points contained in the report. Pupil Premium has been a priority as there is the potential for the gap to widen. Next steps for recovery is influenced by Ofsted learning quote – “learning is at least partly defined as a change in pupils’ long-term memory”. The school’s curriculum is skill based and during recent interviews, has been evident that children sometimes cannot recall their learning and therefore practical strategies, providing an opportunity to improve outcomes, are used regularly: Speak like an expert; Quiz like an expert; Strength of images.</p> <p><u>Questioning/challenge:</u></p> <p>A governor asked how the impact of these strategies is assessed.</p> <p>CP informed governors that it is anticipated that learning comes out through people voice together with written records. Conversations will also take place to measure what children have learnt with the curriculum based on build on and build up. It is expected that Children are securely connected with something they have already learnt. CP advised governors that this approach should benefit all children but especially those who have barriers to learning.</p> <p>A governor asked if the strategy takes students away from academic time.</p> <p>CP was able to confirm that it forms part of the lesson. Additionally it has been fortunate to have the support of a HLTA in the Autumn term who has been able to assist with Pupil Premium.</p> <p>A governor asked about the current learning of Pupil Premium children in the school.</p> <p>CP was pleased to report that home learning is going well and families are engaged. This is monitored weekly with checks that they are engaging at home. The Headteacher added that she was very pleased with level of engagement of harder to reach families and the school has worked quickly to ensure digital devices and technical support have been available with extra support provided by teachers and TAs.</p> <p>ACTION: CP TO BE INVITED BACK TO GOVERNORS IN 6 MONTHS’ TIME FOR FURTHER UPDATE TO GOVERNORS</p> <p>The Chair thanked CP for her positive report.</p>

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6.2 Headteacher's Report (HC-J)

Governors confirmed that had read the report ahead of the meeting.

The Headteacher highlighted the key points contained in her report. She was keen to ensure that lockdown does not prevent the school moving forward with key priorities. She is keen to promote them through remote learning so priorities are not lost. Staff have implemented an assessment process for remote learning in order to monitor childrens' progress and levels of engagement together with evidence of success from lessons. Trends are also analysed at pupil or class level and support is provided as necessary. Baseline assessments will be carried out when the children return to school. The Headteacher advised governors that there is a small number of children who are not accessing live lessons and these have been provided in an alternative form and will also continue to be monitored.

Questioning/challenge:

A governor asked how the school is monitoring the quality of teaching.

The Headteacher confirmed that subject leaders and SLT members have accessed live lessons giving an opportunity to monitor quality of lessons, similar to a learning walk. This is then discussed in weekly meetings. She added that the CEO of the Trust has also been invited to a number of live lessons which have received positive feedback.

A governor asked how the creative subjects have been managed during lockdown and what has the impact been on these subjects and, as a result, are there any gaps in the provision.

The Headteacher was able to confirm that the school continues to offer a full curriculum including the creative subjects and children have full (remote) access to music, art and language subjects and was therefore not anticipating any gaps.

A governor commended the remote provision on offer and all governors were in full agreement that the school should continue with its efforts to deliver a full curriculum during lockdown, keeping breadth of curriculum.

A governor noted that it was good to see the amount of first choice for admissions to the school. The Headteacher confirmed she was very pleased by the increase in pupil numbers and there are another couple of rounds to go which should increase pupil numbers further.

6.3 Parent Survey Results (Headteacher)

Governors had read the survey prior to the meeting and the Chair commended the school on the very positive and encouraging response from the parent survey.

6.4 Recovery and development plan (Headteacher)

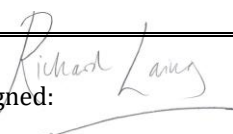
The Headteacher advised that the contents of the document are a result of the Autumn term and be relevant once the children return to school.

6.5 COVID-19 Risk Assessment (Headteacher)

The Headteacher highlighted where the document had been populated covers all the mitigations that have been put in place. A governor noted that this was a very comprehensive risk assessment that fits with the organisation very well.

6.6 Curriculum Governor visits (Chair)

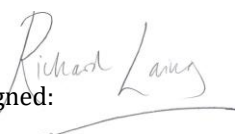
The Chair provided a brief overview which had also been sent to the Trust. He noted that the template only required one signature and has made the suggestion to the Trust for it to be signed by all governors attending a governor visit.

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	<p>6.7 Safeguarding update (LC)</p> <p>LC confirmed that she had met with the Headteacher via a Zoom meeting. This update had been made available to governors prior to the meeting. She added that the live teaching provides a good opportunity to monitor the welfare of both staff and students and that levels of engagement have been good. The Headteacher was pleased that food parcel deliveries were another way to monitor safeguarding. The Chair thanked LC for the regular and thorough work she covers on safeguarding.</p>
7.	<p>To approve policies</p>
	<p>Mobile Phone policy</p> <p>Policy was sent to governors in advance and any comments had been received from governors prior to the meeting. Governors were happy to approve the policy.</p>
8.	<p>AOB</p>
	<p>The Headteacher has an Academy Challenge Partner to monitor remote learning and will be good to receive a report on this.</p> <p>Mrs Kennedy, Year 4 teacher, is leaving at Easter. Have advertised but mainly NQTs who have shown interest and the Headteacher was of the opinion that it was better to have the right calibre with a September start if necessary. The Chair was in agreement with the Headteacher's view on recruitment of the post.</p> <p>A governor would like to thank the staff in the way they very quickly introduced a new platform and way to teach virtually and has been so positively received which is a clear reflection on how well the team have worked on this.</p>
9.	<p>Date of next meeting</p>
	<p>It was decided to bring forward the next meeting from 19 May to Wednesday 14 April 2021</p>

Meeting closed at 5.40 pm

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