



**Minutes of the Trevithick Learning Academy Local
Governing Body Meeting Monday 21 September 2020 at 5.00pm**

Meeting held via Zoom video conference

	<p>Present: Will Johnson – Headteacher Tom Kennedy – Chair Tiffany Pope – Vice Chair Louise Hart Keleigh Burgess Sharon Hocking Jack Wilson</p> <p>Also in attendance: Jonathan Brown – Clerk</p> <p>Clerk’s note: This meeting was held during the COVID-19 partial school closures. Governors participated via videoconference using the Zoom application.</p>	
Item	Subject	Action
1	<p>Welcome, apologies for absence & confirmation of quorum The Clerk welcomed everybody and confirmed that the meeting was quorate. No apologies had been received – all governors were present.</p>	
2	<p>Declaration of business & pecuniary interests No interests were declared in relation to any agenda items. A declaration of interests form had been circulated in advance. The Clerk asked all governors to complete, sign and return this via email so that the updated Register of Interests could be published.</p>	All governors
3	<p>Election of Chair No nominations for the role of Chair had been received in advance. Tom Kennedy (TK) stated his willingness to continue as Chair. No other governor wished to stand for the role. [TK left the meeting temporarily.] <u>Governors elected</u> TK Chair for a further one year term. [TK re-joined the meeting.]</p>	
4	<p>Election of Vice Chair No nominations for the role of Vice Chair had been received in advance. Tiffany Pope (TP) stated her willingness to continue as Vice Chair. No other governor wished to stand for the role. [TP left the meeting temporarily.] <u>Governors elected</u> TP Vice Chair for a further one year term. [TP re-joined the meeting.]</p>	

<p>8</p> <p>9</p>	<p>Covid response report</p> <p>Headteacher report</p> <p>The HT report had been circulated in advance, along with the school’s Covid policy documents and copies of information sent to parents and staff. The Head confirmed that school was now open for all children.</p> <p>Option A, as detailed on the scenarios document, was being followed. Pupils and associated staff were in year group bubbles, with minor adaptations to classrooms and staff procedures, and staggered start, end and break times. Changes have been kept to a minimum, with staff kept informed. Some social distancing issues have arisen at lunch times and with parents moving around the site, but these have been addressed as needed.</p>	
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Staff shortages are a problem, with a number of staff (currently 6) off every day, usually due to having to self-isolate when a household member is awaiting a Covid test. It is not easy to provide cover, as teachers shouldn't move between bubbles. It has been manageable so far but would be trickier if numbers rise.

Another tricky issue is the balance in messaging around colds and runny noses. Many parents have been cautious and keeping children at home. Procedures have been updated and communicated to parents, but again the lack of testing capacity is a problem.

The Head met other senior school leaders today following the televised update from the government's medical officers. They anticipate a change in policy, and some procedures regarding parents and staff will need tightening, but this shouldn't affect pupils' routines.

Wraparound care

An early morning club will start again from 8am but without breakfast, so costs will be reduced. This is necessary to help working parents but will rely on staff availability and willingness within bubbles. After-school club is currently at capacity (25 children). Another bubble will be added to increase this to around 32, but that will be the maximum.

Meetings and assemblies are being held via Zoom. This allows teachers working from home to participate and contribute.

Attendance

Attendance is at 95.5%, which is only a little below usual. Sickness absence is high due to parents being cautious. 22 children have been recorded as Covid-related absence (self-isolating). A governor challenged whether the persistent absence figure was high at 12.5%. A) It is higher than usual, but only based on two weeks' data. Three families have been reluctant to send their children back, hence the high figure.

A governor challenged whether these persistently absent children are being supported with home learning. A) It is tricky. One family wants to opt to home educate, and the other two are reluctant to engage at all due to anxieties about contact. There are no immediate welfare concerns, but it might become a safeguarding issue longer term. School is trying to persuade them to come back using garden visits and out-of-hours school visits. A governor asked whether the LA was providing guidance. A) Yes, most schools are having similar issues. Elective home education is increasing, but schools are trying to counter it as they don't believe it will lead to better outcomes for most families.

A governor challenged whether pupils had access to home learning during Covid related absences. A) Yes, there is a new blended learning policy. Access to Google classrooms is provided from the second day of absence, and Chromebooks are available if needed. Those that have to isolate for the full 14 days will have access to most of the core curriculum, like during lockdown. Teachers won't be available to answer questions during school hours, however, due to their teaching commitments. This has been provided for 5

	children so far.	
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<p>(12)</p>	<p>One child has been sent home from school due to displaying symptoms. A letter is provided to explain the situation in this case. All other absences have been parent-led.</p> <p>Safeguarding</p> <p>The Head explained the data around safeguarding referrals. The number of concerns logged is quite high but not unexpected. The vast majority of children have returned to school in a good place, but a few have suffered since lockdown and school are picking up the pieces. An increase in police reports and staff concerns has led to substantial work for the school, but they are well placed to support.</p> <p>A <u>governor asked</u> whether safeguarding concerns would be comparable if Covid cases were taken out. A) No, they are high, mainly due to police reports of domestic incidents. School were prepared for this and coping well. Regular pastoral meetings are held weekly with the safeguarding, SEN, ARB, SLT and nursery teams to ensure information is shared.</p> <p>Staffing</p> <p>The new Deputy Head is in place and has started her NPQH qualification. The KS1 lead has started an NPQSL qualification. A team of teachers has been pulled together to work on the wider curriculum, agreeing school-wide programmes for non-core subjects (eg Art, Geography). This is a key priority for the year ahead, and staff with relevant experience are being utilized.</p>	<p>Will Johnson</p>
<p>(10)</p>	<p>There are no changes to the staffing structure. Two staff are currently shielding due to late-stage pregnancies. School has ensured that they are able to work from home.</p> <p>School priorities</p> <p>The Head outlined the school priorities for the year, as detailed on the HT report, and explained that measurable outcomes would be added later: 1) Developing children’s speech, language and oracy. This is particularly crucial for disadvantaged children, to close the gap to pupils from more affluent backgrounds.</p> <ul style="list-style-type: none"> 2) Wider curriculum, as discussed above. 3) Covid Catch-up – see below <ul style="list-style-type: none"> 4) Making writing purposeful and fun, rather than predominantly grammar driven. Encouraging storytelling, with better links to topic work. 5) To support children’s emotional needs, using targeted trauma-informed schools work and the new PHSE curriculum 6) Equipping children for the future, especially in terms of technology. <ul style="list-style-type: none"> The investment in Chromebooks for Y5-6 needs monitoring. <p>The Head would also like a priority around governance. <u>Governors agreed</u> that this should focus on the relationship between governors and the school as a whole, as well as the MAT trust board. <u>Governors discussed</u> possible ways of improving their visibility among the school community. The Head agreed to cover this in his next weekly video, and to suggest wording for the priority.</p>	

	<p>Covid catch-up</p> <p>A <u>governor challenged</u> whether the catch-up funding was on its way. A) Yes, it is around £80 per head, so £33k total for TLA. This will arrive in three tranches, the first in November. There will be stipulations around the spending, which will be targeted rather than spent across the board. Baseline assessments have been done, which show that lower achievers have fallen behind most, while more academic pupils have generally not suffered. There is a strong correlation between online engagement during lockdown and progress. The disadvantaged gap has widened, so spending needs to be targeted here, with 1-to-1 and small group tutoring. Pupil Premium (PP) funding is already used for this, and the programme will be expanded.</p> <p>A <u>governor challenged</u> how this would be possible with the Covid bubbles. Is there capacity for one tutor per year group? A) No, there will be protocols for cross-bubble working, which will be reviewed as the situation develops. Some online tutoring will be possible with small zoom groups too. A <u>governor challenged</u> whether the PP governor should also monitor catch-up funding spend. A) Yes, good idea. It is important to demonstrate good decision making here.</p> <p>School Trips</p> <p>A programme of school trips was implemented from the start of term, to 'make hay while the sun shined'. Y3 visited the Jurassic coast, and surfing, beach school and forest school have all restarted and will continue until the guidance changes in order to keep school as normal as possible for children.</p> <p>Youth hostels have been booked for summer residentials in Bristol, London and Manchester. This has not been communicated to parents, as the Head doesn't want to raise anxieties unnecessarily, and there is a good chance that they won't happen. But this puts TLA in a good position if the situation has improved next year as accommodation will be at a premium. YHA will refund most if not all of the cost.</p>	
10	<p>School Development Plan 2020/21</p> <p>Already discussed under item 9</p>	
11	<p>Governor monitoring schedule 2020/21</p> <p>The Head is aware of the need for governors to re-engage with school, even if this is via video calls with subject leads initially. <u>Governors discussed and agreed</u> the following roles:</p> <p>Tiffany Pope – Safeguarding Tom Kennedy – Pupil Premium and Covid catch-up Louise Hart – wider curriculum Keleigh Burgess – Technology, in particular the Y5-6 IT investment</p> <p>The Head agreed to draw up a schedule for monitoring with an action plan. A <u>governor challenged</u> that this needed to be in place for the next LGB meeting.</p>	Will Johnson

12	<p>Safeguarding Already discussed under item 9</p> <p style="padding-left: 40px;">- Keeping Children Safe in Education</p> <p>The updated KCSIE 2020 had been circulated. The Clerk explained that all governors needed to read and be familiar with at least parts 1&2 of this</p>	
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	<p>document, and that the safeguarding governor needed to read it all. Governors would need to confirm that they had done so by email, and the Clerk would circulate the correct wording for the confirmation.</p> <p>The Head highlighted the changes in this new version, including the focus on mental health and the potential link to abuse and neglect – schools are not in a position to diagnose mental health issues but are well placed to look out for them.</p> <p>This is a government document rather than a school policy. The CAPH Child Protection policy was being reviewed and updated and should come to schools shortly. Emergency changes to the policy which were put in place during lockdown were no longer needed, but would be immediately adopted again if another full or partial school closure were implemented.</p>	<p>All governors Jon Brown</p>
13	<p>Policy review, if any No policies were brought to the meeting. The Head explained that updated Trust policies were being worked on and would be brought to future meetings.</p>	
14	<p>Correspondence - Academies Financial Handbook 2020</p> <p>The updated AFH had been circulated. The Clerk explained that it was important for governors to be aware of the existence and scope of this document. However, since the LGB did not have delegated financial responsibilities, much of the detail would be more relevant for MAT trustees.</p>	
15	<p>Summary of actions/information required from trustees <u>Governors confirmed</u> that they were looking forward to hearing the Trust's plans for communication from the forthcoming board meeting, along with the appointment of a permanent LGB and Trust clerk.</p> <p>The Head commented that governors could email him if any particular questions arose before the Trust board meeting on 5th October.</p>	
16	<p>Confidential items None</p>	

<p>18 (taken out of turn)</p>	<p>Any other urgent business</p> <p>Attendance policy The Head explained a temporary amendment to the attendance policy. Parents were now asked to phone in on every day of a child's absence, rather than just the first day. This was due to the high level of sickness absence currently, and some confusion regarding information published on the website.</p> <p>Issues with keeping parents Covid-secure The Head explained that the fact the car park was within the school grounds made it harder to control parent movements on site. However a closure of the car park might impact safety on the nearby railway level crossing. The issue was being monitored. School will also consider whether to ask parents to wear masks in communal outdoor areas. This will depend on the rate of transmission in the local community.</p>	
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<p>17</p>	<p>Dates and times of future meetings <i><u>Governors noted</u> that the finalisation of meeting dates would be on hold until the appointment of a new clerk, <u>discussed</u> which days were most suitable <u>and agreed</u> that they would like to continue meeting on Mondays. The next meeting was anticipated around the end of November.</i></p>	

The meeting closed at 6.47pm

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 Signed as an accurate record Print name Date

