



**Minutes for TLA LGB meeting  
Monday 8th February, 5pm. Meeting held via zoom**

<b>Present</b>	Tom Kennedy (Chair) Will Johnson (CEO) Sharon Hocking Louise Hart Tiffany Pope Jack Wilson Kirsty Hitchens (Deputy Head)
<b>In Attendance</b>	Sam Newman (SN) Clerk

Item		Actions
<b>1</b>	<b>Apologies &amp; confirmation of quorum</b> Chair welcomed everyone to the meeting, no apologies from KB.	
<b>2</b>	<b>Declaration of business &amp; pecuniary interests</b> No new declarations or pecuniary interests.	
<b>3</b>	<p><b>Minutes and matters arising from the last meeting (23/11/20)</b> Minutes from the previous LGB Meeting were circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>● (Agenda point 3) Parent governor still to be recruited. WJ/SN Advert governor went out, 2 candidates were interested. WJ spoke to one, to ensure happy to go to an election, google form to go out tomorrow. Also need to look at community governor, Tom will distribute to local meetings for any interest.</li> <li>● (Agenda point 3) WJ to liaise with COO and IT to confirm if a governor led email address was achievable. WJ/SN Governor email is set up and ready to go, if governors are happy we will promote on return to school.</li> <li>● (Agenda point 9) WJ and TK to go through the Pupil Premium report before the next meeting. PP report was talked through on 08.02.21. CEO to cover in the HoS report.</li> <li>● (Agenda point 9) WJ to bring Pupil Premium Report to the next meeting, and a plan for the spend is already in place to sign off. £31800 carry forward, underspend from PP budgets from summer term, subsidising residential visits etc. Spend for this academic year some changes for the ARB, buying furniture for younger children, majority of children in ARB are Pupil Premium, measurements will continue to be qualitative not quantitative, expecting another carry forward again this term.</li> </ul>	

	<ul style="list-style-type: none"> <li>(Agenda point 11) Zoom meeting to be set up with leads and governors to discuss priorities outlined. Zoom meetings had been set up, two of the three meetings have already happened, the last meeting is due to be booked for when the school returns to full opening.</li> </ul>	
<p><b>4</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p>	<p><b>School closure - remote learning and in school provision update</b></p> <p><b>TLA Information Report-</b> discussed Covid working. During this lockdown the school is currently open for key workers, vulnerable and EHCP only. 182 children across the school getting provision across the week, with approximately 75-80 daily. Staff are on rotation, alternating between remote learning and school based teaching.</p> <p><b>Heads report to governors-</b> discussed what's going well, staffing levels across the school remain strong, no major covid illnesses, engagement with remote learning has risen since last lockdown, it was noted that where there were more devices the school was seeing higher levels of engagement, years 5 and 6 have been issued a chromebook per child, approximately 250 devices given out to the pupils during this lockdown. Feedback from parents has been good, morning register is working well. Challenges are school places requested from parents have dramatically risen compared to the last lockdown.</p> <p>Supporting families with multiple siblings- parents can struggle to split their time between multiple children. Violence from older siblings has been an issue, TLA have invited children into school weekly to give them an outlet.</p> <p>22nd February we should be updated who will return on 8th March, no further guidance as yet.</p> <p><b>Safeguarding-</b> No major safeguarding issues at present, we will possibly see an increase when the school reopens, potentially a significant rise in concerns. The chair <i>asked</i> governors if there were any questions or concerns? <b>Answer-</b> No challenges or questions from any governors.</p>	
<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b>Headteachers report including SDP update (Attendance, assessment, teaching &amp; learning, staffing, premises)</b> Relevant papers were circulated prior to the meeting.</p> <p><b>Staffing updates-</b> A member of the site team will be retiring in March (assistant site supervisor) Year 3 teacher is relocating to follow her husband's rugby career. Forest school shed has been delivered and erected, quotes for replacement tarmac and tiger mulch have been sourced, underspend from lockdown could potentially be factored in to support the spend.</p> <p><b>Standards and assessment-</b> Government announced cancellation of all SATs, in favour of some sort of teacher assessments later in the year. Governors and OFSTED will have to judge schools in different ways, not relying on past data. We have shown gains in attainment from the Autumn baseline. Better gains are in KS2 upper KS2. This may be due to the ability of the children to take on more content in a short period of time or that much of the catch up funding has been focused on these age groups. Percentage of children deemed to be on track (at Christmas time) are below expected level of 80%, however plenty of progress has been made, TLA will look to do another baseline in March to work from. It was noted that girls are not catching up as quickly as boys in subjects across most year groups. 93% have passed their phonics screening. A governor <i>questioned</i> how that compared to national figures? <b>Answer-</b> National average last year was 82%.</p>	

<p><b>5.3</b></p>	<p>Unspent money will help to double tutor groups for the Summer Term, and most if not all teachers have put themselves forward for this.  A governor <b>asked</b> if the CEO will look at changing the tutoring in any way?  <b>Answer-</b> Yes, depending on school opening, potentially looking to either stop the groups already on week 6, or run the last 3 weeks of the 10 scheduled.</p> <p><b>ARB update-</b>  Development- The Council has now asked TLA to take the final 5 children that the funding agreement states, taking the number of pupils on roll from 25-30. 5 more children is a big impact on staffing, budget, They have agreed to fund us for 28 places from Easter and only take 2 more allowing us some money to recruit staff in readiness for the rise in places in September. When our current 4 children in year 6 leave in the Summer, we will now have 9 new children beginning with us in September. This will require careful planning to ensure it goes smoothly for each child.  On Wednesday evening (10.02.2021) CEO had a meeting with ARB staff to discuss what it will look like going forward. Budget is going to be £500k for ARB, CEO <b>asked</b> the LGB governors for an oversight from them to support with the budget control for this project, potentially on the agenda each meeting, focusing on what the budget looks like, how the project is moving forward.  A governor <b>questioned</b> if it is across all specialist provisions through the County, or is it just TLA?  <b>Answer-</b> It was more a case of at the time it wasn't efficient for TLA to build a 20 place provision unit, it was better/ more cost effective to build a 30 place setting.  The school is averaging 4 new EHCP's on Reception intake each academic year, which is higher than average, with the school having 39 EHCP's currently across the school.  A governor <b>asked</b> the CEO (going back to oversight of the budget) if it was worth re-evaluating the governor's roles and responsibilities and potentially moving someone into this as a priority?  CEO <b>agreed</b> that this was a good idea, budget management for this project would be difficult, having a governor overseeing the project would be extremely helpful.  Clerk was asked to provide the Chair with the updated list of responsibilities.  Governors will receive an external visitor report after the next visit scheduled for 24th February.</p> <p><b>5.4</b> <b>Attendance-</b> Autumn term attendance was at 97%, very strong prior to lockdown, 194 children have had covid related absence, only 4 positive cases, with 1 causing isolation of wider bubble.</p> <p><b>5.4.1</b> <b>Exclusions-</b> 1 currently, with a fixed timetable, reviewed every 2 weeks.</p> <p><b>5.4.2</b> <b>Staffing-</b> 23 covid related absences, 3 positive cases, no disruption to bubbles</p> <p><b>5.4.3</b> <b>Training-</b> during lockdown the staff have achieved a lot of training via IHASCO, safeguarding level 2, health and safety, stress management and more.</p>	<p><u>SN</u></p>
<p><b>6</b></p>	<p><b>Catch up plan</b>  Relevant papers were circulated prior to the meeting.</p> <p><b>CEO covered most in HoS report.</b>  No new progress, for now the catch up plan has been paused and will resume in March,</p>	
<p><b>7</b></p>	<p><b>Policies-</b>  Relevant papers were circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>● <b>Health and Safety Policy</b>  It was noted that not all fire sections are included in this policy, being such a large piece, the rest remains in the fire policy.  A governor <b>questioned</b> the CEO about the school opening hours, these were specific times for a normal day, the governor <b>queried</b> if there needed to be a</li> </ul>	

	<p>note stating, under exceptional circumstances these hours of the school day are subject to change.  CEO <b>agreed</b> that potentially, yes it could have a comment added to the policy if necessary, however it has already been covered in the Covid Policy.  Actions-WJ to add a note about hours into the policy.  TK to come up and sign off policy.</p> <ul style="list-style-type: none"> <li>● <b>Remote Learning Policy</b>  This is not for approval from governors, however it states everyone's roles and responsibilities etc, so it is good to go through with governors, how we ensure online safety still.  Clerk <b>asked</b> all governors if they were happy to approve the Health and Safety Policy, governors <b>approved</b>.</li> </ul>	<p><u>WJ</u>  <u>TK</u></p>
8	<p><b>Monitoring</b>  <b>-Safeguarding - Tiffany Pope</b>  CS and TP monitoring report catch up, shared experiences, parents have struggled more this time around, more anxiety, pressure of home learning, impacting on children's ability to engage, more regular teacher contact, conversations from teachers that normally you wouldn't have, schools have been a huge support, the easiest place to go to for support.  It was discussed about future relationships with families due to bonding over this time, procedures are in place, face to face contact, the governor also <b>explained</b> that according to the DSL there was not much rise in financial need from the parents?  CEO <b>stated</b> no, we thought potentially there would be more, however there has not as yet, it tends to be more ad hoc at the minute.  Concerns over financial hardship for the future more so from parents, especially self employed tradesmen, not eligible for some grants/loans which has in turn put added pressure on them.  Change in role was discussed, input into home situation and how to re-establish those boundaries when schools return.  CEO <b>stated</b> that it has taken a different team approach than usual, which has worked well. Key people across the school every week for pastoral care- weekly meeting, it will continue on our return to school.</p>	
9	<p><b>Correspondence</b>  No correspondence.</p>	
10	<p><b>Summary of actions/ information required from trustees.</b>  WJ to add a note about hours into the policy.  TK to go to school to sign off Health and Safety Policy.  All monitoring reports to be added to the google drive for trustees to see.  Clerk to source a list of governors responsibilities</p>	
11	<p><b>Confidential matters.</b>  There were no confidential matters.</p>	
12	<p><b>Dates &amp; times of future meetings 20/21</b>  Monday 26th April.</p>	

Meeting closed by Chair at 18:13pm

Signed as an accurate record.....

Print name.....

Date.....

**Please note that these are draft minutes until signed off by the Chair at the next meeting.**