



Minutes for TLA LGB meeting
Monday 26th April 2021 @ 5pm. Meeting held via zoom.

Present	Tom Kennedy - Chair of Governors Will Johnson - Headteacher Louise Hart - Parent Governor Tiffany Pope - Safeguarding Governor- Sharon Hocking - Support Staff Governor Joe Parma - Community Governor Krystal Warren - Parent Governor
In Attendance	Sam Newman (SN) Clerk

Item		Actions
1	<p>Apologies & confirmation of quorum The Chair welcomed everyone to the meeting. The meeting was quorate. JW was not able to access the meeting, so apologies were accepted. TP had to leave at agenda point 9.</p>	
2	<p>Declaration of business and pecuniary interests No declarations were raised for any agenda points.</p>	
3	<p>Minutes and matters arising from the last meeting (08/02/2021) The minutes of the LGB meeting of 08/02/2021 had been circulated prior to the meeting. Minutes from the previous meeting were agreed to be a true and accurate record of the meeting and the Chair will sign the hard copy.</p> <p>Summary of Actions from last meeting (08/02/2021) Health and Safety policy to be signed off. All other actions were done.</p>	
4	<p>Governor updates Chair introduced the 2 new governors to the LGB and explained that 1 previous governors term of office has now ceased.</p>	
5	<p>Headteachers report including SDP update (Attendance, assessment, teaching & learning, staffing, premises) Headteacher discussed the report.</p> <p>5.1 Attendance: 513 on roll including Nursery. 41 with EHCP in the school. Attendance still high with above 98%, persistent absence is relatively low, number of children that have absence related to Covid has slowed immensely.</p>	

5.2	<p>1 child on a reduced timetable has now been closed and is on a PRU placement. All families that have got 90% or less attendance have been targeted by our attendance officer, she has a great approach and has made good progress with these families. 89 employees, Covid related absence has stabilized, we have 1 teacher ARB and 2 SEN TA positions.</p> <p>Currently planning for the full range in ARB now to get ready for September. Covid working update- open as normal, staff tested twice weekly, all offered a vaccine, mask wearing and bubble groups remain.</p> <p>Safeguarding update: YTD the school has seen a large number of safeguarding concerns-348 currently, this was deemed to be significantly higher than normal. Encompass, VISTS, 47 in total, 2 additional today 26/04/2021, during a normal year the average would be between 15-19.</p>	
5.3	<p>Staff training update: IHASCO training for everyone is ongoing. Safer recruitment training in progress. First aid training in progress. Full curriculum up and running now, including swimming, surfing, trips etc. May 17th when restrictions are lifted, TLA has a normal events calendar for the remainder of the Summer Term. Challenges foreseen are based around the extent of pastoral workload, significant amount of work needed. Headteacher discussed the vast amount of pastoral support needed for the safeguarding lead. In March alone 81 safeguarding concerns were being dealt with. Budgets will be looked at to consider whether any additional support could be put in place. Academic impact of the lockdown will take a while to be able to understand and benchmark. Balance between tutoring groups and after school clubs has been looked at, teachers will be doing tutor groups for the remainder of the academic year. Almost all teachers have signed up to support this programme. Headteacher discussed peer to peer sexual abuse within schools, although predominantly in secondary schools, TLA will ensure they remain robust and follow the policy. Safeguarding audit has been submitted to County Council, feedback should be returned within the next 2 months and governors will then be able to review the feedback. A governor asked in regards to the additional safeguarding concerns- looking at extra provision, is there any support from County Hall that the school could get? Answer- Agencies usually worked with are in the same position, very busy, complex cases that involve the coordination of lots of agencies are struggling to have enough resources to cope at the moment. A governor expressed the same concerns/issues within her school. A governor questioned if all the points required from the previous review had been met by the school? Answer- Yes, the 2 points were around safer recruitment and the DSL and DDSL to be updated to level 3, both were met.</p>	
5.4	<p>Staffing update: An assistant site supervisor is retiring in May, the school has made an appointment of a new site assistant that will start in May. A year 3 teacher has moved away, we have an existing teacher that will be teaching the class going forward. The ARB teacher position has been shortlisted and interviews will be on Friday 30th April. 2 SEN TA's to recruit, one to replace a current employee, with the other being part of the expansion plans.</p>	

5.5	<p>Staffing structure for 2021/22 is being budgeted currently. SEN TA's for the new mainstream reception children in September cannot be budgeted for yet, this is due to a mistake from the SEN team at County, the information has only just been fed back to the school who will be meeting next week to discuss what that will look like for staffing structure 2021/22. (Explained in more detail in agenda point 6)</p> <p>Premises update: Reception playground revamp approximately 50k, will be submitted to the finance committee for consideration from reserves. KH talked the governors through the revamp of the playground. Looking at a designated area for drop offs and collections, to support teachers being able to set up play areas without being disrupted. Sliding doors to be put in place of Little Bears windows, currently awaiting some quotes. Nursery kitchen replacement has gone back to tender- with the project changing slightly. Tarmac works due to take place over June half term. Intruder alarm and Fire alarm quotes are in, will look at moving forward with that for the trustees finance meeting to sign off.</p>	
5.6	<p>Assessment: Looking to get children back to where they were academically before lock down, reading ability of average ability has shown a regression of 4-12 months since Christmas, children of lower ability have lost more in age regression. Head discussed table of progress with governors.</p> <p><u>Writing update</u>- regression is around basic handwriting and grammar, effort that is put into spelling and basic grammar. Most childrens surpassed their last assessment, however after the last lockdown, some have shown regression beyond this. Pattern is that PP children were affected more so.</p> <p><u>Maths</u>- more difficult to assess, focussed on fluency- calculate quickly, times tables, number bonds. Gains tend to be made quickly, the Headteacher is confident that most classes will have around two thirds working at ARE with one third needing further 'catch up' target funds.</p> <p><u>Priorities</u>- wider curriculum team, looking at new approaches to History. £2000 outdoor learning for specific children suffering bereavements.</p>	
5.7	<p>ARB Update: No ARB updates currently. 27 pupils currently, rising to capacity of 30 in September. Governor monitoring has been done and monitoring form is within the google drive. Mainstream reception classes-Reception intake this year could potentially see the school with 61 not 60 pupils, possibly even 62. However due to administration errors from the County SEN team, not telling the Admissions team that the children existed, potentially the school could be expecting an extra 5 with EHCP starting in September. A governor asked if that would have an impact on staff-pupil ratio? Answer- Yes, 30 children, none with particular needs would still create a busy environment, if you then have 3 or 4 with an EHCP it may be 3 or 4 extra adults needed within that space. In higher year groups it isn't as much of an issue, but reception is trickier, including trips with minibuses. A governor expressed that her school had similar issues with having to accept 61. A governor questioned all parents that are now appealing, none will have any hope of overturning the decision and getting a space as there is no space? Answer- No, that's correct. Even a child with an EHCP that has named our school would be turned down due to our number of EHCP's (5) (more than likely) so far this year it has cost TLA £3435 up to February in appeals fees. A governor asked where that money came from, was it provided by the Council? Answer- No it comes directly from our budget.</p>	

	A governor queried if any children with siblings within the school were refused a place? Answer- No, all siblings got places this year.	
6	Catch up plan Covered in the Heads report.	
7	Policies All papers were distributed prior to the meeting. <ul style="list-style-type: none"> ● Volunteer Policy ● Visitors Policy ● Governors approved and adopted both policies.	
8	Governor monitoring and timetabling Chair discussed new roles and monitoring with the new governors. Chair checked with all governors if they were happy? All governors were happy with their roles and responsibilities. Clerk was asked to coordinate monitoring timetables for the summer term. Clerk informed new governors that they will be sent a link to the induction modules on the key.	
9	Summer calendar dates Head discussed the calendar dates. Full school reports for parents, due to go out on July 2nd. Parents evening 6th and 7th July. All governors had been told about the end of year review date and the Chair expressed how great it would be for governors to attend.	
10	Correspondence NGA new 12th edition of welcome to governance. Will be arriving shortly.	
11	Summary of actions/ information required from trustees Trustees to sign off costs for receptions revamp at finance meeting for TLA. Budget review, effect of covid on the budget and where we are with individual budget lines. (Share TLA management report)	
12	Confidential matters Nothing to remain confidential.	
13	Dates & times of future meetings 20/21 Monday 14th June @ 5pm, after agreement from all governors it will now change to a face to face meeting on 21st June.	

<u>Agenda point</u>	<u>Action</u>	<u>Who</u>
<u>8</u>	Clerk to coordinate monitoring timetables for the summer term.	<u>SN</u>
<u>3</u>	Chair to sign off the minutes from previous meeting and Health and Safety	<u>TK</u>

	Policy	
<u>11</u>	Share the management report with the LGB.	<u>WJ</u>

Meeting closed by Chair at 18:43pm.

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.