



**Meeting minutes of the TLA Local Governing Committee, held via zoom on
Monday 27th September 2021.**

Present	Tom Kennedy Krystal Warren Tiffany Pope Louise Hart Jack Wilson Sharon Hocking
In attendance	Will Johnson - Head of school Sam Newman- Governance Professional Kirsty Hitchens- Deputy Head Mel Wells- Assistant Head

Item		Action
1	Welcome, apologies & confirmation of quorum Clerk welcomed everyone to the meeting, apologies were received and accepted from JP The meeting was quorate.	
2	Declaration of business & pecuniary interests Clerk explained that the declaration of pecuniary interests would be sent out electronically for everyone to declare and sign.	SN
3	Election of Chair No nominations were received from anyone to stand to be Chair, the previous Chair was asked if he would be willing to stand for another one year term. TK left the meeting and this was discussed and agreed by all governors. TK would stand for a further one year term.	
4	Election of Vice Chair No nominations were received from anyone to stand to be Vice Chair, the previous Vice Chair was asked if she would be willing to stand for another one year term. TP left the meeting and this was discussed and agreed by all governors. TP would stand for a further one year term.	
5	Code of Conduct The LGB Code of Conduct was carried over from the previous year as no changes were made. Clerk will send out to all governors to sign to adhere to the LGB Code of Conduct 2021	SN

6	<p>Governance and board membership matters</p> <p>a. LGB Terms of Reference & MAT Scheme of Delegation No changes to the Terms of Reference or Scheme of Delegation.</p> <p>b. LGB Roles and Responsibilities</p> <p>c. Board membership</p> <p>d. Governor attendance 20/21 The governors had all seen the governor attendance table prior to the meeting.</p>	
7	<p>Minutes and matters arising from the last meeting The governors agreed that the minutes from the last LGB meeting were a true and accurate representation of the meeting. Chair to sign paper copy in school.</p>	TK
8	<p>Headteacher report</p> <p>Covid update- dominating theme for the start of year. During the first couple of weeks there was an outbreak within Pirates class in year 5- 12 cases over the weekend, the school is currently working under outbreak management plan, this was sent out to all parents at the beginning of the academic year. Managing the outbreak will not stop it spreading through the school, it would help to slow down the spread, the school has felt high pressure over the last 2 weeks, with acute staff shortages, currently the school has 17 staff off in relation to covid, with an additional 38-40 children currently off with covid, a much higher number than the school has had before.</p> <p>With the initial outbreak happening at the time it did, the school was able to deal with it over the weekend, the school found that they were able to prevent an enormous impact of spreading through year 5, ensuring most students didn't come in on the Monday.</p> <p>Transmission is almost entirely through siblings and parents. The school continues to write to the classes that have positive cases/ outbreaks to advise a PCR test to the children within that bubble.</p> <p>Covid positive cases within the student population aren't too much of a problem within the school, very mild cold like symptoms, generally not too unwell with it, however the high number of staff cases is proving harder to cope with, having to have a high number of agency staff in place, where possible.</p> <p>Head of school has been liaising with the local Public Health England team who have been great.</p> <p>It was decided that closure of two classes was necessary to help slow the spread of the virus, the Pirates class was shut and students were to work from home until Tuesday 28th September, it was also decided to close a class in the ARB (Class 1) for several reasons.</p> <p>There were some positive PCR results within the class, with some of the children being clinically vulnerable alongside not having adequate trained staff to teach them, it was deemed the best option to relocate staff members to the other classes and close that particular bubble of children in the hope of slowing the spread and being able to keep the unit open. Teachers then supported the children to work from home, the class will be due to return to school on Monday 4th October.</p> <p>Teachers managed to maintain the curriculum as much as they could, with only a couple of trips having to be postponed.</p> <p>Due to the ongoing impact of managing the rising cases some management items such as updating of core documents, monitoring schedules, pupil tutoring plans etc are behind schedule. Head is hopeful that the level of impact will lessen over the next few weeks.</p> <p>A governor questioned with cases continuing, how would the senior</p>	

	<p>management team manage responsibilities, was there a plan in place to move forward with the school development plan, priorities etc.</p> <p>Answer- Yes HoS has already planned in time over next two weeks to move it to where it needs to be, the office staff will then support the covid related absences as part of their day to day tasks.</p> <p>Safeguarding update- staff Code of Conduct is not a new one. KCSIE and pupil behaviour and minimal changes were made.</p> <p>WJ and CS have enrolled in the 'train the trainer' for level 2 safeguarding training in November, governors will then receive a full safeguarding update. Pastoral meeting every TUESday, which helps manage the safeguarding load.</p> <p>Staffing update- No staff updates other than for the recruitment of a new site assistant, the CEO wishes to increase the number of hours and propose this to Trustees at the next meeting on Monday 4th October.</p> <p>Staff performance management will start in October and will go to the pay committee in November with any changes to pay to be backdated to September.</p> <p>Attendance update - Attendance is currently 97.3% however this does not have covid related absence within that figure. Approximately 79 covid related absences to date, with an additional 30 with the closure of Pirates class.</p> <p>A governor asked if any issues had been identified with parents' concerns due to outbreaks?</p> <p>Answer: Very few, possibly two families, regarding absence as unauthorised, however this has been worked on and those families are expected to return to school this week.</p> <p>The school has taken a case by case approach to absence, trying to be pragmatic about how to handle each individual situation.</p> <p>The school has forty positive cases as of today, unauthorised absence is at 0.79%, there are currently no exclusions, one child with a reduced timetable running at the moment to be reviewed every two weeks. One PRU case with dual registration which is likely to end when the child enters a new mainstream school shortly.</p> <p>Health and safety update-</p> <p>The school had a full Health and Safety Audit last week, with a few areas to move forward with.</p> <p>Training, first aid, fire etc needing to be revisited.</p> <p>Risk assessments are currently in the process of being moved from one system to another.</p> <p>The Health and Safety policy had some wording identified as needing to be changed, mainly around the delegation of names to ensure it was clearer. Head to ensure Health and Safety with teachers is minuted through their weekly meeting.</p> <p>Changes to the way in which pupil restraints are recorded, as well as violent acts from children, these will now be recorded electronically rather than in paper form.</p> <p>One reportable accident year to date, in which a child fell from the playground equipment after school, a message has been sent to all parents to remind them not to play on equipment before and after school due to no adult supervision.</p> <p>A governor challenged whether the signage was clear enough and easy to spot as a parent, where in the playground could this signage be found?</p> <p>Answer: It was in both KS1 and KS2 playgrounds in several different locations, It has also been reprinted today, making it a lot brighter and easier to spot.</p> <p>A governor questioned if the supernova was able to be locked/ shut off when not in use?</p> <p>Answer: No, there was no real effective way of closing it off without causing a trip hazard in the process.</p>	
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	<p>Baseline assessments- Mandatory mainstream baseline assessments were all completed in the first two weeks of term, there is no current comparable data as these have not been done before, it will help to identify where each child is within set subjects.</p> <p>Not all ARB children have done this due to class closure, there is a plan in place to get this done on their return to school.</p> <p>Phonics screening check also didn't take place when it was supposed to at the end of the last term and has been postponed until November, the school predicts that 90% of the children are likely to pass the checks, there are currently six pupils who may not be able to pass, however they have been given support to help with this. Nationally the pass rate is 80%.</p> <p>Teachers have been great at maintaining almost a full curriculum throughout this time. Oracy voice 21 will continue to be a key priority, however with all the interruptions the school will be starting almost from beginning again. In areas of deprivation, oracy can be limited, and could be seen as a big gap between more affluent backgrounds versus more deprived backgrounds. Wider curriculum team worked exceptionally well on the pedagogy with History last year, they will continue to work on the humanities subjects with this year's focus being on Geography.</p> <p>There is also a new tutoring plan to develop, slightly different to last year with the catch up funding, which had a spending of approximately £35000, the guidance is much more specified now as to what the money can be spent on, working out at approximately £200 per child, essentially we will target specific children with teacher led support.</p> <p>The school will look at one to one tutoring in November and how best to do it.</p> <p>SEN update- Currently there are four children with EHCP's in reception, with an additional two children with pending paperwork to possibly bring that number up to five or six.</p> <p>The PAN for the year group is 60, however with an admin error from the SEN team at County we have now got 61 children.</p> <p>There is also talks of an additional child with an EHCP wanting a place within the year group, the school has declined this place twice, however are still in discussions with the County team in regards to this.</p> <p>ECHP annual reviews are up to date in the mainstream school, however the ARB EHCP reviews are behind due to cancellations from various professionals. ARB Manager has a plan in place to catch up.</p> <p>A governor expressed concern that with 61, potentially 62 children in the year group, what impact that could have with additional staffing, would there need to be additional staffing to support?</p> <p>Answer: Yes, you carefully plan your staff each year, a plan was formulated to include a third teacher to ensure better provision, by adding another EHCP would most likely mean need for another member of staff to support the level of needs.</p>	
9	<p>School development plan 21/22</p> <p>Head was in the process of writing the full School Development Plan.</p> <p>To develop the pedagogy for humanities, curriculum involvement, working through foundation subjects, with a project around natural history. A University of Cambridge Professor is looking at the development of this for a GCSE in the future, Head of School has a meeting planned with the Professor.</p> <p>The school will also look at developing children's speech and language to build confidence, as well as developing better outdoor provision for EYFS- the provision has money budgeted for this project to make better use of the area.</p> <p>The school will be working on how to ensure the most vulnerable to falling behind academically are supported.</p>	

	introducing peer to peer coaching to help secure key changes to pedagogy, help to implement change to teaching.	
10	Governor monitoring schedule 21/22 Clerk to set up a meeting to arrange a monitoring schedule for the academic year 21/22.	TK/SN/WJ
11	Safeguarding - Keeping Children Safe in Education Covered in heads report	
12	Health and safety update Covered in heads report	
13	Policies <ul style="list-style-type: none"> • Child Protection, Safeguarding and Keeping Children Safe in Education <p>The policy has been updated to reflect changes, however there were no big changes from last year, Are governors happy with the policy, and are they happy to adopt? Yes, governors adopted the policy. WJ to bring peer on peer abuse policy to the next meeting.</p>	WJ
14	Correspondence <ul style="list-style-type: none"> - Academy Trusts Handbook 21 - NGA Learning Link <p>Clerk updated the governors on the updates to the handbook. Clerk to send out the link for governors to access the NGA learning link for any training needs.</p>	SN
15	Summary of actions/ information required from trustees. To understand what the MATs strategic plan would be for this academic year.	
16	Confidential matters No agenda items were deemed to be confidential.	
17	Dates & times of future meetings To be confirmed and sent to governors.	SN

Item	Action	Person
2	Clerk explained that the declaration of pecuniary interests would be sent out electronically for everyone to declare and sign.	SN
5	The LGB Code of Conduct was carried over from the previous year as no changes were made. Clerk will send out to all governors to sign to adhere to the LGB Code of Conduct 2021	SN
7	Chair to sign paper copy of last meeting minutes in school.	TK

10	Clerk to set up a meeting to arrange a monitoring schedule for the academic year 21/22.	SN
13	WJ to bring peer on peer abuse policy to the next meeting.	WJ
14	Clerk to send out the link for governors to access the NGA learning link for any training needs.	SN
17	Date and time of next meeting to be confirmed and sent to governors.	SN

Meeting closed by Chair at 18:12pm

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.