



02/10/2020

Minutes

Local Governing Board; Windmill Hill Academy Friday 2nd October 2020 at 9.30am Remote Meeting via Zoom

1. Join Meeting

All in attendance had video and audio.

2. Welcome and Apologies

Present: Ruth Bawden, Anna Body (ANB), Nicky Gilbert, Abby Bassett (AB), Jo Callow

Apologies: Lin Millard, Teona Chegwyn

Not Present: John Harris

3. Declarations of Interest Relevant to this Agenda

None declared. TM will send out the annual declaration for completion electronically.

4. Confirm Minutes of LGB last remote meeting 19th June 2020

No actions. LGB agreed minutes as a true and accurate record. The Chair signed a copy and will submit to TM at a later date.

5. Current Situation Update

School fully open. Most children in school, and the odd few who are not, is for genuine reasons. There have been no positive Covid tests so far. Last week attendance was at 98.1% which is better than this time last year.

Risk assessments are reviewed and updated weekly. The school day is full on and timings are tight, everyone is working very hard. AB noted that she gets regular feedback on the current procedures and some of them are proving to be better so may well be adopted regardless of Covid. AB appraised the governors on some staffing matters.

6. Recovery Plan & Improvement

AB appraised the governors on the curriculum catch up policies that focus on the educational and emotional/social needs of the children. The children have been categorised into priority groups depending on their educational and social/emotional needs. From all this, the school recovery plan has been developed and this has now replaced the Academy Improvement Plan for the time being.

AB noted the government and Trust funding, and explained how this has been broken down and what was bid for. The recovery plan is focused on addressing issues identified and will be done with additional tutoring and other interventions. The focus is on phonics, writing and maths.

The Chair challenged how confident AB is on meeting the 83% target for phonics? AB explained. MAT improvement officers will be monitoring the progress of children, particularly in relation to the funded interventions. **The Chair questioned when analysis will be done on how the children are progressing, and if the interventions are having an impact, particularly for Yr 6 who are due to do SATs in May?** AB explained how this is planned throughout the term and the detail that the teachers are required to gather. AB will also be observing the interventions. A remote learning contingency plan is also in place and parents have been consulted. If required the offer will include a combination of live lessons, on line lessons and work packs.

There will be no parent/teaching evenings this term, feedback forms will be given to parents and followed up with telephone conversations as required. There will not be zoom or face to face talks as normal because of Covid measures and also to prevent taking teachers away from the classroom, as catching up with the teaching is the priority at the moment.

7. Safeguarding

Safeguarding Policy is on the website. Governors have seen and read KCSiE. TM will be up with JH and TC by email to confirm. Claire Paul has checked the SCR and all is fine. AB updated on DBS for governors.

8. Policies

LGB agreed the Admissions Policy for 2022-2023.

JC noted that parents and staff will be consulted about the timings of the school day and to finished at 3.15pm instead of 3.30pm to be in line with other trust schools, to fit timings of other after school clubs and to manage the staff budget. Governors considered this to be a reasonable proposal, although there is an implication for pay for some staff that needs consideration.

Governors all content with the Relationships and Sex Education Policy.

9. Staffing Matters

Performance management will take place this term. The governors will need to hold a pay committee to recommend pay awards for the staff for final ratification by the Trust Board. This will take place on Monday 19th at 1.30pm and AB will send out a zoom link.

JC and AB confirmed that the staff seem to be coping well with the additional workload, everyone is mucking in and working really well as a team. AB noted a few initiatives that helping to support their well-being. The governors thanked the staff for their hard work.

10. Governor Admin

It was noted that there is still a vacancy for a parent and co-opted governor. Governors will keep seeking prospective governors. TM noted the email re governor training. NG & AB will liaise with each other and TC regarding booking on zoom governor training courses together, and confirm with TM.

11. Any Other Business

It was confirmed that the Rainbow picture is on display at the school entrance.

The path at the rear of the school has been done but now the bridge needs to be rebuilt for safety reasons and wasn't part of the original quote and works as it was thought just a new

handrail was needed. This is being completed by the company that did the path once they have sourced materials. It will then be used as safer access into school from the top of Windmill Hill.

JC updated on Launceston Pre-School. It is a complicated process to have the pre-school join with WHA, so it may be necessary for the pre-school to join the Trust as a separate entity to WHA, but have leadership and a governing board that oversees both (WHA LGB).

Governor Meeting and Monitoring Plan

Governors agreed to complete meetings via zoom for the time being as there are a lack of suitable meeting places that would allow compliance with Covid procedures. Also it is a risk to the governors and increases the cleaning workload in the school.

The following monitoring has taken place:

- NG took part in an interview process at the end of June.
- The Chair has been in weekly discussions with AB (reports produced and shared with governors on SharePoint).
- NG has been in email contact with Mr Bullock re PE expenditure and plans, a summary of which is:
 - Are there monies unspent due to Covid? Carrying forward just over £1000 to be used in this year's PE plan.
 - How is the new funding allocated? The funding is approved, and we must spend it in stages to stop schools from spending lump sums on items the government doesn't deem acceptable. Windmill will sum of money throughout the year on coaches to improve teacher delivery of different areas. ARENA is also used across the MAT and their assistance can be requested at any point.
 - It is so good to see that you are encouraging a wide range of activities throughout the School but is there a sport that you are unable to provide due to the School's proximity. Some sports are harder to teach due to only having the playground but aim is to encourage more netball and to possibly enter a league once Covid restrictions are lifted.
 - Are all staff confident in teaching PE within their roll? Teachers are confident in teaching certain areas more than others. Over the last year, I have attempted to give staff CPD in different areas of the PE curriculum. This has been completed through hiring ARENA for 6-week blocks of teaching. WHA teachers are present whilst lessons go on to improve their understanding of the subject.
 - With regard to swimming, do you calculate a percentage which is met by pupils at the end of each year group or is just Yr 6? We calculate a percentage, and we must publish that on the Sports premium document. The expectation of the government is for all schools to have at least 75% of children able to swim 25m when leaving for secondary school.
 - With regard to the Knowledge and Skills Organiser, do all staff use this and if so, do parents have a copy of their child's progress each year? All staff use the skills and knowledge organiser to aid their planning and delivery. Parents don't have a copy of this, but when teachers are completing their reports for PE, they will base what a child has achieved or not on this document and the rising stars scheme, which we also use. The knowledge and skills organiser is published on the website.

The main items of monitoring at the moment can be done remotely, but if a specific in school visit needs to be done, this can be arranged with AB. The following has or will take place (**Noted as Actions to be followed up at the main meeting**):

- The Chair will continue to have weekly discussions with AB and send notes to TM to share with the governors as required.
- ANB and RB will join JC for a pay committee meeting on 19th October.
- JH will arrange a telephone call with Claire Paul to check up on safeguarding arrangement and confirm by email with TM.
- The Chair (lead for SEND) will be conducting a zoom meeting with the SENDCO to discuss SEND later this term.
- ANB will conduct a zoom meeting with AB to discuss the impact of PPG expenditure last year and the PPG provision map for this year.
- Later in the term, AB will provide an update on the progress and impact of the recovery plan, governors are to send questions to TM to collate for AB to provide answers (this is remote monitoring of the recovery plan). This will be followed up with discussion at the main meeting in November.

JH joined the meeting and apologised for not joining earlier as something urgent arose and could not be dealt with quickly enough to join the meeting. The governors accepted his apology and JH will read the minutes and send questions separately if necessary.

The Chair thanked JC, AB and all the staff on behalf of the governors for their hard work and dedication during this difficult time.

The next meeting will be Friday 27th November at 9.30am virtually via zoom.

Meeting closed at 11.25am.

TJH Martin
ADMAT Governance Officer

Distribution List:

Ruth Bawden	Chair/Co-opted Governor
John Harris	Vice-Chair/Co-opted Governor
Lin Millard	Staff Governor
Anna Body	Parent Governor
Nicky Gilbert	Co-opted Governor
Teona Chegwyn	Co-opted Governor
Abby Bassett	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO
Graeme Barriball	Chair Board of Directors