



29/01/2021

Minutes

Local Governing Board; Windmill Hill Academy Friday 29th January 2021 at 9.30am via Zoom

1. **Join Meeting**

All participants had audio and video

2. **Welcome and Apologies**

Present: Ruth Bawden (Chair), John Harris (Vice), Nicky Gilbert, Adam Matthews, Lin Millard, Abby Bassett (HoS), Jo Callow (EHT)

Apologies: Anna Body

In attendance: Toni Martin (Governance Officer)

3. **Declarations of Interest Relevant to this Agenda**

None declared.

4. **Confirm Minutes of LGB last meeting (27th October 2020) and actions arising**

Actions for monitoring to be completed and training booked – see item 9. LGB agreed the minutes and the Chair will sign a copy at a later date.

5. **Current Situation Update**

AB noted the weekly updates and up to date risk assessments that have been provided to governors. AB noted that Teams is now being used as the secure platform for remote learning and it is working well. If children can't access, the reasons are investigated and laptops have been issued to families. Also AB is able to apply for extra data for those that don't have internet.

Have the issues that some staff and parents were having with Teams been resolved? AB confirmed that ICT4 has assisted and most issues resolved, and in the mean time, alternative provision was put in place. AB noted that the children in school are following the same learning as those doing remote learning. AB noted the numbers attending school and the lack of government guidance on group sizes, also the criteria for attending school is much wider this time. **Do you have an issue with children being in school that shouldn't really be as safety is the key criteria?** AB explained the situation and that staff work with families. Governors discussed that this lockdown is harder as it is January and the weather is poorer.

AB noted that engagement from children on remote learning has improved from last time. Across the school the average participation to daily learning is 98%, although live lessons sit at around 86%. This is continuing to increase. The targets for each year groups reflect the targets on the recovery plan prior to lockdown. FSM numbers are steady and voucher system now being used. It was noted that the boxes provided by Chartwells initially were of good quality.

AB demonstrated the use of Teams to the governors so they could get a feel for how the remote learning platform is being used. She included staff team used for staff meetings and

information, a whole school team folder with various additional activities for parents and children to access and whole school assemblies, individual class or subject teams, and live lessons. **Are the class teachers preparing resources for lessons by the weekend or are they having to do them over the weekend?** AB noted that it should be done before the weekend as there is no expectation that staff do it over the weekend. It was noted that having the weekly plan in advance of the weekend allows families to plan the week ahead, especially when parents are working. AB will feed this back. Governors gave very positive feedback. Are there any parents struggling to help their children with maths? AB noted that this doesn't seem to be a big issue, help is given as necessary and there are tutorials to help the children and parents.

Risk assessments are constantly updated. Recently the lateral flow tests for staff has been added to the risk assessment; this is opt in or out, the tests are not 100% reliable but it does provide reassurance to the staff.

6. Recovery & Future Plans

Government has announced that schools will not re-open prior to 8th March. SATs and external testing has been cancelled, so assessing children's progress will rely on internal assessment later in the term. AB discussed the data drop from prior to Christmas and the impact of the provision laid out on the recovery schedule. It was generally very positive, including specific year groups and subjects, such as year 6 writing, but now we are back in lockdown again so we will have to re-assess. She noted specific interventions that weren't having as bigger impact as hoped, such as Yr 2 & 3 writing. The issues were identified and the intervention was narrowed down to specific parts of writing such as spelling so as to improve the impact. AB noted that the accelerated reader programme has been very successful; some children have made, for example, 6 months progress in 3 months.

7. Safeguarding

AB noted that there are a few more children classed as vulnerable this time around. All situations of concern are being monitored. S157 will be done later this term and all points from the last one have been actioned. Child Protection Officer is checking the SCR and reporting to the safeguarding governor.

8. Policies

None since the last meeting.

9. Governor Monitoring & Training

Monitoring completed:

- The Chair (lead for SEND) submitted questions to the SENDCO for an update on SEND provision. RB provided the following challenge and SENDCO provided very detailed answers, seen on a separate report and shared with governors. **What targeted intervention is in place for phonics; what interventions are being used for SEN children at the moment; what are the least and most successful strategies you have used; have you made adjustments to the behaviour policy due to Covid risks; any obvious deterioration in well-being of pupils; how has communication with parents been conducted; are children on EHCPs having their needs met; what is the situation regarding FSM at the moment?**
- AB will produce data documentation in January; governors can submit questions to TM. This was discussed at the meeting.
- JH will arrange zoom meeting with AB to discuss data protection. This was monitored remotely by email through a number of questions and shared with the governors:

- **Has/is relevant training being conducted?** We had a GDPR audit last year and feedback was given e.g. ensuring computer screens are locked when you leave the desk. Ensuring paper copies of children's names and phone numbers are not taken on school trips. The SLT and school administrator were booked on training just before lockdown which then had to be cancelled. This will be rearranged when it is safe to do so.
 - **Is there a MAT DPO and whoever is the school lead fulfilling the role correctly?** The DPO is Glyn Pasco at ICT4 and the Trust GDPR is Emma Gooding. They have had training and are fulfilling the roles correctly.
 - **Have all staff reviewed and updated procedures?** Policy was reviewed in October 2020, on Trust website. Privacy notices are sent out annually. Staff are reminded on INSET days about procedures. Policies are reviewed at Trust level and shared with staff.
 - **How do you know the staff are compliant?** Staff know to report any breaches. Learning walks take place regularly and any breaches would be addressed. There have not been any. Feedback from the GDPR audit.
 - **Has all personal data held been reviewed? Is it needed? What is it used for? How is it stored?** SIMs is updated annually. Safeguarding records are passed on to other schools. Central remove staff from SIMs when they leave. SCR is updated annually. All data is stored electronically or in a locked cabinet in the school office.
 - **Do we have robust procedures in place in event of breach? Have they been tested?** Yes, tested at Central
 - **Have we had any breaches and what have you done about it?** No breaches.
 - **Can we demonstrate compliance?** Yes, we could talk through our policies and systems.
 - **Have existing contracts and agreements with 3rd parties been reviewed and are they compliant?** Yes, this is all done Centrally.
- JH will conduct a random spot check of website compliance. He specifically checked the list below and found WHA website is compliant in what is required for Primary Schools Academies:

| Requirements | Yes/No |
|---|------------------------------------|
| School contact details | yes |
| Admission arrangements | yes |
| Ofsted reports | yes, last Ofsted report 2016 |
| Exam and assessment results | yes |
| Performance tables | yes |
| Curriculum | yes |
| Behaviour policy | yes last reviewed 2019 |
| Pupil premium | yes |
| Coronavirus (COVID-19) catch-up premium | yes |
| PE and sport premium for primary schools | yes |
| Equality objectives | yes |
| Special educational needs and disabilities (SEND) | yes |
| Complaints policy | yes last reviewed 2019 |
| Trustees' information and duties | yes |
| Charging and remissions policies | yes |
| Values and ethos | yes, British Values, Aims & Vision |

- AN, NG & AM conducted pupil voice with a selection of pupils virtually on Weds 13th Jan 2021. The Chair thanked the governors that took part. There were a mix of interesting

questions and replies, inquiring about what the children were learning, favourite subjects and why, challenges in learning, thoughts on homework, thoughts on behaviour in school, if they felt safe in school, well-being and PE during lockdown.

- AM had an initial induction discussion with AB and provided relevant paperwork to conduct DBS check.

Training completed:

- RB completed Challenge & Accountability training on 15th Jan 2021. Good feedback and useful training.
- AM to complete governor induction training via zoom. TM will liaise.
- AM and RB completed the itrack training on 25th January 2021. NG has observed a tutorial on itrack.

10. Any Other Business

TM confirmed methods of communication via email and SharePoint. The Chair is meeting with An Daras CEO on 24th February; anything to raise please let the Chair know prior.

The Chair and governors would like to note a huge thank you for the continued hard work and commitment from all the staff at Windmill Hill Academy in very difficult and trying circumstances.

11. DONM

Date of next meeting Friday 12th March 2021 at 9.30am via zoom

Meeting closed at 11.15am

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 |
| Adam Matthews | Parent Governor |
| Abby Bassett | Head of School |
| Jo Callow | Executive Head Teacher |
| Will Hermon | CEO |
| Graeme Barriball | Chair Board of Directors |

