



27/11/2020

Minutes

Local Governing Board; Windmill Hill Academy Friday 27th November 2020/9.30am Remote Meeting via Zoom

1. Join Meeting

All participants had audio and video connection.

2. Welcome and Apologies

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

Apologies: Lin Millard

In attendance: Toni Martin (Governance Officer)

Apologies sent and accepted from Lin Millard. It was noted that Teona Chegwyn resigned on 23 Nov 2020. The governors welcomed Adam Matthews, a new board appointed parent governor and thanked him for volunteering.

3. Declarations of Interest Relevant to this Agenda

None declared relevant to this agenda. Annual declarations complete.

4. Elect Chair and Vice Chair

RB agreed to continue as Chair for this academic year and governors voted in agreement.

JH agreed to continue as Vice for this academic year and governors voted in agreement.

5. Confirm Minutes of LGB last meeting (2nd October) and actions arising

Actions to be followed up at the main meeting: *see item 10*

- 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. *Completed on zoom.*
- JH will arrange a telephone call with Claire Paul to check up on safeguarding arrangements and confirm by email with TM. *Complete.*
- The Chair (lead for SEND) will be conducting a zoom meeting with the SENDCO to discuss SEND later this term. *Unfortunately 2 meetings cancelled due to other more pressing matters, due to be rescheduled.*
- 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. *Complete and report is on governor sharepoint. Key points and challenges recorded under item 10.*

LGB agreed minutes as accurate record and the Chair signed a copy.

6. Head Teacher Report / Current Situation Update

AB noted a dedicated space on the website for Covid related documents and governors can refer

to these to see updates. She updated on mask wearing, ventilation in the school and other measures in place. It was noted that there have been some cases in the area and this may have a knock-on effect to staff or children self-isolating in future. Staff are working as a great team and pulling together to get things done under difficult circumstances. Attendance has been excellent and has been between 96-97.5% which is better than this time last year. A governor noted that the school feels safe and parents have high confidence in the sending their children to school. **A governor questioned whether there are children attending school from Devon as it is in a different tier?** It was decided that school attendance isn't affected across the tiers but AB will monitor this. **How are the children coping and are they still positive?** AB confirmed that they quite tired as it has been a long and busy term, but all seem quite positive. AB noted some of the Christmas initiatives allowed this year given that much of the usual activities are not allowed.

Noting that the children are tired, how are the staff coping at the moment? AB noted that they are only being asked to do the absolutely necessary and not cover additional duties, but there is no getting away from the fact that it is hard work at the moment. The staff are supporting each other and trying to maintain a sense of humour. The staff survey was positive overall; workload was understandably a concern. Governors discussed the survey and noted the feedback guidance and well-being initiatives.

7. Recovery Plan & Impact

Reading, writing and maths data is not being submitted until the end of term but there are small elements of data being captured across the school for certain things such as phonics and for some of the interventions. End of Yr 1 phonics test was done in Yr 2 instead this year; the results have been encouraging. **Are we on track with multiplication?** AB confirmed yes. **Are we on track for writing?** AB explained that there seemed to be less writing done during lock down so staff are working hard with the children to get this back on track. **The governors questioned and discussed provision for EAL children.** AB updated on visible learning and training that staff are receiving. The wider curriculum is being covered but some areas are not in as much detail because of the need to do additional work to cover gaps from lockdown on the recovery curriculum. AB noted some changes to middle leader roles and certain curriculum leads. **A governor enquired about how certain staff members are developing?** AB discussed this and all is positive.

Data will be captured at the end of the Autumn term and governors can analyse this in January.

8. School Risks

Top 3 risks identified as:

- (1) Decline in attainment and progress (due to Covid)
- (2) Finance (due to experience staff)
- (3) Falling number of pupils due to new Launceston primary school

AB updated on progress of last year's risks and funding avenues. Governors discussed funding options. The governors complimented the promotional school video – this was produced as the usual school visits for prospective parents can't be conducted at the moment.

9. Safeguarding

JH has been in liaison with Claire Paul (ADMAT Safeguarding Officer), she checked the SCR and gave feedback to JH. No safeguarding issues raised to JH. AB confirmed that any concerns have been addressed with the appropriate agencies and support. JC explained what the S157 return is and that it is due in the Spring term; AB will liaise with JH regarding this.

10. Governor Monitoring

Governor monitoring conducted is as follows:

- The Chair has continued to have weekly discussions with AB and notes sent to TM to share with the governors.
- ANB and RB joined JC for a pay committee meeting on 19th October.
- JH had a telephone call with Claire Paul to check up on safeguarding arrangements and confirm by email with TM. See item 9.
- The Chair (lead for SEND) discussion with SENDCO was postponed due to more pressing matters.
- NG conducted remote monitoring of PE with the PE lead.
- ANB conducted a zoom meeting with AB to discuss the impact of PPG expenditure last year and the PPG provision map for this year. The following was discussed:
 - Breakdown of funding.
 - Pupil's emotional well-being and mental health is factored in, particularly vulnerable pupils.
 - Majority of funding used on teaching support but also on accelerated reader and some remote learning resources.
 - Closely monitoring phonics, spelling and maths.
 - Last year's PPG map cannot be fully assessed due to Covid and lockdown.
 - PPG plan and impact published on school website to ensure compliance.
- RB attending a Visible Learning update via zoom with the MAT Improvement Officer.
- A director from the Trust Board (Trudy Rudge) conducted a Covid compliant visit to the school on 9th Oct 2020.

The following monitoring is planned prior to the next meeting:

- **The Chair (lead for SEND) submit questions to the SENDCO for an update on SEND provision.**
- **AB will produce data documentation in January; governors to submit questions to TM (will also be discussed at the next meeting)**
- **JH will arrange zoom meeting with AB to discuss data protection.**
- **JH will conduct a random spot check of website compliance.**
- **AN & NG will conduct pupil voice with a selection of pupils over Microsoft teams.**
- **AM will conduct training and arrange for an induction discussion with AB, also provide AB with relevant paperwork to conduct DBS check.**

11. Governor Training

Training conducted:

- NG & ANB completed local governance induction training on zoom on 21st Oct 20.
- NG completed on-line training for Finance, MAT governance and structure, and introduction to School Governance. She also did a short governors course on Special Educational Needs and Disabilities (no certificate) with e learning and finally also attended the Mental Health and Welfare in Schools training.
- ANB completed Governors for Schools on -ine modules of Introduction to Governance & Finance for governors
- AM completed the on-line Prevent training and Safeguarding training.
- NG and RB completed Health & Wellbeing training on 12th November with Headstart Kernow via Microsoft teams.

Training booked:

- **RB – booked on Challenge & Accountability training on 15th Jan 2021.**
- **RB booked on well-being training on 8th Dec 2020.**
- **AM to complete Governor induction training via zoom.**

12. Any Other Business

The Chair highlighted discussion from her meeting with the Trust CEO.

AB noted the Remote Learning policy that includes the use of blended learning.

Governors discussed how there are some positives practices from Covid will be used in future.

There is a list of abbreviations available to governors for ease of understanding documents.

The Chair noted the governments new 'standards for Head Teachers' document recently released.

The Chair welcomed AM and thanked him again for volunteering as a governor.

The Chair noted, on behalf of the governors, a huge thank you to Abby and staff for everything they have done and are doing at this difficult time.

13. DONM

Initial spring meeting Friday 29th January 2021 at 9.30am via zoom – main agenda items are Recovery impact, Safeguarding and Governor roles.

Spring main meeting Friday 12th March 2021 at 9.30am via zoom or in person depending on Covid progress

Summer main meeting Friday 2nd July 2021 at .30am likely in person but can be via zoom if required

Meeting closed at 11.30am

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
Graeme Barriball

CEO
Chair Board of Directors