



07/04/2020

## Minutes

### **Local Governing Board; Windmill Hill Academy** **Weds 6<sup>th</sup> May 2020/9.30am Remote Meeting via Zoom**

#### **1. Join Meeting**

All governors confirmed sound and video connection. The Chair set some basic ground rules for the remote meeting.

#### **2. Welcome and Apologies**

Present: Ruth Bawden (Chair), John Harris, Anna Body, Lin Millard, Nicky Gilbert, Teona Chegwyn, Abby Bassett (HoS)

Apologies: Jo Callow (in school on key worker children supervision)

In attendance: Toni Martin (Clerk)

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

None declared.

#### **4. Confirm Minutes of LGB Spring Meeting (13<sup>th</sup> March 2020) and Matters Arising**

No actions. Decision was made to accept the minutes as a true and accurate record of meeting and the Chair signed a copy and will hand to the Clerk when normality resumes.

#### **5. Current Situation**

The Chair noted that she has been in regular contact with AB. AB updated the governors on what has happened to date since school closures. Initially, key workers applied to the school to ensure that they were eligible. There have been varying numbers of children from each MAT school and the 3 town schools have been used, and staff covering on a rota. Children in care are being kept at home and home schooled; this is a result of the carer's preference in agreement between the school, home and social worker where appropriate. Most staff are keen to be on the rota, less a few that are classed as vulnerable. However, if not in school, all staff are working from home. Plans in place to cover until half term week and after that will depend on government direction.

AB explained what is in place for home learning including class packs and the use of Class Dojo for learning material, lesson packs and communication with children. The Chair has canvassed opinion from some parents and teachers, and although initially the work felt a little overwhelming, it has been very positive and communication is excellent. Technology can be an issue for a few children but packs are being sent out for those with a lack of IT. AB gave details of some of the learning activities that are being carried out.

The Chair enquired about the free school meals children. AB confirmed it is currently around 38 children. Initially, food boxes were provided via Chartwells including through the Easter holidays and the government voucher scheme will be used from here on in.

Stats for last week on Class Dojo include 228 individual messages, 1480 stories shared, 453 skills celebrated and 100% positive feedback.

The Chair raised a concern regarding data protection and how staff are dealing with any sensitive information now they are working from home? AB confirmed that teachers are using the normal systems and are not printing off any sensitive information. School leaders do deal with sensitive information but a secure system is used to communicate this. Any information AB deals with that is printed is shredded afterwards as usual. My Concern is still being used.

**a. Safeguarding**

Safeguarding Covid appendix has been issued. Safeguarding governor enquired whether there have been any safeguarding issues given that families are on lockdown at home. AB confirmed there have been one or two issues that have been dealt with appropriately. The SENDCO is also in weekly contact with families of SEND children. The Chair enquired if there have been any children that are causing a concern and AB gave a brief oversight without revealing any personal details. All governors have access to safeguarding training and staff have also accessed additional safeguarding training.

**b. Head, Staff & Pupil Welfare & Safety**

The Chair inquired how the workload has been for staff and AB explained that all seem to be coping well. Everyone is working in a slightly different way due to their home circumstances but everyone is contributing successfully at this time.

**6. Plan for future Meetings**

The Chair is keeping a log of communication between herself and AB. A further meeting in 6 weeks time has been pencilled in but will be confirmed once any further announcements or decisions are made by the government or as and when a further meeting is required. Provisional date is Weds 17<sup>th</sup> June 2020 at 9.30am and governors are asked to keep this free in their diaries.

**7. Any Other Business**

The governors discussed transition arrangements for Yr 6 students moving on to Launceston College. TM and AB updated on the plans. AB also mentioned plans for Yr F transition. A governor enquired about Yr 1 phonics screening and AB stated this is not being done as planned but there will be an opportunity to sort this in future.

Emma Gilbert has resigned as a parent governor with effect 6<sup>th</sup> May 2020. She passed on a message to say that she has really enjoyed the last 5 years but feels that it is time to move on. She will continue to support the school and has always felt it has been a safe, loving environment for children to attend. This leaves a vacancy for a parent governor which will be advertised once we return to some sort of normality. The Chair sent thanks to EG for her service as a governor.

RB's term is due to end on 12<sup>th</sup> July 2020 and she volunteered to extend her term. JH's term is due to end on 16<sup>th</sup> June 2020 and he volunteered to extend his term. All governors agreed to this.

The Chair thanked AB for her hard work, and for the information she has passed on and also asked AB to pass her thanks to the staff at Windmill for their hard work and forbearance at this time. AB stated it is a team effort. The Chair also thanked the Clerk and also the new governors for coming on board.

Meeting closed at 10.30am

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
Teona Chegwyn	Co-opted Governor
Abby Bassett	Head of School
Jo Callow	Executive Head Teacher
Will Hermon	CEO
Graeme Barriball	Chair Board of Directors