



MINUTES – LOCAL ADVISORY BOARD

Date: 19th May 2020

Venue: Virtual Meeting via Microsoft Teams

Time: 18:00

Attendance:			
Governors	Category	Governors	Category
Dan Blagg (DB)	Parent	Jackie Peterson (JP)	Community
Geoff Bryan (GB)	Community	Victoria Robinson (VR)	Community
Ian Burgess (IB)	Chair	Mangala Sekhar (MS)	Community
Gillian Cullen (GC)	Parent		
Nicole Deacon Willis (NDW)	Staff	Rachel Surch (RS)	Executive Primary Principal
Kathryn Hopes (KH)	Community		
James Lee (JL)	Deputy Head		
Others			
Emma Maddison (EM)	Clerk		

1	Opening	
1.1	<p>Apologies and Declarations of Interest:</p> <p>Apologies were given and accepted from John Robinson. There were no declarations or conflicts of interest in any agenda items.</p> <p>The Chair updated governors that Sally Love who was elected to the Board at the March meeting would hopefully be joining the LAB as soon as the necessary DBS checks can be undertaken.</p>	
1.2	<p>Notification of Items of AOB:</p> <p>There was one item for AOB:</p> <ul style="list-style-type: none"> • Agree meeting dates for 2020-21 	
1.3	<p>Adoption of Previous Minutes:</p> <p>The Chair invited adoption of the Minutes from the previous LAB meeting on 10th March 2020.</p> <p>The LAB agreed the Minutes as an accurate record of the meeting. The Minutes were signed by the Chair.</p>	
1.4	<p>Review Outstanding Actions:</p> <p>There was one outstanding action from the LAB meeting on 10th March 2020</p>	

		JL updated that the Class Dojo access for Reception parents had now been completed.
2	Performance, Standards & Behaviour	
	2.1	<p>Head Teacher's Report:</p> <p>The Chair thanked the Head for her reports and the Parents' survey results. Governors were invited to submit questions to Rachel in advance of the meeting. The responses were posted to Governor Hub ahead of the meeting and are posted below:</p> <p>Q: From Mangala Sekhar A: From Rachel Surch: Thanks for your questions, I will do my best to answer:</p> <p>1. What type of support from us would actually help your team please?</p> <p>Until we know exactly what 'back to school' will look like, this is difficult to answer.</p> <p>2. While we wait for further details to be published for schools, what would be the safeguards and social distancing procedures if children in reception, yr1 and yr6 have to resume classes please? I know this is an operational consideration but I just wanted to check if you need any assistance from us. The LAB has a safeguarding responsibility too towards you and your team!</p> <p>Thank you. We are in the process of discussing and planning over the next few weeks once further guidance from the PM has been given.</p> <p>3. Do we have any safeguarding concerns around vulnerable children? Is there any way we could get these children back into school (and FSM) even if their year groups don't commence their lessons before Sept?</p> <p>We already have children in who we consider vulnerable and have had all through lock down. FSM meal vouchers have been sent weekly to those who are entitled.</p> <p>4. I really appreciate all the efforts from the teachers to send out useful references for home schooling and uploading class packs. Thank you also for sending out regular messages to parents to say these are pointers only and if they aren't able to do these, it's alright! The care and consideration shown towards our school children and their families is amazing, thank you!</p> <p>You're welcome :)</p> <p>I can see a possibility of parents getting overwhelmed by the amount of information, and confusion around which ones they must cover with their children (as everything is optional). Would it help to mention a minimum (mandatory) coverage to help with their planning?</p> <p>I don't think dictating will help some of our families who are struggling and</p>

		<p>we cannot enforce this. Our key message is to stay happy and healthy. We know that when we return, there will be big gaps and it will be our job to fill them.</p> <p>5. What are your thoughts please on any online classes? I'm not talking about 9am-3pm school day, but just a couple of sessions each week per topic to track children's progress? From last night's PM's update, most children will be home schooled till Sept, and there is a possibility of a staged return beyond that (as everyone going back together at that stage isn't ideal too due to the risk around infections and seasonal flu). We may have to consider different strategies for supporting children and families during this time. I'm certain we could review our budget spends and reallocate funds towards online classrooms/learning as required.</p> <p>As a Trust, we have discussed the possibility of online lessons but there are many problems with this:</p> <ul style="list-style-type: none"> -Speaking to secondary colleagues, it has only been the eldest children who have been able to access this successfully. -I have spoken to other North Swindon schools, none of which are doing this -There are flaws in most of the online learning platforms -Children couldn't interact as lessons would have to be pre-recorded -Teachers do not have the resources at home and do not feel comfortable filming from their homes where there could be many interruptions. -Many children need additional support to access the lesson -Many children need additional resources to support their learning -Teachers have recorded short clips on 'how to' do something that can be played back if a child doesn't understand -The government has recommended National Oak Academy and BBC Bitesize for these above reasons <p>I hope this answers your questions</p> <p>Q: From Mangala Sekhar A: From Ian Burgess</p> <p>1. please could we (LAB) have some guidance on how to support RO during this lockdown scenario, and following from the PM's update last night - support for the rest of the year?</p> <p>2. The reviews we had in place for link governors don't really apply to lockdown scenario with school partially open, so it would be helpful to also talk about this please and look at how to support the subject leads?</p> <p>Hi Mangala,</p> <p>In answer to both of your questions I am of the opinion that we will be guided by a couple of things</p> <p>1. What support Rachel feels that she needs and therefore what we can offer. Our primary line of support at present is to maintain continuity of governance, hence the desire to run with the meeting on the 19th.</p>
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little more with English related work. The cohort have been having daily SPAG teaching in an effort to bring this % up.

2. Curriculum - Will you share the summary from Steve Bogg's visit in due course?

Of course – that is if he is still able to visit this year. Watch this space...

4. Safeguarding - The number of reports to DSL for this report is 67 compared to 49 last time. I know this is not a number to manage as such but It seems a high number at a time when the school has been partially closed. Do these numbers include concerns raised as a result of post lockdown activity (after calls etc.) or are they all pre-lockdown.

I will ask Becky to respond to this one.

A: From Becky Taylor (DSL)

Thank you for your question Ian. This figure reflects the number of concerns raised between 3rd March and 10th May, so it includes the lockdown period. The concerns raised during lockdown are fairly varied, including lack of engagement from parents where contact has been attempted, mental health concerns for children, challenging behaviours from children at home and comments made by children attending school. All have been followed up in exactly the same way as they normally would and documented on CPOMS.

In terms of parents not engaging in contact, we have a process to follow:

- Contact attempted and message left
- If calls are consistently not answered, an email will be sent
- If no response to calls or email, a letter is sent in the post
- If still no contact, advice sought from MASH and police welfare check considered

I hope this clarifies it, but please do come back to me if you have any other questions. Many thanks and stay safe.

There were no further questions on the Head's report including Attendance and Safeguarding. The Chair thanked the Head for her reports and Q&A's.

The Head then provided the LAB with a verbal update on the progress with return to school activities. The Head shared a number of key points including phased return, staggered starts, staffing and class 'bubbles', the risk assessment document, safeguarding and vulnerable children.

VR asked if all staff would start on 1st June. The Head advised that this would also be phased.

There were no further questions. The Chair thanked the Head for the update and extended his thanks to the SLT and staff team for all of their hard work. The Head advised the LAB that they are very welcome to contact her anytime with any other questions they may have.

	2.2	<p>Finance:</p> <p>Finance Report & Budget:</p> <p>JP had posted her Finance Report & Budget to Governor Hub in advance of the meeting and invited questions which were posted to Governor Hub in advance of the meeting.</p> <p>From Ian Burgess (Chair):</p> <p>Just one question from me on the Budget - Can you just confirm the percentage change in the GAG (general annual grant) funding for this year compared to last please.</p> <p>Thank you for your question. The percentage increase is approximately 5%. Due to a class leaving last year we are actually receiving less overall.</p> <p>The Chair thanked JP for her reports. There were no further questions from governors. The LAB agreed to approve the Finance & Budget submission for the next academic year (2020-21).</p> <p>JP advised the Board that she is in regular contact with Niki Porter (Trust Finance Manager) & Alastair Dixon Patterson (Trust Finance Director) and that the budget will now go to the Trust for approval.</p>
	2.3	<p>Educational Standards:</p> <p>The following reports had been posted to Governor Hub in advance of the meeting: SDP Update- Term 4 End of term 4 Data Update Term 4 Attainment & Progress</p> <p>The Head and Chair advised the LAB that they hope that, going forward, that data can be analysed during LAB meetings to help improve understanding and demonstrate continuity of governance. This would be the aim for meetings in the new academic year as soon as face to face meetings can take place. There were no further questions from governors.</p>
3	AOB & Any Other Points	
	3.1	<p>AOB:</p> <p>Set LAB Meeting Dates 2020-21:</p> <p>The LAB provisionally agreed the following meeting dates: 15th September 10th November 15th December</p>

	<p>26th January 9th March 27th April 8th June 13th July.</p> <p>There will be 8 LAB meetings rather than 6 which will allow more time for practical exercises.</p> <p>Focus Day:</p> <p>The Focus Day originally scheduled for 2nd July is now cancelled due to the current situation.</p> <p>LAB Meeting 14th July:</p> <p>This will go ahead either virtually or face to face. This will be confirmed in due course.</p> <p>Action: Clerk to confirm arrangements of 14th July meeting.</p> <p>Any further questions or comments were invited by the Chair. GB commented how much he had enjoyed watching the Staff Video messages for their classes which are now on the school website. The Head added that in due course the school is also hoping to add virtual tours of reception and nursery to the website. The Head continued that Governors would be very welcome to send in suggestions for the school Facebook page.</p> <p>The Chair thanked the Head & Governors for attending the meeting</p>
3.2	<p>Date of Next Meeting:</p> <p>14th July 2020 - 6pm</p>

The Meeting concluded at 18:35 pm

Abbreviations:	
TPAT	The Park Academies Trust
SDP	School Development Plan
NA	National Average
SPaG	Spelling and Grammar
SLT	Senior Leadership Team
FSM	Free School Meals
DSL	Designated Safeguarding Lead
CPOMS	Child Protection Online Monitoring and Safeguarding System
MASH	Multi-agency safeguarding hub

Full LAB Meeting Dates 2019/20
14 th July 2020 @ 18:00

Key Actions:	By whom	Completed
Clerk to confirm arrangements for 14th July meeting	Clerk/Head/Chair	07/07/20
Governors to arrange photo for ID Badge	All	Deferred

Signed:	Print:
	Signature:
Date:	