



MINUTES – LOCAL ADVISORY BOARD

Date: 14th July 2020

Venue: Virtual Meeting via Microsoft Teams

Time: 18:00

Attendance:			
Governors		Governors	
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		
Kathryn Hopes (KH)	Community	Rachel Surch (RS)	Executive Primary Principal
James Lee (JL)	Deputy Head		
Sally Love (SL)	Parent		
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 and Nicole Deacon Willis. Gillian Cullen will be attending for the first half hour only due to a prior commitment. There were no declarations or conflicts of interest in any agenda items.</p> <p>The Chair updated governors that Nicole Deacon Willis is leaving the school at the end of term so therefore would be stepping down as staff governor with immediate effect.</p> <p>The Chair extended his thanks to Nicole for her valued contribution to the Local Advisory Board since her election in October 2017. The Chair confirmed that the process to appoint a new staff governor would start in September.</p> <p>Action: Clerk to organise Staff Governor election in Sept 2020.</p> <p>The Chair officially welcomed Sally Love who was elected to the Board at the March meeting, confirming that she has been appointed as a Parent Governor.</p>	
1.2	<p>Notification of Items of AOB:</p> <p>There was one item for AOB:</p> <ul style="list-style-type: none"> • Vice Chair & Chair re- election 	

1.3		<p>Adoption of Previous Minutes:</p> <p>The Chair invited adoption of the Minutes from the previous LAB meeting on 19th May 2020. The LAB agreed the Minutes as an accurate record of the meeting. This was proposed by JP and seconded by GB. 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 14th May 2020: Governors to arrange photo for ID Badge. This will be deferred until the school is fully open. Action: Governors to arrange ID Photo once school fully open</p>
<p>2 Performance, Standards & Behaviour</p>		
2.1		<p>Head Teacher's Report:</p> <p>The Chair thanked the Head for her reports. Governors were invited to submit questions to Rachel in advance of the meeting. There was one question on the Safeguarding report:</p> <p>Safeguarding Report:</p> <p>Q: From Ian Burgess: A: From Becky Taylor (Designated Safeguarding Lead) From the safeguarding report can we clarify the number of vulnerable children that have not yet returned to school. It would also be helpful to understand how frequent the contacts have been and are there any plans to continue the contacts over the summer holidays</p> <p>Thank you for your question. There are a number of children with EHCPs across all provisions and children who are vulnerable due to safeguarding /welfare issues. Some of these children overlap.</p> <p>Calls take place either every 5, 7 or 10 working days depending on their level of risk as assessed at the beginning of lockdown.</p> <p>The local authority has confirmed that we don't need to call them during the summer holidays.</p> <p>I hope this answers your question, but do please come back to me if you need any further information.</p> <p>There were no further questions. The Head updated the LAB that two teachers had resigned. One teacher already at the school has been promoted from a temporary contract to a permanent one. A second external candidate was recruited in July from a number of strong applications that the school received. Geoff Bryan represented the LAB at interview.</p> <p>SDP:</p>

		<p>The Chair asked when the SDP review would take place. The Head responded that an SDP refresh would be available for the September meeting with the first review taking place in term 2 of the new academic year. The Head added that the Term 6 update will be in September.</p> <p>There were no further questions on the Head's report.</p> <p>Risk Assessment:</p> <p>The updated Risk Assessment for return to school in September had been posted to Governor Hub in advance of the meeting.</p> <p>The Head updated that there had been a change with regard to school dinners. Originally there was not going to be a hot meal provision but these will now be offered to Reception, Year 1 and children on free school meals. Children will eat in the hall in their bubbles.</p> <p>The Head advised that the biggest change is that staff can be moved from bubbles. Both Reception and Year 1 can also form into one bubble.</p> <p>The Head added that the Early Years curriculum will run until Christmas and that there will also be a catch-up curriculum on maths and science in the new academic year.</p> <p>As detailed in the Head's report the school have bought into a new maths programme called 'Can Do Maths' for September which has a catch-up structure built into it.</p> <p>The Head continued that both children and staff have been amazing since the return to school. The Head added that she is positive for the return in September adding that the school has built on the model used for the June return to school which has helped enormously.</p> <p>MS asked if breakfast and after school clubs would resume. The Head explained that it was not possible because of the number of bubbles and the number of staff required. Parents will be notified and this will be reviewed in due course.</p> <p>The Head also advised that there would be two staggered start & finish times: 8:30 -3:00 and 8:50 – 3.20. Each child will receive a letter with their time and entry point.</p> <p>MS asked if she could attend the Virtual TD day on 2nd Sept. The Head advised that there would be a presentation on the new maths scheme 9:15-10:45.</p> <p>The Head explained that the new maths scheme will run alongside the old one and hopefully the maths team can present information on this to the Board in due course.</p> <p>There were no further questions on the return to school or the risk assessment. The Head will now send this on to staff and parents.</p>
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	<p>GC asked if her thanks could be passed on as a parent to all staff for all of their hard work.</p> <p>The Chair added that he would like to extend his thanks to the Head and staff on behalf of the governors for all their hard work during the last few months. The Chair also thanked the Head for her regular updates.</p>
2.2	<p>Finance:</p> <p>Finance Report & Budget:</p> <p>JP had posted her Finance Reports to Governor Hub and invited questions which were posted to Governor Hub in advance of the meeting.</p> <p>From Ian Burgess:</p> <p>1. The report suggests a surplus of £100,000 compared to budget deficit of £11,000, mainly due to higher than expected income. Can you provide some detail as to where that has come from please?</p> <p>This was because a higher than budgeted income for the Special Resource Provisions. This is changes in Top-up Funding. We also received a second payment of the Teachers Pay and Pension Grant which was not in the original budget.</p> <p>Whilst going through the Cost Centres I can see that we have not spent all the allocation this year either so it is an accumulation of different things.</p> <p>2. Are you able to estimate the level of extra spend the school has had due to COVID-19. A broad level would suffice rather than specific detail.</p> <p>At the current time we have spent approximately £1,000 on stationery, cleaning products etc. We will also have charges of Free School Meal Vouchers that Alastair Dixon Patterson (Trust Director of Finance and Operations) paid from The Trust. This will be an approximate cost of £4,200 but this money is in the budget as we have already received it so will not be an additional cost.</p> <p>Alastair also provided us with face protectors, masks and temperature gauges which we will be charged for, but I do not know the cost for these at the moment.</p> <p>Fortunately, Pinnacle have paid for any signs outside, tape, extra cleaning materials so at the moment there is no extra cost to this.</p> <p>I hope this answers your questions. If you need any further clarification, please let me know.</p> <p>The Head explained in further detail to governors how the SRP funding works and why this creates a deficit.</p> <p>The Chair thanked JP for her reports. There were no further questions from governors.</p>
2.3	<p>Educational Standards:</p>

		There are currently no updates to educational standards. .
	2.4	Policies: Policies are currently all up to date.
3	Support	
	3.1	<p>Governor Update & Training:</p> <p>Ofsted – Red Folder: The Chair confirmed that Ofsted inspections will not resume until Jan 2021. The Chair & Head would like to work with governors to create an overview of what the school is about, a ‘Red Oaks Story’ in effect. The Chair asked for volunteers to contact him if they are interested in working on this.</p> <p>Governance Review: The Chair advised the board that he will be sending out questions directly to governors so that the Board can evaluate its performance.</p> <p>Link Governance: As governors are currently unable to visit school The Chair asked Link Governors to contact their subject leads in September using digital and virtual means to have a conversation on progress and strategies and how governors can help or support.</p> <p>Questions for Trustees: The Chair reminded governors that the Trustees are happy to take questions or feedback from the Local Advisory Boards.</p>
	3.2	<p>Admin:</p> <p>September Forms: The Clerk advised the Board that the documentation and forms which governors complete at the beginning of the academic year may have to be processed differently this year due to the situation with Covid 19. The Clerk is seeking advice from the Clerk to Trustees and will update the Board in due course as to how this will proceed.</p> <p>Action: Clerk to organise Sept governor forms/documentation</p>
4	AOB & Any Other Points	
	4.1	<p>AOB:</p> <p>Chair & Vice Chair Re-election Confirmation: Governors had been invited in advance of the meeting to nominate themselves for the Vice Chair or Chair position. No nominations were received. MS proposed that Ian Burgess and John Robinson continue as Chair & Vice Chair respectively, this was seconded by KH with all governors in favour. Ian & John will continue in their roles until July next year.</p>

	<p>Curriculum Review: The Head updated that this had been undertaken virtually with Steve Bogg, Primary Advisor from the Local Authority, with subject leaders. The Head said there had been a lot of positive feedback and she is looking forward to seeing the report.</p> <p>Flu Vaccinations: Following on from an enquiry from MS the Head confirmed that flu vaccinations are booked in for this year and staff may also be included.</p> <p>The Head also advised the Board that the school has been provided with adequate PPE.</p> <p>The Chair concluded the meeting by thanking the governors and the staff team for their hard work and contribution during the year and wished everyone a good Summer.</p>
4.2	<p>Date of Next Meeting:</p> <p>15th September 2020 - 6pm.</p> <p>The Chair confirmed that due to the ongoing situation with Covid 19 this meeting will be Virtual via Microsoft Teams. Meetings will continue to be Virtual until further notice.</p>

The Meeting concluded at 18:57 pm

Full LAB Meeting Dates 2020/21	
15 th September 2020 @ 18:00	9 th March 2021
10 th November 2020	27 th April 2021
15 th December 2020	8 th June 2021
26 th January 2021	13 th July 2021

Key Actions:	By whom	Completed
Governors to arrange photo for ID Badge once school open	All	Deferred

Clerk to organise Staff Governor election in Sept 2020.	Clerk	Sept 2020
Clerk to organise Sept governor forms/documentation	Clerk	Sept 2020

Signed:	Print:
	Signature:
Date:	