



## WEST CROFT SCHOOL



'Enjoy Learn Achieve'

### MINUTES FOR FULL GOVERNING BOARD MEETING

Summer term 2020

9<sup>th</sup> July 2020 1pm – 3pm

Present: J Ebsworthy, C Neale, D Ford, M Mills, C Ley, T Page (Headteacher) K Kelly (Chair) and E Paine (Clerk)

#### NOTES TO MEMBERS:

Chair- Katrin Kelly

**Please note: This is a 2 hour meeting.** Governors cannot leave early as it may affect quorum  
Please send apologies at least the day before as if the group is not quorate the meeting cannot go ahead.

Key :

Green = decision

Red = challenge

Blue = action

ITEM NUMBER	NOTES	ACTION
A. Apologies for absence	<p>TP explained that A.Hoare is on a phased return to work and therefore not attending Governor meetings at the moment as part of that process.</p> <p>AH's role as Staff Governor is due to expire in October 2020 so a staff election has been conducted ready for a replacement.</p> <p>AH is deciding whether to step down with immediate effect or wait until the official expiry date in October.</p> <p>The new Staff Governor will join the Board from September either way.</p> <p>KK explained to those Governors not aware that during Covid-19 Lockdown she had received a resignation from L.Davies with immediate effect.</p> <p>LD's family circumstances had unfortunately changed as a result of Covid-19 and she needed to prioritise this. KK had accepted the resignation due to the nature of the reasons and thanked LD for her contribution to the Board.</p>	
B. Declaration of Conflict of Interests	None	
C. Minutes of the last meeting	<p>Last meeting held on the 3<sup>rd</sup> March 2020</p> <p>Agreed that action is now not needed on the old parent surveys as</p>	

	<p>discussed. Two new parent surveys conducted most recently were comparable.</p> <p>Minutes unanimously agreed as a true record by those present.</p>	
D. Matters arising	Discussed under Item 2 – Headteachers Report	
E. Any actions completed/not completed/next steps		
	<b>1. Decisions and Policies to be ratified after being agreed during lockdown</b>	
	<p><b>Agreed that Agenda Items 1, 3 and 4 would be discussed before moving on to Item 2 as matters had arisen under this area.</b></p> <p>Governors had agreed the items listed below electronically during the Covid-19 Lockdown. Audit trail has been kept and will be filed with these minutes as evidence. Items below officially ratified at this meeting.</p> <p>1.1 Medical Policy 1.2 Covid-19 Appendix for Safeguarding Policy 1.3 Budget 20-21</p> <p>Governors had no extra comments to add.</p>	
	<b>2. Headteacher report</b>	
	<p><b>2.1 Headteachers Report</b> <b>Report circulated to Governors in advance of the meeting. Staffing structure grid was also handed out to Governors.</b></p> <p>TP started by explaining that communication to parents during Covid-19 Lockdown has been vital. Keeping everyone up to date on school decisions and processes during this time has been key. The children have been resilient and staff great. Obviously things aren't normal but we're all doing the best we can. TP added that transition videos have been created for next year's classes. First Monday back to be transition day in light of not having had one at end of this term.</p> <p>TP continued with an update on staffing. Sean Downing in recovery after his stroke. TP in constant contact with Beth his wife. SD will understandably not be back for a September start so an advertisement for a fixed term temporary teacher to cover at least the Autumn Term has been placed. This will include a phased return for SD so will roll on for as long as needed. Advert goes live tomorrow with interviews during the Summer. Sad news for school as SD is very well liked. <b>KK supported this opinion. Whatever SD needs we must provide, he is a great asset for West Croft.</b></p> <p>TP talked through the staffing structure grid distributed. Change of leadership structure as you can see from grid. Headteacher, Deputy Headteacher, Assistant Headteacher x 2 and</p>	

Phase Leaders. There will be a phase lead for EYFS, KS1, Year 3/4 and Year5/6.

Team approach that will provide accountability of teaching and learning within each phase lead team. Phase leaders will receive release time each week to monitor in their phase – will be held accountable for the standards within their team.

**Meeting moved to Part 11 item**

TP continued talking through staffing grid.

Miss Holt moving to Reception from Year 1. OFSTED said create strong KS1 area so have moved strong teachers in to there. Both new teachers should also be fantastic.

KK commented on the experience in Year 4 from September.

**MM asked if AH would still be on a phased return in September.**

TP responded that hopefully AH will be back full time by then.

Phased return now aiming for full return in September.

TP commented on the E-visit report stating rapid improvement was needed for teaching and learning. TP and CM, new Deputy, have been working hard with Year group teams on a new curriculum.

**JE asked if the staffing structure was a direct result of the e-visit.**

TP replied that it was a mixture of discussions including performance management meetings.

**JE asked if the leadership team is going to be monitored as strictly as the teachers.**

TP responded, absolutely, leadership will have specific targets to meet and be accountable.

**MM asked how you monitor teaching in classrooms that are more isolated.**

TP answered that he goes in to the classroom. The visit isn't announced so that it is a true reflection of what happens in that classroom. Some classrooms have been moved this year so that Year groups are all together. This provides lots of support from Year group colleagues and presence in classrooms.

TP expressed his excitement about next year and the new curriculum. Rapid progress and rapid improvement to be aimed for and is achievable.

**DF asked how often Governors will get feedback on the improvement of teaching and learning.**

TP replied that the aim was to have all teaching good or better by January. If it's not support plans will be put in place asap. Full headteacher report termly and half termly update will provide Governors with this information.

DF added that it was good to know for OFSTED re-visit. Governors can be prepared.

TP added that a few support plans may be needed this year.

Uncomfortable conversations were going to have to be had but improvement is needed and support plans will have to be implemented if it's obvious that improvement isn't going to be made.

**MM asked who is monitoring the NQT's this year.**

TP responded that Miss Evemy has been moved to Year 3 and will be Mr Wilson's mentor whilst working alongside him in the same year group. Miss Evemy has good practice and a few years' experience and received great feedback from the E-Visit report so this should work well.

TP will provide Governors with a base line of where the teachers currently are for the first meeting back in September. A meeting will also be arranged to introduce the new curriculum.

CL asked where OFSTED are at with visits because of Covid.

TP explained that OFSTED have indicated that they are postponing visits for a term, but you can still be visited to see what you have done during Covid lockdown. We were due our inspection in May this year so we might be one of the first visits from January. The curriculum will be key for September. Needs to be engaging and exciting. The children have been out of learning for so long that we need to get them wanting to come back and learn. Rather than plug any gaps.

KK asked if there was to be an almost phased return after such a long gap.

TP explained that this would only happen in Year 1 since they are used to play based learning. Need to move in to delivery and curriculum as quickly as possible though. Historically there has been too much standing at the front of the class and giving out work sheets. The new curriculum will be more engaging and change this approach. More external trips and internal visits are also planned to help boost the curriculum.

Teachers have been involved in the planning of the new curriculum so this should give them time to digest and take on board a new way of teaching.

TP moved back to Headteacher report.

Most recent survey results show parental engagement is up which is brilliant. New parents have said that they had heard that West Croft was on the up.

CL asked what the opinion was on the amount of responses we received.

TP responded that it was an improving picture. Historically not very good.

MM added that the feedback to parents after surveys is better. Parents never had feedback before. We as a school are getting better at this. TP's presence on the gate helps.

## **2.2 Lockdown Procedure from Friday 3<sup>rd</sup> July 2020**

Lockdown 'pack' circulated to Governors. Includes procedure and review notes and actions needed from review.

Overview of situation was given to Governors so that all were aware of what happened.

JE clarified that the Lockdown had lasted for 3 hours but parents weren't informed until after.

TP responded that was correct, parents had been informed after the event to avoid a panic situation.

	<p>JE questioned if TP knew of the potential threat in advance of Friday. TP responded that there had been some indication towards the middle of the week that Friday might cause this issue. CN asked how we know the potential threat is gone. TP replied that external agencies have assured us the potential threat is reducing. JE asked if TP had made the decision to Lockdown or did someone else, who verified the decision with TP. TP replied that he was working off site so had been phoned. MM asked TP if he was informed immediately. TP responded yes. MM questioned if the potential threat was real and therefore activation of the lockdown procedure valid. TP answered yes, correct decision to go in to lockdown. CN questioned if parents were happy with the communication. Second letter going out suggested not. TP explained that some parents were unhappy with the lack of details but details cannot be given due to the confidential nature of the issue. JE asked if we could have had police presence for the day to help with the issue. Lockdown may not have then been necessary. TP replied that a police presence had been asked for but until criminal activity is actually committed police presence doesn't happen. MM clarified that the risk information came from a different agency not the police. TP replied yes. MM asked TP if the information was correct. TP replied yes. CL clarified that a perceived threat is enough for lockdown. TP replied yes. JE expressed sad frustration that the school has to take the hit of not being able to say what really happened. School was doing its best to safeguarding the children due to someone else's actions. TP added that we did receive positive feedback from parents about how the situation was dealt with. Many parents had given their positive feedback on the gate on Monday morning. KK added that ultimately everyone has to be reminded that it is to protect the children and the privacy of those children involved. DF commented that if the potential threat had been realised and the worst case scenario came true and if lockdown hadn't happened we would have been a closed school right now. KK noted that when an event becomes publicly very known about it, dissection naturally follows and that is good practice to help learn lessons for the next time. As Chair I have had an email from Governor services, lots of people in County are talking about West Croft again and we need to reassure them that we are taking the necessary steps and showing that we have learnt from the experience. Unfortunately we are back in the spotlight for the wrong reasons again and need to make sure we work and collaborate with County to get this issue resolved. This could bring about consequences like OFSTED visiting sooner.</p> <p>DF added that a Lockdown policy has been resisted by previous Headteachers and the current one is now two years old so not surprised that there is lots of learning from it. Was managed very well considering the circumstances.</p>	
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	<p>TP added that County have suggested a rephrasing of the policy name. The word/phrase Lockdown is now associated with Covid. 'Ready for anything' suggested by County. Policy has been reviewed at SLT level but working party is needed to review further and outside of just procedurally. We will work in partnership with DCC and Safeguarding.</p> <p>KK agreed that a working party is a great idea, becomes discussion and guidance.</p> <p>KK requested that the working party include key members of staff who were involved and working on that day. Will mean that all areas are covered and will give a really good overview of the day and decisions.</p> <p><b>2.3 Medical Issue arising from Lockdown</b> Meeting moved to Part II Item</p> <p><b><u>AOB</u></b> DF added that lots of improvements are being made to the buildings over the Summer. JE is aware and will report back in September.</p> <p><b>Governor meeting dates were agreed for next academic year.</b></p> <p style="text-align: center;"><b>Meeting closed at this point 3.30pm</b></p>	
<b>3. Budget monitoring</b>		
	<p><b>Two sets of documents were distributed to Governors prior to the meeting:</b></p> <ul style="list-style-type: none"> <li>- <b>Final report on 2019/2020 Financial Year</b></li> <li>- <b>Budget Monitoring Notes on 2020/2021 Financial Year to June 2020</b></li> </ul> <p>Discussions took place around the comments provided for the reasons for the difference between the agreed carry forward when setting the budget last year and the estimated carry forward at the end of the year this year.</p> <p>Discussion around catering budget line, lettings and postage &amp; printing.</p> <p>DF explained that there was an opportunity for recouping some expenses that are Covid-19 Lockdown related. WAM completing the process/form.</p> <p>KK commented that every other school in the Country must be in the same position as ours in terms of expenses for this time. Should take some reassurance from that and accept there isn't a lot that can be done.</p> <p>TP added that as a School we have really gone with a pupil and community based approach. We can validate what we've decided as a school.</p> <p><b>CL asked if the School was closing over the Summer holidays as normal.</b></p> <p>TP responded yes, everyone is having a proper break. Some of our pupils and staff have been at school every day since March and Covid-19 Lockdown started.</p>	

	<p>JE questioned the note regarding Nursery income and it being reduced by a third. Has any thought been given to September and increasing the income and increasing pupil take up?</p> <p>TP responded that hopefully when school resumes normally in September in the sense of all children having to return to school take up will increase. We will have to wait and see after 1<sup>st</sup> half term.</p> <p>JE asked what plans there were to promote the Nursery.</p> <p>TP responded that promoting the Nursery was in the strategic plan going forward. Massive marketing push needed. Unfortunately this had not happened sooner due to Covid-19 Lockdown.</p> <p>JE commented that Nursery intake was a vital cog of the school. If we get the Nursery right, more pupils are likely to go all the way through the school. Premises are new. We've got all the right ingredients to get it right.</p> <p>MM added that Early Years has always been a strength of West Croft. OFSTED and E-Visits have also commented on the area. We must build on that and not let it slide.</p> <p><b>Governors agreed proposed move of budget on line 65 and increase on line 29 as put forward in notes by Business Manager.</b></p>	
<p><b>4. Policies</b></p>		
	<p><b>Policies were circulated to Governors prior to the meeting and an individual Governor reviewed each one.</b></p> <p><b>4.1 Attendance</b> Reviewed by KK – recommended to Governors. Unanimously agreed.</p> <p><b>4.2 Safe Touch and Positive Handling</b> Reviewed by MM - recommended to Governors. Unanimously agreed.</p> <p><b>4.3 Maternity</b> Reviewed by CN - recommended to Governors. Unanimously agreed.</p> <p><b>4.4 Outdoor Education, Visits and Off Site Activities</b> JE emailed DF directly with comments and questions. Answered appropriately so JE happy to recommend. Unanimously agreed.</p> <p>DF talked through use of SOP's (Standard Operating Procedures) and Evolve for trips next year. Electronic systems that should make risk assessments and planning of trips more efficient.</p>	
<p><b>3.30pm</b></p>	<p><b>Meeting ends</b></p>	

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