



HAMPTON VALE PRIMARY ACADEMY



LOCAL GOVERNING COMMITTEE MEETING 23 FEBRUARY 2021 (VIRTUAL) at 6.00 pm

Attendees: Carrie Buckman, Jemma Finch, Steve Joy, Emma Krstonosic, Bethany Larley, Paula Page, Adam Powell, Katharyn Taylor, Anne Whiles, David Whiles (Chair),

Trust Staff: Debbie Sanderson (Clerk)

School Staff: Craig Petrie

Apologies: There were no apologies received

Item	Minute	Action
1.	<p>Apologies</p> <p>Received from Martin Read</p>	INFO
2.	<p>Remote Learning Presentation</p> <p>Craig Petrie (CP) gave a presentation on the school's remote learning strategy during this latest lockdown. Summary discussion took place as follows:</p> <ul style="list-style-type: none"> • The school has excellent remote learning provision which has been adapted since the previous school closure phase, with 89% of children now consistently attending Zoom sessions. • Work has taken place to ensure that engagement stays positive however this did wane slightly just prior to the February half term. • Children have generally been provided with an asynchronous learning approach which is felt to be more suited to the HVPA cohort of children where students follow a set daily timetable, focusing on reading, writing and maths as the main areas of learning. Children participation is monitored via Google classroom. • Parent questionnaires helped the school gauge access to devices and accessibility to the remote learning provision. Internet coverage being poor around the area did contribute to issues in the early stages as did the varying level of parental support and engagement. In some cases, 'home is seen as home' and children do not want to engage with their school work in their home environment. • Teachers have worked very hard with families on assessing the quality of work that has been completed but this has been varied. Assessment has proved challenging as the process in place at school does not fit with remote learning. It is also difficult to know what work has been completed independently by the individual child. Consideration is being given to how to resume assessment and testing once children return to school. • Wellbeing has also had a large focus. The school has found it important to find a middle ground with regard to expectation versus reality. • All but one EHCP children have been attending school. In some cases, teachers have provided work to all children with separate provision provided to meet different identified needs. There has been increased vocal communication with families of SEND children. • To improve engagement, morning Zoom calls have been mandatory; 88% of children are attending these calls. The school is confident that on a daily basis all children are contacted in some way. 	

- There has been increased safeguarding activity which does mirror the national picture, although anything referred to the school is actioned quickly. E-Safety has been at the forefront of all thinking, with all accounts being monitored by the Trust for safety and security. There are key settings in place for all Zoom sessions which are all recorded. There has been one incident of a child entering a meeting with a false name. This was dealt with and security measures were improved to ensure all children are visible on the screen unless there are special agreements in place.
- In school provision mirrors the learning that is set for those children at home. These in school sessions are prepared by teachers and delivered by support staff. There are weekly focus areas, eg Dance, PE, Forest School. All children have remained in the same bubbles.
- The approach for once children return in March will be agreed following further instruction from the DFE and the Local Authority.

David Whiles (DW) thanked CP for his presentation. CP took questions from Governors as follows:

- *Q – do we have an idea of where children attending school are in terms of achievement?*
- *A – work is not returned but the school is communicating with teachers working from home and their feedback will inform the bigger picture. Work set by the teachers is the same for children in school and at home and all children in school are engaging. The number of hours children in school are working are a little more and a greater number of foundation subjects are being covered.*
- *Q – please explain the gap on the timetable for Tuesday afternoon? What is this for?*
- *A – this slot is filled with extra sessions eg Forest School.*
- *Q – do we know the difference between the children logging on for Zoom in the morning and the children handing work in?*
- *A – these are separate figures. Engagement is monitored separately from the daily morning attendance figure. It was noted that some children are still working on paper despite not engaging online so it is difficult to monitor engagement.*
- *Q – with regard to PREVENT, there have been less referrals from the education sector generally. Is there anything in place at the school with regard to online sessions to ensure children receive the necessary PREVENT information.*
- *A – our relationship work with our families is the best monitor of this. The school is confident in our E-Safety approach and would hope that we have helped children make the right decisions. It was also noted that there has been an increase of domestic abuse cases recently which have been dealt with by the Safeguarding team.*
- *Q – have we recently done an E-Safety online session.*
- *A – E-Safety has been covered in school but not whilst lockdown has been in place. This will be covered in the future when children return to school. Reference was made to an incorrect link on the E-Safety page of the website; PP to investigate this and correct as necessary. PP to raise awareness of E-Safety with parents by referring them to the appropriate resources. It was advised that E-Safety will be a key feature of the back to school work.*
- *Q – referring to door knocks after 48 hours of non contact, if there is no answer, how are these followed up?*
- *A – the school has had a good response following text follow-up and everyone has been contacted.*
- *Q – how often has there been contact with SEND pupils and their families?*

PP

	<ul style="list-style-type: none"> • A – this is dependent on the child and the level of need. Further discussion then took place on the extent of contact and support for SEND. PP advised that across the whole school, each child is considered by the Inclusion team, with the process starting at class teacher level. When teachers share concerns children have been invited to additional sessions, either 1:1 or small group. In response to a query from a Parent Governor, it was advised that they call the school outside of this meeting to discuss this further. • Q – <i>with regard to the progress of 10% of children not engaging, how has contact been maintained with those children?</i> • A – SLT have made the contact in difficult situations where work is not being completed. • Q – <i>how is the school going to capture the differences in learning?</i> • A – each Year Group has started making lists of areas that have been covered well and not so well, with a large chunk of unknown. Testing will not commence immediately; the initial plan is to continue with the curriculum and then revisit previous areas. PP spoke about needing to identify the learning provision when children return, holding mini quizzes, questioning, daily teacher assessment etc. • Q – <i>is tapestry work continuing as it has been popular with parents?</i> • A – the school is unsure at this stage whether this will be maintained. <p>As a general comment, two Governors commended the school for their brilliant work and remote working provision and expressed thanks for excellent support and communication.</p>	
3.	<p>Declaration of Business and Pecuniary Interests</p> <p>DW welcomed Emma Krstonosic and Bethany Lartey to their first meeting as Staff Governors.</p> <p>There was nothing to disclose in terms of business and pecuniary interests.</p>	
4.	<p>Minutes of the Last Meeting and Significant Matters Arising</p> <p>These were approved</p> <ul style="list-style-type: none"> • Item 2 - Staff Governor induction has taken place by DW. 	
5.	<p>Finance</p> <p>PP presented her report and discussed the following key points:</p> <ul style="list-style-type: none"> • Pupil Premium funding has increased possibly due to the current national situation. • Salary expenditure is behind the budget at the current time due to maternity and overtime. • The main capital project is the nursery extension in order to accommodate more children in the nursery. Initial investment has started in the nursery garden. It is hoped that improvements to the Nursery will result in a larger intake. • Funds have been invested in the Performing Arts block and a space is being created that is more visually appealing to children. • Overall the budget is on track to maintain a healthy reserve. The month to month variation is no concern currently and just represents healthy fluctuation. 	

	<p>A question was raised about the administrative support being provided by Arthur Mellows Village College. PP explained that a PA advert is still pending due to Covid. AMVC are continuing with support until that position can be filled.</p>	
6.	<p>Property</p> <p>PP referred to the Premises report that had been distributed prior to the meeting. It was noted that the Fire Risk Assessment should be graded 'orange'. Yellow items relate to things being acted upon currently.</p> <p>A question was raised as to the effectiveness of the fire drill in January. PP advised that this had progressed very well with only a small amount of children.</p>	
7.	<p>Personnel and Staffing</p> <p>PP updated Governors on the number of new support staff who started in November who have settled very well. Two nursery staff started in January as nursery numbers have increased. There have also been a number of roles and responsibility amendments.</p> <p>PP referred to a member of staff who had passed away where the effect on staff had been quite hard. This position has not been immediately replaced but capacity for the inclusion team is being considered. PP made further reference to the increase in domestic violence cases so the new vacancy will hopefully cover this area in order to offer the required increase in support.</p>	
8.	<p>Students and Safeguarding</p> <p>This will be covered in the Headteacher report.</p>	
9.	<p>Headteacher Report</p> <p>PP referred to the report that had been issued with the papers and highlighted the following key areas.</p> <ul style="list-style-type: none"> • SLT are working very well together and feel embedded and established. One Assistant Headteacher is on secondment from Fulbridge Academy and has assumed responsibilities for HR, Personnel and Phase 2 oversight. • Remote Learning curriculum will be updated further in the next report. • Students and Safeguarding – there has been pupil movement of late and any vacancies will be replaced with children from the waiting list taking numbers on roll back up to 600 when the school re-opens. This involves Reception and Year 1 in the main. • With regard to new Reception applications, there have been 69 first preferences against a cohort of 90. More will be allocated in the second round of admissions. An expected cohort of 80+ will be pleasing to see. A new Ofsted rating will help improve the admissions process and the community perception of the school. • PP spoke further of children being contacted very regularly to alleviate any safeguarding concerns which has been a high priority for the school. The frequency of Team Around the Child (TAC) meetings has also been increased at this time. • When there have been pupil concerns, children have been invited to attend during this school closure phase. Staff who are also struggling have been invited to work on site. 	PP

	<ul style="list-style-type: none"> • PP spoke of recent bereavements which have been difficult for staff to endure. This is also coupled with staff who have had family with Covid. Staff are also looking forward to being back in school in order to improve staff morale and wellbeing. In response to a question regarding accessibility to wellbeing services, PP advised that the school pays for support services that can help staff deal with bereavement. Staff have also received care packages throughout the lockdown. A Staff Governor commented personally on the level of support that had been received by staff in recent times. • PP spoke of additional minor property improvements, eg times table wall, which children will notice when they return to school. • Covid testing is now taking place twice weekly. • The Single Central Record is now all up to date. • Ofsted visits have been suspended due to Covid. <p><u>Covid Risk Assessment</u></p> <ul style="list-style-type: none"> • Governors were advised that this has now been updated as time has progressed since September and will continue to be updated in line with children returning in March. • In response to a question regarding availability of PPE for staff, PP advised that staff all wear masks in school. The staff who deal with children/staff that present with symptoms also wear gloves, aprons, visors, all of which are disposed of thoroughly. Cleaners also wear PPE whilst carrying out their duties. 	
10.	<p>Policy Review</p> <p><u>Children with Health Needs</u> There were no questions and Governors approved the adoption of this policy.</p> <p><u>SEND</u> There were no questions and Governors approved the adoption of this policy.</p> <p><u>Invacuation</u> There were no questions and Governors approved the adoption of this policy.</p> <p><u>Anti-Bullying</u> There were no questions and Governors approved the adoption of this policy.</p> <p>Clerk to arrange to update the website with these policy updates and distribute amongst school staff.</p>	Clerk
11.	<p>Governor Visits</p> <p>DW referred to his report on his visit to the school to review SEND provision on 3 February 2021. This was combined with the new Staff Governor induction meeting. DW advised he was very impressed with SEND activities. There were no questions raised by Governors.</p>	
12.	<p>Governor Training</p> <p>Discussion took place on the numerous training courses available for Governors, that are arranged by the Local Authority. DW encouraged Governors to attend training in order to upskills.</p> <p>A Governor Conference is taking place on 6 March 2021, some Governors are already booked to attend.</p>	

13.	<p>Any Other Business</p> <p>There was no other business.</p>	
14.	<p>Date of Next Meeting</p> <p>Scheduled to take place on 15 June 2021. It was agreed that it would be nice to finish the year with a meeting in person. The date may change, the Clerk to liaise with the Chair of Governors regarding whether a new date will be arranged.</p>	Clerk/ DW