



St Martin’s School and Vale View School Local Governing Body Meeting

Thursday 28th January 2021

Executive Head Teacher: Mrs A Siggins
Headteacher St Martin’s: Miss R Appleby Headteacher Vale View: Miss K Brown

Minutes of the Local Governing Body Meeting held virtually on Thursday 28th January 2021, 9.15am.

Governors Present: Mike Ashley (Vice Chair of Governors), Sue Atkinson, Sarah Slingsby, Amanda Abbott, Rachel Appleby (Headteacher), Kelly Brown (Headteacher), Anne Siggins (ExecH, Governor)

Clerk: Kirsty Ash

Others Present: Helen Thompson (AHT, STM), Tricia Sherling (Trustee)

1	<p><u>Welcome, Introduction and Apologies for absence</u> The Vice Chair of Governors welcomed governors to the meeting.</p> <p><u>Resignations</u> The Chair of Governors has resigned from the LGB and FSAC effective from 18th January 2021.</p> <p>Governors accepted the terms of this resignation.</p> <p>The Vice Chair of Governors continued to Chair the meeting. Governor recruitment programmes are underway and so elections for a new Chair of Governors will take place at the next meeting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Executive Headteacher to forward resignation email to Clerk. • Letter to be drafted to Chair of Governors to accept this resignation. • Elect Chair of Governors at the next meeting.
2	<p><u>Register of Business and Pecuniary Interests</u> Governors were given the opportunity to declare any interests against this agenda. No declarations were recorded against this agenda.</p>

<p>3</p>	<p><u>Minutes from previous LGB Meeting – Term 2</u></p> <p>Minutes of the last meeting held on 26th November 2020 were distributed to governors prior to the LGB meeting. The Vice Chair invited governors to comment or raise any queries relating to the minutes.</p> <p>No queries were raised and governors accepted the minutes as an accurate record of the meeting.</p> <p>All actions from LGB Meeting Term 2 were completed.</p> <p>Actions:</p> <ul style="list-style-type: none"> • The Vice Chair of Governors will email the Clerk to confirm that they agree the minutes.
<p>4</p>	<p><u>Covid 19 – The Staff’s Perspective</u></p> <p><u>Teachers Reflections – How has Covid impacted upon them, the children, the school’s response – Lori Jones (STM)/Amy Coombs (VV)</u></p> <p>Teachers, Lori Jones of St Martin’s and Amy Coombs of Vale View, presented their thoughts and experiences of how the Covid pandemic has affected their teaching, the children and how the school has responded. Initially, there were some teething issues while they adapted to different teaching styles and technical difficulties, but these were soon resolved.</p> <p>The transfer to Microsoft Teams is presenting with some challenges for staff and families alike, although training for staff and support from school staff for parents means that these difficulties are being quickly resolved. Children are engaging in live lessons (up to 90% at St Martin’s and approximately 70% at Vale View, with others accessing through paper packs or being in school) and are appearing quite resilient in the current situation.</p> <p>Teachers cite concerns around the retention of learning and the approach to rectify gaps once schools return, as well as the emotional impact the pandemic has had on their children and the longer term consequences to well-being.</p> <p>Teachers acknowledged the positive team effort from all, with SLT support being invaluable recognising and supporting staff well-being. Teachers also recognised the impact of Teaching Assistants and school-based staff on their support for the children on site and families at home.</p> <p><u>Teaching Assistants – How has Covid impacted upon them, the children, the school’s response – Emma Hollett (STM)/Tina Robinson (VV)</u></p> <p>HLTA, Emma Hollett from St Martin’s and TA, Tina Robinson from Vale View presented their feedback on how Covid has affected their work routines, the children and the support they have received.</p> <p>TAs reported feeling anxious returning to school in September, particularly as staffing arrangements changed at times in response to individual circumstances, such as staff having to shield, absence due to ill health or awaiting test results or completing periods of isolation. Staff have continued to remain positive during these challenges.</p>

TAs confirmed that communication has been very good, and that staff knew what was expected of them through the ongoing development of protocols and procedures and the regular risk assessment updates. Staff responsibilities are shared equally using a rota system and TAs are allocated appropriately to 'bubbles' so that they are familiar with the children their abilities. Although the bubbles are static, the children attending are on a day to day basis changes, and much of the work involves preparing resources for the children. TAs are supporting the children with the live learning, and the other remote learning opportunities prepared by class teachers, ensuring they communicate outcomes with the teacher. The children are clearly enjoying their time in school, appreciating the routine and spending time with their peers.

Despite some TAs continuing to feel anxious, the support for each other has been exceptional. TAs have felt valued by SLT, through an open door policy for support, flexibility, regular check ins and appropriate training.

The Vice Chair of Governors thanked these members of staff for everything they are doing.

Across the trust, it has been necessary to respond continually to the ever-changing situation surrounding Covid, the staff perspective is encouraging and provides a platform for monitoring staff well-being and development at the current time. All schools in the trust continues to work towards identified priorities such as the development of the curriculum, the Teaching and Learning Strategy, the Covid catch up plan continued staff development (e.g. PSHE training and Subject leadership).

5 Headteachers' Report

The Headteacher Report was distributed to governors prior to the LGB meeting. Questions were invited from Governors.

A Governor asked if there had been any challenges with the remote learning, particularly moving from Zoom to Microsoft Teams.

Staff have received detailed training on using Teams and are very good at sharing knowledge and experience with each other. The issues are predominantly around accessing Teams from different devices and the challenges that these create and troubleshooting on a day to day basis. Class-based staff are spending time teaching the children how to use Teams and how to best access the features of this platform. A common problem has been internet connectivity and this is particularly bad if demand within a household is high. Teams will make learning more effective as everything is accessible in one place, such as pupil work and the ability to submit work.

A Governor further asked if pupils can interact with each other over Teams.

Headteachers responded that this is possible and there are obvious advantages and disadvantages to this. The social element of learning is missed the most in school and with this in mind, both schools offer one live lesson per week based entirely on well-being, encouraging children to interact with each other and class-based staff.

A Governor asked if there were children not participating in the online learning.

For Vale View, approximately 70% of children are attending live lessons, with 80% regularly attending at St Martin's and in many cases 100% class attendance. A few children have really struggled to engage with the remote learning for various reasons so alternative ways to access

learning have been found in order to suit individual needs. Access to devices differs across different households, but DfE allocations have supported this. It has been important to find out what approach works for individuals and families to ensure we can offer good remote learning. Other learning platforms have supported remote learning such as Purple Mash, Timetables Rock stars and The Oak Academy.

A Governor asked how the SEN team are coping.

The SENCOs have been working together to provide for children with SEND at the current time. Through contacting parents, SENCOs have been able to offer bespoke advice and support. It is reassuring to learn that not every pupil on the SEN register is struggling, many are coping very well as they are not having to deal with the sensory challenges or social difficulties that they face every day in school.

A Governor asked about the allocation of the Government devices that have been distributed to schools and whether it had been a time consuming process.

The devices distributed by the DfE were to be assigned to disadvantaged pupils in years 3-11. Vale View have 23 devices to allocate and St Martin's have 15. Headteachers confirmed that they have been allocated but it has been a time consuming process, ensuring they are allocated to those most in need. Parents have needed technical support in many cases.

A Governor further asked if there had been an increase in mental health issues.

The pastoral team are making regular phone calls home to provide support, identify any issues that may be arising and facilitate necessary support. It is evident that there is more concern from parents during this lockdown period. Safeguarding is an intrinsic element to the phone calls being made.

A Governor asked about Face to Face Provision.

Teaching Assistants are working with children of critical workers and vulnerable children including those with a social worker or Educational Health Care Plans in bubbles of no more than 12 children. Class Teachers are sharing lesson plans with TAs to create more structure for those children that are attending school. For children not accessing the online learning, paper packs are delivered weekly. Parents have been offered the opportunity to return work weekly for marking but there has been limited take up.

A Governor asked if the children in school are making better progress than those at home accessing only online learning.

It is very difficult to monitor progress under the conditions of remote learning. Some work submitted from home clearly has had parental involvement so it is difficult to judge the level of independence. Once children have returned to school, thorough assessments will be carried out to more effectively gauge the children's level of progress and attainment.

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Term 1 & 2 – SIP Review

The SIP documents for St Martin's and Vale View were distributed to governors prior to the LGB meeting. Questions were invited from Governors.

A Governor asked how schools are getting books to children.

Books are provided via Oxford Owls which is a free online resource, Purple Mash book resources and Accelerated Reader. The Accelerated Reader platform, also offers quizzes online.

The Headteacher for Vale View is investigating the costs and implementation of Bug Club, a whole-school reading programme that combines an online reading world with print books, and assessment tools.

A Governor asked how the schools are issuing rewards to children.

Children are rewarded through the use of praise, emoji's and online certificates. Children are also verbally rewarded during online learning.

Tricia Sherling left the meeting at 11:00 am.

7 WDAT Remote Learning Framework

The WDAT Remote Learning Framework was distributed to governors prior to the LGB meeting. Questions were invited from Governors.

Headteachers explained that this is a comprehensive framework suggested by the DfE, which we have adapted to suit our needs and it identifies approach, strengths and next steps in areas such as Leadership, Education Context and Pupil Engagement, Curriculum Planning and Delivery, Capacity and Capability, Communication and Safeguarding & Well-being. All schools within the trust are constantly looking for areas that can be improved, if smarter working can be applied and if there is anything more to be done. The next steps identify actions that could be taken. The SLT are currently working on the identified areas for development.

A Governor asked if the direct emailing between parents and teachers is taking a lot of time.

Initially, parents were keen to have contact but this has settled, particularly with the introduction of Teams. It is agreed that class teachers will provide feedback and marking for a certain number of pieces of work per week. Teachers are encouraged to manage emails within the hours of a normal school day.

A Governor asked the monitoring process of lessons.

Headteachers confirm that they regularly speak to teachers to monitor attendance at live lessons and the work that is submitted. Delivering live learning has been an anxious experience for some teachers but this they are becoming more confident in discussing their experiences with each other.

Staff have been engaging with the local community Covid testing, getting tested at regular intervals. The Covid Lateral Flow Testing kits are now on site and staff are invited to participate in regular

	<p>asymptomatic testing at home. Whilst it is unclear if this testing will reduce anxiety in staff, it is a useful tool available to the schools. Results will be recorded by an appointed member of staff. A Privacy Notice has been issued to ensure GDPR compliance around the data collection.</p> <p>A Governor asked if there are sufficient resources, books, stationary available to pupils.</p> <p>Headteachers confirmed that no issues had been reported at St Martin's or Vale View.</p>
8	<p><u>School Evaluation Form – PowerPoint Presentation, Discussion and School Response</u></p> <ul style="list-style-type: none"> • Personal Development (Postponed until next meeting) • Behaviour and Attitudes (Postponed until next meeting)
9	<p><u>Governor Monitoring</u></p> <p>Governor reports were distributed before the meeting and Governors were invited to ask questions.</p> <p><u>Safeguarding/SCR Monitoring Report</u></p> <p>The Single Central Record (SCR) was reviewed across the Trust by the Academy Business Manager and the Governor responsible for Safeguarding and Child Protection. A couple of minor findings were reported, relating to general housekeeping of the central record. No significant findings were reported.</p> <p>No questions.</p> <p><u>SEND Monitoring Report</u></p> <p>For SEND, the governor responsible for SEND conducted a review and discussion across all schools within the trust. In doing so, it was evident that the schools were working very well together and were sharing resources effectively. No concerns or significant findings were reported.</p> <p>A Governor asked if the SEND outcomes regarding the pandemic could be presented at the next LGB meeting, to include a comparison between children attending school and children attending the remote working.</p> <p>A Governor asked if the Family Liaison Officer (FLO) duties are working well within school.</p> <p>The FLO at St Martin's has a list of families that particularly struggled during the last lockdown and contacts them weekly to support their well-being. Despite having no FLO in place at Vale View, the pastoral team, including Senior Leaders, are also in regular contact with identified families.</p> <p>Actions</p> <ul style="list-style-type: none"> • Governor responsible for SEND to explore the current SEND provision through lockdown.

10	<p><u>Term 5 Monitoring</u></p> <p>Details for monitoring will be discussed at the next meeting and once it becomes clear when Pupil Voice can be completed. There has not been capacity to conduct Pupil Voice before this meeting.</p> <p><u>Pupil Voice</u> <u>Subject Leaders</u></p>
11	<p><u>AOB</u></p> <p>No AOB</p>
12	<p><u>Confidentiality</u></p> <p>There were no items of a confidential nature raised in this meeting.</p>
13	<p><u>Date of the next meeting</u></p> <p>Term 4 – Thursday 18th March 2021</p>
<p><u>Action Points</u></p> <ul style="list-style-type: none"> ➤ Vice Chair of Governors to email the Clerk to confirm that they agree the minutes. ➤ Executive Headteacher to forward resignation email to Clerk. ➤ Letter to be drafted to Chair of Governors to accept this resignation. ➤ Elect Chair of Governors at the next meeting. ➤ Governor responsible for SEND to explore the current SEND provision through lockdown. 	

Minutes written by the Clerk, Kirsty Ash

Signed Date

Mike Ashley, Vice Chair of Governors