



Alderman Jacobs Primary School (Academy Trust)

**** Achievement ****

Wednesday 11th November 2020

MINUTES

Key:

Governor Questions

School Improvements

Governors Present: Cathy Carlisle (Head), Elaine Crane, Laura Holland, Lisa Hatfield, Laura Hemmaway (Achievement Chair), Joel Combes,

In Attendance: Gemma Glazebrook (Clerk),

Meeting commenced at 6.33 pm

1	Welcome and Apologies Laura Hemmaway (LHE) welcomed all to the meeting.	All to note
2	Minutes of the Previous Meeting (5th February & Summer 2020) The minutes were agreed as a true and accurate record. Proposed by Laura Holland (LHO) and seconded by LHE.	All to note
3	Agreed Actions Updated None	All to note
4	Declaration of Pecuniary Interests Cathy Carlisle (CC)- Daughter carries out temporary midday / TA work Lisa Hatfield (LHA)- Step Son works for Newflame Laura Holland- Trust Member of Alderman Jacobs School (Academy Trust). Joel Combes (JC)- Wife, Sarah Combes is a teacher in school	All to note
5	Terms of Reference Agreed, proposed by LHO and seconded by LHE.	All to note
6	School Data The PIXL data autumn transition package, autumn transition cohort checklist and data tracking were presented and explained to the trustees. These documents were made available to the trustees prior to	All to note

the meeting. It was explained that the assessments included short papers for the children to complete all in one go or just 5 questions at a time. Impact assessments were completed to show the result of the closure. The information feeds into the national data so that we can see the weaknesses and strengths. The data is used in KS2 to show any gaps but is not appropriate for KS1 to show the gaps. Trustees stated that it great to have this tool but asked if it fits into the curriculum. Yes, and it can move along with the curriculum also.

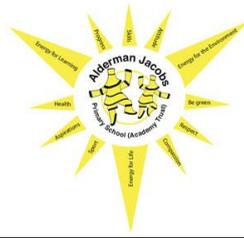
Trustees questioned whether the data has raised any concerns or are they in line with expectations. Reading has not faired that well particularly with the younger children. There are gaps relating to phonics as many of the children were not ready or prepared for formal learning as they have not had that transition. The closure has impacted the children's stamina and toileting is a big issue. Trustees questioned whether the issue regarding stamina is picked up in all KS2 and does the school have enough resources. The catchup funding has been used for extra TA support, especially in the afternoons. There has been increased hours for TA and teaching. Trustees questioned whether the school is seeing an impact of this. It is too early to say, we will have a better idea of this in a few weeks and we will be able to see where the gaps are. All the catchup funding has not been allocated yet, but the funding will not be a quick fix. We need quality teaching, but teachers are struggling to do interventions due to COVID-19. Trustees asked how we can get over the issue regarding stamina. All we can do is just keep chipping away at it whilst keeping expectations high.

Some schools have just spent the first half of term focusing on wellbeing. Trustees questioned whether we have had any children needing wellbeing. We have had some children who are struggling and might not be where we wanted them to be. Trustees questioned whether we always see a decline. Not like this. We currently have 6-8 pupils isolating. Trustees asked whether there is any staff impact due to COVID-19. No not currently.

Trustees stated that the PIXL data is great but questioned whether this is targeting any of the gaps. Yes, it is identifying areas that we need to secure but gaps are not consistent. Trustees asked if all staff feel well supported to where they need to go. Yes, they have had staff training but just need time to have an impact. Trustees asked if this is a 1 year plan. Yes, the whole cohort is a one year plan.

Regarding the early year's data, we do track these and keep an eye on PP pupils and SEN. We can see a percentage of who are secure and look at provisions. But it is not statutory to track the early years, you only have to track them at the end. There is no statutory way of tracking the early years. We make ours realistic and useful. Trustees asked what the early year's data looks like and is this due to lockdown. Very challenging but it's very difficult to say if it's due to lockdown but there is a very high level of need. There is a lack of resilience and independence. Trustees questioned whether there is a difference in the EYFS children who came from pre-school and those who did not. Yes, even some of the children who came from pre-school are experiencing difficulties. The

	<p>questioned if there are any children currently shielding and classed as extremely vulnerable. No, just one member of staff. There was a pupil that we thought may have to shield but the clinician has confirmed that it isn't necessary. Risk assessment has been completed and signed.</p> <p>Phonics & RWI - Proposed by LHE and seconded by LHO.</p> <p>Reading - Proposed by LHE and seconded by Joel Combes (JC).</p> <p>Trustees questioned whether parents are being honest on the reading record. It is more manageable on a spreadsheet although it is harder to show parents that their child has red or moved up the bands without a reading record. The comments from parents have been more thorough.</p> <p>Supporting Pupils with Special Needs - Proposed by JC and seconded by LHA.</p> <p>Early Years Foundation Stage - Proposed by JC and seconded by LHE.</p> <p>Pupil Premium - Proposed by JC and seconded by LHE.</p>	
9	<p>Teacher Development Trust Audit Feedback & Resulting Action Plan</p> <p>The audit was completed virtually, combining surveys and interventions with staff. The school received a silver award which is unusual for the first audit. The audit shows areas of strength and how we can move to gold. It reflects the broad range on content we cover in Continued Professional Development (CPD) and the role of performance management. Teachers choose targets, evaluate themselves and are given a term or year to work on one. The school looks at how the teachers can be taken out of lesson for CPD without any impact of pupils. Trustees stated that the audit is really positive and congratulations to the school on their silver award. Trustees asked if others know what each other's targets are. In their year group they do know each other's targets. This audit can be repeated in 1-2 years' time. Trustees stated that this will be a selling point for people coming to the school.</p>	All to note
10	<p>Safeguarding</p> <p>Safeguarding will now be a standard part of every agenda. We are now using MyConcern and its working really well.</p> <p>Regarding the historical claim that was discussed in the previous meeting, there has been no further correspondence from the insurance company.</p> <p>There are no major safeguarding concerns. The only safeguarding concern is regarding Sir Harry Smith Community College using the lane through from Coronation Avenue. Cathy Carlisle (CC) will investigate this to check whether there is a gate. If not, they will contact SHSCC to ensure a gate is put there. Trustees questioned whether it is our property. We will have to contact Fenland County Council to clarify. Trustees stated that we should go down the route that it is theirs because they opened it up. Trustees questioned whether SHSCC contacted the school prior to opening that entrance. No, the school was not contacted.</p>	<p>All to note</p> <p>To action: Cathy Carlisle</p>
11	<p>Governor Training</p> <p>Gemma Glazebrook (GG) Clerks Termly Briefing, GG Governance</p>	All to note



	Training, LHO Safeguarding, LHO Governance Safeguarding, LHE Safeguarding, LHE Governance Safeguarding.	
12	<p>Any Other Business</p> <p>Pupil Premium Spending & Forecast Trustees were provided with the Pupil Premium Spending & Forecast Document and explained that it shows a summary of last years and the current year's budget. A section has been added regarding the closure during COVID-19 and what the school did to support pupil premium pupils. There was still outgoings and regular contact with PP pupils were made via phone calls. Trustees asked if the school noticed any major concerns regarding free school meals. There were no major concerns. The range of places that the vouchers could be used was extensive and was for a larger amount of money than if they were having a meal in school. Trustees questioned whether the community raised any queries or concerns regarding FSM. No queries or concerns were raised. Regarding the FSM vouchers from Nisa, some parents did not want them as they get universal credit and even asked if we could possibly give them to other people who need it. The school made every effort to get all PP pupils back into school before August. All money provided for PP pupils was spent. Trustees questioned whether this document will be going on the school website. Yes, it will be. Trustees asked whether the school will be receiving more money in the budget this year due to Ever6 and how far does the school plan in advance. Yes we will be and the school plans a year in advance.</p> <p>Policy to review Vehicle & Pedestrian Policy - Proposed by LHO and seconded by JC. This is a new policy resulting from a risk assessment which highlighted existing risks even with further measures. There has been a consultation with the police regarding the use of the car park and the drop off zone for disability badge holders. The car park at the front of school is very small and the disabled space in the car park is reserved for staff with disabilities. School have offered and put in place several alternative options for anyone with a disability such as change of start and end times.</p> <p>Meeting times Meeting should not be longer that 1 hour 30 minutes maximum, 2 hours max for full governing body. Trustees asked if we could remove duration times from the agenda and just have an approximate start and end time. Trustees questioned whether everyone was in agreement to future</p>	<p>All to note</p> <p>To action: Gemma Glazebrook</p> <p>To action: Gemma Glazebrook</p>

	achievement committees and FGB meetings starting at an earlier time of 6pm and the audit committee starting at 5.30pm. Everyone agreed.	
13	<p>Summary of meeting</p> <ul style="list-style-type: none"> • In-depth look at data analysing potential gaps identified in each year. • Ratified policies. • Congratulations on silver award. • Very in-depth look at Pupil Premium for previous year and this year. 	All to note

The meeting closed at 8.34 pm

Signed as a true record: Date:

Laura Holland (Chair)