



## Alderman Jacobs Primary School (Academy Trust)

### \*\* Achievement \*\*

Wednesday 21<sup>st</sup> April 2021

### MINUTES

**Key:**

**Trustee Questions**

**School Improvements**

**Trustees Present:** Cathy Carlisle (Head), Elaine Crane, Laura Hemmaway (Chair), Amrit Rehal, Sadie Wiles.

**In Attendance:** Gemma Glazebrook (Clerk)

Meeting commenced at 6.04pm

1	<b>Welcome and Apologies</b> Laura Hemmaway (LHE) welcomed all to the meeting. Apologies were received and accepted from Laura Holland, Lisa Hatfield and Eleanor Gunn.	All to note
2	<b>Declaration of Pecuniary Interests</b> Cathy Carlisle (CC) - Daughter carries out temporary midday / TA work Sadie Wiles (SW) - CFO of OWN Trust, Governor of Nene Valley Primary School.	All to note
3	<b>Minutes of the Previous Meeting (13<sup>th</sup> January 2021)</b> The minutes were agreed as a true and accurate record. Proposed by LHE and seconded by SW.	All to note
4	<b>Agreed Actions Updated</b> All actions have been completed and satisfactorily closed.	All to note
5	<b>Assessment Overview to year end</b> All trustees were provided with the assessment overview to year end prior to the meeting. This is a timetable that shows which assessments will be taking place until year end. It was explained that	All to note

	<p>there will be no statutory assessments this year, but we will be conducting assessments for internal use starting this term.</p> <p>We will be analysing gaps and strengths. In May we will be conducting No More Marking with year 6. This is a writing task where comparative judgement is used. Every year group completes this task and teachers then judge which piece of work is more advanced. Thirty judgements are made and then the work is then put into rank order. These are ranked across other schools including secondary schools. All work is anonymous. In June we will be completing No More Marking with Year 1 and Year 4 and PIXL tests with years 2 to 6. Year 2 and 6 will be completing the 2019 SAT papers. We can put the results on a spreadsheet and look at any gaps, but we cannot upload to PIXL as these are not national tests. We will also be completing phonics screening with Y1 and Early years for our internal use. We will be using all the data to help produce our reports.</p> <p>There will be a multiplication check in June as well as a benchmark for analysis and checks.</p> <p>We work closely with the PIXL organisation and we get visits four times a year from an advisor. <a href="#">Trustees asked how long we have been with PIXL</a>. About 4 years. There are a wide range of schools that join PIXL. We have been able to look at previous years for analysis and the PIXL data serves a number of purposes and can be tailored to our needs.</p>	
6	<p><b>Strategic Plan Evaluation / Update</b></p> <p>Trustees were provided with the Strategic Plan for Improvement and the Self Evaluation Form prior to the meeting. In light of the current situation, we have been reviewing the Strategic Plan for Improvement. We have been able to move some things along, but some things have not moved on at a pace we wanted them to. Areas have been ragged and we have looked at what we can achieve over the next term. The priorities are over a three year period.</p> <p>Regarding the key subject, we hoped we could start Art, Music and D&amp;T however due to lockdown we didn't get chance to. However subject leads have prepared and started working on these areas behind the scenes but have been unable to deliver them.</p> <p>We also need to start reintroducing our mentoring and evaluating processes now.</p> <p>We have looked at what is realistic to complete next term and the next steps. There is not much we have not been able to start work on, but we have not been able to achieve what we wanted to.</p> <p><a href="#">Trustees asked whether learning walks have begun</a>. Yes, they have started, and we have looked how we can make sure they are safe. We have looked into starting book scrutiny and pupil voice. All monitoring systems are starting back up from this term. Trustees stated that</p>	All to note



	<p>this is a positive step forward. There is still quite a lot of green and the school has accomplished quite a lot even with the lockdown. Staff have still been able to do the work behind the scenes.</p> <p><b>*Confidential Minute*</b></p> <p>Trustees stated that anything the school has done over the past year is really positive, but they understand that things will take time.</p> <p><b>*Confidential Minute*</b></p>	
7	<p><b>Parent Survey</b></p> <p>Trustees were provided with the parent survey prior to the meeting. It was explained that the survey was sent to parents once we reopened, and the results were largely positive. At times what parents found difficult were out of our control for example having other children at home and having a busy home. We followed guidelines as to how much work needed to be set however some parents found this to be too much. Where children were struggling, we made wellbeing phone calls home. Where parents have stated that their child were anxious / stressed at home, reasons for this were not given. Aspects relating to learning were positive. Trustees stated that overall the survey was really positive and highlighted some things they as parents would have said. Trustees also stated that the weekly catchups in this lockdown were brilliant. We looked at what worked last time and what we can learn from technology to improve the remote learning.</p> <p><b>Trustees asked whether the school has seen the comments on Facebook regarding the virtual parents evening.</b> Yes, we are aware. Trustees stated that some parents felt the teachers were rushed. However, feedback seems to be fairly positive with a few technical issues. We could try to do eight minute appointments with a two minute break instead. <b>Trustees asked whether there was a good take up.</b> Yes, we did have a good take up. Some parents were able to attend their appointment whilst at work and the system also worked well for separated parents. It is all different and a change to what parents are used to. We will need to look at what we will do when restrictions are relaxed for example not being able to see the teacher at the end of the day. We could do meet the teacher / book share and then a virtual parents evening. Trustees stated that it is nice for parents to see the work their child has completed. The feedback has been really positive.</p>	All to note

	The Ofsted questions for parent's views is going out next week. We wanted to get the children settled back into school before sending this out.	
8	<p><b>Policies to review</b></p> <p><b>Behaviour &amp; Discipline</b> - Proposed by LHE and seconded by SW.</p> <p><b>CPD</b> -Proposed by SW and seconded by Amrit Rehal (AR).</p> <p><b>Designated Teacher for Lac and Previously Lac</b> - AHT will be supporting PEP's, will be a point of contact and will take part in the meetings. Proposed by LHE and seconded by SW.</p> <p><b>Internet Safety</b> - Proposed by SW and seconded by LHE.</p> <p><b>Healthy Lifestyles</b> - Proposed by LHE and seconded by SW.</p> <p><b>Maths</b> - Proposed by AR and seconded by SW.</p> <p><b>PE</b> - Proposed by LHE and seconded by AR.</p> <p><b>Promoting British Values at AJS</b> - This includes the addition of safeguarding and safer recruitment and explains that we will challenge people's values that are not part of the school's values. Proposed by SW and seconded by AR.</p> <p><b>School Exclusion</b> - Proposed by LHE and seconded by SW.</p> <p><b>Sun Protocol</b> - Proposed by SW and seconded by LHE.</p> <p><b>Whole School Toileting</b> - Proposed by LHE and seconded by SW.</p>	<p>All to note</p> <p>Gemma Glazebrook (GG) to action</p>
9	<p><b>LA Trustee Vacancy</b></p> <p>As stated in the Articles of Association we are meant to have an LA trustee but unfortunately Eamonn resigned. There is a slight difficulty as most of our trustees are parents or staff so therefore are unable to be an LA trustee. However, LHE, SW or Joel Combes do qualify to become an LA trustee. Alternatively, we could amend our Articles of Association so that we no longer need one. We will move this action to the next trustee meeting when all trustees will be attending. <b>Trustees asked whether the local authority would provide us with someone</b>. No they won't and we would sit with a vacancy.</p> <p>Trustees stated that the LA usually have a list of available LA governors. There is hardly anyone anymore on the list. However, someone on our governing body could move to this position. <b>Trustees asked whether Laura Holland could take up this role</b>. Unfortunately not as she started as a community governor and was originally through the local authority. Gemma Glazebrook (GG) to contact the local governance team to find out what we need to do if we are unable to find someone to fill the vacancy.</p>	<p>All to note</p> <p>GG to action</p>
10	<p><b>Safeguarding</b></p> <p>There are no major safeguarding concerns. Richard Isley is filling the child protection / safeguarding role. We do have a lot of minor concerns and we have knowledge that other schools do not have as many as us. We could be reporting more, and staff might be overly cautious before thinking of the consequences for both child and parents. Sometimes a child might not have as much lunch and this could go down as a concern. We need to increase staffs understanding of concern. We have a safeguarding team, so it is easy to pass a concern on.</p>	All to note



	<p>Trustees asked if there are any major safeguarding concerns. No, just a lot of small concerns. Trustees asked if it is worth staff talking to the safeguarding lead first. Yes, it would be. However, we do not want to discourage people either. We need to put in some checks and give people more confidence to make the judgement call whether the concern is actually a safeguarding concern. LHE will pick this up in her next trustee monitoring visit.</p>	LHE to action
11	<b>Trustee Training</b> LHE completed the Governors Termly Briefing in April.	All to note
12	<b>Any Other Business</b> None	All to note
13	<b>Summary of meeting</b> <ul style="list-style-type: none"> <li>• In depth overview of assessments taking place.</li> <li>• Ratified policies.</li> <li>• Update of Strategic Plan for Improvement.</li> <li>• Looked at the parent survey which showed a positive response.</li> </ul>	All to note

The meeting closed at 6.47pm

Signed as a true record: ..... Date: .....  
Laura Hemmaway (Chair)