



Alderman Jacobs Primary School (Academy Trust)

Full Governing Body

Wednesday 8th July 2020

MINUTES

Key:

Trustee Questions

School Improvements

Trustees Present: Andrew Pattison, Cathy Carlisle, Denise Burt, Elaine Crane, Laura Holland, Lisa Hatfield, Nicky Baker, Laura Hemmaway

In Attendance: Sarah Woods (Clerk)

Meeting commenced at 14.03pm

1	Welcome and Apologies Laura Holland (LHO) welcomed Trustees to the meeting. Apologies were received from Joel Combes, Jenny Johnson and Eamonn Dorling	All to note
2	Declaration of Pecuniary Interest Nicky Baker (NB) - daughter, Ruth Taylor is a teacher in school Laura Holland (LHO)- Trust member of Alderman Jacobs School (Academy Trust) Lisa Hatfield (LHA) - Step Son works for newflame	All to note
3	Election Governor Roles It was explained to trustees that the Annual General Meeting will be held in the Autumn term with members, so that an update can be given to them on schools progress. Nominations were received for the following key roles: Chair of governing body - Laura Holland Chair of Resources/Audit committee - Joel Combes Chair of achievement committee - Laura Hemmaway Trustees were informed that Jenny's term is coming to an end and has decided to step down as trustee.	All to note
4	Minutes of previous Meeting 11 Dec 2019 The minutes were agreed as an accurate record remotely. Proposed by	All to note

	<p>Laura Hemmaway and seconded by Andrew Pattison.</p> <p>Minutes of previous Meeting March 2020</p> <p>No minutes-items ratified remotely.</p>	
5	<p>Agreed Actions Update</p> <p>Postponed due to Covid-19</p>	All to note
6	<p>Audit of Safeguarding</p> <p>Governors were told that this is an annual report that must be completed and returned to Cambridgeshire County Council. Proposed by JJ and seconded by Laura Hemmaway (LHE). The school will have an external Audit in January.</p>	All to note
6	<p>Raising Standards</p> <p>i) Headteacher's Report</p> <p>All were given a copy of the Headteachers report prior to the meeting. It was explained that all objectives on the Strategic plan have started but have ragged a lot as amber as we haven't been able to fully monitor.</p> <p>During Covid-19 and school closure, learning at home has been linked to the curriculum and have also had themed days. Curriculum development has continued, staff have looked at action plans and where they would like to progress.</p> <p>Trustees were positive that there wasn't any members of teaching staff leaving this year.</p> <p>There has been an update to the KCSIE which includes Covid-19, this was ratified remotely by trustees, and there has been increasing concerns with safeguarding during lockdown.</p> <p>To support pupils and parents there are a lot of resources in place for Emotional Health and Wellbeing. Children that have returned are very resilient. <i>Trustees asked if there had been an uptake on home learning.</i> There was initially, but not as much now as when closure began. The feedback from parents is that their children are enjoying being back in school. Children have become more independent. <i>What are the thoughts on assessing attainment gaps.</i> English and Maths leads will meet to discuss priorities, there will be access to assessments on Pixl and links to resources. School feel that it is important for children to get back into the school routine and then identify the individual children that may need extra support. The handover between teachers/year groups have been extremely vigorous. <i>Is there a budget for PP/Sen/Disadvantaged and where school would like it to be spent.</i> Unsure yet as we still don't know the amount of funding that will be received, we should find out very soon.</p> <p>There will be Whole class Quality First Teaching. Assistant Head Teachers are in non-teaching roles next school year, so will be able to do over teaching/interventions. Once we know the need of the children a final plan will be put in place.</p> <p><i>School has appointed a Pastoral Support Officer, what jobs will they be taking on.</i> It will assume some of the workload that NB</p>	<p>All to note</p> <p>All to note</p>



	<p>previously had responsibility for which will include being a Designated Person, support caseloads, support groups and individual children and attendance.</p> <p>It was explained that all children are expected back in school in September. We have had many parents of children whom aren't eligible to come back to school, request to do so.</p> <p>School recently joined an organisation called TDT which has a focus on school improvement through continuous professional development, an audit was completed with the whole school staff to establish a baseline. Are trustees able to see a copy of the report. It is a very long report, which was going to be summarised ready to send to the achievement committee. How did school find out about TDT. Over lockdown, TDT started doing webinars for professional development, there are links with research bodies. School expressed they would like to do a more lengthy/formal evaluation and make it explicit through the whole organisation.</p> <p>We have 2 new NQT's with us in September, both of which will have mentors and support. In the report it states that 4 members of support staff are considering retirement, will this leave a gap. No, we don't feel it will, we feel, operationally school can absorb this. 1 member of staff we have known about for some time and already have provisions in place.</p> <p>It was explained to trustees that there have been some changes in the Financial Academy Handbook. School can no longer have the same company for Responsible Officer and Audited accounts. What direction would trustees like to go in. Trustees agreed that they are happy to support the Finance and Operations Manager in her decision and continue to use Baldwins to Audit the accounts. Is The Finance and Operations happy to source a new Responsible Officer. It was confirmed that she is happy to do this.</p> <p>ii) Achievement Committee Google form responses-April 2020 All Trustees were satisfied with the responses.</p> <p>iii) It was explained to trustees that school are in a very good position, there are some leaflets/flyers that are required to be put on the school website which we are in the process of doing, the report was proposed by LHo and seconded by LHE. The next Audit is due Summer 2020. In September school is changing over to 'My concern' for the nagging doubts to be completed on instead of paper forms which are currently</p>	<p>All to note</p> <p>All to note</p>
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	<p>being used.</p> <p>iv) Review of school improvement plan & School improvement priorities 2019-2020</p> <p>It was explained to trustees that this has similar priorities to last year, either the project has not been able to be completed or they are. School are looking at objectives as 3 year goals and want to have objectives that span a longer period. <i>Trustees challenged if staff wellbeing should be added to the School Improvement Priorities.</i> This is added to the school overview, we do have the Employee Assistance Programme in place for health and wellbeing but we can also add this to the SIP. What will happen with the childrens data and targets. The targets that the children had prior to school closure will be used. <i>Are school offering catering for September.</i> School have completed a full risk assessment for a full reopening in September and have considered full catering, hot & cold lunches. Initially we will continue to offer packed lunch which will be provided for FSM & UFSM, additionally parents across all years are able to book and pay for a packed lunch. We feel that take-away/packed lunch in the most practical and safest provision to prevent the crossing of 'bubbles'. This can of course be reviewed and changed each term.</p>	<p>To action: Cathy Carlisle</p>
7	<p>Resources to Support Learning</p> <p>i) Resources Committee minutes</p> <p>All Trustees were satisfied with the responses. Trustees thanked the site manager for all of his hard work.</p> <p>ii) Budget 2020/2021</p> <p>All trustees agreed the budget. Proposed by LHO and seconded by LHE.</p> <p>iii) Budget overview-5 year forecast</p> <p>Trustees were presented with a copy of the 5 year forecast prior to the meeting. Due to Covid-19 the cleaning resources budget has been increased, there is still some contingency in the budget for projects. Extra funding has made a difference and the next few years are still looking really good. Trustees find The Finance and Operations Managers notes very helpful. <i>Trustees asked what the guidance on school lettings are.</i> A decision will be made as and when the guidance changes, there would be an impact on extra cleaning. School are currently looking at the feasibility of each after school club. School has updated their Risk Assessment and shared with trustees. An individual Risk Assessment will be required form each provider to ensure that they are following/meeting government guidelines.</p> <p><i>Trustees asked if staff should wear gloves and masks.</i> They are not required to wear them all the time but school do have a PPE grab bag should a child or Adult show any signs or symptoms. <i>How is the staff room working.</i> Soft furnishing have been taken away and play/lunch times have been staggered</p> <p>iv) Management accounts</p> <p>All Trustees confirmed that these have been shared with them and are</p>	<p>All to note</p>



	satisfied with them.	
8	Training LHO has been taking part in the NGA bitesize training and podcasts which she has found very informative and recommends them.	
9	Policies to Review The following policies were agreed and adopted: Allegations against staff and visitors - Proposed by LHO and seconded by DB.	All to note
10	Parent Trustee elections The Governing body need to recruit Parent trustees. This has previously been sent out to parents but unfortunately didn't have any nominations. LHO is to approach some parents who she feels would suit the role.	All to note
11	Meeting dates Trustees are happy with the meeting dates for next year	All to note
12	Summary of Meeting On behalf of the Governing Body they would like to thank all of the staff that have been involved during Covid-19.	All to note

The meeting closed at 15.24pm

Signed as a true record: Date:
Laura Holland (Chair)