

*Through God's grace, a community growing in knowledge and understanding*



**Teaching, Learning & Standards Local Governing Body Meeting**

**Date & Time:** Thursday 24<sup>th</sup> September 2020 4-5.30pm.

Meeting to be held virtually via Zoom

Attendance & Apologies:						
Foundation Governors:			Parent Governors:			Associate Members:
Mary Jane O'Sullivan (Chair)	MJOS	P	Adam Rokitnicki	AR	A	(none in post)
Claire Southgate (Vice Chair)	CS	P	Felix Hearn	FH	P	
Harry Roberts	HR	A	<b>Co-opted Governor:</b>			
Ursula Lowe	UL	P	(none in post)			<b>In Attendance:</b>
Chioma Ubajaka	CU	A				
Dr Charlotte Woodford	CW	P	<b>Staff Governors:</b>			Clare Clark (Executive Headteacher) CC P
Victoria Worsnop	VW	P	(none in post)			
Emori Cordero	EC	A	Lizzy Bennett & Veronica Harvey (Joint Heads of School)	LB VH	P P	

(Key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

Documents are available to governors in the **2020-21 – TLS-Autumn meeting – Papers - Other** folder on Governor Hub

Starred items (marked \*) will be noted/approved (as appropriate) without discussion unless a Governor/Associate Member raises a question relating to them at the start of the meeting or prior to the meeting.

<b>Key priorities for 2020-2021</b>
<ul style="list-style-type: none"> <li>To be confirmed under Item 6</li> </ul>

	Notes	Actions/Dates/ Person responsible
0	<b>Opening Prayer</b> Led by MJOS (Chair)	
1.	a. <b>Pecuniary interests and declaration of interests relating to items on this agenda</b> None	

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	<p><b>b. Confirmation that each governor has completed their annual declaration of other Governorships and pecuniary interests on Governor Hub</b> Annual declaration of pecuniary interests some governors have actioned but not all</p>	All Governors to complete annual declaration of pecuniary interests by 15.10.20
2.	<p><b>Approval of minutes of previous meeting (14<sup>th</sup> May 2020)</b> Approved</p>	
3.	<p><b>Significant matters arising &amp; outstanding actions from minutes of previous meeting</b></p> <ul style="list-style-type: none"> <li>• Sharing of February 2020 parent survey results. Results will be uploaded onto the school website. All governors agreed.</li> <li>• There will be a Governor newsletter coming out this term</li> <li>• CC thanked Helen Bates (Diocesan Assistant Director of Schools' Service) for all the work she completed supporting the New Group room building</li> </ul>	<p>CS to action CS to action after 15.10.20</p>
4.	<p><b>Governors to state if they wish to discuss any items on this agenda marked *</b> None raised</p>	
5.	<p><b>Head of School Report (written), to include update on COVID-10 recovery planning/return to school</b> LB updated the cohort details</p> <p><b>A Governor asked</b> about the 'Catch Up' fund and how are the plans coming along for spending. LB explained that teachers are currently using PiXL assessments identify gaps. Executive Head, Heads of School and Senior Leadership team are planning to analyse the data and then plan how to use the funding to ensure gaps in children's knowledge and understanding are addressed.</p> <p>CC added that best practice to use money for small group intervention</p> <p>Current Pupil Premium teacher is willing to be part of the 'Catch Up' training programme. She has also attended the initial National Coaching programme training.</p> <p>CC explained that the additional money must be used on activities to address children's learning gaps</p> <p><b>A Governor asked</b> if there had been any fluctuations in the attendance figure over the last week. VH explained that attendance data is very positive currently 94%</p>	

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	<p><b>A Governor asked</b> if masks were being worn by adults in school. VH explained that the school are following national guidance, Trust guidance and LA guidance and staff are not wearing masks. However, the OLOW MAT are flexible about individual cases if staff feel vulnerable in areas where more than 6 adults are together i.e. lunch.</p> <p><b>The Chair asked</b> about the effect on teaching hours, staggered timetables and hand washing and whether this was impacting on the hours of learning in class. LB said that teaching staff are adapting their timings and being flexible in how they manage start and finishing times of lessons.</p> <p>CC highlighted the importance of washing hands, keeping distance and that masks can promote false sense of security and that masks are there to protect others not the mask wearer.</p> <p><b>A Governor asked</b> about the mental health of teachers with the new staffroom and bubble arrangements the school have put in place. LB explained that the HsoS have listened to staff and moved towards forward facing staff meetings and encouraged staff to share their views or ideas to inform the school risk assessment which is updated weekly.</p>	
6.	<p><b>School Improvement Plan (SIP) 2020-21</b></p> <p>LB explained the focus will be on the gaps in learning. The Trust decided that, this year, the School Improvement Plan is due to be completed before the end of half term. This would enable staff to focus on welcoming children back into school and identifying gaps in core learning as well as having a focus on RE and PSHE.</p> <p>The Autumn single RAP will focus on specific needs of the learners in relation to the gaps in their learning. RAP timescale is yet to be decided. It is likely that this will be different to previous years. (eg Autumn half term 2020- Spring half term 2021.)</p> <p>SIP 2020/21 will be shared with Governors on 15th October</p> <p><u>School priorities</u> Governors agreed the following key priorities for 2020-21</p> <ul style="list-style-type: none"> <li>• The provision of a high-quality recovery curriculum identifying and addressing children’s gaps in learning and meeting emotional needs.</li> <li>• To continue to develop provision and raise standards in English.</li> </ul> <p>The implementation of effective home school systems of teaching and learning.</p> <p><b>A Governor asked</b> if there were going to be any live video lessons. CC explained there is no expectation across the Trust that children will be accessing live lessons. Teachers will be directing parents and children to</p>	

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	<p>recorded video lessons where that supports the planned learning eg Oak Academy developed videoed lessons. These will be part of the core curriculum offer where aligned with what the children would be learning in school.</p> <p><b>A Governor asked</b> how close were school in achieving remote learning. CC explained that all schools will need to have this up and running by 1st Oct. The school Computing Lead)has been proactive in working closely with Tim Lines at St Albans, Ipswich ( responsible for co-ordinating the implementation of the Microsoft 365 Platform across the Trust) to ensure all staff and pupils have log ins; pupils will be learning about accessing and completing work on Teams in school initially. The plan is for the pupils to become familiar with Teams in the class, followed by logging on at home and completing homework tasks and then the school will move over to home/school remote learning if needed.</p> <p><b>Governors commented</b> that the plan for remote learning sounded good.</p> <p>HoS explained SLT are meeting to draft the Remote Learning policy. Children will be learning if there is a lockdown. Moving forward we need to ensure parents can access the remote learning. We have to find a way to make this work. Must do everything we can possibly can to support children's learning is of a good quality if working at home. The Remote Learning policy will have a short review date to ensure it reflects emerging good practice. The policy to be on the agenda for the next meeting (15th Oct).</p>	
7.	<p><b>Chair's business</b></p> <p>The school and the Trust have been informed by the Diocese of Ely that they are consulting on changes to the admission policies of the three Church of England schools in Cambridge. The change relaxes the requirement for families to provide evidence of weekly Church attendance (in light of Church closures during the Covid pandemic). A review of the Local Authority website showed that none of the three schools were oversubscribed for September 2020 admissions. Hence this is unlikely to impact on our own school's admissions.</p>	
8.	<p><b>Safeguarding</b></p> <p>a. Confirmation that all governors have read &amp; understood "Keeping Children Safe in Education (September 2020)" and confirmed this on Governor Hub. The Chair reminded those governors who have not yet confirmed that they have read the updated guidance to do so.</p>	All by 15.10.20

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<p>9.</p>	<p><b>Governing Monitoring – Reports are in the “Governor Visits including Monitoring Days” folder on governor hub</b></p> <p><b>Governors to note the report from the following visits done in Spring Term 2020 prior to school closure:</b></p> <p>Review Catholic SEF (AR) 30.1.20 – report pending</p> <p><u>Governing Monitoring</u></p> <p><b>Chair asked Governors:</b> What remote monitoring could Governors action?</p> <p>CC said that it is important that Governors continue to monitor</p> <p>VW – Been in contact with JR and arrange a Zoom meeting with Inclusion Leader.</p> <p><b>A Governor suggested</b> visiting a class via Zoom and children could ask the Governor questions</p> <p>Remote Collective Worship - Governors could join via Zoom.</p> <p>Live link for the ‘Welcome Liturgy’ for Robins and Wrens. A Governor could join the live link</p> <p><b>A Governor asked</b> whether there were any more Masses planned. VH said children in Year 4 will be First Holy Communion over the next 3 Saturdays (postponed in June 2020) and there are plans for a Harvest Mass.</p> <p><b>A Governor suggested</b> meetings via Zoom for Single Central Record and Safeguarding monitoring and a meeting to monitor the updated Covid-19 Risk Assessment</p> <p><b>A Governor asked</b> whether there was any scope in the Governors looking at writing in pupil books. CC suggested arranging a meeting with the English lead via Zoom once the English scrutiny document had been completed.</p> <p><b>Governors agreed to monitor the following areas for Autumn 2020:</b></p> <p>CS – Covid-19 Risk Assessment</p> <p>VW – PiXL meeting with Raising Standards Lead (RSL)</p> <p>UL - Monitoring with the English lead</p> <p>CW – Safeguarding and SCR</p>	<p><b>CW – to write up the Year 6 Leavers Mass</b></p>
<p>10.</p>	<p><b>*Policies</b></p>	

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<p>a) <b>Adoptions and reviews of school-specific policies</b> (On Governor Hub: <b>2020-21 – TLS-Autumn meeting – Papers – Policies for Discussion</b> folder)</p> <ul style="list-style-type: none"><li>i. Governors noted adoption of updated “Safeguarding &amp; Child Protection” policy; approved by governors via e-mail circulation on 17<sup>th</sup> July 2020.</li><li>ii. Governors noted adoption of updated “Safeguarding during school closure” policy; approved by Chair on behalf of governors on 2<sup>nd</sup> June 2020 and circulated to governors on 3<sup>rd</sup> June 2020.</li><li>iii. Governors noted adoption of “Storm Flood Management Plan; approved by governors via e-mail circulation on 17<sup>th</sup> July 2020.</li></ul> <p>b) <b>Govonors noted the adoption of Trust policies to replace existing school policies</b> (available on Trust public website <a href="https://www.ourladyofwalsingham.co.uk/page/?title=Policies&amp;pid=22">https://www.ourladyofwalsingham.co.uk/page/?title=Policies&amp;pid=22</a>):</p> <ul style="list-style-type: none"><li>i. Acceptable Use Policy</li><li>ii. Charging &amp; Remissions Policy</li><li>iii. Complaints Procedure</li><li>iv. Data Protection</li><li>v. First Aid and Allergy Policy</li><li>vi. Discretionary Leave of Absence Policy</li><li>vii. Safer Recruitment &amp; Selection Policy</li></ul> <p>b) <b>Governors noted the following new Trust policies which the school will follow</b> (available on Trust public website)</p> <ul style="list-style-type: none"><li>i. Accident/Incident Investigation &amp; Recording Policy (&amp; Investigation Form)</li><li>ii. Asbestos Management</li><li>iii. Contractors Management</li><li>iv. Display Screen Equipment Policy</li><li>v. New &amp; Expectant Mothers Policy &amp; Risk Assessment</li><li>vi. Water Management Policy</li><li>vii. Educational Visits Policy (replaces Trust “Learning Beyond the Classroom” policy)</li><li>viii. Equality &amp; Diversity Policy (replaces Trust “Equality Diversity &amp; Action Objectives”)</li><li>ix. Provision of Biometric Information in Schools Policy</li><li>ix. Records Management Policy</li></ul> <p><b>Chair has</b> has updated the Policy review schedule. Keeping an eye on those that are due</p>	
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11.	<p><b>Election of Chair of the Governing Body for the Academic Year 2020-2021</b></p> <p>Chair invited LB to lead the next part of the meeting:</p> <ul style="list-style-type: none"> <li>□ <b>LB explained</b> the MJOS has served her term of office as Chair</li> <li>□ <b>LB asked</b> if any Governors would like to propose a new Chair. <b>MJOS</b> said she would volunteer to stand as Co-Chair for a short handover period whilst the school return is established. <b>CS</b> proposed MJOS as Co-Chair and <b>VW</b> seconded the proposal. <b>CW</b> said she would volunteer to be Co-Chair with MJOS. <b>UL</b> proposed <b>CW</b> as Co-Chair and <b>FH</b> seconded the proposal.</li> </ul> <p>MJOS and CW elected unanimously by Governors to take on the role of Co-Chairs until 31.12.20 with the plan that from 1.1.21, MJOS will stand down as Co-Chair and CW will take over as Chair.</p>	
12.	<p><b>Election of the Vice-Chair of the Governing Body for the Academic Year 2020-21</b></p> <p>Chair continued to lead the remainder of the meeting:</p> <ul style="list-style-type: none"> <li>□ <b>MJOS proposed</b> CS as Vice Chair seconded by <b>VW</b>. Elected unanimously by Governors.</li> </ul>	
13.	<p><b>Governing body membership, Training and Development</b></p> <p>VH said that unfortunately the school has no interest from staff to take on the role of Staff Governor. Governors suggested that staff would be welcome to attend the next meeting to observe as a way of maintaining staff involvement on the LGB.</p> <ul style="list-style-type: none"> <li>□ <b>All governors present</b> confirmed that their contact details are up to date on Governor Hub</li> </ul>	Governors who were unable to attend the meeting will need to check contact details are up to date on Governor Hub
14.	<p><b>Allocation of Governor Responsibilities for the Academic Year 2020-21</b></p> <ul style="list-style-type: none"> <li>a. Safeguarding, Prevent &amp; Looked After Children - CW</li> <li>b. Pupil Premium - VW</li> </ul>	MJOS to confirm with governors not present that they are happy to continue their

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	c. SEND & AG&T - VW d. Health & Safety – HR? e. RE & Values - UL, CU? AR? f. Policies - MJOS g. Website – AR? h. Newsletter - CS	responsibilities for the coming year
15.	<b>AOB</b>	
16.	<b>Matters to be brought to the attention of the Trust Board</b> None	
17.	<b>Financial risk management</b> None	
18.	<b>Dates of meetings for 2020-21:</b>  <b>Thur 15th Oct</b> (Resources) via Zoom <b>Thur 14th Jan</b> (Teaching, Learning & Standards) <b>Thur 11th Feb</b> (Resources) <b>Thur 22nd April</b> (Teaching, Learning & Standards) <b>Thur 29th April</b> (Resources)	

**Abbreviations:**

AG&T	Able, Gifted & Talented
CAFOD	Catholic Fund for Overseas Development
CPD	Continuing Professional Development
DfE	Department for Education
EEF	Education Endowment Fund
FGB	Full Governing Body
IPC	International Primary Curriculum

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L&A	Learning and Achievement
LA	Local Authority
MAT	Multi-Academy Trust
NGA	National Governance Association
NPQ	National Professional Qualification
OLW CMAT	Our Lady of Walsingham Catholic Multi-Academy Trust
QTS	Qualified Teacher Status
RAP	Raising Attainment Plan
SEND	Special educational needs and disabilities
SLT	Senior Leadership Team
TA	Teaching Assistant

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