



## LOCAL GOVERNING BODY MEETING (LGB)

### Minutes of the Local Governing Body (LGB) Meeting as follows:-

**Date:** Thursday 14 May 2020

**Time:** 6pm

**Venue:** via 'Google meets'

**Present:**

Joanne Bennett, Chair and Co-opted Governor  
Claire Copeland, Headteacher  
Richard Barlow, Co-opted Governor  
Philip Bentley, Parent Governor  
Claire Haque, Parent Governor  
Luan Meades, Parent Governor  
Stacey Ryan, Staff Governor  
Stephen Sheehan, Co-opted Governor.

**Also in attendance:**

Louise Lake, Clerk  
Gemma Pearse, Deputy Headteacher

## 1. Chair's welcome and introduction

1.1 The Chair welcomed governors to the meeting of the LGB.

## 2. Apologies for absence

2.1 The LGB noted that apologies had been received from Yvonne Barber, Co-opted Governor.

## 3. Administration

3.1 There were no administrative items for consideration.

## 4. Minutes of the LGB meeting held on 27 February 2020

4.1 The LGB considered the minutes of the LGB meeting held on 27 February 2020.

4.2 The LGB agreed the minutes and requested that they be signed by the Chair and placed on the School website.

## 5. Matters arising from the meeting held on 27 February 2020

5.1 The LGB noted the update in relation to actions arising from the last meeting as follows:-

Agenda Item	Action	Update
<b>Matters arising from the meeting held on 23 January 2020</b>	<b>ACTION: All governors to complete the online Safeguarding training by 6 March.</b>	It was noted that all those that had not yet completed this would be followed-up and passwords re-issued.

## 6. Headteacher's report

6.1 The LGB received a written report together with a detailed verbal update from the Headteacher. During the course of discussion and, in response to questions, the LGB noted the following:-

- This was a fast moving situation and things had evolved since the report had been written;
- The Headteacher had taken the lead and was communicating frequently with parents – at least weekly;
- A weekly newsletter was being sent to parents and this was also being used to signpost support services to families;
- The Headteacher was trying to keep to a minimum the number of staff in school necessary to run the provision;
- It was noted that every child receives a welfare call from tutors and those vulnerable students receive an additional call;
- In recent weeks, the school had seen an increase in the number of vulnerable children and SEND children attending. This was as a result of students and parents starting to struggle with the lack of structure;
- For those students in school, there were structured lessons in the morning and a creative focus in the afternoon;
- In relation to remote learning, teachers have had huge learning curve and have managed it well. The work being set is in line with the curriculum. Teachers were aware of the challenges associated with home schooling and the messaging to parents is just to do their best!
- The school had seen 55-65% engagement with online learning and investigations were ongoing in relation to these numbers to identify what subjects are being accessed and those students not accessing anything. These investigations would help inform future strategy;
- It was important to get remote learning right given that it was anticipated that the school would not be operating in the usual way until 2021/2022;
- Currently, staff were trialling live science lessons with the intention of rolling out across other subjects for year 10. The first three live lessons would be aired w/b 1 June. It was noted that whilst staff were keen to do more in this space, it was important to ensure that the safeguarding measures were in place before it was rolled out further;
- A proposal would be taken to the Trust proposing a scheme whereby all current year 10 students would be provided with a chrome book. This would ensure access and remove any potential barriers to online learning;
- In response to whether any guidance had been issued in relation to 2021 results, the LGB noted that whilst educational recovery was very important, it was also important to ensure the emotional recovery of students and to that end, there would also be a pastoral focus;
- It was important to capture the good practise that had developed in recent weeks using e-learning and capitalise on this new skill set;

- Students had not experienced technical issues but instead, barriers to learning in terms of access to technology;
- Those children that have engaged with online learning are receiving feedback. However, thought needed to be given to communication of progress to parents going forward as it was unlikely that a parents' evening would be held next year;
- The safeguarding policy had been updated to set out what would be done to ensure the students were appropriately safeguarded when not in school;
- The safeguarding team had been expanded and the CPOMS system was being used as a tool for the team to communicate;
- Currently 88 students were being closely monitored and these include those under a child protection plan;
- The safeguarding team had adopted new ways of working to ensure they can be as rigorous as possible in their approach;
- The team had received positive feedback from parents who are appreciative of weekly calls;
- It was important to try to maintain the 'Trafalgar spirit' and boost morale and this was being done using social media;
- Year 11 had been contacted to discuss transition;
- Transition into year 7 was now being looked at and ways of familiarising students with the school virtually were being explored;
- The usual transition parents' meeting had been filmed and the link sent to parents;
- There was currently a waiting list of five students for incoming year 7;
- In the current circumstances, the safeguarding team have a significant workload and are doing an incredible job. It was noted that the Local Authority had been impressed with the systems and processes put in place in relation to safeguarding;
- It was important to think about the next steps and the highest priority was the safety of the staff and students;
- Governors were keen to emphasise that in their deliberations, the safety of staff and students is paramount;
- Governors were apprised of the methodology used to determine grades for each year 11 student. It was noted that this was the first cohort with girls and so it was important to highlight these specific circumstances when the grades were submitted since it was possible that historic performance would be a huge determining factor;
- There would be an appeals process and this would involve a student sitting an exam if they were unhappy with a result;

- In terms of external moderation, exam Boards would take target grades, starting point grades, consider the school's determination and then compare with historic grades;
- The expectation was that any news about CIF bids would be known by the end of the month. The new CFO would oversee any future works;
- It was noted that some works had been undertaken whilst the majority of the students were not in school. This included redecoration. A proposal was raised to replace the windows in art block at a cost of £14,120. This was proposed by Stephen Sheehan and seconded by Joanne Bennett;
- In response to how staff are coping on emotionally, it was noted that morale was good. It was further noted that personal circumstances had been taken into consideration in determining the rota.

**Proposal: To replace the windows in the art block at a cost of £14,120.**

**Proposed: Stephen Sheehan    Seconded: Joanne Bennett. Agree: ALL**

6.2 The LGB noted the update.

## **7. SIP 2020-2021**

7.1 The LGB received the draft SIP for 2020-2021.

7.2 During the course of discussion and, in response to questions, the LGB noted the following:-

- There had been a large amount of input prior to lockdown including governor input and this had been a collaborative piece of work; and
- It was important to note that this document needed to be fluid given the current circumstances.

7.3 **The LGB agreed the SIP for 2020-2021.**

## **8. Any other business including agenda items for the next meeting**

### **Complaints**

8.1 It was noted that no complaints had been received since the last meeting of the LGB.

**ACTION: Complaints to be a standing item on the LGB agenda.**

### 9. Date and time of next LGB meeting

9.1 The LGB noted the date of the next meeting as follows:- Thursday 11<sup>th</sup> June at 6pm, location to be confirmed.

*There being no further business, the meeting closed at 19:00pm*

**Signed:**

**Chair**.....**dated:**.....

### Summary of Proposals:

Agenda Item	Proposal
6. Headteacher's report	<b>Proposal: To replace the windows in the art block at a cost of £14,120.</b> <b>Proposed: Stephen Sheehan    Seconded: Joanne Bennett.</b> <b>Agree: ALL</b>
7. SIP 2020-2021	<b>The LGB agreed the SIP for 2020-2021</b>

### Summary of Actions:

Agenda Item	Action	Responsible
<b>Complaints</b>	<b>ACTION: Complaints to be a standing item on the LGB agenda.</b>	<b>Clerk</b>