



## LOCAL GOVERNING BODY MEETING (LGB)

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

**Date:** Thursday 11 June 2020

**Time:** 6pm

**Venue:** via 'Google meets'

**Present:** Claire Copeland, Headteacher  
Richard Barlow, Co-opted Governor  
Philip Bentley, 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 Joanne Bennett, Chair and Co-opted Governor, Claire Haque, Parent Governor and Yvonne Barber, Co-opted Governor.

In the absence of the Chair, the Vice Chair, Stephen Sheehan, took the Chair for the meeting.

## 3. Administration

3.1 There were no administrative items for consideration.

## 4. Minutes of the LGB meeting held on 14 May 2020

4.1 The LGB considered the minutes of the LGB meeting held on 14 May 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 14 May 2020

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

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

## 6. Year 10 Wider opening of Trafalgar School (inc. government guidance, plan overview and Risk Assessment)

6.1 The LGB received a number of reports from the Headteacher in support of the year 10 wider opening plan. During the course of discussion and, in response to questions, the LGB noted the following:-

- Planning for re-opening was undertaken before half term although this had to be revisited following further guidance issued;
- The most vulnerable Year 10 students had been identified, some of which have accessed very little online learning during lockdown. They are returning to school first with the emphasis being on emotional recovery and enforcing a positive attitude towards learning. This is being led by the inclusion and pastoral teams;
- From 6 July, all year 10 children will have two days in school in quarter cohorts – one day of core subjects and one day of options subjects;
- Wednesdays will be used to deep clean the school;
- There is also an emotional recovery plan in place for staff;
- The emphasis would be on rebuilding the community;
- Live lessons will continue till the end of term;
- The risk assessment is very much a live document and changes are made almost daily as guidance is issued;
- There are numerous protocols in place to support the risk assessment;
- Those children returning to school can choose to have a packed lunch if they wish;
- New skill sets will emerge from this which is a positive outcome.

6.2 The LGB welcomed the update

**Proposal: To agree the re-opening of the school for year 10 students based on the approach set out within the relevant papers.**

**Proposed: Stephen Sheehan Seconded: Richard Barlow AGREED: ALL**

## 7. Key Worker School and Vulnerable Children update

7.1 The LGB received a written update from the Deputy Headteacher in relation to key worker school and vulnerable children.

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

- Averaging about 45 students at key worker school;
- A robust risk assessment was in place and the school was considered to be proactive in this area;

- The risk assessment had considered what students required in order to be successful at home;
- There was a weekly phone call to parents and carers of vulnerable students;
- Plans in place to increase the Key worker provision;
- The Deputy Headteacher updated on the Transition arrangements for vulnerable students coming into the school in September.

7.3 The LGB noted the update.

## 8. Feedback on Year 10 Live Lessons

8.1 The LGB received a written update from the Headteacher in relation feedback on Year 10 live lessons.

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

- Government guidance is that there is a focus on remote learning. With that in mind, a lot of resource has been put into developing this;
- After half term, a number of live lessons were delivered and feedback sought which was then used to inform this week's lessons;
- All year 10 have received live lessons for their core subjects this week;
- Overwhelmingly positive feedback from students and participation rate has increased dramatically;
- From September, the intention is to roll out lessons to all year groups although it is possible that this may be done earlier depending on staff appetite;
- Unfortunately, not all students have the technology to access the live learning. In year 10, there are approximately 32 students without laptops, in years 7-9, there are 114 students without access. We are looking at ways to try and Consideration was being given to how the school could ensure these students are not disadvantaged;
- Consideration was being given at Trust level as to the digital strategy. Fortunately, budgets were in a favourable position and so monies could be allocated for development in this area;
- Feedback received was that parents of students in years 7-9 would like to see live lessons rolled out as soon as possible. If this was not possible, it may be that some tutor 'meetings' would be established so that students could reconnect in that way;

- There has been a challenge to obtain some of the technology required to deliver the live lessons efficiently. Additionally, it had been a huge learning curve for teachers. Inevitably there would be improvements as teachers gained experience in this new area.

8.3 The LGB noted the update and wished to place on record their gratitude to staff for all their efforts during this unprecedented time. The suggestion was that a letter or email be sent to all staff thanking them for their efforts.

**ACTION: Chair to write to all staff thanking them for their continued efforts.**

## 9. Trust Update

9.1 The LGB received an update on the Trust including the recent appointment of the new CFOO.

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

- The new Trust structure including the appointment of a new CFOO;
- The division of the Executive Headteacher role across the two current headteachers and how the responsibilities would dovetail;
- In response to a question about the impact of these structural changes on Trafalgar School, it was noted that there would be a fourth assistant head role created in order to support the Headteacher in order to create the required capacity.

9.3 The LGB noted the update.

## 10. Policies

10.1 The LGB considered and approved the following policies:-

- (i) **Bereavement Policy**
- (ii) **Curriculum Policy**
- (iii) **Safeguarding Policy – Covid 19 addendum**

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

### Transition

- 11.1 In response to a question about planning for September, it was noted that transition plans for the new year 7 were in place and this included video tours of the school. In addition, whilst there had been no guidance issued by Government in terms of measures required in schools from September, the usual planning was being undertaken and then this plan would be adapted depending on the guidance issued closer to the time.

### Complaints

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

## 12. Date and time of next LGB meeting

- 12.1 The LGB noted the date of the next meeting as follows:- Thursday 9<sup>th</sup> July 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. Year 10 Wider opening of Trafalgar School (inc. government guidance, plan overview and Risk Assessment)	<p><b>Proposal: To agree the re-opening of the school for year 10 students based on the approach set out within the relevant papers.</b></p> <p><b>Proposed: Stephen Sheehan Seconded: Richard Barlow</b></p> <p><b>AGREED: ALL</b></p>

**Summary of Actions (and ongoing actions):**

<b>Agenda Item and date raised</b>	<b>Action</b>	<b>Responsible</b>
<b>Complaints 14 May 2020</b>	<b>ACTION: Complaints to be a standing item on the LGB agenda.</b>	<b>Clerk</b>
<b>8. Feedback on Year 10 Live Lessons</b> <b>11 June 2020</b>	<b>ACTION: Chair to write to all staff thanking them for their continued efforts.</b>	<b>Chair</b>

Approved 9 July 2020