

MILTON ABBOT SCHOOL

Minutes of the Full Governing Board Meeting, Tuesday, 26th January 2021 -
Via Zoom, 5pm

The meeting began at 5pm																		
	<u>AGENDA ITEM</u>	<u>RECORDED NOTES</u>			<u>ACTION</u>	<u>COMMENT</u>												
Procedural																		
1	Welcome & Apologies for Absence	BC welcomed all to the meeting. Present: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr style="background-color: #4F81BD; color: white;"> <th style="width: 33%;">LA Governor</th> <th style="width: 33%;">Co-opted Governor</th> <th style="width: 33%;">Staff</th> </tr> <tr> <td>Brian Cook - Chair</td> <td>Jane Byrne Brian Martin – Vice Chair Richard Marshall</td> <td>Chris Luxford -Head Teacher Emma Pawlik</td> </tr> <tr style="background-color: #4F81BD; color: white;"> <th>Parent Governor</th> <th></th> <th>Clerk</th> </tr> <tr> <td>Marcia Vanstone</td> <td></td> <td>Karen Yorke-Dunne</td> </tr> </table> MS, MB & EH sent their apologies – accepted.			LA Governor	Co-opted Governor	Staff	Brian Cook - Chair	Jane Byrne Brian Martin – Vice Chair Richard Marshall	Chris Luxford -Head Teacher Emma Pawlik	Parent Governor		Clerk	Marcia Vanstone		Karen Yorke-Dunne		
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2	Pecuniary Interest Declaration	No pecuniary interests were declared in relation to this meeting..																
3	Approval of Minutes of Last FGBM Held on 23rd September 2020 Matters Arising including progress made on the actions raised and update on any items not covered elsewhere on the agenda	Governors approved the minutes of the meeting on the 23 rd September 2020 as a true reflection. A governor asked whether the role of SENDco was manageable? CL replied that, the paperwork and chasing of other professionals is time consuming. The first week of this term has been taken up with ensuring all children have the opportunity to access learning, either remotely or in school.																
JB joined the meeting at 5.11pm.																		
Monitoring and Accountability																		
4	Headteacher's Report	BC thanked CL for the excellent report. JB added how thorough it was.																

		<p>CL was very impressed with 98% attendance by the end of the term which would equate to less than one child being absent!</p> <p>Quality of Learning committee have questioned data and gaps in children's learning.</p> <p>Safeguarding</p> <p>There was little to report for Safeguarding last term but we are ensuring we have contact with all families during the current lock down. We have strong protocols in place for one to one interaction via zoom: a TA is working from home and we must guarantee her safety.</p> <p>SEND</p> <p>What support do you feel is needed for you with regard to your SENDco hours?</p> <p>CL has asked FFT (Angela) what support is available for SEND and at what cost although he feels there are staff within the team who could support with the role. County were going to send some names through but he is yet to receive anything. CL has secured a EHCP for a child. Governors discussed the importance of CL to have time to lead with school improvement and relief for SENDco role. All governors agreed with the pressures of the current lock down and the positive budget, resources should be made available to reduce the pressure on CL.</p>	<p>CL to continue looking for support for SENDco role. Resources committee to ensure funding is allocated.</p>	
5	Update on current lock down	<p>The Chair asked CL to give a brief explanation to the challenges for learning of the current lock down. CL informed the meeting that the contingency plan had been piloted with some parents last term and that it was agreed that they found it difficult to navigate google rooms/meet – staff listened and adapted presentation accordingly. With Ofsted focusing on remote learning when visiting RI schools, are you comfortable with the way you deliver the curriculum?</p> <p>Our remote learning consists of a blend of live teaching, videos (made by the staff) and resources from Oak Academy via Dojo and the systems that were already being used. All staff have agreed a combination of learning resources that they can deliver effectively. We have a portfolio system, teachers are marking regularly and giving feedback regularly; progress is being made so much is to do with parental support. Teachers monitor daily registration and the work uploaded and the standard of the work. They are looking at each family case by case and responding rapidly. JB informed the meeting she had</p>	<p>JB to pass report for</p>	

	<p>carried out a review today. As this is such a key area, although BC does not want to repeat actions carried out, it would be good for the whole board to hear. Can you give us an example please? We have had a good registration system from day one, which identifies the most vulnerable of which there are many categories. We have given several families technology (termed as digital poverty) and worked out a timetable to support them with booster sessions by a teacher or TA in the afternoon. In one case we had a lack of contact so we got the EWO involved; this improved communication. We have had some positive feedback from parents along with questions when they are not understanding what is needed to be done. BC thanked CL for illustrating what the school are doing in these extraordinary times. We are maintaining a restricted attendance file, provision for SEND and vulnerable children. The engagement is tracked better this time as all staff are in school – there is not a rota system this year.</p> <p>What is your evaluation in improving learning? Is it working? Yes, it is working, week by week it is getting stronger on how to do this better. We give daily access to registration and clinics with a timetable of activities for parents to juggle around their individual circumstances. Work coming in is a pleasing standard: we are not necessary where we would be if we were in class but in the majority teachers are pleased with the output.</p> <p>What is your biggest challenge? Sustaining it. We have been working on the wider curriculum and on Foundation provision. As well as looking at where lost learning could occur. I want to be able to offer protocol to staff through expectation of on line behaviour with a home/school agreement.</p> <p>CL informed the meeting that he had met (virtually) with Babcock last week reviewing practises and systems. The response from Julie was that we have clear succinct systems. Her feedback forms the external part of our triangulation of review. Julie Stevens intends to visit the school in March with her replacement Kath Powell.</p> <p>With the absences of staff you have discussed, are you confident you have enough resources to cover teaching and learning within the school and remotely? We do at the moment; we may need to take action to cover areas after half term. Have staff been offered lateral testing? Yes, we start on</p>	<p>review to clerk to circulate.</p>	
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6	School Development Plan	<p>CL informed the meeting that as part of the review Julie pointed out 2 areas in our development plan which he has already responded to.</p> <p>BC commented on how difficult it is to look at outcomes during this period.</p> <p>In the teaching and learning area of the plan, how are teachers improving in their role? CL stated how the subject leaders are keen to develop; reviews have taken place to gain evidence. Staff have worked together, under my leadership, to come up with remote learning that they feel they can deliver whilst teaching in school. From the autumn data, individuals from year 6 have been targeted. The mid-year SEF is likely to move to Spring 2 term.</p>	Clerk to send out SDP plan again. SEF to take place Spring 2.	
7	Committee Minutes – Governor Questions	<p>Resources –RM informed the committee that we have a positive budget with a higher surplus than planned: it is difficult to forecast with so many variables at the moment. It would be beneficial to the school to spend the surplus. We will be meeting with Suzette to prepare the 3-year budget in March.</p> <p>Quality of learning. – It was clear from the minutes the challenge governors have undertaken. Governors did not wish to ask further questions as many items have been covered. MS plans to meet with CL after half term, for an interim meeting, as there are so many changes at the moment.</p>		
8	Governor’s Report Including: Training	<p>JB has met with CL & GW.</p> <p>RM has received online information for training for GDPR.</p> <p>Clerk to attend Clerk’s forum – 10th February</p> <p>Clerk to attend Clerking In An Academy – 24th March 2021</p>	Clerk to send out training availability again. Governors to inform clerk if they wish to	

			attend training.	
Strategic Items				
9	Strategic Direction of School	<p>Governors discussed options that have been made available to them for the continuation of the school both financially and with regards to Teaching and Learning. As the school has worked hard since being in RI, governors feel in a strong position to have a positive impact on working with other schools. The Chair of governors has been in contact with other schools in the Tavistock area to look at their strategic direction.</p> <p>The governors' views and questions were recorded as a Part 2 item on this occasion with clear actions to go forward. Governors are clear that consultation with parents is crucial and will begin by adding a brief paragraph to the newsletter that we have been exploring options.</p>	CL to add a paragraph in the newsletter regarding exploring options for the strategic future of the school.	
10	Policy Adoption/Review	<p>Policies reviewed at committee level, FYI:</p> <p>Finance Policy Complaints Charges and remission Lettings – the school is not currently letting out the school. Admissions 21-22 Supporting Children with Medical conditions Education for looked after children</p> <p>Governors ratified the following policies:</p> <p>Discipline/capability Redundancy Grievance</p>		
11	Items brought forward by the Chair:	<p>EP stated that the decision to close on a Friday afternoon has helped staff well-being immensely; she would like to thank governors for supporting CL and staff. MV (parent governor) wanted to state that parents really appreciate the extra work staff are doing during this lock down.</p>	BC would also like CL to formally thank staff for all their hard work together.	
12	Impact from this meeting	<p>Governors have challenged the school on performance data and have a clear understanding of the learning being delivered to children at Milton Abbot. They are also clear on the obstacles to remote learning for some children and how the staff are trying to overcome this. Governors have discussed in detail the strategic direction of the school with clear action for moving forward.</p>		

13	Date & Time of Next FGB & committees:	Resources – Budget – 16 th March 2021 Quality of Learning – week of 22nd February FGB -27th April 2021– 5pm		
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BC thanked everyone for their time. The meeting ended at 6.39pm

- EWO – Educational Welfare Officer
- FSM – Free School Meals
- DFE – Department of Education
- RI – Requires Improvement