



Minutes of a meeting of the Local Board

held on Wednesday 8th July 2020 at 7:00 pm

remotely via TEAMS due to the social distancing regulations imposed by HM Government due to the international Covid19 pandemic.

Local Board Members Present:

Mrs Alice Allen (Chair)	Mr Adrian Alcock
Mrs Hannah Baty	Mrs Claire Cleverton
Mr Daniel Curtis	Miss Caroline Newton
Mr Stephen Sowden-Mabbott	Mr Marcus Still (Principal)
Mrs Angela Watson	

In attendance: Mrs Kathy Jerbi (Clerk)
Mrs Vanessa Smith (Vice Principal)

1 WELCOME & APOLOGIES for ABSENCE

No apologies. Mrs Allen welcomed & introduced Mrs Angela Watson, newly appointed co-opted LB member. Mrs Watson will take over the role of Safeguarding Link & be involved in developing community links. Mrs Allen confirmed that the Board of Trustees also re-appointed Mrs Claire Cleverton to serve a second term of 3 years.

2 DECLARATION of INTEREST by LB MEMBERS in ANY ITEM on the AGENDA

None.

3 MINUTES of PREVIOUS MEETINGS:

- o 13th May 2020
- o 21st May 2020
- o 10th June 2020

Were all agreed as being true records by the LB. The Clerk to gain the signature of the Chair when possible.

4 ACTION POINTS from above meetings and MATTERS ARISING

- 13th May 2020

1 File class visit report if not already done so. COMPLETED.

2 Ensure class visit reports appear on agenda of a future meeting. TO BE ACTIONED in the autumn.

Action 1: KJ/AIA

3 Ensure update of our Community Engagement Strategy appears on agenda of a future meeting. TO BE ACTIONED in the autumn.

Action 2: KJ/AIA

4 Advise re new timescales/requirements for RSE Policy consultation/implementation [Correction – this should read SRE Policy]. Mr Still advised that the PSHE subject leader has published the proposed

revised policy on the academy website & invited parents to comment in a recent academy newsletter. So far, we have received two parent responses – both positive & supportive. Mr Still expects the policy to take effect in September. COMPLETED.

5 Make recommendation to LB re candidates for LBM position. COMPLETED.

6 Make suggested amendments to CPVA Policy & circulate to LB. COMPLETED – see item 14.

- **21st May 2020**

No actions or matters arising.

- **10th June 2020**

1 Advise BoT of the Co-opted LB member nominations for approval. COMPLETED.

2 Liaise with PTA to establish their succession plan for role of Chair/co-Chairs. COMPLETED – see item 15.

3 Liaise with Kathryn Smith as to how the LB might involve a non-member in LB community engagement. TO BE ACTIONED. **Action 3: AIA**

4 Outline a framework for LB involvement to present to Esther Featherstone. TO BE ACTIONED. **Action 4: AIA/CN**

5 Raise the topic of Trust support with parent communication at the next Chairs Forum meeting. COMPLETED – see item 10.

5 URGENT MATTERS NOT ON AGENDA

- Mr Still provided his annual report of hate incidents. There have been two 'hate' incidents during the 'lockdown' period. Both were dealt with according to our correct procedure – the children spoken to & parents informed.
- Mr Sowden-Mabbott raised the following concern on behalf of the PTA: concern that should the traditional end-of-year gathering take place on Lindfield Common after school on the last day of term, the children being in Lindfield Primary uniform might reflect badly on the academy in light of current social distancing Government guidelines. The PTA suggest that the academy send a communication to parents discouraging this traditional gathering. Mr Still agreed. A communication encouraging parents to observe current Government advice is to be sent jointly from the SLT & the LB.

Action 5: MS/AIA

6 ADMISSIONS SUB COMMITTEE

- **Report.** (Circulated prior to the meeting). No questions or comments.
- **Membership 2020-21.** There is a vacancy for a member to sit on the LB Admissions sub-Committee. Two members have volunteered for this role. In addition, the term of office of Mr Alcock, staff LB Member & sub-Committee member, ends in December 2020. It was felt prudent, therefore, to appoint both volunteers to the sub-Committee at this time. Mr Alcock kindly agreed to advise them over the autumn term from his experience on the sub-Committee. **The Local Board agreed to appoint Mrs Baty and Mrs Cleverton to the Admissions sub-Committee for the academic year 2020-21.**

7 SAFEGUARDING

- **Annual Safeguarding Report to the Board of Trustees.** (Circulated prior to the meeting). Mrs Allen confirmed that the report had been submitted to & noted by the BoT.

Mr Still was asked whether there were any other issues to make the LB aware of. He responded that there have been a few safeguarding issues arise, all of which have been dealt with appropriately. The DSL's have been accessing support from outside agencies. One case, in particular, required quite a lot of assistance from WS, which was forthcoming.

Mr Still was asked, if we need assistance supporting an increased number of individual children with the transition back in to school in September, will support be available to us? He responded that it would, both from outside agencies & from the Trust. Mrs Smith added that in the Risk Assessment for the return to school we have referenced the School Nurse, who is available for any particular cases of anxiety. We have already identified some pupils who will require extra support. It was also noted that we have 'regulation stations' (break out areas) set up outside every classroom & support methods suggested by the SENCo.

8 SEND/PP/LAC UPDATE

As the link for SEND, LAC & PP, Mrs Cleverton reported that she has liaised over email with both Jane Robinson (SENCo/LAC) & Rachel Crosbie (PP lead) several times over the last few months for updates & to offer LB support.

LAC - There are currently no Looked After Children in the academy.

SEND

- Two EHCP Needs Assessments (the assessment carried out by a range of professionals with school & family before an EHCP is agreed) have been agreed for a pupil transitioning into Year 2 & another transitioning into Year 6. This means there will be three pupils with EHCPs in the academy in total in September.
- Two pupils are due to start in Reception in September with significant physical needs. The school appealed to the parents due to being all on one level with no stairs.
- 'Meditracker' is due to be rolled out in September as a robust, paper free way of recording accidents.
- Mrs Robinson has reported how her role has changed in that currently more time has been spent communicating with parents about how best to support their children at home. Children's mental health has been affected over the last few months & Mrs Robinson has taken time to signpost parents for support.

Pupil Premium

- There are currently 44 PP children in the academy. 20 of these children are currently attending school either in the 3 year groups that have returned or in the key worker/vulnerable group bubbles.
- 10 families are being supported with Foodbank vouchers & the Government are now offering Free School Meal vouchers over the summer holidays. Miss Crosbie reported that the local Foodbank have been brilliant.
- PP children have been supported during the last few months in a number of ways. Welfare checks are made if there is a lack of contact with the academy through email or evidence of work on MyMaths.
- Miss Crosbie has posted YouTube stories for her 'Chooseday Club' group who have responded positively. Cards have been sent from Miss Crosbie & the children's PP heroes to say that they are thinking of them & wishing them well with their home-learning.
- PP funding has been used to purchase magazine subscriptions for 3 months. One pupil entered a competition that was advertised in one of the magazines & won!
- Miss Crosbie has spent time liaising with Sussex Uniforms to set up vouchers for the PP families to purchase new uniform.
- Summer holiday provision is currently being sourced & provided for key families.
- Miss Crosbie applied for & received 3 computers for disadvantaged pupils.
- We have been heartened to receive positive messages from a number of parents for the provision they have received, not only from PP but from class teachers & the Academy in general.

Board members asked Mrs Cleverton does Miss Crosbie expect to see more applications for FSM/PP due to changes in people's lives financially following the pandemic. Mrs Cleverton replied that is anticipated.

The Board thanked Mrs Cleverton for all she has done on behalf of the LB, & for staying on & continuing this link work, which is appreciated by both Mrs Robinson & Miss Crosbie.

9 LBM TRAINING UPDATE

The Clerk confirmed that all members are up to date with required training.

Mrs Allen reminded members that at the start of the new academic year they will all be required to attend Child Protection training. Mr Still advised that this is likely to be face-to-face training with the Trust safeguarding manager on Thursday 3rd September. The Clerk to circulate details once confirmed.

Action 6: KJ

10 REPORT from CHAIRS' FORUM

(Minutes of meeting held on 2nd July 2020 circulated prior to the meeting)

Mrs Allen highlighted the issues that were raised at the recent meeting:

- she asked Mr Still if there were any issues at LPA with the email migration to Outlook 365. He responded that the migration went very smoothly & that the Trust IT team were on hand, supportive of minor issues.
- the Trust are very keen to see an increased use of TEAMS to foster a sense of whole school community whilst children & staff are in their 'bubbles' or at home. LPA teachers have embraced this vision, holding TEAMS sessions with their new classes to introduce themselves. Mrs Allen asked what has the feedback

been from teachers about these sessions. Mr Still feels they have been successful, only one technical problem.

- The LB are to have a role in the Risk Assessment (RA) process for September opening.
- Mrs Allen raised at the forum the subject of Trust support to the SLT with communicating with parents who are expressing specific anxiety about the re-opening.
- Government guidance is for RAs to be published on academy websites to be shared with parents. Careful thought will have to be given as to how we communicate this to parents so as not to raise anxiety. The Trust Communications Director is to inform academies in advance what they plan to say to parents from a Trust perspective so that LB's can be forewarned.

11 **PRINCIPAL'S UPDATE**

End-of-year plans.

Mr Still reported:

- Between 2nd & 15th July we are holding end-of-year 'farewell' sessions for all classes in years 2 to 5. Children are offered the chance to come in for a 40-minute face-to-face session with their class teacher in groups of up to 15 children, after the end of the school day. The SLT spent a lot of time discussing how best to do this. The teachers embraced the idea & uptake by children has been high.
- Across Wed 8th & Wed 15th July all teachers are holding TEAMS 'hello' sessions with their new classes, to introduce themselves & new topics to the pupils. Mr Still will be asking parents for feedback at morning drop-off on 9th July.
- The 'new classes' letter was sent to parents on 3rd July – no negative feedback received.
- All academy documents are being put in order. The SEF is under review for the summer term & the Covid episode – to be completed by the end of term. Subject leaders are reviewing subject action plans. RAP also being worked on & to be completed by end-of-term. All these documents will be shared with the LB at the first LB autumn meeting.
- Pupil's annual reports will be posted to parents on 10th July.
- Mr Still's support of the new Principal at Pound Hill Infant Academy is on-going. They have been meeting regularly via TEAMS, Mr Still supporting him with preparing their RA & going through the whole Covid process that we have been through, & he helped them interview for an Assistant Principal role.
- INSET day 17th July – all staff will meet in the morning to be guided through the RA for September opening; the afternoon will be spent putting furniture back into classrooms.
- Deep clean of the academy, including carpet cleaning, to take place in August.
- General newsletter to community on 10th July, celebratory end-of-year newsletter going out on 16th July.

September opening plans.

Mrs Smith reported:

- In developing the Risk Assessment for everyone to return to school in September, the SLT have used the same template as we are currently using, as it has worked very well. There are elements within the RA that we will be moving forward with & using in the same way: the behaviour appendix, visual timetables & social stories. Hygiene measures & cleaning & management of the building will continue in the same way. We are in a good place to move forward.
- In order to follow Government guidance, we will continue with staggered start & finish times.
- Children will be in class bubbles of 30.
- At certain times during the day they will be in a year group bubble of 90: playtimes, lunchtimes, year group assemblies.
- The outdoor curriculum will continue to be a big focus for us, making use of our wonderful outside space.
- Hygiene & cleaning will be maintained.
- We will provide guidance to parents about what the children should bring to school to reduce the amount of resources traveling to & from home.
- Staff have thought about the recovery curriculum. We don't know how the children will present. We want to continue to deliver our broad & ambitious curriculum, but also identify any gaps or areas to catch up on. Children may have emotional needs – we already have a programme of PHSE curriculum with extra sessions staff will be delivering.
- What to do if someone does fall ill, the rules & regulations around 'test & trace' have been incorporated into the RA. We would get help & support from the Local Health Protection team should this occur.
- Current opening plan is:
Day 1: all KS2 children in – these are the children who have not been in school at all during lockdown;
Day 2: all KS1 & KS2 children in – we want everyone back quickly to see if our plans will work. Our strategies will be reviewed very quickly to see if we can make any changes.
- The June re-opening has been very successful – the SLT are feeling confident about September & want to support everybody to return to school.

Mr Still advised the following timeline is in place:

- all Academy RAs to be submitted to the Trust by Fri 10th July
- Trust representatives to visit academy site week commencing 13th July
- any required adjustments to RA to be made
- BoT to approve RAs Friday 17th July
- communication of details to parents Monday 20th July
- if Trust are not happy with RA's they will delay opening, as they did in June.

Mrs Allen advised that she has had the opportunity to meet with the SLT & Business Manager to have an input to the RA on behalf of the LB. It will be circulated to members once approved. The Trust will support the SLT with parent communications.

The LB offered support at the academy gates on the return to school dates, as in June. Mr Still gratefully accepted all offers – parents & staff appreciated their presence last time.

12 STAFFING 2020-21

There have been no changes to teaching staff for the new academic year. There has been quite a bit of movement of staff between year groups. The SLT listened to staff requests – some accommodated, some staff were told this is not the right time. They are excited by the new line-up: new year group teams are working well together already.

Mrs Allen asked if we have been able to support those staff still shielding & returning to school for the first time? Mr Still replied yes – some have started to return to attend the class 'farewell' & 'hello' sessions with children. He is hopeful that all staff will be back in September.

Mrs Allen stated that this is testament to how well the SLT have looked after staff.

13 STAFF WELL-BEING

Mrs Allen asked Miss Newton to report on staff well-being:

Staff mood is buoyant; everyone is just 'getting on with it'. No issues. It feels like business as usual. Staff do not gather in the staff room as much of course, but see each other around the school – everyone is smiling & happy. A very difficult situation has not felt like a difficult situation in terms of what has been happening in school. This is thanks to the robust RA in place returning to school from lockdown, clear-cut & well-communicated, everyone was aware of expectations. This is again testament to the SLT that all has gone according to plan.

Staff well-being to stay on the agenda as very important – any issues to be raised with SLT or Miss Newton.

14 CAR PARKING and VEHICLE ACCESS (CPVA) POLICY

Mr Still has revised the CPVA Policy & circulated it to the LB for approval. He reported that the current system of coning off the entrance & exit to the car park & saying no to all parents has worked well & is the way forward. It has given renewed confidence to parents – a minority of parents have continued to try to drive in & been challenged by other parents. Children have been & will continue to be lining up in the car park, even more so with increased numbers in September, so no parent/carer vehicle access is essential. **The LB approved the revised CPVA Policy as presented.** Mr Still requested continued support of the LB to enforce this in September.

15 FUNDING CHALLENGES for 2020-21

- **PTA succession planning.** Mr Sowden-Mabbott reported there was no end-of-year PTA Committee meeting & there is no successor in place for the position of Chair/co-Chair. It is hoped someone will step up at the AGM in September. They are loosely planning events for the spring term & plan to send an end-of-year letter to parents asking for ideas for fund-raising activities that can happen in the current climate. Members expressed concern that without leadership events will not run & without meeting, why would anyone step up for the Chair position. Possible solutions discussed briefly – Mr Sowden-Mabbott & Mr Curtis to discuss further with the PTA & check the PTA Constitution/Terms of Reference as to what will be the situation if a Chair is not found. **Action 7: SSM/DC**
- **How to focus funding priorities / How to support the PTA with funding gap.** Mrs Allen highlighted that given the low amount of funds raised by the PTA this year due to the Covid situation, it will be important for the academy to communicate what we need funding for specifically. She feels that parents will support specific priorities, even without events taking place. Mr Curtis has ideas on reaching out to the community to support this, which he shared briefly. An article has been submitted to the Lindfield Life magazine August edition which may hopefully generate some interest. He suggested that all information needs to be brought together. Mr Still agreed, saying that prior to Covid, regular meetings between the SLT, the teacher/PTA link, PTA Co-Chairs & Treasurer were working well at sharing information & to start such meetings up again would be a good starting point. Mrs Watson will also be able to contribute, both

from her experience at community outreach, but also from networking with the Brighton Business Chamber, where she might discover potential links for providing support in delivering what we need, rather than donations of money. Members to discuss further in another forum. **Action 8: AIA/DC/AW/MS**

17 DATE and TIME of NEXT MEETING

Miss Newton took this opportunity to request that 'strategy' be an agenda item at the first autumn LB meeting, to get us back on track with this. She will meet with Mr Still to take stock before discussing with the LB.

Action 9: KJ

Model of four clerked LB meetings annually discussed. Mrs Jerbi to establish the date of the first BoT meeting in the autumn, before LB meeting dates are agreed & to liaise with Mrs Allen as soon as possible.

Action 10: KJ

Mrs Allen closed the meeting giving thanks to Mr Still & Mrs Smith for their leadership throughout the Covid situation, as well as to all LB members for their flexibility & support.

The meeting closed at 8.40 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	Ensure class visit reports appear on agenda of a future meeting	Mrs Jerbi / Mrs Allen	Autumn mtg
2	4	Ensure update of our Community Engagement Strategy appears on agenda of a future meeting.	Mrs Jerbi / Mrs Allen	Autumn mtg
3	4	Liaise with Kathryn Smith as to how the LB might involve a non-member in LB community engagement	Mrs Allen	immediately
4	4	Outline a framework for LB involvement to present to Esther Featherstone	Mrs Allen / Miss Newton	Asap
5	5	Issue communication to parents encouraging them to observe Government guidance on social distancing on the last day of term	Mr Still / Mrs Allen	By 16July
6	9	Circulate details of CP training once confirmed	Mrs Jerbi	Asap
7	15	Liaise further with PTA re succession to Chair	Mr Sowden-Mabbott / Mr Curtis	Asap
8	15	Meet to discuss funding priorities, fund-raising ideas, other ways of supporting the curriculum	Mr Curtis / Mrs Allen / Mrs Watson / Mr Still	asap
9	16	Ensure 'Strategy' appears as agenda item at next meeting	Mrs Jerbi	Next meeting
10	16	Establish dates of next year's BoT meetings & liaise re LB meeting schedule with Mrs Allen.	Mrs Jerbi	asap

Signed as being a true and accurate account of the meeting:

..... **Date:**

Name: Mrs Alice Allen **Position:** Chair of Local Board of Lindfield Primary Academy