



Minutes of an Extraordinary meeting of the Local Board

held on Wednesday 10th June 2020 at 3:45 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	Mr Stephen Sowden-Mabbott
Mr Marcus Still (Principal)	

In attendance:

Mrs Kathy Jerbi (Clerk)
Mrs Vanessa Smith (Vice Principal)

1 WELCOME & APOLOGIES for ABSENCE

No apologies. Mrs Allen thanked members for attending the meeting at short notice.

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

None.

3 MEMBERSHIP MATTERS

➤ **Agree nomination of Claire Cleverton to serve a second term as Co-opted LB member.**

Mrs Allen thanked Mrs Cleverton for putting herself forward to serve a second term of three years as Co-opted LB member at LPA. **The Local Board agreed to nominate Mrs Cleverton to the Board of Trustees.** Mr Still commented that both the Pupil Premium co-ordinator, Miss Crosbie, and the SENCo, Mrs Robinson, have expressed their relief that Mrs Cleverton has agreed to stay on the LB for another term of office, continuing her excellent support of them in their roles.

➤ **Agree nomination for Co-opted LB member vacancy.**

Prior to the meeting, feedback from the recruitment & interview process of an additional LB member was circulated by email to the LB. All members had been given the opportunity to comment & had expressed support for the recruitment panel's recommendation. **The Local Board agreed to nominate Mrs Angela Watson for the position of Co-opted LB member to the Board of Trustees.**

Action 1: KJ

➤ **Discuss & agree role of Esther Featherstone in the LB's community engagement.**

The LB discussed briefly whether any plans were in place for the succession of new Chair/co-Chairs of the PTA, as the current incumbents retire at the end of this academic year. It was agreed that if Mrs Esther Featherstone is not recruited in any capacity by the PTA, the LB would benefit greatly from her networking &

fund-raising experience, as well as her enthusiasm & drive. Mr Sowden-Mabbott to liaise with the PTA co-Chairs. Mrs Allen to liaise with Kathryn Smith of the Trust Governance team as to how we can engage Mrs Featherstone in LB business in an advisory capacity. Assuming approval is given by Kathryn Smith, Mrs Allen & Miss Newton to outline a framework to present to Mrs Featherstone, noting that this is to be a temporary arrangement under the current circumstances.

Action 2: SSM

Action 3: AIA

Action 4: AIA/CN

4 **UPDATE on RE-OPENING of ACADEMY to RECEPTION CHILDREN**

Mr Still gave a verbal report – highlights as follows:

- Opened to Reception children on Monday, 8th June;
- Staggered start times per class at 15-minute intervals;
- Mrs Allen & Mrs Cleverton were in attendance on behalf of the LB;
- Expected attendance was 40-50%;
- Actual attendance was 72% (3 classes individually were 93%, 57%, 63%);
- Children kept to their 'bubbles' of maximum 15 children;
- Lunchtime worked well – Chartwells provided hot meals, which were served in the sports hall to Reception children, in the William Allen Hall to key worker children;
- The children were all happy & returned the following day!
- Positive feedback has been received from many parents;
- All the planning & risk assessing ensured a smooth re-opening & is working well;
- Today (Wednesday) the academy was closed except to key worker children, Thursday we welcome Year 1 children.
- Mrs Smith echoed Mr Still's confidence, stating that without children & parents present during the planning process, it was difficult to envisage how the plans would work out;
- Both agreed it is lovely to have more children back in the academy.
- Mrs Cleverton added that the parental response has been very positive – she has heard nothing but praise - & the children were so happy going back into school.
- Mr Still stated he understands some parents were waiting for feedback from the first to return before deciding to send their children in – he expects numbers attending to increase over the following weeks.
- Mrs Allen, Miss Newton & Mr Curtis volunteered to represent the LB on 11/12 June in welcoming Year 1 children.

(Mr Alcock withdrew from the meeting at this point, 4.10pm – lost connection)

Mr Still went on to react to the Government announcement on 9th June that children in Years 2, 3, 4 & 5 would not be returning to school before the summer break. The SLT have met to discuss how they might somehow close the academic year for these children by getting them into school. Further Government guidance is expected but it is not known what or when this will be. All classrooms, as well as the Computing Room, are now occupied by 'bubbles' & all available staff are working with those bubbles. We therefore have no capacity to welcome back another year group within our current fabric.

Mr Still added that main conversation topics are now whether schools are to open during the summer break & what September opening is to look like – it is hoped the Government will make announcements about these by 26 June. The SLT are currently working on transition for the September Early Years intake, but further Government guidance might impact on any plans made.

Members asked if the academy must open during the summer what might that look like.

Mr Still replied we would close on 17th July (end of summer term) for 2 weeks; then there are 2 models being considered currently: a) two longer terms in the autumn, with a longer half-term break; b) 3 shorter terms in the autumn with 2 shorter mid-term breaks.

Members expressed concern that, either way, neither children, parents nor staff will have a meaningful summer break. Mr Still added that having to work during the summer will not be popular with staff or unions. Closing the academy completely during the May half term break gave staff an opportunity to completely rest for a few days. Members also raised concern amount the mental health of staff.

(Mr Alcock re-joined the meeting at this point, 4.20pm)

Members asked how staff are reacting to the current re-opening of the academy. Mr Still responded that the staff are happy to be back in working with children – that is why they chose to work in this profession.

5 **MANAGING / SUPPORTING the SLT with PARENT COMMUNICATIONS**

Mrs Allen wanted to flag that as the situation progresses & we are required to announce more change to the parent body, and therefore communication from parents could potentially increase & intensify, the LB offers its support to the SLT & can perhaps shield the SLT & teachers by dealing with some of that communication. Trust support with communication is also essential.

Mr Still expressed his gratitude for this offer of support by the LB & in particular appreciated members being on-site for the re-opening. It really helps for parents to see LB presence.

Members are mindful that the SLT are busy looking after everyone else, they want to be sure someone is looking after the SLT. Undue pressure is put on the SLT to have to justify why certain decisions are made.

Members would like to see more Trust support under-pinning some of the big decisions that are yet to be made. Mrs Allen stated that she would raise this at the forthcoming Chairs Forum meeting. **Action 5: AIA**

(Mr Alcock left the meeting at this point, 4.28pm)

ANY OTHER BUSINESS

Mrs Allen invited any other questions from members:

Q. has the uptake of key worker children provision increased with the return of Reception children?

A. Mr Still responded that numbers of key worker children have increased significantly. Wednesdays have been our peak day during the last few weeks. In initial plans for the re-opening of the academy, the SLT considered closing entirely on a Wednesday, but this would have impacted on key worker families requiring that provision. We cannot allow the cross-contamination of 'bubbles' – children have to stay in either a year group bubble, or a key worker bubble, they cannot switch on different days of the week. We asked families with children in Yr R, 1 or 6 to decide – if you require Wednesday cover, your child cannot go into their year group bubble. Many were able to change their working patterns to enable them to keep children at home on Wednesdays so that they could join their peers.

We now have 4 key worker bubbles, in 3 classrooms & the computing room. If we go over 60 key worker children in total, we may have to close a year 6 bubble in order to have the space & staff to open another key worker bubble (key worker & vulnerable children take priority, then the younger children). Wednesday numbers have reduced.

Q. what is the car park situation?

A. it has been a dream! It is completely closed off with cones. Only a small minority of cars attempted to drive in & these were key workers who have been allowed to use the car park up until now and did not realise the change. Mr Still reiterated that he would like to make this arrangement permanent.

Mrs Allen & Mr Still both thanked all members for their continued support.

The meeting closed at 4.35pm.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	3	Advise BoT of the Co-opted LB member nominations for approval	Mrs Jerbi	immediately
2	3	Liaise with PTA to establish their succession plan for role of Chair/co-Chairs	Mr Sowden-Mabbott	immediately
3	3	Liaise with Kathryn Smith as to how the LB might involve a non-member in LB community engagement	Mrs Allen	immediately
4	3	Outline a framework for LB involvement to present to Esther Featherstone	Mrs Allen / Miss Newton	Asap
5	5	Raise the topic of Trust support with parent communication at the next Chairs Forum meeting	Mrs Allen	2Jul

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