



Minutes of a meeting of the Local Board

held on Wednesday 21st October 2020 at 7:00 pm
remotely via TEAMS

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)

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

Apologies: Mrs Angela Watson

1 **WELCOME & APOLOGIES for ABSENCE**

Apologies received as above and agreed by the Local Board (LB).

2 **DECLARATION of INTEREST in ANY ITEM on the AGENDA**

None.

3 **MINUTES of PREVIOUS MEETING – 8th July 2020**

Were agreed as being a true record by the LB. Clerk to gain signature of the Chair when possible.

4 **ACTION POINTS from above meeting and MATTERS ARISING**

1 Ensure class visit reports appear on agenda of a future meeting. DEFERRED until visits are possible.

2 Ensure update of our Community Engagement Strategy appears on agenda of a future meeting.
DEFERRED. Mrs Allen & Mrs Baty to work on this. **Action 1: AIA/HB**

3 Liaise with Kathryn Smith as to how the LB might involve a non-member in LB community engagement. COMPLETED. KS confirmed we can invite guests to attend LB meetings to advise on a particular area.

4 Outline a framework for LB involvement to present to Esther Featherstone. DEFERRED. Esther Featherstone is unable to commit time to us now.

5 Issue communication to parents encouraging them to observe Government guidance on social distancing on the last day of term. COMPLETED.

6 Circulate details of CP training once confirmed. COMPLETED.

7 Liaise further with PTA re succession to Chair. COMPLETED. See item 15.

8 Meet to discuss funding priorities, fund-raising ideas, other ways of supporting the curriculum. TO BE ACTIONED. See item 15. **Action 2: AIA/ DC/AW/MS**

9 Ensure 'Strategy' appears as agenda item at next meeting. COMPLETED.

10 Establish dates of next year's BoT meetings & liaise re LB meeting schedule with Mrs Allen. COMPLETED.

5 URGENT MATTERS NOT ON AGENDA

None

6 2020-21 TRUST DOCUMENTS TO NOTE

The LB noted the following annual documents issued by the Trust:

- [2020-21 LPA Local Board ToR](#)
- [2020-21 LPA Local Board Admissions Sub Committee ToR](#)
- [2020-21 Complaints Panel ToR](#)
- [2020-21 Exclusions Panel ToR](#)
- [2020-21 Code of Conduct](#)
- [2020-21 Code of Conduct highlighted with changes](#)
- [2020-21 Summary of Trust policies in approval](#)

7 ANNUAL ADMINISTRATIVE ACTIONS

- **Register of pecuniary interests.** Members have completed the on-line declaration of business & pecuniary interests via Microsoft FORMS. Clerk to chase up those outstanding & produce a register for publication on the academy website (statutory requirement). **Action 3: KJ**
- **Annual attendance at meetings 2019-20 for website.** Record circulated prior to the meeting – no queries, therefore Clerk to publish on the academy website (statutory requirement).
- **Meeting dates for 2020-21.** Agreed as:
 - 25th November 2020
 - 13th January 2021
 - 17th March 2021
 - 28th April 2021
 - 23rd June 2021All commencing at 7pm & continuing virtually via TEAMS for the time-being.

8 MEMBERSHIP MATTERS & TRAINING

- **LB Roles & Responsibilities & Year Group Links 2020-21.** Agreed.
- **Staff LBM election.** Mr Alcock's term of office ends on 11th December. The Clerk recommended that the forthcoming vacancy be mentioned at staff meetings & interest in the role be generated.
- **Annual Child Protection training.** LBM's that attended: MS/AdA/CN/AIA/CC/SSM. Clerk to send a link to the recorded training to HB & DC. **Action 4: KJ**

9 SEN INFORMATION REPORT

[SEN Information Report Sept 2020](#). Mrs Cleverton, as LBM with responsibility for SEN, confirmed she has reviewed the document, is happy with its content & presents it to the LB for approval. **The LB approved the SEN Information Report Sept 2020** as presented.

10 REPORT from CHAIRS FORUM

(minutes circulated prior to the meeting)

Mrs Allen stated that the main focus of the meeting was on communication, in particular between school & parents in the event of a COVID-related bubble/school closure. How can the LB relieve pressure from the SLT in dealing with communication?

Also highlighted – safeguarding is the responsibility of **all** LBM's, not just the link member. All members should challenge safeguarding issues.

11 PRINCIPAL'S UPDATE

- **September opening.** Points made by Mr Still:
 - The term has gone remarkably well. We expected lower attendance. We have received lots of positive feedback from the community.
 - Staggered start times have been slightly adjusted – one issue still to resolve is how to accommodate the arrival of siblings in different year groups & prevent parents having to wait around.

- Some new practice developed we will keep – e.g. we have more control of the children now staff are walking with them around the school.
 - Children's behaviour is positive.
 - One-way system is working well.
 - Cleaning – mainly positive. We have a cleaner in school between 11am & 2pm who is wiping down high-volume surfaces & replenishing soap & paper towels. This has reassured staff. We have had to deal with an issue with the evening cleaners.
 - Closing the car park has been highly successful, enabling parents & children to move between the two entrances safely. Health & safety risks: the occasional parent trying to drive into the car park, inconsiderate parking on neighbouring roads & parents congregating in groups off-site, not socially distanced. Mrs Allen has spoken to the Trust about the health & safety risks, now escalated to the Executive team. New traffic & pedestrian signage personalised to LPA is being supplied by the Trust by early November. Traffic issues have been raised with the police & local authorities – we expect patrols imminently. Tom Scully is speaking to the local Councils re the closure of School Lane to traffic. Members expressed concern about pedestrians in the car park as staff leave work at the end of the school day. This is unavoidable with the current system. Mr Still to put a reminder in the newsletter for parents to be vigilant of moving cars.
 - The Covid Risk Assessment has been embedded. Arrival & departure of children is running smoothly.
 - Darren Setters conducted a site visit on 12th October. He asked for teachers' 2-meter workspace in front of the children to be reinstated – many had decreased due to desks shuffled forwards, tape worn off, etc.
 - Two pupil progress meetings for each year group have already been held to identify emotional/academic needs of children.
 - Well-being survey undertaken with children by SENCo identified only 7% of children needing support – a lot less than we expected.
 - Teachers have been conducting soft assessments of children to be able to give feedback to parents.
 - Interventions & booster groups will begin in November. Government are providing a Coronavirus (Covid-19) Catch-up Premium of £80 per pupil, which for LPA will equate to just over £50,000. We have ring-fenced £41,000 to secure a teacher to go into each year group to run small group intervention programmes from November to July.
 - Mr Still is comfortable that we are meeting the emotional need of the children & that we have a plan in place to meet their educational need.
 - Virtual parent/teacher consultations have taken place very successfully.
 - Staff are mostly settled; there is some anxiety in relation to the new government 'tiered' lockdown approach & flu vaccinations. The recent announcement that the Trust will pay for staff flu vaccinations will help to ease staff anxiety.
 - Staff have done a good job easing the children back into a pre-Covid mindset about school (the summer term was very different).
 - Staff know that the Trust have been supportive.
 - The parent community seems generally happy, after a few minor issues at the start of term.
 - There has been one complaint, which Mrs Allen is dealing with.
 - Mr Still thanked the SLT & office staff for dealing with all parent correspondence.
- **Covid response contingency planning.** The Trust asked for this to be in place by 22nd October. The SLT have worked very hard to get the right balance. Mrs Smith provided a summary:
- the VLE is already up & running for children who are self-isolating
 - teachers upload work every week
 - we hope to have made the weekly timetable manageable for families
 - the expectation is it will be used on a short-term basis only
 - children's work in books will be marked
 - our format is very similar to the Trust exemplar
 - teachers are likely to be in school teaching key worker children, but the SLT feel the format is manageable & workable.
- **LB support.** Mr Still asked for LB support with parent communication should a bubble have to close – perhaps each member could support their designated year group with answering emails. Mrs Baty volunteered.
- Mr Still also thanked the LB for their support in welcoming children back at the gate at the start of term.

Members took this opportunity to ask whether extra-curricular provision is likely to resume? Mr Still responded that we plan to tentatively start some clubs in November. He wants to see how this works in the car park with wrap-around care collection too. It reduces our control – PHE will close a whole year group if we cannot prove

contact, rather than just a class. Members are concerned children are not getting enough exercise in school. Mr Still assured members that they are.

Mrs Allen thanked the SLT for all their hard work ensuring a successful return to school & for getting information to parents so quickly about the emotional & academic progress of children, which has been appreciated by parents.

12 STAFF WELL-BEING

(Documents circulated prior to the meeting: 'Staff Well-Being Policy' and 'LB Contact Report – Well Being Oct 2020')

Further to her comprehensive written report, Miss Newton added the following:

- the Trust Intranet has a lot of material for staff
- staff generally feel well-supported, especially important as staff are not moving around the academy or inter-acting with each other as much
- the biggest challenge is what is happening in the world, which is out of our control
- support for staff is valued

Mrs Allen suggested inviting Mr Geddie, as Well-Being Champion, to the next LB meeting. Any ideas from members on ways to support staff morale would be welcome.

13 PUPIL WELL-BEING

➤ **Safeguarding update.** Mr Still reported the following:

- a safeguarding meeting has been held this term
- there is a safeguarding audit toolkit that the DSL's must go through, which produces an action plan
- 23rd November – virtual Peer Review on site safety – our DSL to lead
- all staff have completed annual Child Protection training & read KCSIE Part I
- our safeguarding policy has been updated & incorporates remote learning, with input from Trust ICT & Safeguarding leads
- Meditracker is now in use by all staff to record medical incidents
- we have conducted an in-house safeguarding audit
- we currently have no children on Child Protection Plans; 1 child on a Child in Need Plan
- we have made 1 referral to MASH this term.

Members asked what impact the new intake has had?

Mr Still replied no impact from a safeguarding point of view.

➤ **Pupil Premium/SEND update.** Due to a technical glitch, Mrs Cleverton was unable to make herself heard at the meeting! [She subsequently sent her reports by email to members – attached to minutes].

14 VISION

➤ **Strategy road map** *(circulated prior to the meeting)*. Main points highlighted by Miss Newton:

- all last year's initiatives are still live
- main focus is Covid recovery
- biggest focus is staff well-being & pupil well-being
- key projects kept to three
- dates need to be set for the targets
- the pitch document is likely to be needed more as we are losing income from not being able to let our facilities
Action 5: SSM
- Mr Curtis can move forward with collaboration with the PTA now that new leadership is in place
- MS to remind staff that we have this document
Action 6: MS
- the current social restrictions force us all to look for different ways of doing things – people's creativity will come to the fore
- Mrs Allen & Mr Sowden-Mabbott to assist Mr Curtis in resurrecting contact with Lloyds
Action 7: AIA/SSM

Miss Newton to update the road map following LB feedback & publish it on the academy website as soon as possible.
Action 8: CN

Mrs Allen thanked Miss Newton for her work on this.

The LB agreed it should publish another newsletter – Mrs Baty to get started.

Action 9: HB

15 COMMUNITY

➤ **PTA AGM outcomes.** Mr Sowden-Mabbott reported that new co-Chairs stepped forward at the PTA AGM. The two previous vice-chairs have stayed in post & will support the new co-Chairs. The Treasurer remains the same & a new Secretary has been elected. Funds raised in 2019-20 totalled £19,000. Big

spend projects planned for this year have been side-lined. However, the PTA does have enough funds to continue its support of the usual annual subscriptions & booster groups. Creative fund-raising ideas are coming through, some already underway. Mr Sowden-Mabbott & Mr Curtis have a meeting with the co-chairs scheduled, as do the SMT.

16 Agree items to be brought to the attention of the Board of Trustees

None currently.

17 DATE and TIME of NEXT MEETING

Wednesday 25th November 2020 at 7pm

The meeting closed at 9.10 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	Update Community Engagement Strategy & present to LB	AIA / HB	LB mtg 25Nov
2	4	Meet to discuss funding priorities, fund-raising ideas, other ways of supporting the curriculum	DC/AW/AIA/MS	LB mtg 25Nov
3	8	chase up outstanding declarations of pecuniary interest & produce a register for publication on the academy website (statutory requirement)	KJ	LB mtg 25Nov
4	8	Send link to recorded CP training to HB & DC	KJ	LB mtg 25Nov
5	14	Update pitch document	SSM	LB mtg 25Nov
6	14	Remind staff about the strategic road map	MS	LB mtg 25Nov
7	14	assist Mr Curtis in resurrecting contact with Lloyds	AIA/ SSM	LB mtg 25Nov
8	14	Update & publish roadmap	CN	LB mtg 25Nov
9	14	Prepare next LB newsletter	HB	LB mtg 25Nov

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