



Minutes of a meeting of the Local Board

held remotely via TEAMS on Wednesday 13th January 2021 at 7:00 pm

Local Board Members Present:

Mrs Alice Allen (Chair)	Mrs Hannah Baty
Mrs Claire Cleverton	Miss Caroline Newton
Miss Rebecca O'Brien	Mr Stephen Sowden-Mabbott
Mr Marcus Still (Principal)	Mrs Angela Watson

In attendance:

Mrs Kathy Jerbi (Clerk)
Mrs Vanessa Smith (Vice Principal)
Miss Sian Dewdney (PSHE subject lead)

Apologies: Mr Daniel Curtis

1 **WELCOME & APOLOGIES for ABSENCE**

Mrs Allen welcomed newly elected staff Local Board (LB) member Miss O'Brien to her first meeting. Miss O'Brien is a teacher at LPA, currently teaching in Year 2, & is joint Science subject lead. She is also joint NEU representative for the staff.

Mrs Allen also welcomed Miss Dewdney, who attended to present item 10 on the agenda.

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

None.

10 **RELATIONSHIP & SEX EDUCATION (RSE) POLICY**

(Item brought forward on the agenda)

Miss Dewdney presentation. The DfE have made RSE compulsory in primary schools from September 2020. It states "*The new curriculum will be compulsory from September 2020. Schools should start teaching from that date if they meet the statutory requirements. If they are not ready, or are unable to meet the requirements, they should begin teaching by at least the start of the summer term 2021*". Miss Dewdney stated that at LPA this fits in with our scheme of work as we deliver this part of the PSHE curriculum in the summer term. We use the 'Jigsaw' scheme of learning, which covers all the statutory & recommended elements of the curriculum. The DfE states "*Our guiding principles have been that all of the compulsory subject content must be age appropriate and developmentally appropriate. It must be taught sensitively and inclusively, with respect to the backgrounds and beliefs of pupils and parents*". We feel that the Jigsaw scheme meets these principles.

Miss Dewdney shared the policy document on screen ([here](#)) & talked through the content. The policy format was designed by the Trust & was tailored to LPA by Mr Fox (PSHE subject lead 2019-20). Miss Dewdney has brought it up to date by replacing the link to the 'guidance' in section 2 with the most current link (July 2020). Section 3 – the required consultation with stakeholders has been carried out. Parents were invited to comment via newsletter in June 2020, which resulted in some positive feedback. Pupils have been consulted

via the Student Council. Staff have held discussions at staff meetings. The policy is being presented to the LB at this meeting for ratification.

A detailed outline of the curriculum content is included in Appendix 1 of the policy.

The Local Board ratified the Relationship & Sex Education Policy as presented.

Mrs Allen thanked Miss Dewdney for her presentation.

Miss Dewdney withdrew from the meeting at this point, 7.15pm.

3 MINUTES of PREVIOUS MEETING – 25th November 2020

Parts I & II were agreed as being a true record by the LB. The Clerk to gain the signature of the Chair when possible.

4 ACTION POINTS from above meeting and MATTERS ARISING

1 Update pitch document. IN PROGRESS.

Action 1: SSM

2 Circulate literature from Parentkind presentation. COMPLETED.

3 Circulate appendix to Staff Well-being Policy. COMPLETED.

4 Organise a celebration of staff's hard work. COMPLETED.

5 Consider a Parent View survey. DEFERRED due to COVID school closure.

Action 2: MS/VS

6 Instigate virtual 'Principal Pop-In' sessions. COMPLETED.

7 Form a small group to reach out to Lindfield Life magazine. DEFERRED as Mr Curtis absent

Action 3: DC

8 Continue looking for corporate sponsorship & grant opportunities. DEFERRED as Mr Curtis absent

Action 4: DC

9 Explore outreach possibilities other than funding. ON-GOING. A 'Stargazing' project has been well-received by years 5 & 6. Miss O'Brien, in her role as science subject lead, is communicating with Mrs Watson re STEM possibilities.

10 Communicate to parents re the possibility of corporate fund-matching by their employers. TO BE ACTIONED.

Action 5: DC

11 speak with Mr Still as to how best to support year groups through link visits moving forward & report at next meeting. DEFERRED due to COVID school closure.

Action 6: AA

5 URGENT MATTERS NOT ON AGENDA

None

6 PRINCIPAL'S UPDATE

Mr Still gave a verbal update. Main items:

- The Academy is currently closed to pupils due to the Covid-19 pandemic & national lockdown. It is open to children of critical workers & children identified as vulnerable
- On the weekend prior to the start of term (2/3Jan), Mr Still began to receive communication from staff. By Mon 4Jan, an INSET day, he had received notification of many staff invoking the right to a safe working environment based on Section 44 of the Employment Rights Act 1996. He thanked Miss O'Brien & Miss Martinez, NEU reps, for their dialogue throughout this period. Mr Still worked closely with the Trust senior leaders in deciding whether the academy could safely partially open – they were very supportive. That afternoon it was decided to remain closed to all year groups & this was communicated to parents. Later that evening the Government announced a national lockdown, which meant our closure anyway.
- Staff rota – this was originally to be a 3-week rota; however, on Tue 5Jan it became apparent that we were to expect large numbers of critical worker children in school, therefore the rota had to be changed to bi-weekly.
- Rigorous checking of evidence of critical worker status has reduced the number of critical worker / vulnerable children attending school to approx. 115-120 daily.

- The SLT has also worked hard on the parent expectation of remote learning. We have received positive parental feedback.
- Mrs Robinson, Assistant Principal – Inclusion, is monitoring closely those children we consider to be vulnerable whose parents are choosing not to send them to school.
- We are providing food hampers this week (provided by Chartwells) to those children entitled to Free School Meals who are not attending school full-time. From next week we will revert to the voucher scheme for these families.
- Having liaised with other locality heads, Mr Still feels our remote learning offer is strong & that we offer the most robust support to our staff in delivering the remote learning. We are in a strong position to continue with remote learning for however long is necessary.
- Mr Still asked for LB support in dealing with parent communication – in particular, if members who are parents see misinformation being communicated via class WhatsApp groups, to highlight to parents that they should contact the academy to raise their issues. Members happy to do this.
- **Members asked what % of children attending are those of critical workers?** Mr Still responded approx. 70%. Some families of children identified as vulnerable have declined the offer of a school place – this makes it more difficult for us to monitor them.
- **Members asked it is a requirement that one or both parents are a critical worker to gain a place for their child?** Mr Still replied that there has been no guidance on how to decide allocation of places. The Trust lawyers have recommended that we cannot insist places only be given where both parents are critical workers. Our best approach to reduce the numbers of children attending is simply to appeal to the parent body, as we have done. Mr Still does expect a surge in numbers as the lockdown continues. The Trust are considering our approach.
- Mrs Smith stated that some vulnerable children staying at home have been provided with electronic devices to support them with home learning.
- The SLT appreciate that the scaling up of our remote learning offer puts pressure on some families. Mrs Allen offered a communication from the LB assuring parents they need not over-stretch themselves. Mr Still & Mrs Smith felt this would be greatly beneficial. **Action 7: AA**
- We will remain closed until at least the spring half-term, possible the whole term. Mr Still is working with a small group of staff, including Miss O'Brien, considering the academy Risk Assessment & ensuring staff are happy with it. He feels we are in a strong position for the long-term.
- **Members asked where the Trust is at with Covid testing.** Mr Still is expecting an update imminently – the Trust is moving quicker than WS.
- **Members asked Miss O'Brien how she is a faring from a teacher perspective.** Miss O'Brien stated that responding to parent emails is taking up a lot of time. Being involved in the risk assessment discussion is going well – some good staff feedback has been given.

7 SAFEGUARDING UPDATE

Mr Still reported as follows:

- A safeguarding update has been given to the Trust
- Concern for vulnerable children who are not attending school
- Two welfare checks have already been carried out
- Two referrals have been made following disclosures
- Mrs Smith added that we have been the first academy to raise the issue of the use of video cameras during remote learning – without the camera on, how do we know the child is actually engaged in the live lesson rather than just the parent being logged on. The Trust is working on providing some guidance.
- The Trust are taking safeguarding very seriously. They are insisting on 2 staff present in each live lesson for the protection of both staff & children.

8 STAFF WELL-BEING

Miss Newton reported as follows:

- No recent catch-up with Mr Geddie, Staff Well-Being Champion, as he's on paternity leave
- Mr Geddie will be getting support in the well-being role
- School feels different to the first lockdown, quiet & subdued; partly due to the weather – it's dark & gloomy; partly due to post-Christmas – the children are a bit shell-shocked & haven't had time to find their feet yet.
- Staff are all mucking in & just getting on with things
- It is a challenging time for all
- Highlighted from the Chairs forum minutes 1Dec 2020 that the Trust is developing a LB Pupil Well-Being link role.

9 LB SUPPORT of ACADEMY DURING LOCKDOWN

Covered in item 6.

Members came up with a suggestion – could one of them ‘attend’ a remote live lesson as the required ‘second adult’ if we are short of staff or to free up TA’s in school for other duties? Mrs Smith likes the idea & will investigate it as a possibility. **Action 8: VS**

11 CAR PARKING & VEHICLE ACCESS POLICY

Mrs Allen informed the LB that the above policy has been reviewed and amended as part of a Trust wide review following recommendations made at a recent complaints panel hearing. The revised policy has been approved by the Trust lawyer. Due to a legal obligation under the Equalities Act to make reasonable adjustments for disabilities, it is necessary to include a provision for parents/carers without a Blue Badge to be able to apply for a temporary permit to access the academy car park for drop off & pick up. Therefore, there is a possibility that more people may be driving on site and that whilst we maintain the required social distancing measures, a flow of pedestrians through the car park will continue and therefore there is potentially an increased health and safety risk to pupils and parents/carers. We are working with the Trust to find a solution. The policy is to be considered on an individual basis when applications for permits are received.

12 CHAIRS FORUM REPORT

The LB noted receipt of the minutes of a Chairs Forum meeting held on 1st December 2020. The new LB link role for Pupil Well-Being has been highlighted in item 8 – Mrs Allen to follow up on this off-line. **Action 9: AA**

13 ADMISSIONS

PART II

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

None.

15 DATE and TIME of NEXT MEETING

Wednesday 17th March 2021 at 7pm

The meeting closed at 8.25 p.m.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	Update pitch document	Mr Sowden-Mabbott	LB mtg Mar 2021
2	4	Consider a Parent View survey	Mr Still / Mrs Smith	Summer term
3	4	Form a small group to reach out to Lindfield Life magazine	Mr Curtis	LB mtg Mar 2021
4	4	Continue looking for corporate sponsorship & grant opportunities	Mr Curtis	On-going
5	4	Communicate to parents re the possibility of corporate fund-matching by their employers	Mr Curtis	Spring term
6	4	Speak with Mr Still as to how best to support year groups through link visits moving forward & report at next meeting	Mrs Allen	Summer term
7	6	Send parent communication assuring parents they need not over-stretch themselves with home learning	Mrs Allen	immediately
8	9	Consider the possibility of LB members attending virtual live lessons as the 2 nd adult.	Mrs Smith	immediately
9	12	Follow up on Trust guidance for a LB Pupil Well-Being link role	Mrs Allen	LB mtg Mar 2021

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