



## Minutes of a meeting of the Local Board

held on Wednesday 17<sup>th</sup> March 2021 at 7:01 pm remotely via TEAMS

**Local Board Members Present:** Mrs Alice Allen (Chair) Mrs Hannah Baty  
Mrs Claire Cleverton Mr Daniel Curtis  
Miss Caroline Newton Miss Rebecca O'Brien  
Mr Stephen Sowden-Mabbott Mr Marcus Still (Principal)

**In attendance:** Mrs Kathy Jerbi (Clerk)  
Mrs Vanessa Smith (Vice Principal)  
Mr Nick Geddie (Assistant Principal)

**Apologies:** Mrs Angela Watson

1 **WELCOME & APOLOGIES for ABSENCE**

Apologies as above accepted by the Local Board (LB). Mrs Allen welcomed Mr Geddie.

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

Mrs Baty declared that she has a nephew who has applied for admission to LPA in September 2021.

3 **RECOVERY CURRICULUM**

Mr Still introduced Mr Geddie, who is taking the lead in our recovery curriculum provision. This began in September, was halted with the lockdown from January, but has recommenced with the return to school from 8<sup>th</sup> March. Mr Geddie gave a 30-minute presentation to the LB on the provision so far. Mr Geddie sought consent from members to record the presentation for the purposes of staff CPD. All agreed.

[The Recovery Curriculum approach](#)

[How are you spending funding to deliver the recovery curriculum and why](#)

Questions from LB members & responses from Mr Geddie:

Q. concern raised over the physical health of pupils due to their reduced physical activity – is their room to address this in the Recovery Curriculum?

A. this has been recognised & Mr Geddie feels we are meeting that criteria. Planned redevelopment of outdoor learning spaces will allow children to be more active in their learning. PE Co-ordinator Miss Olive is doing a great job in encouraging active learning – she has instigated the whole school 'daily mile' & other

initiatives. We are shortening lessons & taking extra breaks from cognitive overload. Miss O'Brien backed this up by stating children are active in the classroom too, e.g., doing star jumps.

**Q. what about after school clubs? Are they on the horizon? Can we use some of the funding to get in outside providers?**

A. outside providers have been contacted, we hope to start up after-school clubs again in the summer term, subject to them being compliant with our risk assessment. Staff are also planning club provision.

**Q. anxiety in the upper year groups has been highlighted - is funding being allocated to buy in outside help to support mental health?**

A. this is absolutely our priority. We will first identify needs so we can signpost support accordingly. A lot of the issues are simply due to lack of social engagement during lockdown & are therefore being addressed simply by being back in school. There are some deeper issues such as anxiety & stress – funding of support for these children will come out of the Inclusion budget. The 'Jigsaw' scheme, which we use as a whole school approach to PSHE, have created additional resources specifically addressing 'post-lockdown' issues.

**Q. £40,000 of the catch-up funding is ear-marked, leaving another £10,000 – will this be lost if not used?**

A. we must evidence what the catch-up premium is being spent on. Mr Geddie does not believe there is a time limit, so we do not need to rush to spend it, & indeed the Government are now adding to the funding. Now that we are back in school & completing a second round of assessment, we will see what more support is required.

**Q. what qualifies a 'success'? what is the end goal?**

A. the idea is to support those in need – we do not want to set a time limit. Of course, we want to see the academic progression & emotional well-being figures moving up, but it is about so much more than that. We can use quantitative data – but also, it is just a feeling across the academy.

The LB thanked Mr Geddie for an impressive & encouraging presentation.

*(Mr Geddie left the meeting at this point, 7.52pm.)*

#### 4 **MINUTES of PREVIOUS MEETINGS**

- 13<sup>th</sup> January 2021
- 4<sup>th</sup> March 2021 (extraordinary meeting)

Were both agreed as being true records by the LB. The Clerk to gain the Chair's signature when possible.

#### 5 **ACTION POINTS from above meetings and MATTERS ARISING**

##### 13<sup>th</sup> January 2021

**1 Update pitch document.** TO BE COMPLETED. Still awaiting some photos & figures. **Action 1: SSM**

**2 Consider a Parent View survey.** COMPLETED. See item 7.

**3 Form a small group to reach out to Lindfield Life magazine.** COMPLETED. Mr Curtis has made initial contact with the editor, hopes for a face-to-face meeting soon.

**4 Continue looking for corporate sponsorship & grant opportunities.** ON-GOING.

**5 Communicate to parents re the possibility of corporate fund-matching by their employers.** COMPLETED. This has been discussed with the PTA.

**6 Speak with Mr Still as to how best to support year groups through link visits moving forward & report at next meeting.** ON-GOING.

**7 Send parent communication assuring parents they need not over-stretch themselves with home learning.** COMPLETED.

**8 Consider the possibility of LB members attending virtual live lessons as the 2nd adult.**

COMPLETED. Mrs Smith thanked members for taking on this role – it helped a great deal. Members were happy to have been involved.

**9 Follow up on Trust guidance for a LB Pupil Wellbeing Link role.** TO BE ACTIONED. See item 13.

**Action 2: AA**

## 6 URGENT MATTERS NOT ON AGENDA

None

## 7 PRINCIPAL'S REPORT

( [Principal's Report March 2021](#) circulated prior to the meeting)

Further to his report, Mr Still added the following comments:

- 'Remote learning' parent view survey – very positive result. This quality assurance exercise has provided good evidence of our provision. 90% of lessons were deemed 'excellent'. Quality of provision scored highly. This has been acknowledged by the Trust.
- Engagement in remote learning was high at 82%. It remained steady throughout the lockdown, dropping in the last week to 72% (which was a national picture & expected). Comparing us to other WS academies within the Trust, Mr Still was pleased with LPA levels of engagement.
- Wider opening of the academy from 8<sup>th</sup> March has gone smoothly. 621 out of 627 pupils present on the first day. Attendance continues to be high. Small operational changes have been made to improve safeguarding issues. Staff meetings have been positive. Summer term is looking more & more like business as usual.

Questions from members & responses from Mr Still:

Q. SEN numbers are increasing – is this due to lockdown?

A. having been at home more with their children, parents have noticed children's behaviours more & have been contacting our SENCo to raise issues. Teachers have also noticed some new behaviours in children returning to class. This is to be expected.

Q. what is the car park situation?

A. it is running smoothly – blue badge holders have been told when to come on site.

Mrs Allen highlighted Mr Still's request in his report for a LB member to take on responsibility for overseeing attendance. She asked members to consider taking on this role, as well as the newly created link role for Pupil Wellbeing.

## 8 SAFEGUARDING

Mrs Watson has completed the safeguarding link visit checklist for T3-4 and the SCR checklist and submitted both to the Trust (*also circulated to members*).

## 9 SEN/PUPIL PREMIUM

Mrs Cleverton reported as follows:

- she met informally with both our SENCo & PP co-ordinators during lockdown.
- it was helpful to get an idea of the positive things happening, i.e., interventions & checks on vulnerable families.
- met them formally on 16<sup>th</sup> March – visit reports to follow.
- SENCo said also about higher numbers, parents & teachers both raising new issues.
- still 3 children on role with EHCPs
- 2 more will be applying for ECHPs in the summer – the SENCo is currently gathering information.
- ILP's to be formally reviewed.
- SEN provision, e.g., coffee mornings for parents, to continue.
- no CLA on role
- PP number is currently 41 – a third of these attended school during lockdown.

## 10 WELL-BEING

- **School Dinners.** Miss Newton brought to the attention of the LB the poor provision being offered by Chartwells, the hot meal provider. The portion size during lockdown for KS2 children was woeful. Not many of our FSM eligible children choose to have a hot meal – they bring a packed lunch from home. Miss Newton asked the question are we tied in to Chartwells through the Trust. She feels that the poor provision is very worrying & the one thing that lets our academy down. Is there any pressure we can put on Chartwells? Mr Still responded that he would arrange a meeting with the Chartwells Area Manager. We were expecting to have new ovens in the autumn, providing an improved method of preparing the food – and this has not materialised. He will copy in Darren Setters. **Action 3: MS**
- **Staff Well-Being.** Miss Newton reported as follows:
  - a staff well-being group has been formed by Mr Geddie, wellbeing champion, with representatives from all staff sectors.
  - the Trust has issued a summary of the initial results of its well-being survey – more info at next meeting.

Miss O'Brien, staff LBM, reported that staff are happy to be back with their classes full-time, with no more remote live lessons! Morale in KS1 is very high.

Mrs Allen noted that parental concern & support for staff during lockdown was high. Parents were also appreciative that parent consultations went ahead in the first week back to school & that teachers had already identified gaps in their children's learning.

**11 ADMISSIONS SUB COMMITTEE**

Mrs Baty reported as follows:

- the Committee met on 24<sup>th</sup> February to rank the list of applications for September 2021 'starting school' places received by WSCC Admissions
- 266 applications received.
- 120 siblings/in area – 146 out area
- the school secretary raised a couple of queries with WS Admissions prior to the meeting & received responses.
- the over-subscription criteria for LPA set out in the Trust Admissions Policy were strictly observed in ranking the applications.
- there was one application claiming exceptional & compelling need for a place at LPA – the Committee considered this application, but found it did not support the application under this category.
- the ranked list was submitted to WSCC Admissions, and to the Trust Head of Admissions.

**12 ADMISSIONS**

Mrs Allen reported that the BoT supported the LB's decision taken at the urgent meeting on 16<sup>th</sup> March. There has been no response yet from WSCC.

**13 BOARD OF TRUSTEES REPORT FEB 2021**

*(circulated prior to the meeting)*

The LB received the report of the BoT meeting held on 1<sup>st</sup> February 2021. It noted the good news that Dr John Smith will be increasing his role as Chief Executive of the Trust and it await further details from Caroline Spender with regards to the LB Pupil Wellbeing Link role.

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

None.

**15 DATE and TIME of NEXT MEETING**

Wednesday 28<sup>th</sup> April 2021 at 7pm

The meeting closed at 8.40 p.m.

**ACTION POINTS:**

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	5	Update pitch document	Mr Sowden-Mabbott	LB mtg 28Apr
2	5	Follow up on Trust guidance for a LB Pupil Wellbeing Link role	Mrs Allen	LB mtg 28Apr
3	10	Arrange meeting with Chartwells	Mr Still	LB mtg 28Apr

**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**