

Meeting:	LGB	Date / Time:	22 <sup>nd</sup> October 2020 5pm	Location:	Teams
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Attendees:	Initials	LGB Role & Portfolio:
Steve Rogers	HT	Headteacher
Richard Annear	RA	Chair
Jan Gatley	JG	
Dave Gregory	DG	

Attendees:	Initials:	LGB Role & Portfolio:
Pam Cox	PC	
Ian Stuart	IS	
Alison Homa	AH	Vice Chair
Joe Matthews	JM	SIAMS Lead (left at 5:35pm)

Apologies:	Initials	Reason:
Dave Addie	DA	Work
Victoria Squire	VS	Illness

Absent without Apology:	Initials:
Dan Turton	DT

In Attendance:	Initials	
Holly Lathbury-Wilson	HLW	Clerk to Governors

Minutes To:
LGB members
School website
Board of Directors

#### **Strategic questions for the LGB:**

1. Do we receive/produce sufficient, accurate and timely information to enable the LGB and the Board to fulfil their statutory duties?
2. Does the school have an accurate SEF and ambitious SIP? How do we know?
3. Does the LGB challenge and support the school leadership in the best interest of the pupils? Do we have the skills necessary to do this?

Key: **Question** **Challenge** **Actions/Decision**

We are doing	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
1	<b>Pre-meeting Training:</b> SIAMS training with Joe Matthews. Ofsted recognise that having a clear vision is vital to the success of the school. We are a CofE Academy having previously been a specialist school, community school and comprehensive school. Our commitment to being a church school includes combining personal development and Christian values with	JM		

	academic rigour. We are inspected according to the SIAMS framework. What makes us distinctive as a church school are our vision and values. Our vision for the whole school is "life in all its fullness" and our values are Hope, Respect, Kindness, Integrity, Courage, Trust, and Responsibility and these must have an impact on the decisions that leaders make about the curriculum, looking at Intent, Implementation, Impact and Integrity. Link to JM presentation to send on to Clerk who will send on to govts. <b>ACTION</b> . We are asking out students and staff to model these values in everything they do. Ofsted have noted that students understand and respect the Christian values of the school and their importance. SIAMS noted that the language of Christian values is widely used. Our overall judgement from SIAMS is "Good" with leadership "Outstanding". <b>JG Can you explain about educating for Wisdom, Hope, Community and Dignity?</b> JM we have added a 5 <sup>th</sup> priority which is reconnecting ????. This will inform lesson observations later this year. <b>RA Do children understand and respect Christian values and how do they come to understand those values?</b> JM By living them every day, we like to talk about a common language when we are engaging with students and each other.	Clerk	22/11	
2	<b>Apologies, Business Interests, Housekeeping and Correspondence</b>			
2.1	Apologies for absence: DA, VS			
2.2	Declarations and confidentiality: Governors were reminded to keep information shared at meetings confidential.			
2.3	Housekeeping:			
2.4	Correspondence: As per emails.	Clerk		
3	<b>Minutes of the Previous Meeting</b>	Clerk		
3.1	The minutes of 17 <sup>th</sup> September 2020 meeting were agreed as a true record. <b>Clerk to publish minutes.</b>	Clerk	03/12	
3.2	Matters Arising: None	HT		
3.3	Other Matters Arising: <u>DBS Checks for staff and volunteer staff</u> - Previously Governors were informed that any staff not in school for 3 months or more would not trigger the need for a new DBS check if the reason they were not in was Covid related. Now that staff are back in school we are back to the default position that if a member of staff is not in for 3 months they will need to renew their DBS check. All volunteers and casual staff will need to come to the school in person to avoid a 3 month gap. If that is not possible a new check will need to be done with payment being decided at the time. It was decided that it would be fine for staff to come into reception and sign in briefly without having to come into the school. HT These members of staff will also need the latest copy of the RA and KCSinE. All agreed on this <b>ACTION</b> .			
4.	<b>Updates for Governors incl. reports</b>			
4.1	<u>SEF and AIP update from HT</u> - Governors to ask questions on these documents. IS Some of these items follow in from Standards and Curriculum meeting. Since then it has been noted that exams will be delayed for 3 weeks. HT This gives			

	<p>students 75 extra hours of education, although staff workload will increase and this could cause some issues. We have discussed offering time back in the summer however we have £17,000 of catch up funding coming in and the suggestion is that reading should be the focus in KS3 with small group work in KS4. Period 6 is offering a lot of students input and with the money we have we can pay a base rate to our staff and reimburse them for the time they are offering so that we can keep teaching within the academic year. <b>IS Re QA in the SEF and maintaining this, any comments?</b> HT The most difficult things are book scrutiny due to Covid restrictions, and having to quarantine books. We are thinking that we would get staff or students to leave their books open on their desk for staff to look at. Maths dept are trialling an online marking system for the top sets in KS4 and 5. This comes with issues such as training for staff in its use. We have had two training days for staff this term and since that we have gone to remote meetings. This has been successful due to the dedication of staff. <b>IS Sharp starts to lessons, any comments on this?</b> HT these are a challenge for KS3 teachers as they are moving round, but students are becoming used to the protocol now. JT has made sure that the majority of lessons for KS4 students are in the same room for the same subject. We are making changes that we think will develop the curriculum further. We are looking at moving certain year groups around which should aid KS3 students going forward. <b>IS Attendance in year 11, has there been any improvement on this?</b> HT this is a concern, it is currently at around 93.1% which is in line with Devon. We are currently above national average due to Covid-19 but we want to be able to hold this figure. We are only one term in and a small number of students can have a big impact on figures in a short space of time. <b>IS Is period 6 still going well?</b> HT This has been successful, we have had 65-75 students accessing this every day after school. We are having good feedback from students and parents that are accessing the videos at home. All of our options subjects are keen to support their students and after half term we will be offering core and options in these extra lessons and will eventually be adding PCRE into this. When we get closer to exams in March we will offer transport once a week for those students in Lynton and Combe Martin that struggle to get to P6. In academic year 21-22 if we can find £17,000 in the budget, we can offer P6 every year as we know that independent learning is one of the major drivers for our students. <b>DG Do we have a way of monitoring which students are taking part at home and is this being followed up?</b> HT We have had confirmation from students and parents that students are accessing it. We are setting up a Microsoft forms sheet for students to access during tutor time to confirm that they have accessed it and to give any feedback they have. As videos are held within the cloud, we are looking to see if there is a way of seeing that students have clicked on and viewed videos. <b>DG Re the library, in previous years we have had the library open from 7 to 7 for students to use, will this be happening again?</b> HT This is challenging, we may possibly have a champions hour for students that are staying on in school, from Feb half term on, from 4:25 to 5:25. There may be the possibility if having this until 6pm and offering food too. We will have to see how the Covid-19 situation progresses as well as looking at staff wellbeing. SLT are already very stretched for time. <b>DG re Mocks have these been put back 3 weeks too?</b> HT No, we don't think so but have not had confirmation yet. These are set and planned in the calendar and have a big impact on other subjects. We would like to keep these as they are. <b>DG Could this be communicated to year 11? ACTION. RA re the AIP, how is the assessment of the gap in student's knowledge going?</b> HT anecdotally talking to depts they are confident with the gaps with years 10, 11, 12 and 13. In maths we are using Pinpoint Learning, English are using marking and both depts are confident in knowing where students are currently. We know that we are below the target P8 but we will be saying to the students they need to aim for one grade higher. This will be a social media drive initially. <b>DG What was the story with the year 11 CAG grades being altered?</b> HT This is something that I will have to look into. AH If we go into CAG again do you have a document to ??? HT everything that goes into the mark book will be used and these are very important documents. Mocks will be a major driver and there will be a constant stream of assessment during term time. RA any other comments? HT We are doing our best to look after staff during this time. We know the R rate is going up in North Devon. Our job s to make sure that staff feel looked after and that we will provide staff with what they need to do their job if we possibly can. We have a number of staff off currently with Covid symptoms or are self isolating. We have been paying out for cover staff and if this</p>	HT	03/12	
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	continues we may have to look at if we have enough staff for all and possibly sending a year group home. DG The quality of learning suffers too if using cover staff.			
5.	<b>Reporting &amp; Monitoring – Main Focus, Portfolio Reports and Questions</b>			
5.1	<u>Standards and Curriculum portfolio report:</u> IS noted that his name is not on the notes despite his attendance. <b>Clerk to amend ACTION.</b> RA noted that it is a positive that the full curriculum apart from food tech has been given to children since September. The Curriculum statement has been updated and shared and this will then go onto SLT and Governors before going on the website. Approx 60-70 students each night are turning up for period 6. HT confirmed that this is an accurate representation. RA noted that the school has written a bid to the county to apply for funding for an ASD and SEMH centre. HT We know there is a considerable need for our community as we have high levels of SEMH students and high levels of ASD students. We have applied to have a centre in our school for these students that would allow us to continue with the work we have already at Killacleave. We believe we have a good chance of being successful in this bid. HT noted that he would like to apply for a pre school ?? <b>Is this correct?</b> for the Killacleave site that would cater for ASD, behavioural and vocational facility. RA noted that a staff, student and parent survey had been conducted and the results of these have been positive. HT The results of these along with the HSE visit, which went very well, have been put out to parents.	AH Clerk	22/11	
5.2	<u>SIAMS Ethos and Community portfolio report:</u> The school are trying to keep as many links as possible open during the Covid situation, we have many links with the community through the food bank and other various contacts. We have also made contact with an admin from the Gossip Around Ilfracombe Facebook group to mitigate any rumours that may arise and this is not just about the parents but reassuring the community too. It has been noted that there is approx. 88% parent engagement with Weduc (target 95%).	JG		
5.3	<u>SEND and Safeguarding portfolio report:</u> JG noted that all the results are going in the right direction, SEND pupils have been impacted by the lockdown more than any other group. The interventions that usually take place with SEN students cannot happen currently. Killacleave is still running but at reduced numbers. The introduction of Edukey for SEND pupils has been good with this logging all aspects of the pupil for staff to access in one place. RA provision mapping for the SEND has a task force set up to deal with this.	JG		
6	<b>Policies and Procedures</b>			
6.1	<ul style="list-style-type: none"> <li>Curriculum Statement – Portfolio group now Standards and Curriculum</li> <li>Home School Agreement</li> <li>Homework Policy – We must make the one put out is the most recent one including the remote learning appendix, portfolio group should be Standards and Curriculum. <b>ACTION.</b></li> <li>Literacy Policy</li> <li>Non-Exam Assessment Policy</li> <li>Provider Access Policy – portfolio group should be Standards and Curriculum and should not be attributed to Jan Gatley <b>ACTION.</b></li> <li>Child Protection and Safeguarding</li> </ul> <p>JG noted that the CIC policy portfolio group responsible should be SEND and safeguarding, person responsible Jan Gatley and origin SENCO. Clerk to amend <b>ACTION</b> HT noted that 3 weeks prior to meeting SLT will review policies and add any amendments in another colour. All approved policies once amendments made. <b>ACTION.</b></p>	Clerk	03/12	
7	<b>Governance</b>			
	<b>Training for Governors – Clerk to send out NGA login link for governors ACTION.</b> HT noted that lesson observations are not now taking place. We are now looking at incremental coaching, staff can expect 3 hours of observations a year with learning walks too. This is mentioned in the AIP and will be trialled going forward. We have taken this term's incremental coaching session out and asked staff to assess themselves. This will give us a start point for incremental coaching. <b>RA When</b>	Clerk	22/11	

	<b>will this start?</b> HT They have done the self-assessment and will start coaching after Christmas. RA noted that learning walks are not happening currently due to Covid-19.					
	<b>Staff thank you's</b> – This will be a standing item. <b>ACTION</b> . HT suggestion that SLT bring to HT attention individual staff and these will be passed onto governors. 3 staff per week will be highlighted and will receive a card from governors and SLT.			Clerk	03/12	
7.3	Competency Framework for Governors: RA this to be discussed a future meeting. <b>ACTION</b> . This could be by informal discussion (or by email). -			Chair	03/12	
8	<b>Part II</b>			HT		
9	<b>Any Other Business</b>					
9.1	Suggestions – RA Discussing the possibility of a prayer being said before the LGB meeting. Yes we are a church school, we serve and support our community reflecting Christian values and aim to be as inclusive as possible. My opinion would be that it would not be said at the beginning of the LGB meeting as it is a private matter and won't be made a regular item in the agenda. If anyone wants to say a private prayer or reflection they are welcome to. HT a reflection could represent something that is important to that person at that moment. JG People can do that before a meeting but is not appropriate during the meeting. One of the things staff were fearful about on becoming a church school was being made to participate in prayer if not religious themselves. All agreed not to go ahead with this <b>ACTION</b> . AH It would be nice to know when prayer walks are happening for governors to join if they want. <b>DG Two years ago we had student reps and this was a useful exercise. Could we repeat this?</b> HT It would have to be remotely at the moment, there are issues around the time of night that this meeting takes place. Currently this would not be possible. HT Could this happen during the day during a pf meeting? DG All of the governors would not be included in this if that were to happen. <b>Could we start the next meeting earlier to include student reps?</b> HT to discuss and let govs know. <b>ACTION</b> . <b>DG Is student council running currently?</b> HT It is not currently as it mixes bubbles. We will do what we can providing it is Covid-19 safe. HT to ask SC about this and ask governors what questions they would like to ask students. <b>ACTION</b> .			HT  Chair  HT	03/12	
9.2	<u>Future dates</u> –					
	<b>Meeting Closed:</b>					
<b>Date/Time of Next Meeting:</b>		3 <sup>rd</sup> December 2020 at 4:30pm TBC	<b>Location:</b>	TBC		