



Minutes of the Local Governing Body meeting of the Wessex MAT held via Google Meet on Monday 18 May 2020 at 6pm

Present	Elected Parent	Sophie Duke SD CHAIR
	Elected Parent	Vicky Needham VN
	Co-opted	Lesley Goldsack LG
	Co-opted	Marian Zvara MZ
	Co-opted	Joanne Wibley JW
	Headteacher	Catherine Smith CS
	Co-opted	Ruth Bettenson RB
	Co-opted	Margaret Moss MM
	Co-opted	Sandra Scott SS
	Staff	Tom Bracey TB from 6.25pm

Absent: Tom Amery TA

In attendance: Natalie Green NG (Clerk)

Q/C - Question/challenge

1. Welcome

SD welcomed all present.

2. Apologies for Absence

None

3. Minutes of the Last Meeting

The minutes of the meeting held on 12 March 2020 were approved as an accurate record.

4. Matters Arising & Action Plan

1. NG to complete Skills Audit process - COMPLETED and on Agenda
2. CS to provide report on impact of sickness and absence - ONGOING
3. TA to make enquiries with Duchy ref development and demographics in Poundbury and google schools to see how Damers appeared - ONGOING
4. SD to mail governors with dates of 'Great Works' celebrations - ONGOING
5. CS to provide report on uptake at Clubs - ONGOING
6. CS to provide report on Guided Reading - ONGOING
7. RN to provide short session on 'Steps' - ONGOING
8. SD to assign Link Governors to SLG - ONGOING

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9. CS to provide reply to governors on finance report queries - ONGOING

10. NG/CS to obtain MAT Pay Policy and follow up queries with CEO - COMPLETED

5. Declaration of Any Other Urgent Business & Declaration of Interest

No declarations of interest were declared. NG noted a brief item of other business.

6. Correspondence

None.

7. Headteacher's Report

CS had provided written updates as part of the MAT Bulletins during the C-19 crisis, the latest of which had been included in the pack. She highlighted the following:

Report on Lockdown Activity

CS noted that new guidance had been issued that day concerning vulnerable children and what to do in terms of encouraging them into school. Between 40-45 children were attending school each day including children of key workers. The school was in touch with 110 children's families and around half of these children were attending school. CS shared her concerns about the pressure of the whole of Foundation and Year 1 returning, which could impact the school's ability to focus on vulnerable children. She added that she did not know as yet how many parents would send their children back.

Distance learning planning would be focussed around a core document to cover the change in teacher/groups etc to ensure consistency and ensure that teacher workloads were not doubled. She added that a partial reopening would mean that interaction between teachers and children at home would significantly lessen due to other pressures.

The last two months had been very positive in terms of parent attitudes to school and great feedback had been received. There had been no complaints or Subject Access Requests.

Response to Government Update 10 May 2020

Q/C Governors asked for further details on potential reopening arrangements. CS said that the relevant parents were being contacted on 20 May about potential re-opening early in June. The aim was to bring Foundation back on 3 June with vulnerable children attending the day before, and introduce Y1 later in the week. Children's arrival at school was being planned carefully and CS described the plans for the school day which would comply with government guidance. Staffing challenges were noted in terms of different teachers and settings. Risk Assessments were being completed and focussed on movement around the site. Lunch would take place in classrooms and halls would be used as learning spaces. A visual guide would be shared with parents to explain the changes.

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Governors commented that positive messages needed to be communicated to parents who may need an extra sense that it was okay to return.

Q/C Governors asked if CS expected there would be a time in the near future when more children would return. CS replied that she assumed that no further children would return for now and the school did not have adequate staffing levels to run a whole school. Y4 was expected to be the next priority.

SD thanked CS and school for all their hard work.

Safeguarding

The Safeguarding update had been included in the pack along with the Safeguarding Policy Addendum. RB reported that she and MB and SD would agree the updates to the Child Protection & Safeguarding policy as necessary. CS noted concerns about vulnerable children post lockdown. Some children were being spoken to but some had not been accessed. The biggest concern was that disclosures usually came from the children and without them in school, there was a risk that safeguarding issues would be missed

Q/C Governors asked how the school intended to encourage more vulnerable children to attend during a potential phased return. CS said that SS and the SLT had already been working through them and determining who needed to come in and which parents were now more willing to allow children to attend. CS added that other children had been identified as being a cause for concern during the 2 month period who were not previously on the radar.

LDP link: L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children

-Ensure that all Governor actions are tightly linked to the evaluation and monitoring of the LDP, the development of the new curriculum and the embedding of the new assessment system

8. Trust Board Issues

Budget Report - a report by Jan McKie (JmK) WMAT Finance Director and narrative had been included in the pack. There were no further questions.

Receive WMAT Policies - Supporting Children with Medical Conditions - this was noted.

9. Governance Issues

Skills Audit Results - NG noted that she had collated the self assessments received and drew governors attention to the matrix which had been included in the pack. Two particularly lower scoring areas around experience of chairing other boards and knowledge of HR processes were noted, however there were significant strengths. Mentoring was mentioned as being one of the means of addressing skills gaps.

LDP Link L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children

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-Establish a clearly defined role for all governors in securing accountability across the school

10. Any other Urgent Business as declared at start of meeting

NG mentioned that she was in the process of planning the meeting dates for 2020-21 and had liaised with the Clerk to the Trust Board about any timescales and reporting deadlines the LGB needed to align with. She would update in due course.

11. Date and time of next meeting: Thursday 11 June 2020 6pm

There being no further business the meeting closed at 6.50pm.

Action Plan following the Full Governing Body meeting held 18 May 2020

Action to be Taken	Minute No.	Governor/Staff Member Involved	Suggested Completion Date
1. Provide report on impact of sickness and absence	4	CS	In due course
2. Make enquiries with Duchy ref development and demographics in Poundbury and google schools to see how Damers appeared.	4 (7)	TA	ASAP
3. Email governors with dates of 'Great Works' celebrations	7	SD	ASAP
4. Provide report on uptake at Clubs	7	CS	In due course
5. Provide report on Guided Reading	7	CS	In due course
6. Provide short session on 'Steps'	7	RN	ASAP
7. Assign Link Governors to SLGs	7	SD	ASAP
8. Provide reply to governors on finance report queries	10	CS	ASAP

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Date