



Federation of St Nicholas C of E Middle School & Pinvin C of E First School

Local Advisory Meeting 2nd February 2021 at 6:00 pm (via Microsoft Teams)

Present: Trevor Knight TK - Chair John Gardener JG Richard Elliott RE Victoria Clarke VC Karen Broughton KB	Lucy Thornton LT Jodie Whitfield-Palmer JWP Lucy Smith LS - Arrived 6.35 pm Sandra Jennings - SJ Head Suzanne McSwiney - CG Clerk to Governors Niki Smith - School Administrator - Arrived 6.35 pm Claire Davies – DoWMAT
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1	Welcome / apologies	Action
	TK opened the meeting by welcoming everyone. Apologies from CL	
2	Items to be raised under any other business	Action
	TK to produce draft Terms of Reference for the working groups agreed at the last meeting. TK stated that, on reflection, Finance and Resources should be a full sub-committee of the LAB.	TK to draft Terms of Reference Agreed, to re-establish the Finance & Resources sub-committee
3	Declaration of Interest in Agenda Items	Action
	Nothing to declare	
4	Minutes	Action
	LAB happy with Minutes of meeting 8 th December 2020 – Minutes approved	CG to add to Website
5	Budget	Action
	NS presented updated versions of budget reports for both schools as at 30 th November 2020 for consideration. NS confirmed that the Government Catch up grant payment to the schools had not yet been received. TK gave a brief report on a positive meeting with DoWMAT held on 5 th January to discuss the school budgets and our plans for addressing the current deficit. NS left meeting at 6.55 pm.	
6	Governing Body Review and Governor Monitoring	Action
	TK thanked governors for volunteering for lead monitoring roles and the allocation of lead roles was confirmed. Noted that the Governor section of the website needed to be	Governors to initiate monitoring arrangements with relevant Federation staff. All

	<p>updated. TK invited governors to think of any other beneficial changes or additions.</p> <p>TK was keen to raise the profile of governors with parents/pupils etc e.g. through contributions to school newsletters highlighting governor activities. It was agreed that each month a governor should write a brief pen portrait for the school newsletter. VC was nominated for the first “governor of the month”</p> <p>It was agreed to use the NGA skills matrix to undertake an updated Governing body skills audit</p> <p>TK thanked governors for completing the self-evaluation exercise for the Governance Leadership programme. It was a long document, but it would help identify future training and development priorities. Governors were reminded to inform the clerk of any completed training and development or requests.</p> <p>TK had discussed with Ken Bush some suggestions for useful collective training and will look at possible dates.</p>	<p>TK</p> <p>VC</p> <p>TK to circulate</p> <p>All</p> <p>TK</p>
7	Rapid Improvement Plan and OFSTED Inspection Reports	Action
	<p>SJ Further to the report considered at the previous meeting, governors noted updated progress highlighted in the Head Teacher’s report. TK reported the recent DoWMAT RIB (Rapid Improvement Board) meeting was very positive, confirming significant ongoing progress against agreed actions.</p>	<p>Governors thanked SJ and the Senior Leadership Team for their work.</p>
8	Head Teacher’s Report	Action
	<p>Reports for both schools had been circulated to governors and SJ highlighted key points.</p> <p>Governors thanked SJ for the detailed and comprehensive reports.</p>	
9	COVID-19	Action
	<p>SJ updated Governors on the current arrangements for remote learning and in-class teaching for children of key workers and vulnerable children during the national lockdown. The LAB also received the remote education guidance sent to parents and considered the Federation’s self-evaluation of its remote learning strategies which had been used to review and enhance arrangements from the first lockdown and also reflected statutory guidance and best practice.</p> <p>Google classroom was being used but pre-recorded video clips, voiceovers and modelled examples were all being used effectively which has also helped to personalize learning for pupils. MOTE is being used to provide verbal feedback and has been a great success having improved the speed and quality of feedback. Children can ask the teachers questions via private comment and use the class blog / common room facility to support each other. Teachers phone children at least fortnightly, live zoom catch up sessions were being introduced and pupil engagement was being closely monitored and where there were any concerns about</p>	<p>Governors fully supported the remote learning strategies implemented by the schools and thanked staff for their hard work.</p> <p>The LAB asked SJ and the Senior Leadership Team to continue to explore any further opportunities for live engagement with remote learning pupils where practical.</p>

	<p>engagement, children were being contacted. TK had met with the Federation's senior leadership team and also visited the schools on Friday 15th January to review the school's remote learning activities and see examples of pupil's work and feedback. He complimented the staff on the approaches being taken.</p> <p>The Federation's remote learning strategies had been partly informed by the number of children who had no or limited access to suitable technology. A number of parents had requested printed learning packs which had been provided. Although the Federation had not received the full number of laptops it had requested under the Government's support scheme, 28 laptops had been issued to middle school children and 7 laptops to first school children.</p> <p>Parents evening sessions will be arranged in five minute slots held virtually</p>	
10	Policies and key Documents	Action
	<p>The LAB received and considered several documents and updated policies:</p> <ul style="list-style-type: none"> i) An updated Federation risk assessment from 4.1.21 ii) A risk assessment for Covid Testing on school site iii) Pinvin Federation Mental Health Guidance Statement – January 2021 iv) Admission policies for both schools (in line with DOWMAT policy) v) Federation Collective Worship Policy vi) Pinvin C of E First School Early Years Policy January 2021 	<p>Approved by LAB</p> <p>Approved by LAB</p> <p>Approved by LAB</p>
11	Administration Items	Action
	<p>Noted that open days had yet to be set for Sept/Oct/Jan next academic year. Virtual information sessions with cluster schools had been held and video introductions and tours of the school had been produced.</p> <p>Noted TED days were proposed for 2/3 September 2021, 22 October 2021, 4 January 2022 and 27 May 2022 – All agreed and approved by GB.</p>	
12	AOB & Other	Action
	<p>Governors noted consultation on a planning application for a Mushroom Farm on land behind the schools. The LAB was very concerned about the adverse impact and disruption this would have on children and staff. It was agreed that TK would respond to the consultation expressing the LAB's strong concerns.</p> <p>It was agreed that parents should be made aware of this application and given the opportunity to comment.</p> <p>Full meeting concluded at 7.57 pm</p>	<p>TK</p> <p>TK and SJ to produce joint statement informing parents and including the link to the consultation.</p>
13	Date and Time of next meeting - 23rd March 2021 at 6pm	

