

**Hopton Primary Academy**  
**Full Meeting of Local Governing Body**  
**Monday 8<sup>th</sup> February 2021, 18.00**  
**Held Remotely via Zoom**



Name	Initials	Role	Present / Apologies / Absent
Chris Grogan	CG	Foundation Governor	Present
Rosemary Barker	RB	Foundation Governor	Present
Emma Plane (Chair)	EP	Foundation Governor	Present
Serena Curtis	SC	Parent Governor	Present
Waheedat Owodeyi	WO	Parent Governor	Present
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
John Waters	JW	Foundation Governor	Present
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Present
Chelsea Burton	CB	Year 6 Teacher	Present
Justine Petersen	JP	Clerk	Present

**1. Opening formalities**

**Opening Prayer**

EP welcomed all present and thanked them for attending.

She opened the meeting with the school prayer.

The Clerk was asked to add CB to Governorhub.

AP – Clerk to add CB to Governorhub.

**Receive Apologies for Absence**

None.

**Consent/Non-consent to absence**

N/A.

**Declaration of Pecuniary and Personal Interests with regards to items on the agenda**

None.

**2. Minutes and Actions**

**To approve the minutes of the meeting held on 9<sup>th</sup> December 2020.**

The minutes were agreed as a true and accurate record of the meeting.

**To review actions from previous meetings**

SC will meet with HT and the SENCo next half term.

The health and safety walk will be completed as soon as is practical.

CG has not yet monitored the website.

EP and RB have completed pen portraits for the website.

AP – CB to pass on her email address to RB.

The parent questionnaire will be done after half term. It will seek parent voice on remote learning and how parents feel about their children returning to school.

Knowledge organisers will be added to the next agenda of the S&C Committee.

HT completed a Headteacher’s Report that included information on the current situation in school. DNEAT had expected the SEF to be updated, but HT has not yet done so.

Governors are mindful not to ask for too many reports because they are conscious of HT’s workload. They have never had any reason to doubt the validity of what HT has told them in the past, and there needs to be an element of trust. They are

aware that working in education is exhausting at the moment, and the amount of information coming out from DNEAT and County is significant.

EP wrote to thank staff in December and January.

**Gov: Should Governors take turns doing this?**

Yes, it was agreed that RB would write to thank staff before half term.

**AP – RB to write to thank staff before half term.**

CG and WO will meet with HT to discuss Pupil Premium.

RB and SC have completed online safeguarding training. Other governors still need to do so. EP stressed that this is a priority.

**Gov: Recruitment panels must have a member trained in safer recruitment. Do we have this?**

Yes, EP is safer recruitment trained. She also covers this during her safeguarding audits.

**Gov: Is safeguarding training needed for all volunteers in school?**

Yes.

**Gov: Have all volunteers completed it?**

Yes, they have done what it required.

**Gov: Governors and staff sign to confirm their agreement to comply with the relevant procedures and guidance. Do volunteers also do this?**

No, not unless they are in school on work experience, but it might need to be done moving forward.

All other actions were marked as complete.

#### **To discuss matters arising from the minutes**

None.

### **3. Presentation from Senior/Curriculum Leader**

DNEAT had stressed that this was not a requirement for reasons of staff workload.

Remote learning was discussed at length at the last meeting of the S&C Committee, and there was no need to duplicate. The minutes have been circulated.

### **4. Headteacher's Report**

75 children have a place in school, although not all at the same time. The Yr3-4 bubble is the largest group. HT is trying to keep the bubbles to 15 but this is not always possible. A TA can remove any additional children from the class for small group work.

**Gov: 20 is Government advice, not 15?**

No, 15 is union advice. DNEAT were concerned about the high numbers in school, and they asked HT to ensure union protocols were followed. Staff are not on a rota but those in school all the time are given afternoon of wellbeing time in recognition.

The majority of the 75 are key worker families. HT has not tried to reduce these numbers.

4 of the 5 children with EHCPs are in school.

7 children are classed as vulnerable – one has a social worker and six have additional needs in the home, such as mental health.

The first week of the partial closure was online learning but not remote learning. The school was printing a lot of packs.

The devices received from the DfE have been allocated to disadvantaged children. 3 have not yet been allocated as some families were able to source their own. These will be held in reserve in case class bubbles are closed.

Around £14k was received in catch-up funding. 20 Chromebooks were purchased and some have been distributed. Hopton Parish Council also donated £2500. This paid for another 12 Chromebooks, and all have been allocated. HT has written to thank them for this generous donation.

Not all parents are willing to sign the e-safety agreement and some sourced their own devices. 9 Chromebooks are being held in reserve.

HT is now aware of another 4 families who did not fill out the questionnaire, and she has asked if they need support. The situation is fluid and she is pleased that the school has been able to support those families that need it.

Engagement with online learning has been very strong, and only 3 families did not engage. Staff are good at making contact and forwarding information to Miss Jo if they cannot. CB and HT escalate as a last resort. Home visits are taking place where no contact can be made. Government expectations are very different this time.

Staff have been amazing. There is a good balance between pre-recorded and live sessions. Staff worked to determine gaps in learning during the autumn term, and they are trying to continue this. There are additional sessions for key marginal children throughout the school. SEND children working well below their year groups are being offered differentiated learning, including work from younger year groups. Where this is not possible they have printed packs to support. The SENCo is back in school.

HT has made Oliver Burwood and Rachel Judd aware that the devices staff are using are inadequate, and RJ is investigating. 5 laptops were donated but only one was considered suitable. £500 was also donated, and HT will write to show the school's appreciation. This will be used to purchase a laptop. HT has also asked whether NCC can provide any support, and she will inform governors of the outcome.

The school is working to close the gaps in English, Writing and Maths through the recovery curriculum. Writing is the main focus across the school.

Science and RE are also being taught remotely, but Science cannot really be addressed until all children are back in school.

Eden Red vouchers are being used. NCC is supporting all schools to ensure vouchers can be provided over half term.

CB has completed DSL training. There are always a minimum of two DSLs in schools.

There is one child in need case.

Two FSPs are open.

One fixed term exclusion was given for 1.5 days at the end of last term.

There have been no racist or bullying incidents this term.

**Gov: Have the Chromebooks helped with the levels of engagement of those families?**

Yes, the number of printed packs the school provides is now much lower. Some children still use them for reasons of concentration. There has been an excellent response to online learning, and very few are not taking part. In these cases it is more about routines and expectations than lack of technology. The school is working with these families.

**Gov: Is the online curriculum delivering more than just English, Maths and Science? Is there a balance?**

Not everything can be covered. KS1 need 3 hours of learning per day, and KS2 need 4. By the time English, Maths, guided reading, spelling and either RE or Science have been covered, there is not time. PSHE has been covered extensively. Premier Education have set PE challenges, and staff set physical or art challenges during their PPA time.

**Gov: Will the work submitted be retained for Ofsted purposes?**

Yes, via Class Dojo. Staff acknowledge all work submitted and they mark a certain amount per child per week.

**Gov: How is the school supporting those with problems in the home?**

Miss Jo supports in school. Some children are aided just by being physically at school. Their behaviour in class can be unsettled. Miss Jo is also doing social group calls to get friendship groups together.

CB has monitored remote learning by dropping into calls and online lessons.

**Gov: Are there any children who do not like to engage on Zoom?**

Yes, and staff work to cajole them. They do not need to speak or have their camera on.

**Gov: It can be difficult for parents when one child engages more than their sibling.**

Many families face this issue. HT and class teachers are always willing to discuss when parents have concerns. The school decides when a child is 'vulnerable', even outside of the Government criteria.

It is difficult for teachers to be online all the time. Some are complaining of headaches and eye strain. The school is considering 'no device Fridays'. Staff have a list of indoor and outdoor learning activities that are hands-on. This will also help some children to re-engage. They are missing their learning partners.

Teachers are also aware that parents are watching the lessons and working with their children. Expectations are higher during this lockdown. The school is proud of what it has achieved this half term. Staff, children and parents have learned new skills.

Staff really miss the children, and they are keen for all children to return to school.

Yr3 are the most vulnerable this year. They are the most unsettled class.

## **5. Performance Management**

JW and SS sit on the Headteacher Performance Management Committee. HT will have a review meeting with the AGEP later this week. JW and SS were very positive, and DNEAT approved this.

Headteacher and staff performance management were signed off at the last LGB meeting. The Resources Committee agreed teacher performance management based on HT's recommendations.  
HT does not have the capacity to do support staff performance management at this time.

EP will forward the performance management form to SS and JW.  
**AP – EP to forward performance management form to SS and JW.**

#### **6. Reports from Committees and Designated/Link Governors Standards & Curriculum – 18<sup>th</sup> January 2021**

The committee discussed how things are going during lockdown.  
DM attended and presented the staff view.  
Remote learning was discussed in depth.

#### **Receive verbal report from designated/link governors regarding any activity they have undertaken since the last meeting**

Little monitoring has taken place as a result of the partial closure.  
SC and RB took pupil voice on 8<sup>th</sup> December. This was very positive. They met children from all year groups and discussed the recovery curriculum and returning to school in September. Children were very positive about each other and the learning powers. They talked positively about their teachers and how they have been helped in school.

**Gov: Does what the children said support the view that governors have heard from SLT in meetings?**

Yes, it was the same. The childrens answers matched what HT and CB have said.

#### **Receive verbal feedback from Chair regarding Autumn AIR meeting – 08.12.20**

The meeting was very positive.  
EP expressed her concerns about staffing and the potential impact of this being reduced. Standards may not be achievable should this be the case.  
CG stressed that the constraining factor was not the school budget.  
All present at the AIR agreed that the school was on a good and improving journey based on evidence seen.  
Mark Allbrook was present as a Trustee. It was useful to hear the concerns around staffing, especially around high-level SEN children and access to funds. He promised to report back to the Trust.

#### **7. Governor Monitoring**

##### **Receive Governor Visit reports with regard to any remote monitoring carried out and discuss actions required**

EP stressed that all work done by governors is a form of monitoring, including meetings. It is difficult to strike a balance between governor monitoring and staff time and wellbeing under such unusual circumstances.  
Governors still need to ensure that the basics are being done. Safeguarding monitoring needs to continue, and all health and safety checks need to be up to date. It is unlikely that governors will be able to go into school for some time, but there are areas that can still be monitored, such as the questionnaire to seek parent views on remote learning, and monitoring the website. These are things that will not have a significant impact on staff in school.

EP attended the Heads and Chairs session last week. This included a video to support remote monitoring, and she will send around the link. All governors should watch this before the next meeting, and EP but ask them all to commit to an area of monitoring that is preferably linked to their own areas of responsibility and has as little impact on staff while being as possible.

**AP – All governors to watch remote learning and monitoring video before next meeting, and to decide on a piece of monitoring. EP to circulate video link.**

*DM Left meeting at 19.30.*

SC commented that EYFS would be relatively easy to monitor if she could join a live lesson or watch a video, although she was keen not to cause any stress to staff by attending. Pre-recorded videos are on the video centre on the website, or EYFS staff could forward a link to a live lesson.

##### **Discuss monitoring requirements for Spring 2**

Covered above.

## 8. Policies

### Adopt the following Core Trust Policies

The Finance and Offensive Weapons Policies were deferred until the next meeting.

AP – HT to ask HK to forward the Finance and Offensive Weapons Policies to the Clerk. Clerk to add to next agenda.

### Adopt the following Academy Policies

The remote learning and equality and diversity policies were unanimously approved without amendment.

## 9. Any Other Business

HT reminded governors that the Safeguarding Policy was approved in December, but the addendum has been updated to reflect the current lockdown. This is a Trust policy and she has no concerns.

Gov: Has this been uploaded to the website?

No, not yet.

HT will forward the addendum to governors for any comments or concerns. It would be considered as approved unless any were received by the deadline. The policy will be uploaded to the website as a matter of urgency.

AP – HT to forward addendum to the Safeguarding Policy to governors, and governors to respond urgently with any comments or concerns. Addendum to be uploaded to school website.

## 10. Closing Formalities

**Date, time, venue of next meeting** – Monday 22<sup>nd</sup> March 2021, 18.00

### Closing prayer/reflection

The meeting closed with a moment of quiet reflection.

Meeting closed at 19.42