

**Hopton Primary Academy**  
**Full Meeting of Local Governing Body**  
**Monday 9<sup>th</sup> November 2020, 18.30**  
**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	Absent
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	Apologies
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.

**Receive Apologies for Absence**  
 Apologies received from Chelsea Burton.

**Consent/Non-consent to absence**  
 Governors gave consent to the apologies noted above.

**Complete Declaration of Pecuniary and Personal Interests**  
 All governors present have completed the declaration on Governorhub with the exception of JW and HT.  
**AP – JW and HT to complete declaration of business interests on Governorhub.**  
 All present have signed to confirm that they have read the latest Keeping Children Safe in Education with the exception of RB. She has not finished reading the document.  
**AP – RB to sign to confirm she has read Keeping Children Safe in Education.**

**Gov: What is meant by ‘A&R’ in the Terms of Reference?**  
 It means ‘accountable and responsible’. Governors felt it would be useful to have a key to the document.

**2. Election of Vice Chair**  
 CG was unanimously elected as Vice Chair for this academic year. Proposed by JW and seconded by HT. There were no other nominations.

**3. Minutes and Actions**  
**To approve the minutes of the meeting held on 7<sup>th</sup> July 2020.**  
 The minutes were agreed as a true and accurate record of the meeting subject to minor spelling errors. The Clerk will amend them before they are signed.

**To review actions from previous meetings**  
 The autumn 1 BIF was discussed at length at the last meeting of the Standards & Curriculum Committee.  
 The required policies are on the agenda.  
 Feedback on the self-assessment was forwarded to EP.

**To discuss matters arising from the minutes**



None.
<p><b>4. LGB Code of Conduct</b>  <b>To adopt the DNEAT Code of Conduct 2020-21</b>  Unanimously adopted.</p>
<p><b>5. Scheme of delegation and terms of reference</b>  <b>To adopt &amp; the Scheme of Delegation for 2020 - 2021</b>  Unanimously adopted. No powers have been de-delegated by DNEAT so there is little change from previous years.</p> <p><b>To adopt the Terms of Reference for the Full LGB</b>  Unanimously adopted.</p>
<p><b>6. LBG Membership, Committees and Designated Governor Responsibility</b>  <b>Review and record appointments, resignations and vacancies</b>  There have been no changes since the last meeting.  The LGB has two vacancies for trust governors. There has been one expression of interest and EP and HT will meet virtually with the potential candidate.</p> <p><b>Review and agree committee membership and chairs</b>  Resources Committee: JW, CG (Chair), HT.  It was agreed that CG would step aside as chair of the Resources Committee should he ever be required to take on the role of Chair of Governors.  Standards &amp; Curriculum Committee: SC, WO, EP (Chair), HT.  EP would continue as chair for the time being. SC would continue to shadow with a view to taking over in due course.  Ethos &amp; Community Committee: RB (Chair), SS, DM, HT.  Headteacher Performance Management: SS, JW.</p> <p><b>Designate responsibility two named governor for:</b>  Safeguarding – EP  Special Educational Needs and Disability (SEND) - SC  Looked After Children (LAC or CLA) – SC  English as an Additional Language (EAL) (not required if no EAL pupils) – N/A.  Pupil Premium – CG, WO  Sports Premium – CG, WO  Health &amp; Safety - JW  Website Compliance – EP (temporary)  RSHE – RB  EYFS – SC  Attendance - EP</p> <p>Governors felt that oversight of Pupil Premium should be shared between a member of the Resources Committee and a member of the Standards &amp; Curriculum Committee. EP will suggest WO shares this with CG.  <b>AP- EP to discuss sharing of Pupil Premium link role with WO.</b>  EP will take over responsibility for website compliance until the next meeting, just to ensure monitoring has been done.  HT advised that the website provider writes a report annually.  No other link roles were suggested.</p>
<p><b>7. Headteacher's Report</b>  <b>Receive verbal report from the Headteacher regarding key priorities for 2020-2021, including recovery curriculum plan</b>  The recovery curriculum plan was discussed at length the last meeting of the Standards &amp; Curriculum Committee. CB has started to put together another BIF on this area.  The school worked hard on reconnecting and re-engaging, and on determining gaps in learning. Many assessments took place over a 3-week period, and staff have a good understanding of where the children currently are. Maths and English are the priorities, and the curriculum has narrowed slightly to allow gaps to be filled in the afternoons. Science and RE are also being covered. The school is ensuring that children are experiencing other areas of the curriculum by doing specialist days, for example History, Art and Music/RE.  The children really need PHSE support. Many are confused as to why they are having to come to school during a lockdown.</p> <p>The key priorities are largely unchanged from the Single Central Plan last year.  Writing remains a weak area across the school.</p>

Maths continues to be a priority.

Outdoor learning is now more important than ever. All children have time in the nature area each week. Beach Schools is not progressing at this time because the school would be reliant on parent help and it is not a good idea to bring volunteers into school. It will resume when it is safe to do so.

There will be issues around staffing to be discussed at the next meeting of the Resources Committee. The financial situation is difficult and DNEAT is not allowing HT to make the decisions on staffing that she feels are necessary.

HT is extremely concerned. She and the staff are exhausted, and it is only the first week back after half term. HT spends around 3 hours per day on clubs and lunches. She is also on the gate before and after school every day. The situation will deteriorate further if she cannot sort out the rest of the staffing for the school, and she does not have time to do the things she needs to do.

**Gov: What is the answer? How can governors help make this easier?**

HT advised that the issue with lunch times is because one MSA is not in school and another member of staff has high absence. Premier Education are being used to support one class, but this is not ideal because this member of staff would usually be working across the school.

*EP left the meeting. CG took over as chair.*

Some members of staff are only taking half of their lunch break, but lunches cannot be organised in any other way. Changeovers are particularly time consuming and HT is having to help disinfect and clean. Having the member of staff back in school will be helpful and there is no money to employ anyone else.

Governors expressed concern that HT is having to undertake duties that do not fall within her job description, rather than those duties for which she is being paid.

**Gov: Are any other members of staff of sick?**

Yes, one teacher is on long-term absence.

**Gov: Are they shielding?**

No, they are absent due to a bereavement. HT is currently doing SEND and mentoring for one NQT. CB is only out of class for one day per week because any more than this would be unaffordable. Yr6 has to be the main priority but the situation is very difficult.

**Gov: Have there been problems with parents understanding the legislation that is in place at any one time?**

This has not been a significant concern, and parents have been very understanding and compliant. The 2-metre rule is the most difficult to enforce, particularly at the gate. The gate at the front of the school is a bottleneck but DNEAT is not willing to fund the improvement.

**Gov: The balance needs to be right. What would be the next step if an unexpected event took HT out of school? How do we address this from a safeguarding perspective?**

HT advised that DNEAT still feels the school is overstaffed but the school is just about managing and not at all at key times. The budget has been stripped right back and the whole situation is very frustrating.

**Gov: Given the extenuating circumstances, could HT make a temporary appointment?**

No, DNEAT would not allow that.

**Gov: Who can governors speak to about this?**

It would usually be the AGEP but HT is not allowed to make any appointments without DNEAT's permission. 1 MSA is willing to lead before school club but the school does not have the funds to pay her. There is no money in reserve.

**Gov: The school could afford to run a slight overspend in the current circumstances particularly if it protects the health and wellbeing of school staff. There is a danger that the impact on the wellbeing of all staff in school will spiral downhill.**

HT expressed concern that she is not available before school or during lunchtimes to speak to staff. Any discussions with staff need to take place after school and there is no room for manoeuvre.

*EP returned to the meeting and took over as chair.*

**Gov: This approach is short-sighted and unsupportive. The school has accumulated a surplus and running at a slight overspend in year should not cause a concern.**

HT stressed that DNEAT is looking at a five-year plan.

**Gov: Five-year plans are not accurate because the figures are highly dependent on the number of children in the classes. The school could make choices now that helps it during such a difficult time, and that would make the school sustainable moving forward.**

It was agreed that HT, EP and CG would meet to discuss what is being proposed. Governors are concerned that HT is unable to do what she knows is right for the school. Hopton is a good school and it is on a trajectory of success, and governors are strongly of the opinion that this should not be impeded.

Governors are extremely concerned for HT's wellbeing, and they would like to reinforce this point to DNEAT. The biggest risk the school faces would be the long-term absence of the Headteacher as a result of the stress of trying to balance the five-year budget.

Gov: It is important to do what is right at this present time, and then to work out strategically how to grow the numbers of pupils in school. Not to do this will have a negative impact on the Headteacher's wellbeing and also on the reputation of the school. CG is willing to talk to DNEAT if necessary.

Gov: Children will only catch up from quality first teaching. If teachers are struggling to teach because they're having to maintain children who really need one to one support in class, there is no way they can deliver this.

The school has children with significant needs who need and deserve support and nurture, and the school will be in a sparse situation very quickly unless DNEAT allows what needs to be done.

HT informed governors that two key members of staff have interviews later this week, and both only need to give one month's notice. One of these members of staff is not leaving through choice but because they need a salary a certain level.

**AP – HT, CG and EP to meet to discuss staffing in school in light of the financial situation.**

HT stressed that it is about children succeeding and flourishing, and teachers are working so hard to secure this. The AGEP Report was very positive. The AGEP could see the children with calm, engaged and focus. All of this could easily change in one day because the school will not have the right staffing in place to support the children. There are children in school with high level SEND. There are five EHCPs in place, but this is likely to increase as other children are awaiting assessment. The school received £15k pounds in notional funding.

HT feels dejected and morale is very low.

**Gov: Is there anything else that governors need to be aware of?**

No.

## **8. Reports from Committees and Designated/Link Governors**

### **Standards & Curriculum:**

EP provided a brief update.

### **Headteacher Performance Management:**

SS confirmed that HT met all of her targets a new target will be set by DNEAT.

HT will ensure that teacher performance management is considered by the Resources Committee before being sent for formal ratification by the LGB. This needs to be with DNEAT by the end of November. Teacher performance management is built around the main aims of the school.

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

The website has not been monitored since the last meeting because the governor link for website monitoring resigned before the summer break. EP will ensure the website is monitored before the next meeting.

**AP – EP to monitor website before the next meeting.**

### **Receive update regarding current state of readiness regarding the requirements of Relationships, Sex and Health Education legislation (RSHE)**

Formal teaching of RSHE stopped as a result of the COVID-19 pandemic, but a scheme is in place. Laura Howard is PHSE Coordinator and she will also take on RSHE. DM and CB will work with LH to ensure she is fully updated with everything she needs. RB will be involved as governor link although she cannot come into school to monitor at this time. She would like to talk to staff so they can take her through the curriculum, but she is mindful that this will put additional pressure on their workload. HT suggested that staff share the syllabus, which is in book form rather than online. HT will ask CB and LH to go through this with RB. RB will also be invited to attend staff meetings on RSHE via Zoom.

**AP - HT to ask CB and LH to talk I'll be through the RSHE curriculum and to ensure RB is invited to staff RSHE meetings.**

Units of work are planned across each year group.

DNEAT is suggesting that the link governor has a remote meeting with the RHSE lead, and that the lead is invited to attend the start of an LGB meeting. This could be done without difficulty.

## **9. Safeguarding**

**Receive report from Safeguarding Governor to include their check on Single Central Record for amendments each term**

EP has not yet monitored safeguarding this term. She will monitor via a remote meeting, including scrutiny of the Single Central Record. She will work through the self-assessment document in advance and request any required evidence from HT and HK. EP will report back in the next meeting.

AP – EP to monitor safeguarding and report back at next meeting.

#### **Annual Self-Assessment Review of Safeguarding with particular focus on anti-bullying and cyber bullying**

Covered above.

#### **10. Governor Monitoring**

##### **Agree plan for remote monitoring by governors**

The remote monitoring plan for the autumn term was circulated via Governorhub.

HT sends through the monitoring risk assessment and governors ask questions in meetings. HT and EP also discuss it regularly.

Attendance can be monitored remotely at the same time as safeguarding.

There is no Single Change Plan as yet. HT is using last year's plan as it was not completed. It will be tweaked although the priorities remain the same.

The recovery curriculum was discussed at the last meeting of the Standards & Curriculum Committee. Governors made suggestions, such as remote pupil voice, and plans have been put in place.

The budget will be monitored during the budget meeting and also via the Resources Committee.

Health and safety will be largely monitored by the risk assessment. DNEAT has recently requested a change in format but HT has not had time to finish this. JW will complete an outside health and safety walk. He will forward his availability to HT and report back in due course. The inside of the building cannot be monitored at this time. JW will confirm with HK that all statutory testing has been completed.

AP - JW to perform outside health and safety walk and to confirm with HK that all statutory testing has been completed.

Safeguarding, RSHE and website were covered above.

#### **11. Continuous Professional Development for Governors**

All governors would complete the online safeguarding training module via Modern Governor on Governorhub.

EP reminded governors of the requirement to complete at least two pieces of training per year. It was agreed that governors would take responsibility for their own personal development and choose a second course that they feel would benefit them specifically.

AP – All governors to complete online safeguarding training module via Modern Governor and at least one other of their choice.

HT has completed staff refresher training on safeguarding.

SC completed NGA training on the role of the SEND governor in May 2020. Clerk to update training log.

AP – Clerk to update governor training log.

#### **12. Policies**

##### **Adopt the following Core Trust Policies:**

Safeguarding Policy

Accessibility Plan

Health & Safety (Trust Wide)

Preventing Extremism & Radicalisation

Staff Adjustment Policy

Business Continuity Plan

Admissions Policy

##### **Adopt the following Academy Policies**

Behaviour Policy

Home School Agreement

Approval of these policies was deferred until the next meeting. HT will ensure the Remote Learning & Behaviour Policy is also ready.

AP - Policies to be added to the agenda of the next LGB meeting. HT to forward Remote Learning & Behaviour Policy to the Clerk.

#### **13. Items to be Included in the Newsletter**

The November newsletter has not yet been distributed. EP will forward a pen portrait to CB.

AP – EP to forward something for the November newsletter to CB.

#### **14. Any Other Business**

None.

**15. Closing Formalities**

**Date, time, venue of next meeting** – Wednesday 9<sup>th</sup> December 2020, 18.00

**Closing prayer/reflection**

EP closed the meeting with a moment of quiet reflection.

**Meeting closed at 20.00**