



**Cromwell Community College**  
**Earith Primary School**  
**Kingsfield Primary School**  
 Local Governing Body Meeting  
*Wednesday 15 July 2020*

## MINUTES

Present:

Mr T Abbs	Ms T Jackson
Mrs K Coates	Mr T Jones (Chair)
Mrs C Corby-Judge	Mrs S Surtees (for item 7 only)
Mrs C Foster	Mr I Whitlam
Mrs J Horn	Mrs J MacMahon (Minutes)

Item	Notes	Action
1	<p><b>Welcome and apologies:</b>            Apologies were received from Mrs Llewelin.</p> <p>Mr Jones introduced Mrs Kate Coates to the meeting – incoming head at Kingsfield and Mrs Sam Surtees, Business and Operations Manager, who attend the meeting for item 7 of the agenda.</p> <p>For confidentiality reasons, governors were reminded of their location due to the meeting taking place remotely.</p>	
2	<p><b>Declaration of Interests:</b>            Governors had been sent a declaration of business interest form to complete. No member present made a declaration for the circulated agenda.</p>	
3	<p><b>Minutes of the last meeting and matters arising (30.04.20):</b></p> <p>The minutes of the meeting held on 30 April 2020 were confirmed as a true record.</p> <p>There were no matters arising.</p>	

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## Headteacher Reports:

### CROMWELL

**Q: Those pupils who were learning from home and not engaging, how are they being followed and has it improved - assuming it is a low number of pupils?**

Each week, pupils have a tutor period on Monday morning and pupils not engaged will be followed up on until some contact is found. Since we have introduced Teams – providing live lessons – we have been able to provide registers which makes it easier to track. If a pupil has not been seen or heard from, tutors or HOYs will chase. Some pupils are difficult to reach. We will continue to address and re-visit in September.

**Q: What measures will be put in place to ensure that pupils can access practical lesson safely such as music, drama and PE?**

Lots of cleaning and creative timetabling is being put in place. The school is investing in atomising cleaning equipment. We are trying to ensure pupils get their full curriculum. There may be some compromises, eg DT, with practical equipment. There will be gaps between the use of practical equipment. We are managing within the confines of DfE guidance and pupils will have a full curriculum.

**Q: Will the new primary school be ready for September? Do you know how many will use the out of hours club as a manager is appointed?**

Two have signed up at the moment but we would expect more as time goes on.

**Q: What are the plans to bring Year 11 and 13 up to date in September to ensure they are set up for their exams in 2021? In particular, those children less engaged with learning currently.**

HOFs are planning and reviewing where they can put things in lessons and how to structure lessons. We have already timetabled a challenger hour for KS4 (for enrichment) but will now use as study skills time and catch up time. We are not able to do anything compulsory after school due to travel of pupils.

**Q: What will the impact of maths be to year groups 10/11 12/13 where there is a shortage of a maths teachers? It is my understanding that science teachers are covering the gap. Will this affect their GCSE learning?**

We do not have a specialist maths teacher for 8 hours of teaching. No applications were received when this post was advertised and we would prefer to wait and recruit quality when available. Mrs Mocherla, an experienced science teacher, will be delivering 4 hours of maths.

**Q: It is my understanding that Year 6 integration has been difficult this year. Are there any specific plans to support this year group settling in to the school in September?**

The new Year 7 pupils will be invited in on the training day (Friday) before the September term starts.

**Q: What impact has COVID-19 had on staff absences and what measures are in place to help ensure any safety concerns are met?**

There has been very little impact on staff absence as staff are able to work from home.

**Q: With Government guidance now to wear a face mask in shops, are there any school guidelines on pupils or staff wearing PPE in small spaces?**

We will wait and see what happens with guidance and if this is updated.

Mr Jones went to ask what the college is doing for primary transition. Teachers have contacted families and have had a virtual welcome to the school. Families have been sending in information. The communication has been quite strong. Training days on the Thursday and Friday before the start of term will be used as primary transition.

Mr Jones asked if there was any further inform on the appeals and resits process for exams. Mrs Horn said the government has announced that parents will not be able to appeal against a grade given. The school can appeal if they feel the grade has been moved and they think there is an issue. Families will be able to request information on how a grade was arrived at. Every conversation has been recorded when going through the process at arriving at grades. A number of staff will be available on results day and we hope to address any queries informally. Results come to school on the Wednesday and will be available to email to students on the Thursday. There will be an exam window in November for resits. However, there is no clarity at the moment on who will pay for these. Students who were at Cromwell for Year 11 will come back to Cromwell if they want to do a resit.

Mr Whitlam asked about the ability to remove subject access requests. Mrs Horn said the guidance on this may have changed, but she wasn't aware of this.

Mr Jones asked if some subject staff vacancies had been filled internally by staff taking on more responsibility. Mrs Horn confirmed that this was the case.

#### **EARITH**

Mr Abbs updated on the following:

- Has recently had refresher for safeguarding training
- School development plan completed

- Has a CIN leaving the school this week but will returning in September in a new year group in KS2

**Q: What are the home learning champions and what do they do?**

This is about celebrating children's effort while working at home. A synopsis is given in a weekly newsletter to parents. Home learning champions are nominated in assemblies.

**Q: The celebratory assemblies - was this just for children in school or those home learning?**

Assemblies are for all pupils. Parents have been sending in photos and we have been looking at keeping in touch boards.

**Q: The trim trail quote – does it include the safety flooring around the equipment or is it going on grass?**

This is on grass and is nearly completed.

**Q: Are school buildings still for private hire given the current situation, with extra cleaning needed before and after for all schools?**

Yes, they are currently available for hire. These are taken on a case by case basis.

Mr Jones asked Mr Abbs if he would go through the school's leadership team. Mr Abbs would like to have the following on the senior leadership team and to hold fortnightly meetings:

- Office Manager
- EYFS lead
- Maths lead

Mr Jones asked what the impact of this would be. This would mean an improvement to the school leadership and building capacity, as well as good support and challenge for the Head.

Mr Jones asked how parents felt about the split of Year 1 across different classes. Mr Abbs replied that a majority of parents were fine about this. The school has accommodated one case who wanted their child to move up and one with their child remaining.

Mr Jones asked about the rationale of relocating classrooms. Mr Abbs said it would provide a bigger area and is next to the trim trail and outdoor area. It is also directly opposite the EYFS outdoor area. The old classroom will become the intervention room which also supports Year 4, 5 and 6 classes.

	<p><b>KINGSFIELD</b></p> <p><b>Q: The literacy tree and maths number problems are being discontinued and going back to basics. How will pupils' progress be monitored?</b></p> <p>Guidance gives facilities to go into class and monitor, we are using PiXL as well as regular work scrutinies. There will be a lot of training around quality first teaching.</p> <p><b>Q: The three days that Paula Candish will spend in classes coaching, how will it be decided which classes she goes into and how long will it be for? Will she be going into all classes during the year so that all teachers benefit?</b></p> <p>She will be there to coach and mentor teachers who need it. Although our NQTs have completed their NQT year, they have not taught since March so she will support these as well as identified staff.</p> <p>Mr Jones asked how pupils are doing working from home. The school knows who are the ones working and celebrate in a weekly newsletter; those who are not engaging are contacted. Some parents say their children are not doing the work and wanting to spend time with them, and one parent is saying their child is finding it too upsetting.</p> <p>Mr Jones asked how the gaps of knowledge are being met. The aim is to provide quality first teaching. All pupils will have gaps and the school will have to plan accordingly. A full curriculum is being offered and the school has been sensible in planning this. It is difficult to predict where gaps are. Classrooms will look very different to pupils when they return in September. The school will need to deal with pupil wellbeing at the beginning of term, as pupils will also have a new headteacher to get used to.</p>	
5	<p><b>Plans for September:</b></p> <p>Mr Jones asked, further to recent guidance which has been published, are there any specific problems that may cause major issues in September?</p> <p>Ms Jackson said that that the wrap around care at Kingsfield may cause an issue as this is working at a deficit. Some suggestions have been put to parents. The school budget cannot continue to sustain the loss and the possibility of outsourcing this is being looked at.</p> <p>Mr Whitlam asked Mrs Horn how the school can keep pupils in bubbles in school but then expect them to sit in year groups on the school bus without interacting. Mrs Horn said the Service Director at Cambs County Council sends daily emails and has suggested schools provide a seating plan for buses with a need to enforcing pupils to wear a face mask. Today's guidance suggests that pupils will be expected to wear face masks but there will not be need for seating plans and sitting in year groups. The school does not have the manpower to put an adult on every bus for every journey.</p>	

6	<p><b>Governor visits carried out:</b>  Reports were received from Mrs Corby-Judge who carried out a telephone conversation with Mr Abbs at Earith on 7 May and Mr Stevenson at Cromwell on 13 May to look at safeguarding/e-safety.</p> <p>Mr Jones asked Mrs Corby-Judge how safeguarding was running this term. Mrs Corby-Judge said schools seem to be following the guidelines and have this in hand. She will follow up next term.</p> <p>Mr Whitlam will speak to Mrs Surtees to arrange sending the health and safety report to governors.</p>	IW
7	<p><b>Statutory items:</b>  Safeguarding  No update.</p> <p>Health and safety  Mrs Surtees gave an update following the full health and safety audit which took place in February. A further visit was scheduled for the summer term for a curriculum audit – this will take place in the autumn term.</p> <p>The health and safety report and subsequent action plan had been received. Mrs Surtees updated on where progress had been made:</p> <p>Action point 3 – All staff CPD to continue during lockdown - essential training has been identified for all staff to be completed before the end of the summer term - Epilepsy, Diabetes, Anaphylaxis, Fire Safety and GDPR. All being completed.</p> <p>Action point 5 – Completed last of 3 sessions today with SLT with Handsam. Worked really well in bitesize chunks.</p> <p>Action point 12 – First aid training – courses have been cancelled; some run through Skype. First aid training being run on site this week for PE and other staff (including medical and first aid officer who started in April) ready for September.</p> <p>Action point 14 – Risk assessments are being updated on a regular basis and will continue to be updated during the summer holidays.</p> <p>Action point 27 – Additional work has been identified to ensure that this is a whole school policy for September. Will need to review this with the all-through school in September. Mrs Surtees met with the head of primary phase today and did a walk through.</p> <p>All governors were happy with the update.  Mr Jones asked what actions we have put off until next term. Mrs Surtees said that we have been able to incorporate the Handsam training this term. Some things will need to be reviewed due to Covid-19. There will be time in the summer holidays to review other items to keep on top of this – some items will need to be</p>	

	carried forward to September. The date for the next audit has not yet been confirmed but will be during the autumn term.	
8	<p><b>Governors' skills audit:</b> Mr Jones has completed a whole governing body skills audit which is required by the Trust. Mr Jones asked if there are any areas which need to be addressed.</p> <p>Mrs Foster asked what happens once this is returned. This is to be completed in order to look at skills and to ask the Trust to provide training on areas needed to improve and use as a focus for governor training next year. Mr Jones will pursue with Trust to look at recruiting new governors.</p> <p>Mr Jones will return the audit unless contacted by any governor.</p>	TJ  TJ
9	<p><b>Policies and miscellaneous:</b> Behaviour policy – ratification All agreed.</p> <p>Cromwell RSE policy - ratification All agreed.</p> <p>Earith's lettings policy – ratification To use the name "Headteacher" rather than "Executive Headteacher".</p> <p>Earith's Trim Trail - approval All governors happy for this to go ahead.</p>	
10	<p><b>Any other urgent business:</b> Mrs Horn asked if Mr Jones could put something together to send out to staff who have all been outstanding over the last few months.</p>	TJ
11	<p><b>Date of next meeting:</b> Mr Jones circulated proposed dates for meetings next year.</p> <p>Meeting on 12 May 2021 to be moved to 19 May 2021.</p> <p>Next meeting in the new academic will still be via Zoom (Wednesday 23 September at 2.00 pm). It is hoped to get back to more rigorous meetings when pupils back in school.</p>	

Meeting closed at 2.55 pm.