

DEBDEN PRIMARY ACADEMY

MEETING OF LOCAL GOVERNING BOARD

Minutes of the video-conference meeting held at 16:00 hrs
on 24 September 2020

Name	Type	Office	Term
Tomas McCallion	Parent		23/02/2023
Sarah Belchambers	General Member		27/03/2022
Catherine Gibson	General Member		23/02/2023
Sarah Mitchell	General Member	Executive Headteacher [EHT]	Ex officio
Lin Stephenson	General Member	Chair	01/01/2021
Liam Tobin	General Member		27/03/2022
Matt Hawley	Staff	HoS	Ex officio
Sarah Bailey	Staff		03/12/2023
* Rev. John Saxon	Foundation: Incumbent	Vice-Chair	Ex officio
* Michael Adeleke	Foundation		07/08/2023
In attendance			
Tom Bennett		Clerk	
* indicates absence			

Lin Stephenson opened the meeting with a prayer

39/20 Welcome and apologies for absence

The Chair welcomed all governors to the first meeting of the new academic year. Apologies were received and accepted from Rev. John Saxon.

Action

40/20 Chair

The meeting noted the Board of Directors of the MAT had agreed at their meeting on 16th July 2020 to re-appoint Lin Stephenson as Chair for the 2020-21 academic year.

No other governor had advised the clerk, before the meeting, of their wish to be considered for the position.

41/20 Vice-Chair

The Chair report that John Saxon had expressed an interest in being appointed the Vice-Chair for the 2012-21 academic year.

No other governor had advised the clerk before the meeting. of their wish to be considered for the position.

It was unanimously **agreed** to elect John as the Vice-Chair for 2020-21.

JS

42/20 Any Other Business

No governor declared any other business to be considered at the meeting.

43/20 Declaration of business interests

- It was **agreed** to update the governors and staff business interest register by sending a completed declaration of pecuniary and personal interest 2020-21 forms to the Clerk.
- No governor declared any potential conflicts of interest with any of the items to be discussed at the meeting or that they had received or given any gifts or hospitality that could or be perceived to compromise their impartiality when dealing with matters for the Academy.

All

44/20 Code of Conduct

The meeting received and noted the LGB's Code of Conduct setting out the roles of the LGB and individual governors, the requirements of governors to fulfil their role and responsibilities and how the LGB would conduct itself in meetings and the importance of confidentiality on the matters discussed.

It was **agreed** to adopt the Code of Conduct and that all governors would sign the relevant part of the safeguarding declaration form.

All

45/20 Governance

a) Membership of the LGB

The meeting noted the MAT Board of Directors had agreed, at their meeting on 16th July 2020, the membership of the LGB for 2020-21 and there were no vacancies.

b) Scheme of delegation for the LGB

The meeting received and noted the MAT's Scheme of delegation setting out the roles and responsibilities of Board of Directors, the Executive Headteacher, the LGB and the Head of School on the running of the school.

c) Annual programme of business

The meeting received the LGB's annual programme of business setting out the LGB's responsibilities as detailed in the Scheme of delegations and the meetings when they would be dealt with.

d) Membership of the committees

The meeting reviewed and amended a draft schedule setting out the proposed membership of each committee. It was **agreed** to circulate the amended schedule following the meeting.

LS

e) Governor responsibilities

The meeting considered and **agreed** the areas of responsibilities to be monitored by each governor and to circulate the agreed schedule following the meeting.

LS

f) Committees' Terms of Reference

It was **agreed** to ask each committee to review its terms of reference and make any recommendations to amend them at the next meeting of the LGB

Committee
Chairs

46/20 Policies

a) Policy Schedule

The meeting noted the policies that the MAT Board were responsible for and those that the LGB were responsible for together with their review dates.

The HoS advised he had started drawing up a Business Continuity Policy and was currently waiting information from the administration and finance team.

b) MAT Charges and Remissions

The meeting noted the MAT Board of Directors had approved the MAT Charges and Remissions policy to be operated by both academies.

c) Admissions Policy 2022-23

It was **agreed** to adopt the Admissions Policy for the 2022-23 academic year.

d) Epilepsy Policy

It was **agreed** to adopt the unchanged Epilepsy Policy.

e) Curriculum Policy

The HoS advised the Curriculum Policy was a new policy and had been drawn up to reflect the updated Ofsted Inspection framework. It was **agreed** to adopt the policy.

f) Behaviour Policy

The HoS reported the policy had been amended to incorporate the expected behaviour for learning by pupils and adults in the current pandemic. It was **agreed** to adopt the updated policy.

47/20 Minutes of the previous meeting

The minutes of the previous meeting held on 2 July 2020 were approved as an accurate and true record of the meeting.

48/20 Matters arising

Minute 37 Any Other Business – Oil Spill

The HoS provided an update on the oil spill and the replacement of the oil tank and groundworks that were currently waiting planning permission approval. The HoS wanted to avoid any delays in replacing the oil tank with the onset of winter and had put in place contingencies plans should there be a delay.

All other matters arising had either been completed or were covered on the meeting agenda.

49/20 Head of School [HoS]

a) Head of School Report

The HoS provided a verbal report on the school's activities including the actions taken to provide a Covid safe environment for the return of staff and pupils

All governors, staff, and parents had received the Covid 19 Risk Assessment that had been put in place to allow the school to re-open.

The school had reviewed the plans for the provision of meals to pupils in their classrooms. The original plans had resulted in teaching staff working longer over the lunch time periods. The school was trialling a revised plan to provide meals to pupils in the main hall in social distancing quadrants. The HoS reported the trial was working better, and it was **agreed** to include the amended lunchtime meal provision in the Risk Assessment.

The HoS reported not all parents were following the guidance issued by the school on dropping-off and picking up children and were congregating outside the school. Parents had been reminded by Parent Mail of the guidance and staff were opening gates earlier to allow children in earlier that had improved the situation.

Some members of staff were under pressure due to the extra work of the pupils with high learning needs in Years 1 and 2 and the long afternoons. The HoS reported he saw each member of staff at the end of each day to gauge their overall wellbeing and support them appropriately.

The school had carried out an assessment of each pupil's level of attainment to identify any gaps in progress. The gaps in progress for those that had been home learning had

HoS

been less than anticipated, there were more gaps on new children joining the school in September.

The Chair thanked the HoS for his report and highlighted the need for all governors to monitor staff welfare and wellbeing during the year.

50/20 School Development Plan/ Self Evaluation

The HoS highlighted the progress being made on the School Development Plan for 2020-21 and made the following points:

- A lot of good progress had been made with the new reading scheme with pupils being exposed to a wide range of books and authors and this was being evidenced by stronger writing skills.
- The focus under the Curriculum Priority was on the implementation and impact of the education principles on teaching and learning and on the assessments and tracking systems.
- All the pupils had been assessed on reading, SPAG and Maths that would be reviewed to identify where additional teaching interventions were needed. The impact of these interventions would be measured.
- The aim was to ensure that all Year 6 children will leave the school with the necessary education standards.

The meeting discussed how governors could monitor the progress being made on the progress of the SDP and meeting the key priorities.

The HoS reported he planned to re-introduce a weekly cycle of video conference meetings after half term to allow governors to ask questions on policy documents and talk to subject leaders, pupils to get a rounded view on the progress being made.

51/20 Finance

The meeting noted the Academy's Budget 2020-21 approved by the Board of Directors.

The HoS reported the budget would be tight as the school had 20% more children than last year but less funding due to the previous year's census figures. The school was aware and had prepared for the lower funding levels.

The government had decided to stop in April 2021 the grant it had given all schools to fund the increased teachers' pension contributions. That would increase staff costs.

Provisions for PPE and additional cleaning had been included in the budget. Additional funding to pay the additional costs of providing a Covid 19 safe teaching and learning environment may be available for all schools.

The school would look for further ways to cut costs and generate additional income including from the school's PTA.

The school has received an unexpected donation from the old Nursery that had closed, who wanted it to be spent on curriculum resources and pupils.

The school had also been donated good computers that were being used in the library and more computers may be available that would be used in classrooms and a new ICT suite to be set up in the coms room.

52/20 Chair's Action

The Chair reported that the following policies had been circulated to all governors for review following which she had taken Chair's action and approved them.

- Admissions

- Medical
- Privacy
- Lockdown

The Chair reported the Essex CC SEND department had approached several schools including DPA with a request to admit a child with severe special needs. Following an assessment of the child's needs it was agreed the school would be unable to meet their needs and to refuse the request to admit the child.

53/20 Correspondence

The school had received a letter advising it of a revised planning application to build new residential housing in the village.

54/20 Safeguarding children [LS/MH]

The HoS reported there was one ongoing safeguarding case in Years 1 and 2 Class.

55/20 Church Matters [JS/ MH]

It was noted John Saxon was liaising with the school on creating a virtual celebration for the Harvest festival involving the pupils, that would go out to all parents.

56/20 Any other business [LS]

The HoS reported Sonia Sault, the MAT's external Health and Safety advisor, had visited the school to carry out a number of checks on the school's implementation of the Health and Safety Policy and had reported all was in order.

57/20 Date/time of future LGB meetings [LS]

Thursday 19 November 2020

Thursday 25 March 2021

Thursday 1 July 2021

All video conference meetings to start at 16:00 hrs

Approved by the Board on 19 November 2020