



THE CONSORTIUM
ACADEMY TRUST

Croxby Primary Local Governing Board Virtual Meeting
Croxby Primary Academy. Tuesday 12 May 2020 at 5.45pm

PRESENT:

Mr D Shaw (Chairperson, DS); Dr C Kemp (Vice Chairperson, CK), Mr C Ayre (CA); Mrs J Clemas (JC); Mrs E Mottershaw (EM); Mrs M Sykes (MS); Mr D Waterson (DW, Head);

ALSO IN ATTENDANCE:

Mrs J Truran (Clerk, JT).

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C.

39 WELCOME AND INTRODUCTIONS

DS welcomed everyone to the meeting. The agenda for this meeting had been changed from the norm due to the COVID-19 crisis and covered four key areas:

- Safeguarding our learners on and off the premises
- Health and well-being of learners and staff
- Learner education during the crisis
- Plan for return to normality

40 APOLOGIES

Full attendance.

41 DECLARATION OF INTERESTS

No conflicts of interest were declared.

42 MINUTES OF THE LAST MEETING (28 January 2020)

Resolved: The minutes of the last meeting on 28 January 2020 were confirmed as a correct record,

43 MATTERS ARISING FROM THE MINUTES

43a ACTION: DS to complete both mandatory NGA modules - Action carried forward

44 HT UPDATE

- i) **Safeguarding our learners on and off the premises**
 - 22 vulnerable pupils in the academy out of 19 families

- Spreadsheet was shared with the Governors to show how the academy were checking in with vulnerable pupils
- 2 cases of domestic violence – the academy are in contact with Social Services
- The academy is checking up on the pupils all the time
- Out of 300 pupils, 30 had no contact with the academy for over 2 weeks up to last week, texts sent to these families and no response
- The Head received abuse from 4 families
- Now had contact with every pupil over the last 2 weeks

Q: (DS) What's the position with the four families?

DW: All checked in now

Q: (DS) Are there any pupils from these four families in the 3 age groups that would be due to start in June?

DS: At least 1 family has a child in those year groups

Q: (CK) Did everything seem OK, was it a matter of these families just not engaging with online learning or where there any concerns?

DW: The academy cannot and never would enforce online learning but it is a way of checking in with those children. If the children haven't been online or engaged with anything at all then the academy has systems set in place to chase the families and check that everything is OK.

Q: (JC) Have home visits paid off?

DW: Over 30 homes have been visited and paper learning packs have been dropped off. These include families on the vulnerable list. Those that can't access online have now asked for a pack.

Q: (DS) How are the teachers responding to the situation?

DW: Very well prepared, 2 weeks before the lock down Mrs Lindsay looked into online learning and the academy had a trial run the week before. The staff have been brilliant; too brilliant in fact, they have been sat at their computers all day answering questions from pupils and parents. The Head explained the academy's expectations to them and they were asked for feedback at the online staff meetings

C: (DS) On Twitter there is some great work being done by all the children

ii) Health and well-being of learners and staff

- All staff stayed in contact on a daily basis for the first 2 weeks, the Head organised online quizzes and updates every day
- As soon as the Prime Minister announced official lockdown the academy cut right back on staff
- 1 member of SLT and 1 teacher in on a 3 week rota
- June 1 will be the 10th week and all teaching staff will have worked 3 days all spaced out
- Assistant Heads have been in 8 days in 10 weeks
- Teaching staff have been told to log on 2 to 3 times a day for 30 minutes to answer queries
- 1 to 1 CPD coaching sessions have been continuing
- No kitchen staff or cleaners have been on the premises
- Premises staff working reduced hours
- Admin team working from home
- Support staff – some were in the first 2 days and checked in weekly after that
- All staff have had Team meetings with their Line Managers on a weekly basis and they have also been completing CPD online
- Members of staff have accessed Level 2 courses that take 30/40 hours to complete
- All support staff received an Easter card from the Head
- Any concerns regarding a pupil have been emailed or contacted through Purple Mash, plus phone call made to parents if their child hasn't accessed the system
- Purple Mash is very good
- Y6 pupils have received a phone call from the academy on a Thursday/Friday to check in with them
- Hoping to check in with the children via Teams but the IT systems were updated 2 weeks ago and this slowed things down

Q: (DS) So, all the children and staff are doing well, how are you coping as the Head?

DW: I'm alright, thank you for asking.

Q: (DS) How many days have you worked since the lockdown?

DW: 40 out of the 50 days.

C: (DS) That is a tremendous effort, supporting all the staff and children. Thank you from all the Governors.

DW: It is better just me coming in and being exposed.

iii) Learner education during the crisis

- 81% of pupils have completed activities online (the highest engagement in the Trust)
- The rest of the pupils have received paper based learning
- All the online tools were used in the academy before the lockdown
- The decision was made early on that no new learning would start, didn't want the gap to get too big
- There is no pressure on parents who may have struggled with the learning

C: (DS) The learner engagement is brilliant.

Q: (DS) How was this decided?

DW: The situation made the academy look at their practice at leadership level. We had a big surge on our Graduate Award Scheme, 61 pupils passed in one week, this was encouraged by the parents. The scheme has always been encouraged by staff and parents. There will be 16 new Graduate Awards online in the next 2 weeks and the teachers have written these. This is responding to what the children have asked for.

C: (DS) Parents have supported their children and this shows looking at Twitter that they have responded well. We all worry about the learning gap whilst the children are not at the academy. This helps with their attitude and keeps them in the right frame of mind.

DW: Majority of the pupils will sit and do online learning and when they return to the academy, they will continue this in small groups. The gap might widen and be more noticeable when they return, but working in small groups will help.

C: (DS) The children do not understand everything behind the lockdown and so it will be challenging on their return to the academy.

DW: Especially for the SEN children in the Alternative Provision room, they all have access to the younger learning modules.

Q: (JC) How do you perceive things working on June 1 with limited numbers coming in?

DW: That is next on the agenda, but the persistent absent children, these tend to be disadvantaged, will be the hardest to get back into the academy.

Q: (CK) At the moment what control measures have you set in place?

DW: There has been 10 keyworker children in today and 17 tomorrow. Basically, it is childcare, though they are all following the online learning just in the academy rather than at home.

Q: (DS) How have they adapted to the situation?

DW: The children have been a joy, one young child was very nervous but soon settled in well. Some Key workers are working part time, their children seem very resilient and very happy, in that Key worker group, which is good to see.

iv) Plan for return to normality

- Letters have been sent to staff and parents today with basic information
- 110 children in EYFS, Y1 and Y6
- Quite a few responses but 15 have already confirmed they will be sending their children back in June

Q: (DS) You say that you have had 15 responses but how many children does that equate to?

DW: 15 responses for the Year groups due back in June but 4 other children have siblings.

Q: (JC) How much of a choice is it?

DW: The Government strongly encourage the parents to return their children.

C: (JC) Putting one child in school and 3 others not attending will give parents mixed feelings.

DW: That will be the parents' decision to make, I will talk to families who have mixed feelings.

Q: (JC) What have you learnt from having some children in the academy?

DW: 2 weeks ago SLT put together various plans and planned for this format. Risk Assessments are still in the process, 30 pages and this is half completed. There will be lots of precautions in place:

- Dropping off between certain times
- One way system
- Classes of no more than 15
- Social distancing – very hard in a primary and there have been no actual recommendations, hard at break and lunch times to keep current children 2 metres apart, especially with the younger children
- Staff have volunteered to sort out their classrooms, all cleared of soft furnishing, nothing on worktops
- Children will only have access to their classroom and the toilets, this is the same for staff
- New sanitisers going in this week
- Deliver meals to the classrooms if required
- Pupils with EHCPs will all need a personal Risk Assessment completing
- At the moment the support staff will all come back on June 1 and will be back supervising areas and keeping everywhere clean
- Teaching:
 - ✓ Y6 - 4 teachers
 - ✓ Y1 – 2 teachers
 - ✓ EYFS – 2 teachers
 - ✓ Provision Room – 1 teacher
 - ✓ Enhanced provision – 1 teacher
 - ✓ Years 2,3,4 and 5, at least one of their teachers will not be in the academy so they can sort out online learning from home
 - ✓ There will be new learning in the classrooms and Y6 will be able to access this from home if they are not in the academy
- Plastic screen going up in the reception to protect the office staff
- 20,000 PPE has been ordered by the Trust 2 weeks ago
- 1 member of the support staff will be in full PPE to deal with first aid and if any child had symptoms they would be based in the staff room

Q: (CK) What is included in the PPE kit?

DW: I am told by the Trust, masks, aprons and gloves, not too sure as the Trust has ordered them. The Government are saying that we won't need them but the Trust have decided we do.

C: (DS) 20,000 sets of PPE will always be priority to front line workers.

Q: (DS) What are the chances of the Trust getting any PPE?

DW: That is what the Trust said, Secondary Schools are already using them. Hopefully not too many first aid issues with the plan made by the academy.

DW: The Government has also said they want all year groups to return by the summer. This would mean that the teachers will be on 2 ½ days per week with small groups, only way we can do it, and we don't have the room. In September the academy will have 35 new pupils starting in EYFS; Miss Rehman has been in touch with all the families and has also compiled a video for the new parents. The children have been asked to send a picture in of themselves. Secondary schools have cancelled all transitions for Y6.

Q: (DS) How is the outside learning zone of EYFS coming along?

DW: Finished today apart from a couple of things to do that they couldn't source during lockdown. Really pleased with the area so far. After discussions with Miss Rehman the outdoor area has been based on wrist strength activities for the pupils. The colours work well and there is a water area, just the roof to go on the final part. It will be a good selling point once it is completed, more pictures will be put on the Twitter page.

C: (DS) Looks impressive; all the areas have been put to good use.

Q: (DS) Maybe a video could be sent to all the Governors?

DW: Yes, Mrs Mason is doing the video for the children this Friday, this will be sent to the Governors as well

Q: (CK) When the children return to the academy will a normal school meal be available?

DW: No, packed lunches, the lunches will be staggered and depending on the weather they will have lunch on the field or sat at their desk.

Q: (CK) Will each child have a dedicated desk?

DW: Yes, 1 desk and 2 chairs per child, 1 chair to work from and 1 chair for coat, bag and packed lunch. This is due to the cloakrooms being closed down. Everything will be wiped down on a regular basis and nothing will be shared.

Q: (CK) Will playtime be controllable, can they be allowed to freely play outside?

DW: There are 3 to 4 playtimes and only one of them will be free playing, so that all get a chance to play and run around and there will be staff out at all times, they will also be able to do the daily mile.

Q: (CK) Will you be able to separate the older pupils from the young ones?

DW: Yes, only 15 will be allowed out at any one time. They will go out with their bubble and there will only be 1 bubble allowed at any one time.

Q: (CK) How safe do the teachers feel at the moment?

DW: The teachers have been advised by their Unions not to take part, even though they want to come in, naturally they will be worried and we will address their concerns.

Q (DW) Maggie, as Staff Governor, would you like to comment, you don't have to?

C: (MS) The staff want to come back, once everything has been put in place, to support us, very happy to return.

Q: (CK) I hope the Government share the document to deal with social distancing. Have they looked at other countries and how they are operating?

DW: I hope they have, we will look at the documents they send us, but no recommendations as yet

Q: (DS) Everyone happy with the planning put in place?

C: (CK) Could the risk assessment be shared?

DW: Yes, once it is finished.

C: (CK) Things change from one day to the next.

Q: (EM) Staggered start times, how will this work with EYFS, Y1 and Y6?

DW: 8.30 to 9.00 am and 3.00 to 3.30 pm. There will be 10 minute slots for each year group, for the children to come in. There will be lines sprayed for the one way system so some children might have to walk all the way around the academy to reach their classroom.

ACTION: Recovery and Return Risk Assessment to be shared with Governors

45 POLICY UPDATE

- Child Protection and Safeguarding Policy and COVID 19 Addendum (TCAT)

The Safeguarding Addendum had been circulated prior to the meeting. This was written to detail how children will still be safeguarded during this time. All staff have been issued with the Addendum and every academy has published it on the website. The Addendum has been approved at Trust level and is expected to remain in place for 12 months

ACTION: Please could all Governors read the Child Protection and Safeguarding Addendum.

46 GOVERNOR TRAINING

Mandatory Learning Link modules to still be completed by 1 governor.

All Governors were reminded that they would need to complete 2 more modules by the end of the summer term

ACTION: All Governors to complete 2 more modules by the end of the summer term

47 DATE OF NEXT MEETING

TBA

48 ANY OTHER URGENT BUSINESS

48.1 Castle Hill

The academy's Facilities Assistant asked staff if they could provide toiletries for hospital staff. They have done this and the hospital have sent 2 letters of thanks from 2 different wards at Castle Hill Hospital.

48.2 Alternative Provision

An application for a bid has been sent to apply to be an Alternative Provision Provider for children with social and emotional issues. That would mean that like the Provision room it would help any child that is already struggling with their mainstream schooling. This could apply to any child within the East Riding of Yorkshire who applies through their Education Psychologist. If that is the case they would come and become one of our pupils, if they have EHCP funding that will come with them as well as £17,000. The closest schools that offer this provision are Brough and Hornsea. The Trust are backing this and it will go ahead from September, if things are back to normal.

Q: (CK) *If the academy get the status what kind of funding will this come with?*

DW: *Additional capital funding worth £17,000.00*

Q: (DS) *How many children could the room support?*

DW: *Looking to work across 2 classrooms – 3 x KS 1 and 3 x KS2, if required, plus our own children*

Q: (JC) *Will they integrate with the other classes?*

DW: *Yes, but not to start with. The academy has the right to say no though, if we think the child is not right for us. If suitable, the council will pay for their transport and they will then go straight into their classroom on arrival. A support package will be set up and the aim of the scheme will be for them to go back into mainstream learning. Some might take a couple of years this will depend on their own needs and assessments*

Q: (JC) *Will they go into classes at Croxby?*

DW: *Yes, they will stay with us, unless parents want them to move.*

Q: (JC) *How would the funding work if they left half way through the year?*

DW: *The academy will get all the funding even if they don't stay for the full year.*

Q: (EM) *Will the funding be keeping a member of staff in post?*

DW: *The funding is for the child.*

Q: (JC) *Funding for the child, how will this work?*

DW: *Resources are the key and they have to be replaced. The academy would never turn children away, this is an extension of the academy. This is a way of helping other children in settings.*

Q: (DS) *Everyone happy with what's been said?*

All: *Yes*

Q: (DS) *Anything else from the Head?*

DW: *Just to say that our parents have been fantastic and have been a pleasure to communicate with. We have had lots of thank you letters and emails from them.*

C: (CK) *Can I just say that the online provision for the children is brilliant. A big thank you, very well organised.*

DW: *The staff have been brilliant, can't fault them.*

Q: (JC) *Any information regarding SATs?*

DW: *Interesting, the Government document says that they don't want any teacher data regarding assessments. The academy have been working on the last mock SATs the children did before lockdown. Mr Copley looked at the results and gave grades to say where the pupils would be if they had sat the SATS, but no one wants it. We will only pass on information that Secondary schools ask for, the children will complete CAT tests when they start, so that the school can see where the children are. There is also the Baseline testing for EYFS that hasn't been cancelled as yet, the staff have had no training on this. There is still one year of Year 1 SATs to go, not sure if these will be cancelled.*

Q: (CK) *How will you measure the gaps for the children after their online learning, do you think you will manage fairly well to deal with this?*

DW: Nothing from the Government. Mrs Mason in her role as T & L Lead has put in the curriculum that Y5's have been reading Vikings, so in Y6 they will re-visit this in a revision afternoon so everything isn't lost.

49 ACTION POINTS

- 49a ACTION: DS to complete both the mandatory NGA modules (minute 43a) – action carried forward**
- 49b ACTION: Recovery and Return Risk Assessment to be shared with Governors (minute 44.4)**
- 49c ACTION: Please could all Governors read the Child Protection and Safeguarding Addendum (minute 45)**
- 49d ACTION: All Governors to complete 2 modules before the end of the summer term (minute 46)**

Meeting finished at 7.10 pm