

WHAPLODE AND WESTON ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL

STRATEGY & OVERSIGHT VIRTUAL COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 11TH NOVEMBER 2020 AT 5:00PM

PART 1

Present: Mrs E Adie, Mrs A Flack, Mrs R Walker, Mr C Mackman, Mrs I Hooper, Mrs V Cook, Mrs J Smith, Mrs S Roberts, Mrs Z Hadlen
Also present: Mrs K Davis (Minutes)
Apologies: Mrs R Neno

Meeting started at 5.05pm

Agenda item	Issues	Agreed Action	Responsible
		Virtual meeting held via Zoom.	
1. Appointment of Chair		Previously discussed at S&O Meeting on 15 th September 2020	
2. Election of Vice Chair		Previously discussed at S&O Meeting on 15 th September 2020	
3. Apologies for absence		No apologies were received	
4. Declarations of Interest	<ul style="list-style-type: none">• For the meeting• Annual forms for completion	Clerk explained how there are still a few outstanding	
5. Local Board Code of Conduct		Clerk explained how there are still a few outstanding	
6. Receive Scheme of Delegation and Local Board Terms of Reference – To note		Previously discussed at S&O Meeting on 15 th September 2020	
7. Minutes from previous local board Virtual Committee Meeting for end of year 15 th September 2020		Minutes were approved and signed previously as a true record by Mr C Mackman. Clerk explained that all actions for Clerk had been actioned and Mrs E Adie had actioned her task and would discuss in point 10.	

8. Termly items	a. Review Local Board Membership, Link Roles,, Responsibilities and Training	Previously discussed at S&O Meeting on 15 th September 2020	
	b. Receive reports from Link Local Board members	<p>Mrs E Adie explained how Mrs V Cook had attend school on the 2nd November to assess how the collection and drop off process was working as school had received a few concerns regarding this. Since the new process has been put in place it seems to run a lot smoother and is less congested.</p> <p>Mr V Cook explained how she had attended on 2 occasions and could see an improvement in the new process. Mrs V Cook expressed how it is not the process that the school has in place that isn't working, it is the lack of social distancing and guidelines not being adhered to. Apart from advising people to move there is not a lot more the school can do. Help is needed from PCSO's.</p> <p>Mrs I Hooper explained how she had been advised that it seemed very chaotic outside the school with parents not social distancing.</p> <p>Mrs V Cook gave an example of what she had seen regarding no social distancing.</p> <p>Mrs A Flack commented how the local counsellor had called to express concerns he had received from residents and when the process was explained to him, he expressed his gratitude and told the school to continue with the good work.</p> <p>Mrs V Cook stressed apart from involving the police, there is not a lot more the school can do.</p> <p>Mrs A Flack explained how the process Whaplode have in place is the same at Edenham and Weston and they are not receiving concerns.</p> <p>Mrs I Hooper stated it is not for the school to police social distancing.</p> <p>Mrs E Adie mentioned how even with the new system the school had received another concern which Mrs E Adie is going to call to discuss and find out what the concerns were.</p> <p>Mrs V Cook explained what is happening in other schools where the highways agency are shutting the road during certain times.</p> <p>Mrs A Flack did not think the highways agency would shut the road because of all the local residents.</p> <p>Mr C Mackman commented that the procedure the school has in place seems to be working for the majority, it is the parents who are not social distancing. Providing the school is ensuring the safe arrival and dismissal of the children there is not a lot more we can do.</p> <p>Mrs A Flack explained how guidance had been made on the wearing of face masks, which now the school have asked parents to do and this is</p>	

		<p>working well and parents are being supportive. School is aware of exempt parents who are unable to wear masks.</p> <p><i>How is the new routine working with pre-school? (CM)</i></p> <p>Mrs E Adie commented that they are now using the small gate which is working well since the new process has been put into place. There are a few concerns with pre-school parents not queuing on the correct side but this is going to be monitored and if needed, we will contact pre-school.</p> <p>Mr C Mackman mentioned that there is a Zoom meeting planned for next week so all of this can be discussed then.</p>	
	<p>c. Receive report from Head Teacher</p>	<p>Mrs A Flack wanted to mention how the attainment and progress data provided in the HT report was based on February midyear however in the report it may look like it was end of year data which the schools did not have due to COVID.</p> <p>Mrs A Flack explained how it is very data driven using the new format. There is a comparison against Fischer Family Trust with the top 120 and 150 national average but this is difficult to compare as there was no data at the end of the year. Both schools will monitor this and report when more data is available.</p> <p><i>On the data you have for both schools, do you have any concerns that we should be aware of at this point? (VC)</i></p> <p>Mrs E Adie commented how she had spoken to all staff at WHA and they feel that children are now picking up now and getting back to where they need to be and working on moving forward. There are a few small pockets which are being monitored and addressed. Identifying where they had moved back to, where they are now and how they move forward. All teachers completed a curriculum deficit document which was provided to the new teachers to show areas that were not covered. Maths lead is finding that in Maths they are having to go back a bit but are finding that children are picking that up quite quickly and are able to move forward. The same feeling is held for English. The reading is a bit slower in moving forward due to having to quarantine books. The school has an online reading and maths scheme to support the children moving forward and would also help in online learning. The stamina around writing is picking up now.</p> <p>Mrs A Flack expressed how the stamina was showing across all LAAT schools with children's writing.</p> <p>Mrs Z Halden commented on the Phonics assessment that were happening at WES with YR1 and YR2 next week. It is expected that in YR 2, 2 out of 3 will pass which was predicted before COVID and in year 1 all are on track except and EAL and pupil with speech and Language difficulties. There are interventions in place for these pupils.</p>	

		<p>Mrs A Flack expressed how these were also expected if lock down had not happened. The same is happening at WHA with keeping on top of where children should be. The children who are not doing well were the same children who were not doing well before lockdown and interventions were in place then.</p> <p>At WES we are part of the Small School scheme which has a lot of planning and teaching support which is going to be helpful moving forward for WES.</p> <p>Clerk mentioned the comments that Mrs I Hooper had asked and checked if all had been addressed. Questions are listed below.</p> <p><i>How has attendance been since lockdown? Any significant difference?(IH)</i></p> <p><i>How many enquiries have we had for next academic year? (IH)</i></p> <p><i>How are we doing with filling gaps created by Covid-19? (IH)</i></p> <p><i>How are YR1 doing with the supply teacher? (IH)</i></p> <p><i>How is staff morale? (IH)</i></p> <p><i>Are all pupils able to access on line learning when self-isolating? (IH)</i></p> <p><i>What is the latest on the Acom gate? (IH)</i></p> <p><i>I would like to discuss concerns about drop off and collection times that I have heard and following Rebecca's email. (IH)</i></p> <p><i>How many enquiries have we had for next academic year? (IH)</i></p> <p>Mrs A Flack explained how the schools website company is able to provide number of hits made on the schools website and certain pages.</p> <p>Mrs E Adie expressed how Whaplode had nearly 200 hits on the website and around 50 on the virtual tour video.</p> <p>Mrs A Flack commented WES had received 6-8 hits which is good as the PAN is around that number.</p> <p>Mrs Z Halden mentioned the new houses were due to be completed in December 20 so hopefully that would have more families.</p> <p><i>How has attendance been since lockdown, are parents being over cautious? (IH)</i></p> <p>Mrs E Adie explained how the new lockdown is making a few parents anxious but what is really affecting the parents is the closure of certain year groups at UAH. Parents are struggling to understand why children can attend when bubbles are closed. A letter has been drafted explaining the guidance received for Public Health England which will be sent to parents if more concerns happen.</p> <p>Mrs I Hooper stated that there has been a slight dip to 94% for WHA.</p> <p>Mrs E Adie explained the pupil who was shielding in Term 1 is still shielding and there is still 1 part time pupil. At the end of half term there was 137 pupils at 100% attendance.</p> <p>Mrs A Flack expressed how June at the LAAT had not flagged attendance as a problem across WHA or WES.</p>	
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	d. Safeguarding Report	<p>Mrs A Flack explained how the LAAT had performed an SCR Audit on both schools SCR and how the comments received were positive and all staff involved were praised for hard work.</p> <p>The Clerk answered Mrs V Cook's question that was sent in prior to the meeting</p> <p><i>Have the items outlined on both schools SCR review been actioned? (VC)</i> Clerk replied with Yes.</p> <p>Mrs I Hooper is due to perform a review on both SCR and will arrange a Zoom meeting with Mrs E Adie and Mrs Z Halden</p> <p>Mrs A Flack asked Mrs I Hooper if the Assurance Audit had been completed for WES as it had been for WHA.</p> <p>Mrs I Hooper was going to check after meeting and be in touch.</p>	Mrs I Hooper to complete WES Assurance Audit
	e. Receive and review LAAT reports – QA, Academy Discussion	<p>Mrs A Flack explained that the GB had received Weston's QA at the last meeting and mentioned the Whaplode QA has only just been received from June. Mrs A Flack discussed the document to the GB.</p> <p><i>Mrs I Hooper asked about the 'Working walls' and what was meant by that?</i></p> <p>Mrs A Flack commented that is about the displays in school and how on the day of the visit it was an inset day and the TS's were updating them. Mrs A Flack explained the situation regarding teaching in year 1 due to the maternity cover needed. Mrs A Flack expressed how the WHA is working on what June has suggested in the document.</p> <p>Mrs E Adie confirmed WHA were working and progressing well to action points raised.</p>	
	f. Ensure School Website is fully compliant	<p><i>Do you look at the School Website Vanessa? (CM)</i></p> <p>Mrs V Cook replied that she has done in the past but not recently. Mrs V Cook went on to explain that she had received some documentation stating that the school needed to have a link on their website to show Consistent Finance Reporting (CFR).</p> <p><i>What does this mean? (AF)</i></p> <p>Mrs V Cook explained how it was a good benchmark for school to compare expenditure against other school of similar size. For them to check that costs are around the same and if not why.</p> <p>Mrs A Flack mentioned that the LAAT were doing something similar with Business Managers and had questioned if this would be different for an Academy?</p> <p>Mrs V Cook expressed how she thought all schools would have to do this and publish the schools budget and spend for the year. It would require a link that would direct straight people straight to the DFE website.</p> <p><i>Could you please email Mrs S Rix regarding this as she would be looking into this for both schools? (AF)</i></p>	

		Mrs V Cook said she would email Mrs S Rix. The Clerk mentioned that Mrs J Smith had reviewed the schools website in the summer using the LAAT checklist.	
9. Autumn Term Items	g. Review skills/Self-Audit and produce local board development plan	Clerk explained how the skills audit had been sent to the GB for completion. Mrs V Cook commented how it is fine for the GB to complete their own skills audit and self-review but after the clerk has collaborated the audits and review the GB need to have a discussion to write an overview. Mr C Mackman asked the clerk to have the collaborated document ready for the Finance meeting. Mrs A Flack explained how Executive Heads and Heads of School are now required to attend the Governor Briefings and asked if any GB would be able to attend the next one on 30 th November 2020. <i>Who at the LAAT will chair the meeting? (CM)</i> Mrs A Flack stated that she was not sure but maybe Jackie, Tamara and or Fran.	Clerk to ensure Skills audit and review is collaborated.
	h. Approve School development plan and Self-Evaluation	Previously discussed at S&O Meeting on 15 th September 2020	
	i. Review and approve Safeguarding policy	Previously discussed at S&O Meeting on 15 th September 2020	
	j. Review and approve Admissions policy	Previously discussed at S&O Meeting on 15 th September 2020	
	k. Review and agree school session times and term dates for 2020-2021	Mrs A Flack explained how the timings at present are different due to COVID but all children are getting the time they need in school <i>Is that equal amongst all year groups? (CM)</i> Mrs A Flack replied explaining how lunch time and breaks are shorter to ensure children are getting their rights to education. <i>Is there a minimum length of time needed for a break? (SR)</i> Mrs V Cook expressed how she believed it was a 15 minute break was acceptable for a rest.	
10. Christian Distinctiveness		Mrs E Adie commented that she has spoken to Angela the Church Warden regarding the possibility of still holding a Christingle Service. Barbara would conduct the service in the church, right at the end of Christmas term, as unable to have carol service, and children will attend via Zoom and this way the children can still see the church and the community. After Christmas WHA is hoping to hold a monthly service	

		<p>with someone from the church. Angela is working on a development plan for the church and bring in families and the community.</p> <p>Mrs I Hooper commented how the Parish County Council have been working on this.</p> <p>Mrs E Adie continued to explain how the school could help with this and mentioned, when the school holds their class worships and parents are invited into school, this could be held at the church when we are back to normal. The church could then maybe hold a coffee morning after to encourage community relationships. Mrs E Adie also mentioned that maybe the church could look at confirmation classes. Mrs I Hooper expressed how it would be nice to have a religious themed performance in the church.</p> <p>Mrs E Adie explained how this was mentioned and that is where the idea of the collective worship being held at the church rather than in school but this can only happen when we reach a level of normality.</p> <p><i>Has Collective Worship still been happening throughout the week? (CM)</i></p> <p>Mrs A Flack explained how class collective worship is still happening on a daily basis and The Harvest Festival was available online for parents to view. The teachers show how their worship focus is clear on their planning to ensure meeting obligation and how the school wants this to continue.</p> <p>Mrs Z Halden explained how Rev Annie will conduct collective worship at WES from Monday via zoom. Mrs Z Halden is also going to ask Rev Annie about WES having a Christingle.</p> <p>Mr C Mackman expressed how it is nice, even during times of restrictions things like this can still happen.</p> <p>Mrs A Flack explained how the schools have been very supportive of the church and local community with the harvest festival and food bank.</p> <p>Mrs E Adie explained how Rosamund Seal had thanked WHA for the generous donations and support. Parents have been very generous with Harvest Festival and also the most recent fundraising event that the swimming pool committee have had, The Hedgehog Hunt, which has raised over £2,000. Mrs E Adie explained how WHA have signed up for a NSPCC fund raiser in February.</p> <p>Mr C Mackman expressed how in these challenging times it is nice to see the community spirit coming together.</p> <p>Mrs I Hooper commented how sad it is that the children are unable to sing.</p> <p>Mrs A Flack mentioned how Miss K Jesson at WES is teaching the children to sign.</p> <p>Mrs I Hooper expressed how singing is so good for wellbeing.</p>	
11. Safeguarding		Discussed in 8.d	

12. School specific items	Remote Education Policy	All GB approved the Remote Education Policy	
13. AOB	Medicine arrangements	The GB discussed the medicine arrangements for WHA after an email had been received.	
14. Date and time of next meeting		Finance, Buildings & Personnel – Wednesday 9th December at 5.00pm – via Zoom Strategy & Oversight – Wednesday 13 th January at 5.00pm at Weston St Mary or via Zoom	

The meeting closed at 6.53pm

Signed: _____ Chair of Committee

Date: _____

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