

Minutes of the Meeting of the Local Governing Board of Wolfreton, held on Microsoft Teams on Monday 14 December at 17:00

GOVERNORS PRESENT:

Mrs S Milner (Chairperson, SM); Mr R Firth (RF); Miss S Kukuc (Headteacher, SK); Mr P Matthews (PM); Mr R McKinnon (RM), Mr A Paffley (AP), Mr K Woodcock (KW)

ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk, LC), Mr D McCready (TCAT CEO, DM)

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

29 WELCOME AND INTRODUCTIONS

SM welcomed everyone to the meeting.

Due to personal reasons, L Dennett has resigned from the LGB. This leaves a gap for a SEND Link Governor. SK has spoken with LD to thank her for her dedication and commitment over the years. SM to write to LD echoing those sentiments and wishing her well for the future.

During the meeting, R McKinnon offered to take over the role of SEND Link Governor. All Governors agreed.

Resolved: R McKinnon to be SEND Link Governor for 2020/21

30 APOLOGIES

Full attendance

31 DECLARATIONS OF INTEREST

None other than the annually declared interests were tabled

32 MINUTES OF THE LAST MEETING (02 November 2020)

Resolved: The minutes of the last meeting on 02 November were confirmed as a correct record and are to be electronically signed by the Chair.

33 MATTERS ARISING FROM THE MINUTES

Signed by the Chair: 

Date: 26 April 2021

- 33a ACTION:** LC to follow up with LD & RW regarding their absence from the LGB
Completed
- 33b ACTION:** LC to follow up with LD to confirm she wishes to continue as Link Governor
Completed
- 33c ACTION:** KW to liaise with LC re gaps in knowledge **Completed**
- 33d ACTION:** LC to email all Governors with specific details of which training modules must be done and where to find them. Governors to feedback if they have not received any links for the relevant modules/trainings **Completed**
- 33e ACTION:** LC to email Governors to check subject links and report back to SM & RF on any gaps **Completed**

34 STRATEGIC HEADTEACHER'S REPORT

SK gave a brief outline of the key points included in the report with the main focus building on the work already done.

- There has been significant curriculum development over lockdown
- Regular meetings are held with faculty leaders
- Heads of House have been holding virtual assemblies
- A virtual Academic Awards event has taken place
- Many charitable events have taken place but the highlight of the year has been the snowman competition, in conjunction with the local Parish Council
- Subject Self Evaluation and Development meetings with Faculty Leaders have taken place

PM joined the meeting at 17:22

34a Quality of Education

- No formal lesson observations have taken place. Leaders have been conducting informal learning walks, talking to both students and teachers
- Working live document linked to KS3 and following the 4 curriculum principles to be presented to Governors
- Curriculum Instruments continue to be developed and evaluated:
 - A Knowledge Overview
 - A Scheme of Learning
 - A Knowledge Organiser
 - Lesson resources
 - Subject specific vocabulary
 - Subject specific home learning
- Individual Careers Interviews for Year 11 proceeded as normal
- 'Big Question' approach, piloted in early 2020, continues to be successful. The Durrington Research School principles were adopted and WS is in the process of evaluating the results thus far
- College provision has been difficult under the current circumstances but has gone as well as can be expected
- The Ped Leader team continue to work on the Quality of Education

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Signed by the Chair: 

Date: 26 April 2021

- There are currently 5 LAC on roll
- All have adjusted well with the return to school
- 3/5 have maintained good attendance and support is being provided for the remaining 2

34b Behaviour and Attitudes Summary

- Attendance at the end of the previous week to the meeting was sitting at 94%. This has dropped slightly to 90% today which is still above the national average
- Attendance for girls, at 94.5%, remains slightly higher than boys at 93.4%
- PP student attendance is 89.1%
- PA across the board is 18%
- Attendance is lower than the previous year due the current pandemic with a lot of parents keeping children at home although it should be noted that any absence due to Covid is recorded as an X and does not count in the absence statistics
- The revised Positive Discipline Behaviour Policy has seen students rise to the challenge by responding to increased expectations
- Class Charts has had a positive impact
- Students returned from the summer break with a very positive attitude to the new way of learning. Attitude to learning data collected in the Year 7 and 11 data trawl confirms students are focussed and working well in their subjects
- There has been 10 FTEs so far with only one student receiving more than one

34c Personal Development Summary

- The Tutor Time programme has been devised to help students develop the necessary skills for adult life
- Key aspects of character education are worked on weekly
- 4 Early Help Consultations with EHASH have taken place

34d Leadership and Management Summary

- WS working in partnership with TCAT Academy Improvement Leaders for cross-Trust collaboration
- A review of Professional Learning with the Teacher Development Trust has taken place. This included a staff survey, an audit conducted by SLT and a series of interviews with a range of colleagues
- Link leaders have continued to meet with middle leaders to evaluate strengths and areas for improvement

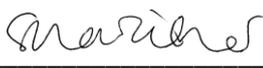
Q: (RF) Firstly, let me say this report, as always, is exemplary. When did the Self Evaluation and Development meetings take place?

C: (SK) The last training day on 04 December. It's also live. We did quite a lot of work last year looking at how we operate a live development plan and a live self-evaluation process.

Traditionally, at the start of the academic year in September, our first meeting is the exam meeting. The second one looks at the Academy Development Plan, where the Governors meet regarding the formation of the disciplined enquiry development plan. The three themes drawn from the Development Plan are Challenge for All, Challenge for All 2-year KS4 prep and Catch-Up for all year groups

Q: (KW) How do we show clarity against report and ADP?

C: (SK) We are only focusing on the Development Plan in meetings so everything we do should be underpinned by that

Signed by the Chair: _____ 

Date: _____ 26 April 2021 _____

Q: (KW) Do you think, that as it is a live document, it should be on every agenda going forward?

C: (SK) Yes, it can be

Q: (KW) Is it worth highlighting any areas we need to raise in the Plan itself for the previous period?

C: (SK) The robustness of the meetings mean that everything is working correctly, we are focused on it and RAG each week

Q: (SM) When do you expect to share the results of how well the Durrington Research School methodology has worked?

C: (SK) The Ped Leader Team positions are Teaching to the Top, Independent Learning, Digital Learning, Retrieval Practice and Sharing of Good Practice. 7 staff will be working across the positions. They are also leading the CPDL groups which deliver on one of those strands that are picked up through the appraisal objectives. Faculty Teams hold JPD meetings and that is where they will explore if it is working in their area. Some faculties are much further along than others so when we ask when will see the findings, we have to ask when would we have seen them in previous years. As soon as I have feedback I will pass this information on but it won't be a percentage

Q: (SM) Are the Ped Leaders enjoying it, are they getting something out of it?

C: (SK) Yes, the feedback from them is very positive. They have set up a blog and a Twitter account. The blog isn't shared publicly yet, they are using it to share what they are doing. We will ask them to evaluate their own input at the end of the year

Q: (AP) With regards to the Standards data, have the recent announcements over giving students more support for exams had any impact on the data that has been given? Are we collecting the data on how we thought they would perform under normal circumstances or are we collecting the data to be in line with the changes that may be put in place?

C: (SK) With the timing of the meetings and in-class assessments, this data is from Data Trawl 1. Due to the periods of self-isolation for Year 11 we were unable to bring Data Trawl 2 here today. It was morally right to move those in-class assessments back a week so this data was collected before any announcements. At the end of the day, the aim is that the young people leave literate and numerate. To answer your question, the data was collected before the announcement

C: (SM) The NTP Maths tutor has given a student confidence, credit to the tutor

Q: (RF) Is there any indication yet as to what elements of the curriculum will be in the exams?

C: (SK) No. We were, at the time we went into lockdown, in a 3-year KS4. Therefore, our young people had covered more of the curriculum than previously. Our challenge now is to ensure we support their confidence, their resilience, their revision through intervention and tutoring. It does mean that they will have studied things that do not end up in exams but it's morally correct that we have been able to deliver that depth of coverage

Q: (RF) The selection of comments shared in your report are all positive. I do wonder, for the sake of balance, if we could have had negative comments too? One of the comments made was the organisation of work in folders in Teams. What other comments had been made?

C: (SK) Not everybody fills in surveys, I haven't given you a cut-down version. Blended Learning is not easy to deliver, it takes a huge amount of work. Some of the feedback was very particular to the young people. We haven't received all of the laptops we asked for and we are still waiting for the order of iPads that has been delayed further. Some parents had asked for the handbook to be made into a video, which Adam (AP) has done and this is online. The main issues coming through seem to be tech issues, access to the tech and, as already mentioned, the organisation of work in folders on Teams

Q: (DM) How have Year 7 settled? How did you assess targets? How is their mental well-being and how do you think they have adjusted to 'big school'?

C: (SK) We have an excellent relationship with the primary schools. I met with primary Heads very regularly during lockdown and this term and discussed with them what data would be valuable. We used a standard ER form for teacher assessed information and the primaries provided us with settling in information. In addition to this, we did CAT tests with all of our Year 7 students and have undertaken reading assessments to identify where extra literary support may be needed. Lexia and other reading support programmes are also being used. NGRT tests are being looked into.

Maths is being taught in mixed ability due to the bubbles so we made the decision not to give targets.

In terms of how they are settling in, they are settling in well, given the fact they are operating in a bubble in a secondary school. They have had limited exposure to the older students and we feel they are younger in their personalities than previous Year 7s.

ACTION: Relevant sections of the Development Plan to be on each LGB agenda going forward

35 GOVERNOR TRAINING AND SUPPORT

KW has looked at the training undertaken and the training required. To date, only 4 Governors had completed the New Safeguarding Module on Learning Link.

3 Governors are still to activate their GDPR Sentry Accounts – RM, SM & RW with a further 2 – AP & KW – still needing to complete the Governor training

KW urged all Governors to look at learning modules that interest them and for the Link Governors to complete a module pertaining to their Link area.

ACTION: SM, AP & KW to complete the 2020 Safeguarding module on Learning Link by the next meeting in March 2021

ACTION: RM, SM & RW to activate their GDPR Sentry accounts and complete the Introduction to Data Protection training along with the Governor test by the next meeting in March 2021

ACTION: AP & KW to complete the GDPR Governor Module by the next meeting in March 2021

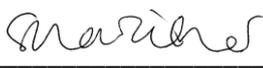
36 GOVERNOR LINK REPORTS

- RF has taken on the English Link Governor role and is liaising with S Fortnam. He has also reached out to J Needham to talk through Science
- SM to liaise with the MFL leader and has undertaken safeguarding visits. The reports from these visits are with M Carruthers
- RW has met with L Warnett and the hope is for a further meeting in the new year
- SK to pull information together for RM in his new role as SEND Link

37 POLICIES FOR REVIEW

37.1 Infection Control Policy

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Signed by the Chair:  _____

Date: _____ 26 April 2021 _____

The Infection Control Policy was tabled for approval

Resolved: The Infection Control Policy was approved

37.2 Attendance Policy

The Attendance Policy was tabled for approval

Resolved: The Attendance Policy was approved

37.3 Fire Evacuation Policy

The Fire Evacuation Policy was tabled for approval

Resolved: The Fire Evacuation Policy was approved

ACTION: By request, SK is to share the Policy Tracker at the next LGB

38 DATE OF NEXT MEETING

Wednesday 17 March 2021 17:00. Venue TBC

39 ANY OTHER URGENT BUSINESS

39.1 6th Form Travel

An area of interest is ensuring the quality of education for the students who travel between the 3 Consortium schools. Some data suggests that travelling students don't seem to perform as well as students taking courses at their home school.

There has been a strategic change; Sixth Form teachers are responsible for the results of all the students in their class, not just their home school students

39.2 Virtual Parents Evening

KW feedback that the recent virtual parents' evening was the best he had ever experienced. A few parents did experience technical issues but the timed meeting was a huge success

39.3 CEO Message

DM extended thanks on behalf of the Trust for the tremendous amount of hard work undertaken by all staff during the pandemic and beyond.

39.4 Next Community Project

The Parish Council is starting to think of next year's summer community project and has approached the school to be involved, possibly with musicians.

40 ACTION POINTS

40a ACTION: Relevant sections of the Development Plan to be on each LGB agenda going forward (**minute 34**)

40b ACTION: SM, AP & KW to complete the 2020 Safeguarding module on Learning Link by the next meeting in March 2021 (**minute 35**)

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Signed by the Chair: _____ 

Date: _____ 26 April 2021 _____

40c ACTION: RM, SM & RW to activate their GDPR Sentry accounts and complete the Introduction to Data Protection training along with the Governor test by the next meeting in March 2021 **(minute 35)**

40d ACTION: AP & KW to complete the GDPR Governor Module by the next meeting in March 2021 **(minute 35)**

40e ACTION: By request, SK is to share the Policy Tracker at the next LGB **(minute 37)**

SM Closed Part A by wishing all Governors a peaceful festive season

Part A finished at 18:32

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Signed by the Chair: _____ 

Date: _____ 26 April 2021 _____