

## **Ditton Lodge Primary School**



TEAMS Minutes of the meeting of the Local Governing Body of Ditton Lodge Primary School held via Virtual Meeting arrangements (as permitted under Article 126 of the Articles of Association) on Tuesday 29<sup>th</sup> September 2020, 18:00.

Present:

In attendance:

Dr C Scarpini **CS** Mrs Melanie Moore **MM** Ms Kath Caley **KC** Mr J Grosvenor **JG** Mr A Bedford **AB** Mrs Sheena Datson (Clerk) **SD** 

Mrs Amanda Banks **AB** Mrs L King **LK** Miss Kim Bramley **KB** Mr J Wood **JW** 

	SECTION A: STANDARD BUSINESS	Actions
A1	Apologies for Absence and Welcome CS welcomed everyone to the meeting including new Trust Governor, Alex Bedford – Primary Advisor	
	Apologies accepted for absence: Nil.	
A2	Pecuniary and Other Interests	
	No declarations of pecuniary or other interests regarding items on the agenda were made. This year's publication of Governor Pecuniary Interests is on the school website.	
A3	<b>Compliance</b> All governors have signed to say they have completed a declaration (or not) of pecuniary interests; read the UPS Governor Code of Conduct; read (at least) section 2 of Keeping Children Safe in Education September 2020.	
A4	<ul> <li>Election of Chair and Vice Chair for 2020/2021</li> <li>Dr Scarpini was unanimously elected chair.</li> <li>Ms Caley was unanimously elected vice chair.</li> </ul>	
A5	Notification of Any Other Business	
A6	None.         Minutes         The minutes of the meeting held on Wednesday 9 <sup>th</sup> July 2020 were confirmed and will be signed by the chair at the earliest convenience.         Actions outstanding:         Academy Equality_Objectives - defer to next meeting* (CS, AB and KC working party)         No matters arising.	
	SECTION B: SCHOOL IMPROVEMENT	
B1	School Development Plan The SDP informs that the school will respond to changing initiatives. Maths is a focus and findings from a recent meeting will inform the SEF. A review of our Maths provision was carried out by Anna Tapper (USP Maths advisor) with Miss Lewis and <b>MM</b> . White Rose Maths resource will continue to be used this year. Maths vocabulary has been embedded and the use of TAs impact on learning evaluated. AT will be supporting ZL in her role as maths lead. See also Head's report.	
B2	Head's Report <u>Current position in school</u> In the summer term 94% of pupils returned to school. Since the start of the Autumn Term attendance has steadily risen: Weekly % Attendance Averages:	





- W/C 1/9/20 92.20%
- W/C 7/9/20 93.91%
- W/C 14/9/20 93.68%
- W/C 21/9/20 98.16%

Ditton Lodge in school arrangements

- Pupils in hubs of year group classes.
- Pupils do not mix between classes/hubs
- Staff remain with their hubs wherever possible
- Staff and pupils within hubs do not need to maintain social distancing (this is important as this would not be possible with year R and 1)
- Where staff move between hubs (e.g. for PPA) staff must maintain social distancing
- Staff maintain social distancing from each other (staggered breaks and lunch)
- Whole school assemblies held virtually using Google Meets twice a week
- Wrap around care has resumed with limited numbers and staff will maintain social distance from pupils. Pupils maintain play within their own classes/hubs with separate toys which are not shared across class groups.
  - Breakfast Club: Pupils are seated at separate tables and food is served to them
  - o Discovery Club: Pupils are outside whenever possible
- Staggered start and end times
  - Year 6: Drop off 8:40am Pick up 3:05pm (pupils only-enter via the main school gate and line up outside the year 6 classroom)
  - Year 5: Drop off 8:45am Pick up 3:00pm (pupils only-enter via the main school gate and line up outside the year 5 classroom)
  - Year 4: Drop off 8:50am Pick up 2:55pm (enter via the main school gate and line up on the right hand side of the playground)
  - Year 3: Drop off 8:50am Pick up 2:55pm (enter via the main school gate and line up on the left hand side of the playground)
  - Year 2: Drop off 8:55am Pick up 2:50pm (enter via the main school gate and line up on the right hand side of the playground)
  - Year 1: Drop off 8:55am Pick up 2:50pm (enter via the main school gate and line up on the left hand side of the playground)
  - Reception: Drop off 9:00am Pick up 2:45pm (enter via the main school gate and line up on the the upper playground in front of the new hall)
- Staggered break and lunch times (these have changed after 3 weeks so that yr5/6 are not always last into lunch)
- PE has been blocked so that equipment is not shared between hubs
- Pupils come in to school wearing PE kit on their PE days to reduce risk by not changing in school
- Play equipment remains within hubs and not shared between hubs
- Galleon play equipment is timetabled and cleaned each day
- Hand hygiene has continued to be timetabled into the day
- Respiratory hygiene is followed: Catch it, bin it, kill it
- Increased cleaning continues including midday clean of all high traffic areas: pupils' desks, door handles, toilets, hand rails

## Remote working strategy

We have written a remote working strategy to ensure that teaching and learning can continue in the event of partial or whole school closure. A survey has been sent out to all families to be able to accurately identify which devices and internet connectivity each pupil has at home. This will allow us o be able to effectively use resources to support home learning.

Results from Survey from staff and families: June/July Families' results show:

- Strong communication from school
- Clear decision making from SLT
- Very little bullying
- Concern about progress
- Concern about friendships
- Concern about anxiety





1. As far as you know, has your child been bullied online this term? (Positive = not bullied)	4.9	
2. How often has your child's school contacted you this term?	4.5	
3. How clear to you are the decisions made by the school management in response to Covid-19 disruption?	4.4	
4. How clear has the communication from the school been this term?	4.4	
5. How easy or difficult has it been to contact the school if needed?	4.3	
<ul> <li>Requirement of families to support home learning/explain tasks</li> <li>aff results show: <ul> <li>No bullying/abuse from parents</li> <li>Ease of contacting SLT</li> <li>Clear expectations from SLT</li> <li>Feeling appreciated by SLT</li> </ul> </li> </ul>		
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1. Have you faced any digital abuse from pupils or parents?	5
2. How easy or difficult has it been to contact the school leadership, if needed?	4.8
3. How clear are the expectations of your work from the school leadership?	4.8
4. If you have been using new learning tools, how likely do you feel you would be to use them after this disruption is over?	4.6
5. How appreciated by school leaders have you felt for your work this term?	4.5
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7	_	SCHOOLS PARTNERSHIP
	Foundation Curriculum. We looked at the essential elements for core knowledge to ensure that time is given to all subjects but also to supporting wellbeing through weekly PSHE. This curriculum will further develop as from January we will introduce a deeper teaching of vocabulary and develops it even further with clear guidance on the teaching of not just subject specific tier 3 vocabulary but tier 2 vocabulary which is not used in everyday speech and the etymology of words as well as the use of idioms within language. The linking of this vocabulary alongside a greater opportunity for extended writing within the foundation subjects: History, Geography and Science is a powerful next step for our pupils. <b>Performance Management</b> All staff have or are undergoing Performance management meeting last Thursday where CS was able to have a socially distanced tour of the school to see the work that we are doing in school and how the elements of the risk assessment are put in practice. <b>SP Tutors</b> As a school, we are joining with other schools in the work of SP Tutors which is part of the government's national tutoring programme. We will be able to access tutors (my hope is to use existing Ditton Lodge staff) to be able to target our most vulnerable pupils. Through this programme, we will be able to only pay for 25% of tutoring cost as the government will pay	SCHOOLS PARTNERSHIP
	the remaining 75%. This equates to 15 hours of tutoring (for 3 pupils) costing just £190. So far three embers of staff have taken part in the training. https://www.unitysp.co.uk/sp-tutors-national-tutoring-programme/ Thank you, Governing Body, for your continued balance of challenge and support. This has been an unusual and at times utterly exhausting, start to the academic year but I am proud to be Headteacher at Ditton Lodge. I greatly appreciate the support from USP, especially Stephen Astley, and my colleagues, especially Sheena, Kim and Amanda- who continue to be the most fabulous SLT. I am extremely proud of all of our staff and how they tirelessly give of themselves each day. This is a strong staff to start the new academic year with and I am excited about the year ahead. The children will always be the reason I get up in the morning and do all that I do. I will continue to strive to ensure they continue to receive 7 years of excellence during their time at Ditton Lodge.	
B3	<ul> <li>Pupil premium and Sports Premium</li> <li>Reports have been published on the school's website.</li> </ul>	
B4	<b>Catch-up Funding</b> 80 per child to support catch up learning. Intervention in school also virtual interventions. Easy read phonics based approach to reading; continue to use Motional well-being looking at specific requirements; Pixl diagnostic tests for specific gaps in knowledge and learning.	
B7	Performance Management Provision has been made for all staff to attend performance management. MM took part in a successful performance management last week.	
B8	Reports and Policies No report from working groups The Trust RSE Policy was noted.	
B9	The GB received a presentation from CEO, Tim Coulson on the Trust focus and implications for the coming year.	
B10	The scheme of delegation 2020/21 was received. The revised Handbook for Local Governance was received. SECTION C: FINANCE, HR AND PREMISES	
C1	Budgetary Monitoring Report	
	<ul> <li>We are currently in the process of year end. Final figures are not available to date.</li> <li>August budgetary management report was discussed which predicted a year end reserve of around £20,000.</li> </ul>	
C2 C3	<b>Budget setting</b> Draft budget setting will begin towards the end of the year. Ditton Lodge's budget approval meeting is set for Tuesday 16 <sup>th</sup> March 2021. <b>Health &amp; Safety/Premises/HR Issues</b>	
	1. Plans being drawn up for potential library	
itumn ()	2) 2019 Page <b>6</b> of <b>7</b>	





	2. Toilet refurbishment during autumn half term	
	3. JG, health and safety governor, to meet with SD to carry out inspection of school	
	SECTION D: GOVERNING BODY ORGANISATION & ADMIN	
D1	Local Governing Body Membership	
וט	<ul> <li>To report any changes in membership since the last meeting – New Trust governor</li> <li>To consider filling any vacancies on the Local Governing Body parent governor</li> <li>To review committee membership – no changes to current structure.</li> </ul>	<b>SD</b> to action parent governor election
D2	Website Update	
	Regular reviews by <b>SD</b> and <b>CS</b> for compliance. Trust Safeguarding Office, Steve Watts reviews annually as part of Safeguarding Audit (due October 2020).	
D3	GIAS (Get Information About Schools) - SD responsible for compliance.	
D4	Governor Monitoring, training and development	
	<ul> <li>To appoint governors to monitoring roles, for example, Safeguarding, CIC pupils, SEND, Health and Safety – no changes to current configuration.</li> <li>To consider appointing a governor with responsibility for Workload and Wellbeing in line with latest DFE guidance. KC and JG to take on as a dual role.</li> <li>To agree a programme of monitoring visits linked to the SDP (or equivalent) for 2020 – liaison with MM in the first instance.</li> <li>To confirm any requirements for Safeguarding Training for governors (including Prevent and Safer Recruitment). To be confirmed.</li> <li>To agree a time frame for completion of the USP Skills Audit (if not completed in 2019/20) - completed.</li> <li>To note the latest edition of the Governor Headlines (which now contains The Knowledge) and any specific items of interest - see Governor Hub for further information.</li> <li>To note the date of the USP Governors Conference – Saturday 17<sup>th</sup> October 10.00am –</li> </ul>	
	1.00pm: To be held virtually. – Booking via Governor Hub.	
	SECTION E: CLOSE OF BUSINESS	
E1	Any other business	
	None.	
E2	<ul> <li>Impact</li> <li>Welcome new governor Abe with his valuable contribution to curriculum expertise</li> <li>Thanks to MM and the school for their enormous effort to document and assess it's position during this challenging time.</li> <li>Although we are still in unprecedented times the school continues with the best approaches of how to communicate with parents children plus delivering the finest possible learning whilst pushing the drive for excellence.</li> <li>Staff are pro-active in their planning for remote teaching and using the catch-up funding.</li> </ul>	Abe to
	Examples of good work to be sent to <b>ABe</b> good work. Governors will be invited to a remote review session.	set up session
E3	Date of next meetings	
	08 12 2020         02 02 2021           23 03 2021         11 05 2021           06 07 2021         11 05 2021	

**CS** thanked everyone for attending and closed the meeting closed at 19:48 hour