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 12th May, 18:00.

Present:
Dr C Scarpini **CS**
Mrs Melanie Moore **MM**
Ms Kath Caley **KC**
Mr J Grosvenor **JG**

Mrs Amanda Banks **AB**
Mrs L King **LK**
Miss Kim Bramley **KB**

In attendance: Mr Tim Coulson, CEO **TC**   Mrs Sheena Datson (Clerk) **SD**

	SECTION A: STANDARD BUSINESS	**Actions**
A1	**Apologies for Absence**	
	Apologies accepted for absence: Mr Wood	
A2	**Pecuniary and Other Interests**	
	No declarations of pecuniary or other interests regarding items on the agenda were made.	
A3	**Notification of Any Other Business**	
	None.	
A4	**Minutes** The minutes of the meeting held on Wednesday 8th April were confirmed and will be signed by the chair at the earliest convenience. No actions outstanding. No matters arising.	**CS to sign minutes**
	SECTION B: PROVISION FOR PUPILS DURING THE COVID-19 EMERGENCY PERIOD	
B1	**To note, if any, documentation from the meeting of 8th April 2020**	
B2	**Safeguarding and Well-Being** As a school we are continuing to receive Safeguarding information from Cambridgeshire as well as USP. **SD** attended a DSL briefing last week and **MM** and **SD** will attend the scheduled USP DSL termly meeting next Thursday. We are continuing to follow the updated safeguarding procedures as shared discussed at our last meeting from our COVID-19 Safeguarding and Child Protection addendum. This is published on our website under Safeguarding. We are using a Safeguarding Checklist along with other USP schools to ensure our Safeguarding procedures are current and fit for the current phase of school opening. Vulnerable families are being supported in a variety of different ways: Provision of government Free School Meal voucher initiative. Mrs Colby (**CC**) has ensured our families are provided with their vouchers.. She has then followed up families to ensure they redeem their e-code against an E-gift card. This sounds simple but is has not been for many schools. Thanks to USP and **CC**, all of our families have been to able access the system without too much difficulty. We have also signposted and made a referral to Make Lunch, a charity initiative set up by Newmarket Churches together to provide a weekly food hamper for vulnerable families. They are also able to receive a delivered weekly hot meal organised by The Jockey Club. We have issued Chromebooks to our vulnerable pupils so that all Pupil Premium children can access a device for Home Learning. I have personally delivered each of these to be able to use the opportunity to speak to families and see what other support they require. This is how the referral to Make Lunch was made as the family were able to open up to me about their current situation. They were also able shown how to apply for free school meals	

which they have now done. This has been a good way to communicate with some of our EAL families. I made a link with one mum and discussed home learning with her. She then spoke to other mums who she has a connection with and we are now receiving work form families that we weren't receiving from before.

The next phase is to look at increasing provision so that every individual has access to a device as we know that many pupils are sharing within families. We have identified 55 netbooks in school which we will be converting into Chrome Books and distributing to families. We have created Google Forms to be able to ascertain where provision is required. We will look at ensuring all of year 5 have their own devices and then move down the school.

All pupils are being called weekly and pupils on our SEND register are being taught by a teaching assistant via Google Meets. Parents are part of the call and it supports the pupil and the parent to be able to follow up the work.

We are continuing to communicate with families through weekly letters from the headteacher, weekly headteacher assemblies, daily updates from class teachers, weekly phone calls from the class teacher and daily Tweets.

Staff wellbeing

- Support form OM Health and wellbeing for staff especially SLT
- Employee assistance programme
- SAS wellbeing: App, phone support and counselling
- Weekly wellbeing information, activities and advice from our Emotional Literacy Support Assistant (ELSA)
- Daily staff meeting for information
- Daily virtual afternoon tea break for all staff

Family wellbeing

- Updated information for parents from Emotional Health and Wellbeing Service
- Bereavement support from ELSA
- Access to Linda Beaton, Cambridgeshire Family Worker
- Daily/weekly calls by staff members to support home

B3	**Curriculum Provision**

Curriculum Provision
Where are we now?
- All pupils are now engaged with home learning.
- Introduction of Google Classroom as daily home learning platform for all pupils.
- Continued daily teaching videos from staff.
- Through Google Classroom, pupils now 'turn in' work, so it is saved into their Google Docs so they are able to receive feedback to their work. This is especially effective in KS2 where pupils are then able to respond to teacher feedback to improve and make progress.

Developing the Recovery Curriculum
SFA is going to be integral to this work as we will be able to teach pupils where they are in stage not age to ensure that pupils. From September, we will look very carefully at the staffing of these SFA groups to ensure our most vulnerable pupils receive the best quality teaching to continue to close the gap.

It is essential that as part of our Recovery Curriculum, we look at supporting pupil's wellbeing and we are working with USP to develop Trauma Informed Teaching. We need to support pupils to learn how to learn and develop their learning behaviours as well as support them where they are emotionally.

We will use PiXL diagnostic tests which will be released in June but we will look to use at the very start of the Autumn Term to be able to identify pupils gaps in learning and be able to quickly bridge those gaps through whole school teaching, group and individual interventions.

Development of the USP Curriculum is continuing with an emphasis on vocabulary. This is an exciting development as it builds on the work we have been doing as a school on vocabulary and develops it even further with clear guidance on the teaching of not just

	subject specific 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 with the foundation subjects: History, Geography and Science is a powerful next step for our pupils.	
B4	**Pupil premium & SEND pupils**	
B5	**Business Continuity**	
	SECTION C: FINANCE, HR AND PREMISES	
C1	**Budgetary Monitoring Report**	
	• The latest BMR continues to illustrate a surplus outturn for the end of the year, although less than the preivous month, despite the difficulties being met by COVID-19 • Version 3 of the draft budget is ready for submission at the end of May. This was favourable reviewed by the governing body.	
	SECTION D: GOVERNING BODY ORGANISATION & ADMIN	
D1	**Local Governing Body Membership**	
	• Virtual online training. • Governor Skills Audit.	
	SECTION E: CLOSE OF BUSINESS	
E1	**Any other business** • Safeguarding Report from previous (verbal) meeting: Safeguarding visit carried out on 13th January 2020. • DSL: **MM**. Designated Persons: **KB** & **SD** Governor: **KC** • All have attended required safeguarding training. Action: **SD** to do Safer Recruitment Training. Completed. • Single Central Record Checked. Minor update to record that volunteers have read KCSIE. Completed. • New filing system in place that makes it easy to identify if any information is missing from SCR. • Historically, there has been no record of staff induction in the personal files. **KB** created an Induction Checklist in September 2019. Record of induction for all new staff now on file. • CPOMs is an electronic mechanism for monitoring all events that contribute to an overall picture of safeguarding - e.g. incidents, accidents, attendance. Due to ease of this system, there is much more consistent & timely reporting by all members of staff. The alert system supports effective escalation and the coding enables easy tracking of patterns and trends. DSLs have a higher level of access that enables them to respond quickly to emerging issues and closely monitor identified safeguarding concerns. A follow up safeguarding visit will be required to review the on-line safeguarding systems and protections that the school have in place. The headteacher's report to this meeting re: the framework for online safety that has been in place and now modified for the Covid-19 situation provides strong evidence that the school has robust processes in place in this regard. The headteacher's reports also indicate that substantial planning and action has gone into adapting all safeguarding systems to ensure the safety of Ditton Lodge children and staff during this lock down period.	
E2	**Impact** •	

CS thanked everyone for attending and closed the meeting closed at hours.

Academy Equality Objectives Defer to next meeting*	*SD add to next agenda
Policy Review • Behaviour Policy – defer to next meeting* • Invacuation Policy (local) • Updated policies from the Trust were noted: Critical Incidents; Death in Service Guidance.	*SD add to next agenda