

Final Minutes Local Advisory Board: Castle
23rd September 2020 18.00
Meeting held virtually via Microsoft teams
The first LAB meeting of the academic year 2020-2021

These minutes reflect the order of the agenda and not necessarily the order of discussion

Agenda item	Discussion	Action / Information
1. Present.	<p>Lorna Beard (Executive Head Teacher) Daniel Lugg (Head of School) Catherine Castillo-Soto (Parent Governor) Richard Auger (TB Appointed) Korrin Smith –Whitehouse (TB Appointed) Bryony Nester (Staff Governor) Hayley Draper (Co-Opted Governor) Lauren Saunders (Co-Opted Governor) Tabassum Beig (Potential Governor observing) + Monica Juan (EMAT Compliance / Governance) Joshua Coleman (CEO: EMAT) Katy Russell (EMAT Head of School Development) Paul Osborne (Clerk – Minutes)</p> <p>Introductions were made. PO reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.</p>	+ TB joined the meeting at 18.30
2. Apologies.	Apologies, received and accepted from Cameron Nixson –Engel (TB Appointed) and Paul Wheeler (Finance and Operations Director & Chief Financial Officer).	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to this agenda that	

	had not already been declared on the annual register of interests.	
5. Appointment of Chair and Vice-Chair	KS-W was elected unopposed as Chair for the LAB. CC-S agreed to support KS-W until she is happy to Chair by herself. RA was elected unopposed as Vice Chair.	
6. Minutes from last the meeting.	A small change was required regarding the spelling of a name from the minutes of the meeting held on the 9th July 2020. PO to action and then send a hard copy for signing to KS-W. <i>Post meeting note actioned.</i>	
7. Action Log from the meeting held on the 9th July 2020.	<p>i. RA to investigate if any local councilors are interested in becoming a Castle governor. RA advised that he has contacted all local councilors with one response and will investigate if there is any benefit in contacting Daventry councilors. Ongoing.</p> <p>ii. RA to investigate if a tick box system could be used so it's easier to see what products each family needs for the foodbank. Ongoing.</p> <p>iii. PO to add Curriculum presentation to the next S&P agenda once COVID 19 issue diminishes. Ongoing.</p> <p>iv. CC-S to write a letter to the staff thanking them for their efforts during the lockdown. CC-S advised that the letter has been written she will update with new Chair information and send out. Done.</p> <p>v. PO to arrange for the potential governor's links to GovernorHub and the NGA. PO advised that all new governors have been added to GovernorHub BS to be added to NGA. Post meeting note done.</p> <p>vi. MJ to investigate what can be done and what the legal situation is</p>	<p>RA</p> <p>RA</p> <p>PO</p>

	regarding the teachers whose physical intervention certificates run out in September. Ongoing.	MJ
<p>8. Constitution of Board:</p> <p>i. Allocation of Lead roles: SG; SEND; PP; Wellbeing lead; Website/RSE</p> <p>ii. Allocation of governors to Standards committee & any working parties</p> <p>iii. Request for Governance training inc; Safer Recruitment 28/09/2020 or 05/10/2020 - 9.30am to 4.30pm.</p> <p>SEND 21.09.2020 or 25.01.2021 - 4.00pm to 6.00pm</p>	<p>i. Allocation of Lead roles:</p> <ul style="list-style-type: none"> • SG. RA. • SEND. KS-W. • PP. HD. • Wellbeing lead. CC-S with support from BN. • Website. PO to approach CN-E to see if he wants to be governor lead. • RSE. LS. <p>LB advised there is a new SENCO and she will arrange for them to contact RA.</p> <p>JC gave an overview of what the role of a lead governor entails and what an important role it is.</p> <p>All agreed the use of Teams for meetings would be prudent where appropriate.</p> <p>ii. No working parties at present. All governors agreed to attend S&P meetings with Claudia Wade as Chair.</p> <p>iii. PO advised that the dates/times for safer recruitment training have changed due to COVID-19 restrictions. The new dates are 12th November – 09:30 – 13.00 and Friday 13th November – 09:30 – 13.00 both via Teams. PO noted that attendees need to be present at BOTH sessions to complete the training. PO to send the new dates for safer recruitment to all governors and a reminder of the SEND training to those governors who haven't confirmed attendance.</p>	<p>PO</p> <p>PO</p>

	<p>A governor asked if it's mandatory to attend the safer recruitment training. MJ advised it isn't but is very useful to complete as it also includes safeguarding information. To sit on a recruitment panel, you must have completed the training. MJ advised that there is some data training planned. More information to follow shortly.</p> <p>A governor asked if a similar safer recruitment training had been completed would that negate the need to complete this version. MJ advised it would need to be safer recruitment if it isn't it's not the same.</p>	
<p>9. Board housekeeping:</p> <p>i. EMAT Code of conduct 2020</p> <p>ii. Safeguarding Policy 2020</p> <p>iii. Keeping children safe in education (KCSiE)</p> <p>iv. Yearly declarations of interest & Governance disqualification form. Item iv electronic version to be completed and sent back to PO by the 4th September</p>	<p>i, ii, iii. PO noted that due to the use of virtual meetings GovernorHub will be used to obtain signatures electronically. PO to send out more information and guidance.</p> <p>iv. PO to contact the governors who are still to return their forms.</p>	<p>PO</p> <p>PO</p>
<p>10. Head Teachers Report (HTR):</p> <p>i. Progress of the full opening including any initial assessments data.</p> <p>ii. Staffing update Pupil performance inc closing the gap</p> <p>iii. School Development Plan</p> <p>iv. School events (governors invited)</p> <p>v. Exam results</p> <p>vi. Pupil attendance</p>	<p>LB advised that as this meeting had to be rearranged some of the information in the HTR is out of date. <u>i. / ii. / iii. / iv and v.</u> DL highlighted the following from the head of school report:</p> <ul style="list-style-type: none"> • Very positive start to the year. • First two training days were useful in answering questions, reassuring the staff. The EMAT curriculum was launched during the training days allowing staff to deep dive into it. 	

<p>vii. Exclusions</p> <p>viii. Children missing education</p> <p>ix. Private fostering</p>	<ul style="list-style-type: none"> • DL gave an update regarding staffing. • DL gave an update on the SEND data from the previous year including 51 pupils on the SEND register. • Attainment Targets, Predictions and Results. • Teachers are currently working hard with their classes and have begun the process of understanding where there are gaps in learning due to missed learning as a result of Covid-19. Assessments have been planned in every year group and will be used alongside classwork to inform teachers of where pupils currently are in their learning journeys following this difficult period. Once we have this information, we will be able to establish attainment targets for the year. Assessment week is next week. Years 2 and 6 take baseline assessment from a previous SATs paper with other year groups being baseline assessed along with data from teachers from reopening. Targets will then be set using this data. • DL highlighted wrap around care with after school club starting next week. Breakfast club planning to open by October half term • Extra-curricular activities. • DL highlighted links with the community. <p>A governor asked what are the changes to the curriculum due to Covid-19.</p>	
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	<p>DL highlighted that the recovery curriculum acknowledges most pupils would have missed several months of time in school. There is increase opportunities for certain subjects i.e. PHSE where a six week recover curriculum has been introduced to help with loss / new beginnings</p> <p>School wide fundraising set up for the NHS and an opportunity for pupils to design a banner for the front of school to help with collaboration.</p> <p>DL highlighted a focus since returning in September is for staff to find gaps in pupils learning from the Summer term and with data obtained via assessments this will help with next steps.</p> <p>A governor asked if the gaps could increase with the additional use of PHSE.</p> <p>LB highlighted the importance of stripping back what the key skills are to make sure these aren't missed. Teachers will look at what was missed in the Summer term so pupils get the skills as a priority not necessarily the depth in knowledge as this will follow. Some pupils thrived during lockdown and have come back above expectation it is important this is held onto.</p> <p>BN highlighted that the vulnerable pupils she was working in school showed advances in learning and demonstrated improved confidence.</p> <p>A governor asked if there are any lessons that can be learnt regarding the advances these vulnerable pupils made.</p> <p>BN highlighted that the use of one to one when possible and continuation of focus learning are crucial.</p>	
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	<p>BN noted that she has adapted the way she teaches so it is more broad as a result of learnings from the Summer term lessons.</p> <p>LB highlighted the restrictions put in place due to Covid-19 has meant it is not as easy to implement these changes. These learnings will be looked at as soon as possible.</p> <p>A governor asked if there are any plans to track the pupils who thrived during lockdown as they progress through the school.</p> <p>LB there is and the plan is to track these pupils throughout all EMAT schools.</p> <p>A governor asked how has the transition gone for EYFS and year 6 leavers.</p> <p>DL advised that a large percentage of the year leavers 6 went to NIA and these pupils were taught at NIA in term 6 which was a big help with their transition.</p> <p>For EYFS the majority have taken it in their stride. To help there has been a conscious effort to have more adult's presence as well the inclusion team which has helped.</p> <p>LB feels the lack of parents in the classroom has helped and this may be something we will look to continue going forward.</p> <p>DL noted that the teachers missed completing the home visits and there was a little bit of catch up regarding this but overall the EYFS start has been very smooth.</p> <p>A governor asked if DL/LB are confident any learning gaps due to lockdown can be closed.</p> <p>LB feels the younger pupils have been less affected. For years 5 and 6</p>	
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	<p>strategies are in place to close any gaps. It is too early to give a more detailed analysis.</p> <p>A governor asked what would happen if a bubble burst in regards to potential lost learning DL advised that teachers have two weeks' worth of contingency planning in place. This will be uploaded onto the website and runs alongside class planning. LB advised that teachers have been asked to look back at what was missed during lockdown and use this to help plan for any contingency work. If an individual pupil is off their work will be in line with their cohort.</p> <p>A governor asked for an update regarding parents' evening. LB advised that this is under review and will confirm details as soon as possible. LB advised that using online and /or ringing parents is an option. LB noted that parental engagement is a challenge with the current Covid-19 regulations but the school is doing as much as they can to improve this. JC highlighted the investment EMAT is making in IT and along with LB/DL feels that the use of virtual technology is an option. DL noted that to help with engagement alternative plans are in place for the joining hands workshop.</p> <p>A governor asked are we catering for pupils without access to online / IT equipment. LB advised that work is ongoing to ascertain which pupil is in need of support in this area. Different access tools are used to allow pupils to view and complete their work.</p>	
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	<p>LB noted that most parents have access to the school app so links are added to the app whenever possible.</p> <p>JC advised that EMAT purchased 250 laptops and 30 desk tops due to Covid-19. One of the learnings going forward is the IT knowledge teachers have. To assist with this investment has been made into a new resource in the library along with ensuring staff laptops are fit for purpose. JC highlighted that if IT equipment is required it will be supplied.</p> <p>A governor asked how are the staff coping and what support are you giving them.</p> <p>LB advised that Castle has 2 cover TAs and 2 HLTA to supply cover. LB/DL advised that they are very focused on staff wellbeing at all times but especially during the present pandemic.</p> <p>DL highlighted the coffee and catch up mornings which are well attended and on the second afternoon of the recent training session Ellie Finch, our Wellbeing leader, delivered Wellbeing CPD including models for teaching children coping strategies linked to their wellbeing.</p> <p>JC noted that during lockdown when the school was open staff worked a four-and-a-half-day week finishing Friday lunchtime to help with their wellbeing.</p> <p>LB/DL feels the current challenges have brought the team closer together.</p> <p>DL noted that EMAT has a very good employee forum and a dedicated staff wellbeing lead which are incredibly useful.</p>	
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	<p>Governors liked the idea of using the training days to cover mindfulness/wellbeing and wondered if this is something that could continue.</p> <p>DL/LB thanked the governors for their feedback and will take this on board.</p> <p><u>vi.</u> DL advised it's currently 94%. Lower than normal primarily due to Covid-19.</p> <p>LB noted that 144 pupils have had at least one-day absence which is higher than any previous year. These 144 days are not Covid-19 related. The school is ensuring all parents know there is no substitute for a child being at school.</p> <p><u>vii.</u> LB noted there is currently one exclusion and the school is working closely with all stakeholders to help the pupil and parents.</p> <p><u>viii.</u> DL advised 17 pupils are missing in education and their whereabouts are known.</p> <p><u>ix.</u> DL advised there are zero children in private fostering.</p>	
11. COVID 19 Risk Assessment (RA) update	<p>JC advised that the RA was reviewed prior to the September opening. The RA is a live document and is constantly reviewed to ensure it is fit for purpose. There were no significant changes to the previous version some of the minor changes made revolved around communication with parents, BAME and staff no longer shielding but still have some vulnerabilities, use of face masks for pupils in secondary schools.</p> <p>LB highlighted that due to the number of parents on site at drop off and collection who didn't wear face masks</p>	

	<p>communication has gone out advising all parents that they must wear face masks while on site. All staff wear face masks when outside.</p> <p>Governors noted that they have observed more parents now wearing face masks over the last week.</p> <p>LB advised that a day cleaner is required and has been recruited but has not started. Amey have agreed to this but we are waiting on NCC for final approval as Amey won't let the cleaner on site until NCC approve it.</p> <p>JC advised LB to raise this with PW.</p> <p>LB advised that the HSE contacted the school and after speaking to staff they confirmed Castle is Covid-19 secure.</p>	<p>LB</p>
<p>12. New needlestick policy for governor ratification</p>	<p>LB highlighted that the school has two pupils with diabetes. One of these needs a member of staff to administer the insulin. The policy has been written in conjunction with the nursing team.</p> <p>LB asked if the board is happy to ratify the policy.</p> <p>The policy was approved subject to formal confirmation via email from the Chair to PO.</p> <p><i>Post meeting note KS-W ratified the policy.</i></p>	
<p>13. Governor Monitoring cycle and allocation of governors to priority areas on SDP</p>	<p>LB advised that she will send the subject lead details to the relevant lead governors so they can start arranging visits / meetings.</p> <p>LB noted that the SDP is still to be finished and it will be presented at the next meeting. PO to add to the agenda.</p>	<p>LB</p> <p>PO</p>

<p>14. Governance action plan self-evaluation review 2019/2020</p>	<p>MJ advised the governors should start to develop an action plan led by the Chair. MJ offered to help with this whenever required.</p> <p>CC-S advised that an action plan was completed by herself RA and MJ's predecessor. CC-S to send it to PO to forward onto KS-W. <i>Post meeting note done.</i></p> <p>All agreed to use the 2019-2020 version as a template for the 2020 - 2021 version. MJ to send KS-W a blank template for her to use.</p>	<p>MJ</p>
<p>15. Any other business.</p>	<p>i. LB highlighted that Castle and NIA had entered a bid to become a mental health centre for the local authority. This bid has been approved which means closer working with NIA and additional staff training and resources.</p> <p>ii. LB gave an update regarding the local authority asking Castle to go over PAN. This request has been investigated and the concerns have been passed back to the local authority and LB awaits a reply.</p> <p>iii. LB advised that a staff member has left who was heavily involved with the foodbank. A discussion followed about what involvement the replacement should have with the foodbank and if a charity would be more suitable running the foodbank going forward.</p> <p>LB asked if any governors can assist with running the foodbank or know of any other resource who can assist. PO to pass on contact details for voluntary impact Northampton. <i>Post meeting note done.</i></p>	

	iv. The governors agreed to appoint Tabassum Beig as a Co-Opted governor and welcomed her to the board. PO to set up TB on GovernorHub and NGA.	PO
16.Date of the next meetings.	01/12/20 S&P 18:00 14/01/21 LAB 18:00 11/03/21 S&P 18:00* 15/04/21 LAB 18:00 29/06/21 S&P 18:00* 15/07/21 LAB 18:00	All note date calendar appointment has been sent.

The meeting closed at 20.15

Minutes agreed as a true representation and signed
Signature
Print Name
Date

Actions from the virtual meeting for Castle Academy held on the 23/09/20

Action	Owner
1. RA to investigate if any councilors from the Daventry area are interested in becoming a governor. Page 2.	RA
2. RA to investigate if a tick box system could be used so it's easier to see what products each family needs for the foodbank Page 2.	RA
3. PO to add Curriculum presentation to the next S&P agenda once COVID 19 issue diminishes. Page 2.	PO

4. MJ to investigate what can be done and what the legal situation is regarding the teachers whose physical intervention certificates run out in September. Page 3.	MJ
5. PO to approach CN-E to see if he wants to be the website governor lead. Page 3.	PO
6. PO to send the new dates for safer recruitment to all governors remind them of the SEND training to those governors who haven't confirmed attendance. Page 3.	PO
7. PO to contact the governors who are still to return their COC, KCSiE, Safeguarding, DOI & disqualification forms. Page 4.	PO
8. LB to speak to PW regarding NCC delaying the use of the day cleaner. Page 11	LB
9. LB to send subject lead details to relevant lead governors. Page 11.	LB
10. PO to add SDP to the next agenda. Page 11.	PO
11. MJ to send KS-W a blank Governance action plan self-evaluation review form. Page 12.	MJ
12. PO to set up TB with GovernorHub and NGA access. Page 13.	PO