

**FINAL Minutes Local Advisory Board: Castle**  
**14<sup>th</sup> January 2021 18.00**  
**Meeting held virtually via Microsoft teams**  
**The second 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><b>Lorna Beard</b> (Executive Head Teacher)  <b>Daniel Lugg</b> (Head of School)  <b>Catherine Castillo-Soto</b> (Parent Governor)  <b>Richard Auger</b> (TB Appointed)  <b>Korrin Smith –Whitehouse</b> (TB Appointed / Chair)  <b>Bryony Nester</b> (Staff Governor)  <b>Hayley Draper</b> (Co-Opted Governor)  <b>Lauren Saunders</b> (Co-Opted Governor)  <b>Cameron Nixon-Engel</b> (TB Appointed)  <b>Tabassum Beig</b> (Co-Opted Governor)  <b>Monica Juan</b> (EMAT Compliance / Governance)  <b>Joshua Coleman</b> (CEO: EMAT)  <b>Paul Wheeler</b> (Finance and Operations Director &amp; Chief Financial Officer)  <b>Katy Russell</b> (EMAT Head of School Development)  <b>Paul Osborne</b> (Clerk – Minutes)</p> <p>Introductions were made. KS-W reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off. KS-W highlighted the use of Padlets (collaborative, online post-it boards) prior to the meeting and thanked the governors for posting questions, comments.</p>	<p><i>CN-E left at 20.07</i></p> <p><i>JC left 20.07</i></p>
2. Apologies.	Not applicable	

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. Minutes from the last meeting 23 <sup>rd</sup> September.	<p>There was a request for a minor change to the minutes.</p> <p><i>Post meeting notes actioned on the 20<sup>th</sup> January 2021.</i></p> <p>Chair agreed to electronically sign the updated minutes.</p>	<b>KS-W</b>
6. Action Log from the meeting held on the 23 <sup>rd</sup> of September 2020.	<p>i. RA to investigate if any local councilors are interested in becoming a Castle governor. <b>Done.</b></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. <b>This will get revisited after the pandemic is over.</b></p> <p>iii. PO to add Curriculum presentation to the next S&amp;P agenda once COVID 19 issue diminishes. <b>All agreed for PO to add to the next S&amp;P agenda, online learning which is more relevant at the present and onto the LAB agenda KR to update regarding the trust wide curriculum.</b></p> <p>iv. MJ to investigate what can be done and what the legal situation is regarding the teachers whose physical intervention certificates run out in September. <b>Done training completed.</b></p> <p>v. PO to approach CN-E to see if he wants to be the website governor lead. <b>Done.</b></p> <p>vi. 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. <b>Done.</b></p> <p>vii. PO to contact the governors who are still to return their COC, KCSiE,</p>	<b>PO/KR</b>

	<p>Safeguarding, DOI &amp; disqualification forms. <b>Done.</b></p> <p>viii. LB to speak to PW regarding NCC delaying the use of the day cleaner. <b>Done.</b></p> <p>ix. LB to send subject lead details to relevant lead governors. <b>Done.</b></p> <p>x. PO to add SDP to the next agenda. <b>Ongoing SDP not complete PO to add to next LAB agenda.</b></p> <p>xi. MJ to send KS-W a blank Governance action plan self-evaluation review form. <b>Done.</b></p> <p>xii. PO to set up TB with GovernorHub and NGA access. <b>Done.</b></p>	PO
<p>7. Discussions / next steps regarding governor's action plan 2020-2021.</p>	<p>KS-W asked if the governors felt the use of Padlets is beneficial and should continue.</p> <p><b>The governors noted the benefit of using Padlets and would like them to continue.</b></p> <p>MJ advised that the trust is looking into setting up secure centralised Padlets or similar to help with collaboration and will give more detail as soon as possible.</p> <p>MJ advised the governors they should not add confidential information to Padlets.</p> <p><b>The governors thanked EMAT for the gifts they received at Christmas.</b></p> <p><b>KS-W highlighted her desire for the governors to work even closer together as a team and this was one of the primary reason for setting up seeking ways to improve effectiveness padlet.</b></p> <p><b>KS-W went through this padlet highlighting;</b></p> <p><u>Supporting Key Priorities.</u></p> <ul style="list-style-type: none"> <li>• Governors must be aware of how the 5 the key priorities</li> </ul>	

	<p>translate to their area of responsibility</p> <ul style="list-style-type: none"> <li>• Governors' monitoring of their area to be recorded more consistently, including meetings, training, actions, visits.</li> </ul> <p>MJ highlighted that EMAT has a governor visit form and advised governors where this is and best practice for a visit.</p> <p><u>Delegated Leadership.</u></p> <ul style="list-style-type: none"> <li>• KS-W asked if there should be a rolling chair model for meetings. KS-W noted that she will remain listed as Chair on GovernorHub, DFE GIAS, all EMAT/school records but the idea that a different governor would Chair each LAB meeting.</li> </ul> <p><b>The governors agreed this would help with training new Chairs but agreed to discuss in more detail when face to face LAB meetings re-commence.</b></p> <p><u>Meetings and Communication.</u></p> <p><b>The governors agreed to use the Padlets between meetings to help draft the agenda for future meetings and general communication.</b></p> <p><b>KS-W thanked the governors for their input and agreed to arrange an online chat between the governors in between meetings to discuss the governors action plan.</b></p>	
<p>8. Head Teachers Report to include:</p> <ol style="list-style-type: none"> <li>Staffing update</li> <li>School events (governors invited)</li> <li>Pupil attendance</li> </ol>	<p><b>The governors noted the positive attendance figure of 96.51% especially in the current climate with CV-19.</b></p>	<p><i>Report on GovernorHub</i></p>

<p>iv. Exclusions v. Children missing education vi. Private fostering</p>	<p><b>A governor asked of the 43 persistent absentees (PA) how many pupils is this.</b> LB confirmed that this is 43 pupils. The PA figure has dropped recently but is still high which is partly due to CV-19. There is no link between PA and children missing in education. All of the pupils missing education have been accounted for and their whereabouts is known</p> <p><b>A governor asked for an update regarding safeguarding and CV-19.</b> DL highlighted the main issues for some vulnerable pupils concerns around anxiety upon returning to school. To help with this mental health quality mark and CPD's sessions have been put into place for both teachers and support assistants to assist. DL advised he has no concerns regarding the rest of the data. LB noted that there is potential over reporting in safeguarding with an increase in the use of the my concern system. Some of these concerns may be when a pupil didn't complete the remote learning work when expected. The provision has been tightened up with learnings used from the first lockdown. Pupils are classified into 3 categories: red, amber, green. Previously if we didn't hear from a green pupil within 2 weeks the next steps would be triggered. This lockdown it's a week and is linked to remote learning. This is an example of how the procedures have been improved. This can be seen on the my concerns system with more flags but generally for more minor reasons.</p>	
---	---	--

	<p><b>A governor asked if there are enough phone lines to make the required calls to pupils especially at the start of the day.</b> LB advised that there are 2 landlines, this was seen as a potential blockage so pay as you go mobiles were purchased and are used if required until the phone system upgrade takes place.</p> <p><b>A governor asked how is the school coping with the increased number of ASD pupils?</b> LD advised that there have been some challenges as some TAs despite training haven't had the opportunity to teach a ASD pupil before and even though the training is good it doesn't fully replace first-hand experience. The SLT are giving support with more assistance with pupils and more targeted training especially for early years. LB highlighted that for some ASD pupils they have made accelerated progress and some prefer the school set during CV-19. With this in mind support will be given to those pupils when the school returns to normal.</p> <p><b>A governor noted the high number of speech, language communication needs pupils and asked how they are being supported.</b> BN advised that the pupils in school and in the upper years are seen by their regular Speech and Language Specialist Assistant and their provision continues as normal. For lower years BN is their normal Speech and Language Specialist Assistant but due to CV-19 is unable to teach directly. BN advised that she conducts video appointments up to three times a week and this system is working</p>	
--	---	--

	<p>well and is available for pupil's home learning. For any pupil not wanting to or able to join in with the online work they receive a hard copy pack once a week.</p> <p><b>The governors thanked BN and her team for the work they have done in this area.</b></p> <p><b>A governor asked how teachers handle any lack of engagement with remote learning.</b></p> <p>DL advised that the expectations for remote learning has increased with more contact between school and pupil/parent and is done through provision of work and if required a wellbeing check.</p> <p>The phase leaders have reported that the number of pupils not engaging is very low and is lower than seen in the first lockdown.</p> <p>DL highlighted that remote learning is only in week two so monitoring is continuing.</p> <p><b>A governor noted that there is sometimes limited feedback from teachers to pupils and is this being addressed.</b></p> <p>LB advised that there are two sets of processes currently in place.</p> <ol style="list-style-type: none"> <li>1. In September all teachers planned two weeks' worth of work which is what is currently being used. This allowed the staff time to plan the next stage of the remote working offer.</li> <li>2. From next week there will be a step up in the work and content making it more interactive which will include more feedback opportunities for teachers similar to if the pupil was in school.</li> </ol>	
--	--	--

	<p>LB highlighted that at the moment there are 76 pupils who were offered a place in school which is far more than lockdown 1 and is placing more demands on staff. Procedures are in place to ensure for teachers the remote learning is as managed as efficiently as possible allowing for full teacher/pupil interaction. This will permit us to have more staff in school and could allow us to invite pupils who are not interacting with the remote learning into school.</p> <p>LB noted that home visits will be reintroduced for pupils who do not interact with the remote learning and resources are in place if required.</p> <p>DL thanked the governor for highlighting the lack of feedback and advised the governors that supplying feedback is in the expectations document and asked for any future incidents to be brought to his attention for follow up.</p> <p>JC thanked the governor for highlighting this and agreed that two-way feedback is vital.</p> <p><b>A governor asked if there is a drop off in remote working engagement could this have a negative impact on any future Ofsted inspections.</b></p> <p>LB highlighted that she is working with Giles Osborne Lead Academy Improvement Partner on a trust wide strategy where remote learning will be tracked, challenged and rectified if required.</p> <p><b>A governor noted that there has been a lot of support staff changes and wondered why this was.</b></p> <p>LB highlighted that most of these changes have been either in school role changes or as a result of new</p>	
--	--	--



	<p>pupils starting with additional funding resulting in extra staff.</p> <p>There have also been some natural changes with staff leaving or gaining promotion.</p> <p><b>A governor asked if there was good uptake for the recent parents evening.</b></p> <p>DL noted that the evenings went very well with a good attendance which was helped by IT support received from EMAT to help plan the invites. DL highlighted that on both evenings he was able to walk around the school being CV-19 secure and it was encouraging to hear the quality of questions, engagements from the parents. For any parent who didn't book a slot the relevant teacher arranged a conversation. Once these catch ups were done all parents had been seen.</p> <p>DL advised that going forward online parents evening is an option that may be used again for parents not able to attend in person.</p> <p>LB noted that CV-19 restrictions have shown the benefit of hybrid working to help with parental engagement and is something that could be used more of in the future. Another benefit is the additional skills staff have picked in planning the remote learning and managing online planning parent's evenings.</p> <p><b>A governor asked what plans are in place to allow/ facilitate pupils to socialise and feel supported as some pupils will be missing their friends and this may lead to low engagement.</b></p> <p>LB highlighted that when marking and feedback is ramped up next week for remote learning class emails will be introduced allowing more</p>	
--	--	--

	<p>opportunities for interaction. Teachers will also phone any pupil they feel could be struggling or who may just need a chat.</p> <p>LB advised that this is an area being investigated at a trust level to see what support, ideas the trust and trust schools can give including the possibility of a virtual playground ensuring e-safety protocols are followed.</p>	
<p>9. Covid-19 Update inc;</p> <p>i. Online learning.</p> <p>ii. Partial / Full school closure</p>	<p>The governors thanked DL for the Pupil Premium Strategy 2020 – 2021 report.</p> <p>LB noted that PP is a focus area for the trust and the PP forum has a new Chair who is nationally recognised as an expert in this field.</p> <p>DL pointed out that the data in the report is as things stood in March 2020 as data is written for the year. LB highlighted that there is updated data which is used for interventions.</p> <p><b>A governor asked for more information regarding the dip in year 1 Writing.</b></p> <p>DL advised that reading often comes before writing. Pupils when exposed to sentence writing and increased reading skills their writing will improve. This gap is regularly reviewed in pupil progress meetings with work on how the deficit will be closed.</p> <p>DL pointed out that follow up meetings and pupil progress meetings continued and are continuing during all of the lockdowns.</p> <p><b>A governor asked what actions are in place for those pupils who aren't</b></p>	<p><i>Report on GovernorHub</i></p>

	<p><b>making the progress or working at age related.</b> LB advised that these pupils receive additional intervention through normal class practice. LB informed the governors that all of the priorities highlighted in this report will be addressed going forward with an expectation that all of the pupils make the 12-month progress within 12-months.</p> <p><b>A governor asked if persistent absence (PA) is a barrier to a pupil's attainment.</b> DL pointed out that from experience it is as a pupil's attainment increases when they are in school. Much is being done to ensure that the PA rate drops. The Attendance Welfare Officer meets with targeted families and families are supported to reduce absenteeism</p> <p><b>A governor asked if there is any data available to see if blended learning could help attainment, interaction for PA pupils.</b> LB advised that data will need to be reviewed at the end of the lockdown to ascertain if this has helped with the key groups i.e. PP pupils. LB advised that teachers will always ask any pupil who hasn't engaged why not so support can be given.</p> <p><b>A governor asked if the Reading strategy can be added to the next agenda.</b> PO to action. LB highlighted the recent review that has taken place regarding subject leadership in Maths, English. The SLT are currently leading these areas.</p>	<p>PO</p>
--	---	-----------

	<p>DL will give an update on English and Reading leads at the next meeting. PO to add to the agenda.</p> <p><b>A governor asked what opportunities do the staff have to feedback on what is and isn't working well and how is this feedback captured.</b></p> <p>LB advised that there are regular formal and informal conversations with staff. Some examples of these are;</p> <ul style="list-style-type: none"> <li>• Weekly impact report which allows staff to flag up any concerns to the SLT.</li> <li>• Phased team leaders meet ad hoc and formally.</li> <li>• Every 6 weeks or end of term the MLT and SLT meet to look at all areas/ phases of the school focusing on what's working well and where there are development opportunities. The outcomes from these meetings set the school priorities.</li> <li>• Pupil progress meetings take place every term to review interventions along with the use of Edukey.</li> </ul> <p><b>A governor asked if government tuition funding is being used.</b></p> <p>LB advised that a review of pupils needs occurred using data from the last two data drops. This allowed us to review where the gaps were and the pupils who needed catch up. We agreed to use the bulk of the catch up funding to employ a catch up teacher for two terms but lockdown has impacted on her work but she is working remotely and will initially focus on Year 5.</p> <p>LB advised that the majority of the remaining funding is earmarked for</p>	<p><b>PO</b></p>
--	--	------------------

	<p>the national tutoring programme but lockdown has meant they are unable to visit school. As a result, there is a plan identifying support which school staff are offering identified pupils.</p> <p><b>A governor asked if the PA pupils are engaging well with the remote learning.</b> LB advised that data is being collated and will be reviewed in time for the next meeting.</p> <p><b>A governor asked if there is sufficient IT equipment for the PP pupils.</b> LB advised that the data is being collated and will be reviewed tomorrow to ascertain engagement. There is a supply of laptops, dongles, SIM cards* in school if required. *On order expected shortly. Any parent who highlighted last Summer they had an issue accessing the remote learning were contacted post-Christmas to see if the situation had changed. LB has observed that a number of families are coming into school and asking for printed learning packs. On top of this remote learning lessons are recorded so they can be viewed at a time that suits the pupil if home IT resources are tight.</p> <p>DL highlighted that a spreadsheet was completed listing any parent who has contacted the school using the internet in the past allowing an approximate order number for the dongles.</p> <p>PW advised that as a trust over 400 laptops have recently been handed out on top of the 80 during the first lockdown. There are spare laptops in storage if required. On top of this 50</p>	<p style="text-align: center;"><b>LB</b></p>
--	---	--

	<p>dongles and sim cards have been ordered and will be distributed across the trust where required.</p> <p>PW highlighted that the trust will put in whatever resources are required regardless of government funding to ensure pupils can access the remote learning.</p> <p>PW advised that CV-19 testing has started across the trust for staff and the cost for this is being picked up by the trust.</p> <p>LB highlighted that guidance has been sent out to parents/pupils advising them how they can access remote learning on Xbox and PlayStation.</p>	
<p>10. Castle's 5 key priorities update.</p> <p>i. Teaching of Reading.</p> <p>ii. New curriculum.</p> <p>iii. Pupil progress in Writing Year 2-5</p> <p>iv. Quality teaching first for SEND pupils</p> <p>v. Delegated and effective leadership</p>	<p><b>The governors asked if points i and ii are added to the next agenda and for future meetings one or two priorities are added to the agenda not all five to allow more discussion time.</b></p> <p><b>The governors asked if for future meetings this agenda item is added to the governor's discussion agenda item.</b></p>	<p><b>PO</b></p> <p><b>PO</b></p>
<p>11. PP report inc;</p> <p>i. Impact of spend and planned actions for the new academic year.</p> <p>ii. Catch Up funding plan, expenditure and impact monitoring including CV-19</p>	<p>The governors were happy this agenda item had been discussed earlier.</p>	
<p>12. Management Accounts for information.</p>	<p>PW advised;</p> <ul style="list-style-type: none"> <li>The plan is for the budget to be as close to breakeven as</li> </ul>	

	<p>possible at the end of the year.</p> <ul style="list-style-type: none"> <li>• Castle is running a small surplus and the budget is managed well.</li> <li>• Major recent capital investments have been in IT and interactive boards.</li> <li>• Budgets tracked monthly.</li> <li>• The Hub replacement is due for completion September 2021.</li> </ul> <p><b>A governor asked what happens to any surplus at the end of the year.</b> PW advised that ideally there wouldn't be any surplus left. If there is, trustees may approve the transfer to augment the following years income.</p> <p><b>A governor asked for an update regarding the support EMAT has given Castle regarding its IT.</b> PW advised that EMAT's head of shared services/ IT met with LB to review the IT on site and from the review IT equipment including servers has been upgraded. This allowed us to be in a better position than most to manage, instigated the recent demand for remote learning. Microsoft Teams was installed across the trust second half of 2019.</p>	
<p>13. Governors to update the board regarding school visits and their lead areas including 5 priorities.</p>	<p>This item was not covered at the meeting and will be added to the next LAB agenda.</p>	<p><b>PO</b></p>
<p>14. Training for Governors</p>	<p>MJ highlighted;</p> <ul style="list-style-type: none"> <li>• RSE training to be held on the 3rd February 16.00-18.00hrs.</li> <li>• MJ thanked those governors who attended the recent data training and advised the</li> </ul>	

	<p>governors that this will be repeated for those who couldn't attend.</p> <ul style="list-style-type: none"> <li>Safeguarding training planned for the end of January with a desire for all governors to attend.</li> </ul> <p><i>Post meeting note dates and times sent to all governors on the 18<sup>th</sup> January.</i></p>	
15. Virtual Monitoring visits	<p>MJ highlighted to governors the information, guidance she has added to GovernorHub over recent weeks regarding virtual monitoring visits. PO/MJ reminded the governors they must go through their report with the staff member they had the virtual meeting with BEFORE sending the reports back to PO who will then add them to GovernorHub.</p>	
16. Safeguarding audit report.	<p>Monica Juan advised that the AIPs are currently completing a safeguarding audit of all EMAT schools. The finding's, next steps will be shared with the school and governor lead as soon as possible.</p>	
17. Potential Ofsted visit in 2021	<p>JC was going to update the governors but had to leave the meeting before this item was covered.</p>	
18. Any other business.	<p>DL pointed out that the current year 2 cohort missed the opportunity to complete their Phonics screening test. This was completed in December and had a pass rate of 85% which is above 2018-19 national average and is a great result.</p>	
19. Date of the next meetings.	<p>11/03/21 S&amp;P 18:00* 15/04/21 LAB 18:00 29/06/21 S&amp;P 18:00* 15/07/21 LAB 18:00</p>	<p>Calendar appointment have been sent.</p>



**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 14/01/21**

Action	Owner
1. KS-W to electronically sign the 23 <sup>rd</sup> September minutes. Page 2.	KS-W
2. PO to add to the next S&P agenda an update regarding remote learning and quality, regularity of teacher feedback. Page 2.	PO
3. PO to add to the next LAB agenda KR to update regarding the trust wide curriculum. Page 2.	PO
4. PO to add to the next LAB agenda an update regarding Castle's SDP. Page 3.	PO
5. PO to add Reading strategy to the next LAB agenda. Page 11.	PO
6. PO to add to the next LAB agenda an update regarding the English and Reading leads. Page 12.	PO
7. LB to report back if PA pupils are engaging with remote learning. Page 13.	LB
8. PO to add to the next LAB agenda Teaching of Reading. Page 14.	PO

9. PO to add Castle's 5 key priorities update to the governor discuss agenda item. Page 14.	PO
10. PO to add to the next agenda governors to update the board regarding school visits and their lead areas including 5 priorities. Page 15.	PO