

**IPERRY HALL MULTI ACADEMY TRUST**
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF  
WOODTHORNE PRIMARY SCHOOL  
HELD REMOTELY AT 6.00 PM ON MONDAY 18 JANUARY 2021**

PRESENT:	Mrs V Baker	
	Mrs A Cheema	CEO, Perry Hall MAT
	Ms A Gibson	Chair
	Mr T Hinkley	Headteacher
	Mrs L Hodgkiss	
	Mr R Khular	
	Mr I Moore (part)	
IN ATTENDANCE:	Mrs A Boyce	Clerk
	Mr D Asbury	Executive Headteacher, Perry Hall MAT
	Ms R Kohli	Executive Headteacher, PHMAT Teaching School
	Ms S Watts	Assistant Headteacher
APOLOGIES:	Mrs J Ferretti	
	Mrs P Panesar	

Minute Number	Minute	Actions
0579	<p><b><u>APOLOGIES AND WELCOME</u></b></p> <p>The Chair welcomed Governors to the meeting and passed on apologies.</p>	
0580	<p><b><u>DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS</u></b></p> <p>Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest and Related Party Transactions.</p> <p>Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.</p> <p>Mrs V Baker was employed by Woodlands Academy of Learning. Mrs Ferretti was employed by Codsall MAT and Mr Asbury was a Trustee for ConnectEd.</p> <p>Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that</p>	

	<p>minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.</p> <p>The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.</p>	
0581	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The following items of Any Other Business were noted:</p> <ul style="list-style-type: none"> <li>• Remote learning Update</li> <li>• Data Breach</li> </ul>	
0582	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meetings, held on Monday 14 September 2020 and Tuesday 17 November 2020, be approved as correct records.</p>	
0583(a)	<p><b><u>MATTERS ARISING FROM THE MINUTES</u></b></p> <p><u>Safeguarding (Minute number 0562)</u> The Chair reported she had attended Safeguarding training and mental health and wellbeing training via S4S.</p>	Chair to arrange Link Governor visits with relevant Governors.
0583(b)	<p><u>Appointment of Link Governors (Minute number 0556)</u> The Chair would contact Link Governors individually to arrange virtual visits and to discuss remotely what had been done.</p>	
0583(c)	<p><u>Proposal to changes to school opening times (Minute number 0576)</u> The Headteacher reported that the consultation with parents had not taken place before the end of December due to bubble closures and had not happened since due to the national lockdown. It was agreed that the consultation should be delayed until circumstances are more stable.</p>	
0584	<p><b><u>COMMITTEE MINUTES</u></b></p> <p><b>RESOLVED:</b> That the minutes of the Standards Committee, held on Friday 13 November 2020 (Appendix 1), be adopted.</p>	
	<p><b><u>MEMBERSHIP OF THE LOCAL GOVERNING BODY</u></b></p> <p>The Clerk reported that the term of office of the following Governors were due to come to an end before the date of the next meeting on 17 May 2021.</p> <ul style="list-style-type: none"> <li>• Mrs V Baker (Co-opted Governor)- 27 March 2021</li> <li>• Mr R Khular (Parent Governor)- 13 March 2021</li> <li>• Mr I Moore (Parent Governor)- 13 March 2021</li> </ul> <p>Governors held a discussion and the following resolution was made:</p>	

0585	<p><b>RESOLVED:</b> That Mrs Baker's term of office as a Co-Opted Governor be extended to 31 August 2021.</p> <p>There were four Co-opted Governor vacancies and one Staff Governor vacancy on the Local Governing Board. Vacancies were to be carried as a review of the Governing Board was planned for September 2021.</p> <p>The Clerk added that there were no attendance issues to report.</p>	
0586	<p><b><u>ANY URGENT ACTION TAKEN BY THE CHAIR</u></b></p> <p>There were no actions to be reported.</p>	
0587	<p><b><u>LEADERSHIP REPORT</u></b></p> <p>The Leadership Report (Appendix 2) was circulated prior to the meeting which included a number of documents contained within it numbering 1 to 18.</p> <p><u>Overview Table</u></p> <p>The Headteacher gave an outline of the Leadership Report Overview Table and explained that Woodthorne was an early adopter School and that this meant the School was following the EYFS Reforms Framework for a year before it would become statutory framework for all early years settings from September 2021.</p> <p>Free School Meal (FSM) eligibility was 80, an increase of 26 since last year, in a large part due to Covid. There had been a great deal of work done around identification of eligible families and a further survey had gone out that day to identify any more families that had since become eligible. <b>The Chair asked if the rise in numbers was due to parents not being aware of eligibility or a change in circumstances.</b> The Headteacher felt that a greater awareness had been created in the first lockdown by the furlough scheme. The CEO commented that there may be less stigma attached to claiming FSM now as it has become more commonplace since the pandemic.</p> <p>Pupil Premium numbers had increased by 5 to 85 since last year. It was thought this could be because some families in the area had lost out financially to the pandemic, having already being in a lower income bracket.</p> <p>SEND pupil numbers had risen to 83 from 51 last year, possibly due to the diverse range of needs that children who joined the School this year had got. It was noted that many had joined from out of area. A substantial amount of time had been spent on CPD for staff to better identify children with needs which would explain why more children had been identified as such. There were two pupils with an EHCP (Education and Health Care Plan), whereas there had been none the previous year. <b>A Governor asked what the proportions were for behavioural issues and other learning difficulties.</b> The Headteacher did not have figures for this but answered that the numbers were mainly made up of pupils with learning difficulties, and just a small proportion had behavioural issues. <b>The Chair asked for figures of mental health issues in SEND.</b> The Headteacher was unsure of the figures but explained that SEND does include those needs and that staff were more aware of mental health being part of SEND since their CPD.</p>	

Overall attendance was 96.37%, not including Covid 19 figures, which was similar to last year and still good. There was still work to be done with more disadvantaged families.

It was reported that one staff member had contracted Covid over the Christmas period so had returned as yet. Some pupils in Years 1,3 and 6 had tested positive recently but none had been attending school physically. **The Chair asked, with Y4 and reception having more than one bubble closure each, was there a correlation with those year groups attainment and progress.** The Headteacher felt this was difficult to answer as the data drop had been done on the whole of the autumn term and it was hard to measure how much learning time was lost, but the online learning had been of a good quality. Ms Kohli commented there had been a drop in levels of children operating at ARE compared to the same point last year. Woodthorne were making more progress than other schools, however their starting point had been lower. He added that there was a trend of FSM pupils attaining higher than Pupil Premium pupils, but that many FSM pupils had only recently become eligible for FSM.

#### Data Returns Autumn 2

There had been no obvious drops in attainment for those year groups whose bubbles had closed on multiple occasions, in comparison to the other cohorts, so the conclusion was drawn that remote learning provision had been good.

The Headteacher had been working with Mr Mark Smith from the Local Authority, carrying out Question Level Analysis to identify needs and learning gaps more easily.

The data captures had been done in September and December and another would not be possible until all pupils had been back in School for a few weeks. This would be delayed to fall in line with the Local Authority to help with comparisons across the City.

The Headteacher noted that there was a large range of attainment and abilities in the School and there was the need to ensure the gap did not widen. In regard to remote learning, pupils from non-disadvantaged backgrounds may have had access to resources that other did not. The School were still awaiting delivery of 18 iPads but all other devices provided by the DfE had been loaned out and 4g data cards had also been issued to some families. Those pupils without access to devices were attending School, classified as vulnerable learners, and staff had been continuously identifying these pupils.

ARE progress in Y1 appeared to have gone backwards and this was being investigated. It was noted that EY and Y1 correlation data transfer was difficult as there had been no measure of a good level of development last year due to lockdown. All other years' progress was good, however Y3 would be monitored more closely as they had not been making as much expected progress as they should.

#### Catch up Funding Autumn Review

It had been planned to use Catch up funding for the appointment of a 12-month fixed term HLTA to work across the School, but this had been delayed due to the current lockdown. It was felt that more could be made of the opportunity if the appointment was made in the Summer term when all pupils would be back in School.

#### Staff Absence Report

**The Chair asked how staff were doing and how absence rates compared to normal levels.** The figures did not include Covid absences and the Headteacher noted that the

	<p>authorised absence may be high due to an investigation resulting in a member of staff being on authorised leave whilst the investigation took place. <b>It was asked how many Covid positive staff cases there had been.</b> It was answered that a member of agency support staff had tested positive after one week in School. 170.5 days had been lost through absence due to staff isolating with symptoms. More clarity was required to differentiate between isolating following a positive test result and isolating with symptoms alone.</p> <p>[MR I MOORE JOINED THE MEETING AT THIS POINT]</p> <p><u>School Financial Profile</u> It was reported that overall revenue had been lower than anticipated but costs were also lower. Much of the expenditure was used for maintenance due to the age of the School.</p>	
0588	<p><b><u>REMOTE LEARNING UPDATE</u></b></p> <p>It was agreed that this item of Any Other Business be discussed at this point.</p> <p>A decision had been made by the Trust not to reopen Wolverhampton schools after Christmas before the national lockdown announcement had been made. This gave the Trust schools more time to plan remote learning.</p> <p>Live lessons had been used for bubble closures in the autumn term, but as this had been a full School, and some families may have had one device but more than one child, it was decided the best option was to deliver pre-recorded lessons. The recorded lessons were predominantly for English and maths, with one live lesson in the afternoons for Y5. There was a duty to pupils to get the Y6 cohort ready for secondary school regardless of the cancellation of SATs, so additional live lessons were also provided for this year group.</p> <p>EY pupils were able to access a live session in the morning and another in the afternoon, with activities around the EYFS curriculum. In Y1, one class were having a live lesson in the morning whilst the other class were having a live lesson in the afternoon.</p> <p>Staff would be meeting this week to discuss structures and expectations and feedback on what had and had not worked well so far. The Assistant Headteacher commented that there was not much past information to draw on as it was an unprecedented situation, so the School was drawing on what they had done so far to tailor an authentic approach for the individual school. <b>The Chair asked if the four-hour expectation of remote learning was being fulfilled.</b> The Headteacher explained this was being monitored and was being fulfilled through different approaches.</p> <p>It was explained that the DfE now required a remote learning policy to be published on schools' website by 25 January 2021. This would be done on 18 January 2021. The Headteacher noted that more work was needed to be done on feedback and assessment and gave a short explanation of the areas within the remote learning policy.</p> <p>The Assistant Headteacher advised that parent questionnaires would be sent out this week to ascertain how children had been responding to home learning, what parents' other responsibilities were and how parents were managing.</p>	<p>Headteacher to publish the Remote Learning Policy on the School's website by 25 January 2021.</p>

The Assistant Headteacher explained that the level of expectations and standards would be the same across all year groups with a consistent approach but autonomy would be given to year leaders to enable them to adapt and make things appropriate for their year groups. It was felt to be important that pre-recorded lessons follow a consistent structure, whereas live lessons were there to encourage engagement and interaction. **The Chair asked what the process was used for when pupils were not attending online lessons.** It was explained that work had been done the previous week on identification of vulnerable pupils and CPOMS was being utilised. The DfE list for vulnerable pupils had been reviewed alongside a list that the School had collated, which included pupils that may not learn well at home. The pupils added to the list were being proactively identified by staff. Spot checking was taking place and contact had been made with families who were not engaging.

**Positive feedback from parents had been received so far and, in addition, a Governor who was also a parent commented that they had been impressed with the remote learning their child was receiving and that the quality of teaching was very good.** They added that the Y4 content and structure was great and engagement from their child had been strong.

Mr Asbury noted that, from a leadership point of view, within two weeks the staff had taken everything on board, collated learning packs and sent them out. Monitoring had taken place and structures had been pulled together, which was a credit to staff and the Leadership Team. The Headteacher commented that morale was good as staff had felt that the remote learning had been successful and positive feedback had been received.

The Assistant Headteacher added that a staff member had learnt to use PowerPoint and had looked at lessons and resources being offered elsewhere in order to produce the best quality lessons, showing strong self-motivation. These achievements and hard work had been celebrated in staff meetings and only internal examples had been used. The Headteacher noted there was still work to do to evaluate what made a good remote session and this would be discussed in the staff meeting this week.

**The Chair asked if any thought had gone into the recovery plan for when pupils return.** The Headteacher confirmed it had and the plan was to keep following the curriculum and mid-term plans, with tweaks made when appropriate. Mr Asbury that there was work to be done on establishing gaps and a similar recovery plan to the one in September would be made.

Work had been done around key workers and numbers of pupils in School as it was thought at one point that 150 pupils would return during lockdown. A meeting was held with Public Health Wolverhampton (PHW) and it was agreed for a message to be published by PHW to reduce the pupil numbers. Pupil numbers had been fair in the first week, but numbers rose to 104 last week. Figures had since decreased to 78 as a result of the work carried out with PHW. Figures varied daily as some pupils attended on different days due to parents' working patterns.

The decision was taken for the Nursery not to reopen after Christmas as the guidance to maintain two metre social distancing was not possible in the setting. It was felt that pupils and staff would be put at too much at risk due to the Covid-19 case figures in the local area. A Governor mentioned that Walsall Local Authority had notified their nurseries that if they did not open, they would not receive funding, or would just receive funding for


	<p>those pupils that attended. Worcestershire County Council had taken the same stance and South Staffordshire Council had intimated the same, so Wolverhampton Council may follow.</p> <p>It was reported that in Nursery and twos in Perry Hall Primary School, 50% of parents had responded to confirm they would send pupils in. A Governor noted that her nursery had to confirm that they would be open for census day but the information they had issued was that nurseries were open but parents were advised against sending pupils.</p> <p><b>A Governor, who was also a parent, wished to add that they had been impressed with the quality of home learning in Y5 from the start.</b></p> <p><u>Staff Feedback</u></p> <p>Mrs Hodgkiss reported that the PE Teacher, Mr Stack, had run '12 days of fitness' to raise fitness levels and self-esteem of pupils over the Christmas period. These were fitness videos accessible for all and he had included various teachers. The videos had been viewed over 1,400 times, including on Christmas day. Almost 300 videos had been received from pupils in response, which Mr Stack had cut down and edited together for pupils to see each other and celebrate involvement and successes. Following this, the Woodthorne PE home learning channel had now launched. The Chair commended this and asked for the positive feedback from Governors to be passed onto Mr Stack. The Headteacher added that it had achieved one of the points from the School Improvement Plan, which was for teachers to promote their own subject.</p> <p>Mrs Gakhal, a TA in reception, had appeared on a local Asian radio station at the weekend to discuss how schools had supported pupils and parents over lockdown. A secondary school Headteacher had followed her slot and commented on how well the School was doing and the provisions in place.</p> <p>Mrs Hodgkiss passed on thanks from the staff, in particular to the Headteacher and CEO. All staff had commented that communication from the Trust had been good and had felt involved and supported which in turn, had enabled them to support the pupils well.</p>	<p>Mrs Hodgkiss to pass on positive feedback from Governors to Mr Stack.</p>
0588	<p><b><u>LEADERSHIP STRUCTURE</u></b></p> <p>The Staffing Structure Summary, received as part of the Leadership Report (Appendix 2), was circulated prior to the meeting and the Headteacher gave a summary of the leadership structure, noting that the main change had been that an Assistant Headteacher had joined the School from January 2021.</p>	
	<p><b><u>POLICY REVIEW SCHEDULE</u></b></p> <p>The following Trust Policies had been received.</p> <ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• EYFS Policy</li> <li>• Safeguarding Policy</li> </ul> <p>Governors were advised that the above policies had been approved at the Trust Board meeting held on the 21 September 2020.</p>	

0589	<p><b>RESOLVED:</b> That the above Trust policies be adopted.</p> <p>The Woodthorne Curriculum Policy, received as part of the Leadership Report (Appendix 2), was circulated prior to the meeting.</p>	
0590	<p><b>RESOLVED:</b> That the Woodthorne Curriculum Policy be approved.</p>	
0591	<p><b><u>GOVERNOR TRAINING</u></b></p> <p>Governors were reminded that details of the S4S training programme for 2020/21 were online and a link had been shared on GovernorHub. The Clerk highlighted that all Governors were able to attend courses from the central programme as part of the training package.</p>	
0592	<p><b><u>FEEDBACK FROM STANDARDS COMMITTEE</u></b></p> <p>Mr Khular, the Chair of the Standards Committee, reported that discussions at the last meeting had been around the recovery curriculum, but plans had since changed due to the current lockdown.</p>	
0593	<p><b><u>FEEDBACK TO/FROM TRUST</u></b></p> <p>The CEO gave thanks from the Trustees to leaders and Governors for the work they had done.</p>	
0594	<p><b><u>CHAIR'S CORRESPONDENCE</u></b></p> <p>The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.</p> <p>The Chair confirmed that a letter had been sent to parents from Governors at the end of last term recognising the challenges staff had faced and celebrating them and all the hard work they had done.</p>	
0595	<p><b><u>UPDTAES TO THE GOVERNANCE HANDBOOK</u></b></p> <p>Governors received the S4S report regarding changes to the DfE Governance Handbook (Appendix 3).</p>	
0596	<p><b><u>DATA BREACH</u></b></p> <p>It was agreed that this item of Any Other Business be discussed at this point.</p> <p>A data breach had taken place last week but was reported quickly and dealt with on the same day. It was an ICT issue in terms of permissions and no further action was required.</p>	
0597	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>Governors confirmed that the next meeting of the Local Governing Body would be held</p>	



	remotely at 6.00 pm on Monday 17 May 2021.	
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**The meeting closed at 8.00 pm.**

Signed:   
Anu Gibson (Jun 15, 2021 14:29 GMT+1)  
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(Chair of Local Governing Body)

Date: .....17 May 2021.....