

MINUTES OF MEETING



Name of organisation Trent-Rylands Federation
Meeting title: Pupils Outcome Committee
Date and time: Wednesday 4 November 2020
Location: Virtual – Zoom

Membership

'A' denotes absence

	Mrs J Moss (Executive Headteacher)
	Dr G Williams (chair)
	Mr J Harper
	Mr C Jones
	Mrs L Shepherd
	Mr S Williams
	Mr A McPherson
	Mrs L Sharples
A	Mrs K Naylor
	Councillor K Foale
	Mrs D Baguley
	Mr J Wynn
A	Mr M Jackson
A	Mrs C Turner

In attendance Minute Clerk: Mrs J Gibson

PO/19/20 Apologies for absence

Apologies for absence were received from Mrs Naylor.

Action

PO/20/20 Declaration of interest

Mr Jones and Mrs Shepherd made a declaration of interest. Mr Jones partner is a teacher at Trent Vale Infant and Nursery School and Beeston Rylands Junior school, Mrs Shepherd's sister is a teacher at Trent Vale Infant and Nursery School. No other declarations of interest, either direct or indirect, for items of business on the agenda were made.

PO/21/20 Minutes of the previous meeting **Action**

The minutes of the meeting held on 13th May 2020, having been circulated previously, were agreed by the chair and agreed as signed, due to social distancing, subject to the following

*Name of organisation should read **Trent-Rylands Federation Trent Vale Infant and Nursery School and Beeston Rylands Junior School***

Commented [GW1]: Jackie, I don't have a note about this. Should it be just Trent-Rylands Federation?

PO/22/20 Matters arising

None

PO/23/20 2019-20 Attainment and Progress Data for all main groups

Base line assessment was completed for F1 & F2 at the end of last half term. Teacher assessment data will be complete by the end of December. Team meetings have been arranged for next week to look at the interventions that have been put in place. Teachers report that learning behaviour is really good.

PO/24/20 Staff Survey – Reflections on the First Half Term

Staff were surveyed on their experience of working in school under Covid-19 restrictions. The survey findings from a representative sample of staff, reported by Councillor Foale, were positive.

JM also sent out a short survey asking what school were doing well. Overall, the responses were positive. Behaviour has been good and has been helped by the introduction of bubbles, parent contact has been minimised with the new drop off procedure and at Trent Vale this has freed up staff to set up the patio earlier. Staff miss the contact they had with each other, but everyone had adapted well.

A governor queried how the new members of staff at Trent Vale had settled in, has it been more difficult due to social distancing.

Executive Headteacher (EHT) advised new members of staff have either had Planning, Preparation and Assessment (PPA) time together which existing staff and have been supported by senior staff. **A governor queried what positives have been seen from the new practices.** JM advised the children like sitting forward in rows, reception have settled in more quickly at lunchtime as there are now two sittings, due to social distancing, therefore it is less busy in the hall. Friendships in bubbles are strong and school will have to look carefully at what to and what not to put back in place in the future. Overall, the senior team assessment is that children are settled and happy to be back in school. The focus has moved to staff wellbeing. **The chair invited further comments** none were raised.

PO/25/20 2020-21 School Improvement Plan Priority 1

To offer immediate remote education where a class, group or small number of pupils need to self-isolate or there is a local lockdown which requires pupil to remain at home.

- a. **Action Plan**
- b. **Remote Education Policy**

The blended learning package is the biggest challenge, primary age children are not able to work independently as senior school children are and it requires

Action

parental engagement. The school website has a weekly learning grid for use in conjunction with the home learning pack for families who are isolating. This grid will be used in the classroom on a day to day basis so that children are familiar with it. Fourteen children are currently off school due to positive tests in their family and are using the home learning packs. Mr Harper recently used Zoom for guided reading and it worked better than anticipated. The action plan for blended learning is updated regularly and includes a plan to keep in regular contact with families. No bubbles have been closed in school to date. Once a bubble closes and works remotely teachers have been asked to feedback works well and what works not so well so that the plan can be updated regularly. If the teacher is ill cover is identified so that on-line delivery can be maintained. The Senior Leadership Team (SLT) have an indicative cover plan in place.

The DfE has reduced the allocation of laptops for the Junior School from 23 to 5. The school's ICT support has salvaged 9 laptops, part of the ICT upgrade project, for use by families. A register of devices held in family homes is being compiled for both schools. If a family isolates, all siblings will need a device to access remote learning individually.

Delivery of remote learning has been reflected in the Executive Headteacher and all staff appraisals.

A governor asked how school envisaged the success criteria for improvement in the plan would be in June/July 21. EHT said this would be when all learning can be accessed successfully the same at home or school. The are working towards establishing Microsoft Office365 as the online platform for this.

A governor queried if risk should be referred to Public Health England. EHT advised the message coming through now is that this is a Headteacher decision, the Department for Education (DfE) are now the contact for advice and not Public Health England. PHE guidance indicated that they would be involved if a there were a cluster of cases that were not family connected. Mr Harper and EHT advised how staff at both schools are being attuned to risk at school and in their daily lives. **The chair invited further comments** none raised.

Improving Educational Opportunities for All Strategy (Pupil Premium Strategy and Catch-Up Funding Plan)

This is still being worked on, catch-up tutoring using the additional funding is starting this week. **A governor queried who is providing the tutoring.** The tutoring company has been arranged by the Head of School and there are 9 children taking part.

2020-21 School Improvement Plan Priority 2

To provide a Curriculum for Recovery to ensure the children are ready to, and know how to learn an academic curriculum; to reignite their passion for learning; to support their emotional health and well-being in the aftermath of the pandemic.

- a. **Action Plan**
- b. **Well-Being Governor**

The recovery curriculum is complete and the SLT assessment is that children are not experiencing significant emotional difficulties. The bubble system is having a positive effect on children and supports them well.

Staff well-being is now the priority for the SLT. Talking together, regular surveys, checking in with people are all part of this. All staff are now on emails including

Action

Mid-day supervisors and cleaning staff so that it is inclusive. Peer-to-peer headteacher meetings have identified that headteachers can feel isolated, EHT advised she is grateful to have the support of a good team and excellent governing body. The SLT recognise that the pressure on school staff is huge. School are providing as many routes and opportunities to reach out as possible.

The SLT support the proposal of a well-being governor. EHT asked if Councillor Foale would like to continue in this role, Councillor Foale confirmed she would be happy to do this. **A governor queried if, in addition to surveys, staff are able to contact the well-being governor at any point.** It was agreed that the well-being governor email JM an introduction that will be forwarded to staff, she will then visit one of the regular staff meetings to introduce herself. **A governor queried if procedurally this should go on the full governor meeting agenda.** It was agreed that it should along with a brief description of the role. **The chair invited any further comments.**

JM

A governor queried as the children recovery curriculum no longer a priority should it be revised later in the year to academic catch up. EHT advised that the intervention had been undertaken and Year 5 and 6 are back where they should be. Children who had not learnt to read in reception and Year 1 are not at the learning point typically expected at this time of the academic year, but they will catch up. SLT found that most children had home learning during the Covid-19 lockdown and this has helped children to settled back into learning at school; expectations are the same and not lowered.

A governor queried if the return to lockdown would have an impact on children's well-being. EHT agreed this was a possibility however school talked about this with children before half term and teachers continue to talk about the wider pandemic. The children watch BBC Newsround in the classrooms. Children were scared that school may close and are relieved it will remain open. For the youngest children they have had many opportunities to play together since returning to school.

2020-21 School Improvement Plan Priority 3

PO/28/20

To make explicit to all stakeholders the values, vision and ethos of the Trent-Rylands Federation

- a. **Action Plan**
- b. **Values and Vision**

EHT and Mr Jones are producing this, and it will explicitly explain values and vision. LS will work on the ideal staffing structure with both EHT and Mr Jones. It will secure ethos and values across both schools looking at staffing structure, team appraisal and ideology. Since Federating, two new teachers and new supply MDSAs have Federation contracts.

The values and visions have been set out; it has been renamed visions and values.

A governor queried what role the documents would play once they are complete. EHT explained that they would be used to develop revised branding, along with developing rules, underpinning the curriculum and ensuring the school uses the values. The community will be part of this, allowing staff and children to understand our values and aid recruitment of staff, parents and children. **A governor agreed** and advised that in their experience organisations who have buy-in from everyone are more successful.

A governor stated it should provide cohesion and links between policies and approaches. A vision statement enables cohesion. Staff, students and parents

Action

provide some of this framework with understanding checked by feedback from a range of sources.

A governor queried how pupils would be involved with this moving forward. EHT explained, with Governors' agreement, the vision and values would be talked about in assembly, by teachers in the classroom and through communication and feedback with parents.

A governor queried if there is a further plan for consultation with parents. Could this feed into the plan when federated parents already thought of it as one school? EHT explained this could, for example, include uniform, logo, branding, rules, mottos. Existing parents identify TRF as one school and new F2 parents saw it as a primary school. Further survey work will be used to check how much parents feel the federation's visions and values are embedded into practice.

A governor queried stakeholder events, whilst acknowledging the next few months may not be the right time due to the Covid-19 pandemic.

EHT to make sure staff have seen the plan, agree as a document and explore with parents over time. **JM**

SAFEGUARDING

- a. **governor monitoring visit including governor compliance checklist, single central record and vulnerable pupils**
- b. **New Safeguarding action plan**

PO/29/20

A virtual meeting with the safeguarding governors was held and the action plan updated. The Infant school will be audited next week and the Junior school the following week. Both audits will be passed to the next full governors meeting to be included in the minutes.

JM

ATTENDANCE

- a. **Autumn 1 2020 overall and Covid-19 absence figures and persistent absentees monitoring summary report**

PO/30/20

Following DfE guidance, self-isolating for Covid-19 does not count as an absence in school attendance records.

Absence at the Infant School was 2.5% with Disadvantaged Pupils at 4.9%
Absence at the Junior School was 2.6% with Disadvantaged Pupils at 5.2%

The DP absence is above the 18/19 rate but below the national average. The figures across both schools are similar.

The chair invited comments. A governor noted that, following the introduction of the 2-week half term last year absences rose in the week following half term and requested that for the next POC meeting SLT review the pattern for discussion.

BEHAVIOUR

- a. **Autumn 1 behaviour monitoring summary report**

PO/31/20

Infant behaviour is within typical expectations and children have settled into bubbles. Junior school behaviour is dramatically improved compared to the previous academic year. Only one child has missed their playtime. This reflects the staff survey, which observed positive pupil behaviour.

Pupil voice

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PO/32/20	<p>Cedar class (Y1) and Birch class (Y3&4) were surveyed. Children at both schools are happy to be back in school. Themes included that they like learning, like playing, like the bubbles, and like the different areas to play. Children miss being able to see and play with friends. Going forward consideration will be given on how to move from smaller groups to larger ones.</p> <p>Parent questionnaires a. Autumn 1 Parental Survey</p>	
PO/33/20	<p>Parents are happy with the measures in place at school to make learning safe. They are positive about the packs for remote learning. Parents were concerned about the lack of social distancing from other parents outside of school and parents posing a danger to children by parking their cars on restricted areas outside the school gates when dropping off their children. In response to parking concerns, the school are now putting cones out to enforce the existing parking restrictions.</p> <p>Councillor Foale left the meeting at 18.58</p> <p>A governor advised the problem is not only on the roads close to school, they had difficulty walking down Meadow Lane. EHT advised parents are being encouraged to make use of the later drop off and pick up times as it is not so busy at these times. Also both public houses nearby had offered their car parks for use during school drop-off and pick-up times. Council parking enforcement has a heavy presence in the area and EHT reported that parents had received fines.</p> <p>A governor had noticed council signs outside Trent Vale school but not at the Junior school. The EHT advised that the County Council Covid-19 signage strategy was not explained to the school.</p> <p>A governor queried if Broxtowe had any covid marshalls and if so were we able to utilise them to help police behaviour. EHT will explore this option along with possible help from community police officer.</p> <p>Governor monitoring visits – what and how?</p>	
PO/34/20	<p>Safeguarding visits already discussed. The Health and Safety visit has been completed at both schools by the H&S governor. It was suggested that governors look at the home learning packs for their views. The children's books have been looked at this week and they are basically fine.</p> <p>A governor suggested a visit to a zoom assembly. Governors agreed and advised they would look at the home learning packs alongside the physical resources. The Executive Headteacher will send out assembly links to governors so that they can join in. Governors suggested they would like to meet the teachers to talk about how they have managed remote learning. The Executive Headteacher will ask staff if happy with this and Mr Harper suggested governors could drop into school for a socially-distanced lunch visit. It was also suggested this would be a good time for Councillor Foale to drop in for a well-being session.</p>	JM JM
PO/35/20	<p>Policies to be recommended for ratification: a. Annual review of the Child Protection and Safeguarding Policy b. Annual review of the Looked After Children Policy c. Annual review of the Peer on Peer Abuse Policy d. Annual review for the Policy and Procedure for all Visitors</p>	JM,CJ,JH

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| e. Annual review of the Procedure for completing the Single Central Record | |
| f. Annual review of the Procedure for Checking Evidence for DBS checks | |
| g. Annual review of the Staff Employee Code of Conduct –
<i>A governor stated that the behaviour outside of school was queried with the union. This will be followed up and taken to the full governors meeting. EHT to add to full governors agenda and Mr Harper to contact NAS for comments.</i> | JM |
| h. Online Safety Policy | |
| i. ICT and Internet Use Policy | |
| j. Annual review of the Use of Force (Physical Intervention) policy | |
| k. Annual review of the Acceptable Use (esafety) policy | |
| l. Annual review of the Pupil Discipline and Behaviour policy | |
| m. Annual review of the Anti-bullying Policy | |
| n. Use of Pupil Images Policy - <i>A governor advised this policy does not state where images are stored and when they are destroyed. EHT to revisit the policy.</i> | |
| o. Annual review of the Collective Worship Policy | |
| p. Information about the curriculum – available on the website | |
| q. Annual review of the Teaching and Learning policy | |
| r. Remote Education policy | |
| s. Annual review of the Curriculum Planning policy | |
| t. Annual review of the Assessment for Learning policy | |
| u. Annual review of the Marking and Feedback policy | |
| v. Annual review of the Monitoring and Evaluation policy | |
| w. Annual review of the SEN policy | |
| x. Annual review of the EAL policy | |
| y. Annual review of the Single Equality policy | |
| z. Dealing with Prejudice Based Incidents | |
| aa. Annual review of the Homework policy | |
| bb. Annual review of the School Prospectus - the school website | |
| cc. Annual review of the food policy | |
| dd. Annual review of the curriculum policies – TV and BRJS | |
| i. English | |
| ii. Handwriting – joint | |
| iii. Mathematics | |
| iv. Science | |
| v. Computing | |
| vi. History | |
| vii. Geography | |
| viii. RE* | |
| ix. Relationships, Sex and Health Education Policy (RSHE)* | |
| x. Drugs Education | |
| xi. Music | |
| xii. Art and Design | |
| xiii. Design and Technology | |
| xiv. Physical Education | |
| xv. Modern Foreign Languages | |
| xvi. SMSC including British Values | |

All of the above policies were agreed and passed for ratification at full governors subject to the above comments.

The chair invited comments. A governor stated that policies incorporating the existing vision policy would need to change in the future.

Action

A governor commented the curriculum policies should incorporate the local community and later values and vision. The Executive Headteacher advised JH has included this in the history and geography policies, other policies are being looked at

Confidentiality of business

PO/36/20

It was

resolved

that all papers and reports be made available as necessary

Confirmation of date and purpose for next meeting

The governing body –

agreed the following dates for future meeting:-

Wednesday 24th February 2021 – 5.30pm

The meeting closed at 7.27 pm.

Signed (chair).....Date.....