

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of a remote meeting held at 5.00pm on Tuesday 10th November 2020

Present: Andrew Turrall, (AT, Executive Head teacher), Katie Ramsden, (KR, Chair), Lynnette Payne, (LP, Clerk), Helen Self, (HS), Debbie Bowring, (DB), Juliet Gould, (JG), Jack Clark, (JC), Daniel Webster, (DW), Lisa Papworth, (LiP)

Apologies (A) - none

Declaration of Interests (B) – none. The clerk reminded DW to complete the Trust annual declaration form and will re-share the document. **Action clerk/DW**

Minutes of the Last Meeting (30/09/20) (C) – *circulated prior to the meeting*

The minutes of both meetings were **verbally approved** but not signed due to the virtual format of the meeting.

Matter Arising (D) – Actions

*C Clerk to add election of vice-chair to next agenda – **action completed***

G Clerk to circulate register of interests; AC members to sign Trust declaration – DW outstanding, see agenda item (B)

*G Clerk to circulate KCSIE declaration; AC members to sign– **action completed***

*I Clerk to add AC members to parentmail– **action completed***

Matters arising – none.

Update from the Chair (E) – the Chair reported that at the recent briefing the Trust had detailed the amount of money being spent on new technology, including the purchase of Chrome books for school use. Pupil attendance within Dorset is currently one of the highest in the country. The Challenge Partner, Debbie Zachary, has been working on the curriculum offer and three Trust Curriculum Architects have been appointed to ensure best practice across all schools. The Head added that this work would be discussed in more detail under agenda item (H).

The clerk has circulated a link to a governance survey from Endurio which should be completed by Sunday. HS asked whether staff AC members needed to take part as there will be a staff survey shortly. The head stated that both surveys should be completed, as they will cover different roles.

Election of Vice-Chair (F) – JC was **unanimously** appointed as vice-chair to the AC. (Proposed KR: seconded DW).

Headteacher's Report (G) - *circulated prior to the meeting*

A member **queried** the low admission numbers in the current Reception year. AT explained that this was a low birth rate year, although numbers were slightly lower than expected. There are currently five spaces, but the year four class has 3 extra pupils, so the total number on roll is 148, only two short of the usual 150. However, this will still have an impact on school funding. The relocation of Wimborne First School to the edge of CFS's catchment area and its expansion has affected applications for the new reception intake, but it is too soon to know whether this will be a permanent trend. A virtual tour of the school for next September's prospective parents is being

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

launched via the website on Thursday, followed by two, bookable, virtual question and answer sessions. These are being marketed via Facebook to promote the school as the usual parent tours of the site are not permitted.

Attendance is currently very strong but a member **questioned** the lower FSM percentage. AT explained that the cohort is relatively small and it is early on in the academic year, therefore even one afternoon's absence affects the figures. As the year progresses, the attendance of the FSM cohort is expected to catch up to that of the rest of the school.

Community and Partnership – Sean Rayner and Karen Stephens have been appointed as Trust Curriculum Architects and SR is also a Google Champion, assisting other schools in the implementation of the Google classroom learning platform.

Self-Evaluation Framework (SEF) - this will be reviewed with DZ when she visits later in November and the revised copy will be shared with the AC. AT explained that 'GLD' means good level of development in Early Years, i.e. the pupil has achieved key levels across the curriculum, and is a measure of a rounded learner ready for the national curriculum in KS1. There is no data for 2020, as there were no national tests, but teachers are currently assessing the children carefully and thoroughly and should be able to compare them to ARE towards the end of this term. An AC member referred to the newly released Ofsted findings of the effect of the first lockdown on pupils' development, stating that some children had forgotten how to hold a knife and fork and even regressed with toilet training. AT reported that staff had not experienced these extremes, but there was a noticeable lack of language development in the new reception intake. Children are usually assessed by the nursery provider during their last term before starting school and then any referrals are made to the Speech and Language service. Although this did not happen in summer 2020, assessments are now being carried out by teaching staff and referrals made.

Safeguarding – concerns remain low. Katie Overhill has been appointed as the new Trust Safeguarding Advisor; her role is to support schools with safeguarding and child protection issues and she is visiting next week. An AC member **asked** whether the pandemic had led to an increased number of concerns in school. There had been some need of early help, but no noticeable increase.

School Improvement Plan, (SIP), (H) - papers circulated prior to the meeting

AT explained that the AC should use this document to assist with progress monitoring within the school. There are three key areas: Teaching and Learning, Curriculum and Inclusion and a sub-committee of members needs to be responsible for each of these. Although T and L is a trust-wide priority to maximise classroom effectiveness, the document is not identical across the MAT. However, all the First schools have identified very similar priorities. The training days have been used by teachers to access research based learning that they can apply to their classroom practice. This is based upon the ten Rosenshine Principles, written in the 1950's. However, they tie in with the new Ofsted framework and the Trust has condensed the ten into seven. Also, instead of the usual hour-long classroom observations of teacher's practice, there are now more numerous, shorter drop-ins by senior leaders and other staff, followed by a discussion.

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

The curriculum priority will focus on classroom based pedagogy and the Ofsted focus on delivering a broader curriculum to pupils. The intention is to deliver a framework for planning and progression in each subject across the whole of the Trust. Staff work collaboratively across schools and the subject leaders have in-depth knowledge of the progression in their specialism.

Work started on the inclusion priority before the first lock-down, but is now even more relevant. Home/school partnerships need to be strong and the closing of learning gaps and the mental wellbeing of pupils are of paramount importance. An AC member **asked** how last year's pupils coped with the move to middle school, having been denied the normal transition process. AT explained that schools were in virtual contact with each other and he had not been informed of any issues. He added that there had still been a very detailed handover for each child. Staff are already working with this year's cohort to prepare them for the transition, including addressing any gaps in learning, to ensure that they leave CFS as positive learners in all subjects.

The chair asked for any preferences regarding responsibility areas. JC will take Inclusion and Curriculum; JG Inclusion, DW Curriculum and T and L and LiP T and L. KR will try and attend all sub-committee meetings if she can, but will definitely attend those for T and L and Curriculum. The meeting format will be virtual, with content sharing and it is hoped that subject leaders or teachers may also attend. AT will circulate possible dates, with the first meeting to be held before Christmas. As the SIP is a joint plan with HFS, there may be advantages in some joint sub-committee meetings later in the academic year. **Action AT**

ACM Issues (I) – papers circulated prior to the meeting

SIP Links – discussed under agenda item H

Skills Audit – once the document is finalised for this academic year, the clerk will circulate to AC members. She requested that it be completed and returned before the end of this term. **Action clerk/ACM's**

Training – AC members now have their term of office to complete the mandatory modules, which is four years in most cases. There has been no update on the requirement for staff AC members to complete the training and HS **questioned** whether the Smartlog training that all staff have to undertake covers any of the same subjects. The clerk will check this. **Action clerk**

Members were reminded to complete the updated safeguarding module as soon as possible. **Action ACM'S**

Single Central Record Check – this will need to be a virtual meeting, between AT, KR and LP, with the document being shared on-screen. AT will arrange this after the visit from KO. He explained that the SCR is a record of the personal and DBS details of all staff members, volunteers, regular visitors and AC members. It is a key document for Ofsted and a measure of the school's safeguarding vigilance. **Action Head**

Hot School Meals (J) – JC requested the tabling of this item. Pupils have been heard saying that they have not eaten the packed lunch provided in place of the usual hot school meals. He **questioned** whether the school could re-instate hot meals, as these were more popular, and whether children

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

were monitored when eating the packed lunches. AT explained that normally hot lunches were delivered to school and then re-heated in the school kitchen with the hall used for two sittings between 12 and 1pm. However, due to the current restrictions, the hall can only be used to 20% capacity and is needed as an indoor space during wet lunchtimes. There is no budget to employ extra help at lunchtime to supervise small groups with hot lunches, as children are not allowed to mix outside of their class bubbles. HS added that the lunchtime supervisors usually report back to the class teacher if a child has not eaten the majority of their lunch, be it hot or cold, but she had not received any feedback concerning the packed lunches. After some discussion regarding the importance of lunch and the impact on learning versus increasing the workload for school staff, a slip will be introduced for the lunchtime supervisors to complete and hand to the class teacher. This will only be used if a substantial amount of the lunch was not eaten. **Action DB**

Committee Member questions for AT (K) – an AC member **questioned** whether there were plans to offer an evening question and answer session for those prospective parents who were not available during the day. A virtual tour was being launched on Thursday, followed by two virtual question and answer sessions on the next two Friday afternoons. If there is a demand for further meetings, these will be accommodated as much as possible.

Another ACM **asked** whether HFS also had spaces in the Reception year which it does.

A member **queried** the plans for Christmas events this year. AT explained that an on-line approach was being finalised. HS added that this could involve filming each class performing their part in a Christmas play, then editing these together to produce the complete performance. Photographic permissions will be checked before the sharing of any videos. She added that all classes took part in an on-line assembly recently, enabling children to see each other on screen.

Committee Member questions for Trustees (L) – none

FAI (M) – none

DB advised that she was stepping down as an AC member with immediate effect. After the recent resignation of Chris Minns, the ratio of staff to other members was too high and it is not the right time to try and recruit new members. Also, as the committee no longer has responsibility for school finance, she did not need to attend the meeting in this capacity. The chair and head thanked DB for her service as a committee member.

Date of Next Meeting (N) – confirmed as Tuesday, 23rd March 2021 (time to be confirmed next term)

Meeting closed at 6.30 pm

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Actions:

B – Clerk to share Articles Declaration; DW to sign and return

H – Head to circulate possible meeting dates

I – Clerk to circulate skills audit; AC members to complete before the end of term

Clerk to compare staff Smartlog training with NGA training

AC members to complete updated Safeguarding module

DB to instigate implementation of lunch-time slip

J - Head to arrange virtual SCR check with KR/LP