

COLEHILL FIRST SCHOOL
ACADEMY COMMITTEE MEETING

Minutes of a remote meeting held at 6.00pm on Tuesday 23rd March 2021

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

A. Apologies – none. Daniel Webster was absent without apologies.

B. Declaration of Interests – none.

C. Minutes of the Last Meeting (10/11/20) – *circulated prior to the meeting*

The minutes of the meeting were verbally approved but not signed due to the virtual format of the meeting. The clerk will sign these on behalf of the chair.

D. Matter Arising – Actions

*B – Clerk to share Articles Declaration; DW to sign and return. **Action completed***

*H – Head to circulate possible meeting dates. Dates were circulated and meetings took place to discuss both curriculum and inclusion before the recent lockdown. AT will circulate prospective dates to resume the meetings in the summer term. **Action ongoing***

*I – Clerk to circulate skills audit; AC members to complete before the end of term. **Action completed**
Clerk to compare staff Smartlog training with NGA training. The clerk advised that the staff training platform was not relevant to the AC. However, the Trust clerk has advised that AC training is being reviewed by the new safeguarding officer, Kelly Overhill, so no further training should be undertaken until advised. **Action completed***

*AC members to complete updated Safeguarding module **Action completed***

*DB to instigate implementation of lunch-time slip **Action completed***

*J - Head to arrange virtual SCR check with KR/LP. AT advised that KO will be carrying out termly checks of the SCR across all Trust schools from now on, so there is no requirement for an AC member to do this. However, should KR wish to continue to be involved, the annual check could resume once visitors were allowed into the school premises again. **Action completed***

Matters arising – none.

E. Update from the Chair – a Chairs' briefing was held in February which mostly focused on the pandemic and recent lockdown. Attendance across the Trust schools was high and engagement with remote learning including QE school was around 96%, again higher than average. Chairs were also advised that a wellbeing survey had been circulated to staff, but there were no results at that point. AT added that he had now seen the responses for CFS and there was nothing that had been flagged up. There have been more first choice applications for this September than there are places across the MAT, which is different to the current year, with five spaces still in the current reception year. AT advised that St Catherine's Primary school was closing at the end of the academic year due to falling numbers and some of these pupils would transfer to local schools. However, as St Catherine's was a faith based school, many pupils would move to schools with a similar ethos.

KR said that she had not tried to arrange any virtual meetings with teachers during the latest lockdown as she felt that staff had enough to do. She suggested that she try and arrange an outdoor meeting for members and teaching staff later in the summer term, maybe after sports day, dependant on the social restrictions in place. She will compose an email to all staff for AT to forward.

Action KR/AT

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F. Headteacher's Report - *circulated prior to the meeting*

School Context – AT explained the key groups and a member **questioned** the high percentage of SEN pupils in the Reception year. Many pupils enter school with delayed speech development and are referred to outside agencies, with most discharged over time. The social and language skills of many of the current Reception year have been negatively impacted by the closure of their pre-schools and nurseries during the first lockdown last Spring.

Attendance - the data does not include the recent lockdown as this is coded differently to normal periods. Attendance has been above average while the school has been open this academic year. A member **asked** whether there were explanations for the persistent absence figures; AT confirmed that there were.

Partnership – First School Heads within the Trust meet weekly and all schools work closely together. There will be a Trust-wide curriculum offer from September, work on which continued throughout lockdown, despite the challenge of blended teaching. This will mean a Trust-wide high quality core curriculum, which each school can personalise to avoid being identical. The curriculum offer will be subject to ongoing review and improvement once it has been implemented.

Community – the school has received lovely feedback from the residents of the rest home. Community engagement has been difficult with the pandemic, but staff have still tried to connect pupils with the wider community. A trial donation station for the Wimborne food bank is being set up in school, as this has proved a success at HFS, although many families are not in a position to donate.

The school has once again been awarded the Judicium Health and Safety award. A health and safety audit took place today on behalf of the school insurer. Trust schools are insured through a DfE scheme and CFS was chosen at random for an inspection. The report has not yet been received, but no issues were flagged during the visit.

Despite the short notice of the lockdown, procedures for remote learning were put in place very quickly. Google classroom worked well and the school had an increased number of devices to lend to families who were struggling to engage remotely. The system of daily monitoring of pupils logging on enabled staff to swiftly identify any issues. Wellbeing Wednesdays were introduced, giving pupils and staff a break from their screens to pursue other activities. As parents, LiP and JC both expressed their thanks for the amazing work of the teachers during the lockdown, both remotely and for the children who were in school. Many children could not wait to come back into school again and HS added that some pupils had struggled after seeing their friends on screen during the live meetings. JC stated that in some other schools, pupils just had to register morning and afternoon, with no monitoring of work in between, but he felt that the system implemented at CFS had worked well and led to more engagement from families. HS explained that each teacher tracked weekly engagement and compared this to the work being submitted on Google Classroom. This allowed for early contact with families, with an offer for the child to return to school if necessary, although not all parents accepted the offer. Now the children are back in school, targeted interventions can begin to close any attainment gaps. AT added that most pupils should be in a strong position by the end of the Summer term.

There were no further questions and the Chair thanked AT for his report.

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G. School Improvement Plan, (SIP) – AT shared this document on-screen with the AC

AT reminded AC members of the three priority areas: Teaching and Learning, Curriculum Development and Inclusion. The Trust had introduced the Rosenshine Principles, which underpin the core practise of teaching and learning. All staff are using these methods but a decision was made to pause much of the work during the lockdown period. Paused areas are coloured 'purple' on the document. Work on this priority area will continue in the Summer term, with assessment and feedback CPD restarting in the Autumn. A different approach to giving feedback to pupils was required during the recent school closure, as most learning was submitted remotely. Research has shown that just marking work is not effective, instead suggestions on how to improve and progress are more encouraging. JC stated that his children had really looked forward to reading the teachers' comments on their work.

Curriculum Development – this has already been discussed earlier in the meeting, but AT added that the team at CFS, including HS, are playing an active role in the ongoing work, sharing best practise with other schools. When pupils from any Trust First school move on to Middle school, they will have a shared curriculum background to build on, without teachers having to work to level their knowledge. A member **asked** whether class teachers would be moving years for next year. HS said that class teachers needed to be confident in both the old and new curriculums for the coming year, so would stay where they are for now.

Inclusion – intensive support has been implemented to close any learning gaps, including the 'NELI' programme, which identifies early language issues. TA-led ELSA support is in place and a mindfulness practitioner has been visiting weekly to work with several children. This is funded from the wellbeing intervention money. AT added that it is as important to focus on pupils' mental health as their learning gaps. A member **asked** whether Government guidance for the summer term had been received yet. AT explained that the school received a daily email from the DfE, but bigger changes were usually publicly announced by the Prime Minister before schools were informed. A member **questioned** whether any procedures would be retained when the country returned to normal. HS said that the remote parent consultations had worked very well and that the CFS team had been very adaptable and positive throughout the pandemic. JC expressed his thanks as a parent for all the hard work and LiP seconded this. AT added that the drop off and pick up procedure may be revised, as the current routine is working well.

As discussed under agenda item D, SIP priority area meetings need arranging and AT suggested two meetings per area of the plan. He will circulate proposed dates via the Clerk for the summer term.

Action AT

H. ACM Issues – papers circulated prior to the meeting

- SIP Meeting Dates – covered under agenda item G
- Skills Audit Summary 20/21 – LP explained that there were no skills gaps in any vital areas and once AC members are allowed to come into school to fulfil their role, expertise should increase.
- Training – covered under agenda item D. KR **questioned** whether the Safer Recruitment training had an expiry date. The clerk will investigate this and report back. **Action LP**
- Single Central Record Check – covered under agenda item D

I. Committee Member questions for AT – none

J. Committee Member questions for Trustees – none

K. FAI – none

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L. Date of Next Meeting – confirmed as Tuesday, 22nd June 2021 at 6pm. This may be virtual or face to face depending on the current situation.

Meeting closed at 6.12 pm

Actions:

D/G – Head to circulate prospective meeting dates via the Clerk

E – Chair to compose email re Staff meet-up, Head to forward to staff

H – Clerk to investigate expiry of Safer Recruitment training