



Company Number: 10561094
Walkergate LGC/06.10.20

Newcastle East mixed multi Academy Trust

Minutes of a meeting of the Local Governing Committee of Walkergate Community School

DATE: Tuesday 6 October 2020

TIME: 5.00pm

VENUE: Virtual meeting in Microsoft Teams

Present: Alison Young, Sarah Stock, Paul Richardson, Donna Harrison, Richard Carr, Sam Murray, Yemi Osho

Required quorum: 3, or if greater one-third of local governors holding office on that date. Governors holding office on 06.10.20 : 8. Governors present on 06.10.20: 7. The meeting was quorate.

In Attendance: Karen Heslop, Steve Hogarth, Debi Bailey, NEAT Chief Executive Officer (CEO); Charles Turvill, NEAT Chief Operating and Financial Officer (COFO); Hannah Hales, Governance Support Manager (Clerk).
Observer – David Coe (prospective governor)

PART 1 (Classified non-confidential)

1	<p>Welcome The Clerk welcomed everyone to the meeting of the LGC and introduced David Coe (attending the meeting as an observer prior to consideration of nomination as a local governor.) The meeting was chaired by the CEO until after the election of the Chair.</p>
2.	<p>Apologies for absence Apologies were accepted from Lee Davie</p>
3.	<p>Declaration of any conflict of interest in any agenda item None.</p>
4.	<p>Agree any items of urgent business not on the agenda None.</p>
5.	<p>Recruitment of a new Chair of the LGC The clerk updated governors on the approach to and progress made with recruiting a new governor to Chair the LGC. The previous Chair and Vice chair have agreed to continue as governors for an interim period whilst this process is ongoing [KH and SH left the meeting] AGREED: to recommend to the trust board that Karen Heslop and Steve Hogarth be appointed as trust governors to Walkergate local governing committee.</p>



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6.	<p>Election of Chair and Vice Chair of the Local Governing Committee Nominations for each position had been shared with governors. Election by secret ballot took place. [KH and SH rejoined the meeting] AGREED: To recommend to the trust board that Karen Heslop be appointed as Chair of the LGC, and that Steve Hogarth be appointed as Vice chair of the LGC.</p> <p>ACTION: Governors agreed to review the leadership arrangements at the next meeting following any changes to the membership of the LGC. [KH chaired the meeting from this point]</p>
7.	<p>Minutes of the previous meeting held on 07 July 2020 The minutes were agreed as true record. ACTION: Clerk to send copy for signing to the Chair.</p>
8.	<p>Update action grid from previous meeting Outstanding actions remain pending subject to coronavirus restrictions.</p>
9.	<p>Any decisions taken as Chairs action since the last meeting None.</p>
10.	<p>Membership of the Local Governing Committee</p> <p>a) Skills Audit 2020-21 Governors received the updated skills audit for members of the LGC. The governing committee as a whole covers all the skills elements. Individual governors can use as a tool for their own development. ACTION: outstanding returns to be completed.</p> <p>b) Appointments, resignations or vacancies The LGC has two vacancies. One prospective governor observing at the meeting tonight. A prospective Chair is being sought for the second vacancy.</p>
11	<p>Governance arrangements for 2020-21</p> <p>a) Membership of LGC for purposes of admissions decisions and exclusion review and confirmation of link governor arrangements AGREED: to recommend to the trust board that the membership of the LGC for the purposes of decisions on admissions be Richard Carr, Karen Heslop and Alison Young. AGREED: that the membership of the LGC for the purposes of reviewing exclusions is convened and approved by the trust board as required. Governors discussed the Safeguarding link governor role and the SEND link governor role. ACTION: Chair to meet with Sam Murray and Donna Harrison to discuss requirements of the roles and agree a succession plan: the clerk will support this process.</p> <p>b) Meeting dates for 2020-21 The proposed meeting dates for 2020-21 were accepted.</p>



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12.	<p>Catch up Funding Plan SS has delivered training across the trust on the approach to utilising catch up funding. The Education Endowment Fund tiered model has been used to identify key priorities in the three tiers of quality first teaching, targeted academic support and wider strategies for vulnerable pupils. The three focused priorities identified by the school to catch up lost learning are:</p> <ul style="list-style-type: none"> - Addressing concerns about reading – for example using the English progression materials developed across NEAT, additional Read Write Ink (phonics) development across the school and training for staff; - Applying consistency in use of grammatical terms to support writing outcomes (evidence is that pupils are missing the necessary underpinnings) with additional support for staff new to the school or who have changed year groups in applying this; and - Focus on remote learning – developing an approach so that pupils at home have an experience that mirrors school and do not lose more learning. <p>School will use the academic tutoring programme as it becomes available (for Y2 pupils will address missing phonics knowledge and to support rapid progress in Y6 on lost learning). School has signed up to NELI (Nuffield Early Language Intervention) programme which will begin in January with Reception children to address time lost during their Nursery year. Wider strategies across the school involve looking at an alternative curriculum for vulnerable Y6 learners, and a whole school attendance initiative.</p>
13.	<p>Governor Scrutiny and Evaluation arrangements for 2020-21</p> <p>a) Scrutiny Plan Governors held a scrutiny event on 23 September and reviewed the school development plan for term 1, the school strengths and next steps, available data from 2019-20 and the Ofsted inspection outcomes. A set of key priorities for scrutiny emerged from this conversation along with proposed activities. The Headteacher emphasised the difficulty of scheduling conversations during the current circumstances when staff availability is shifting on a daily basis. ACTION: Headteacher to share a date with all governors via the clerk for virtual meeting with SLT to begin looking at key questions in the plan. Governors noted the very difficult circumstances in school at the moment and that expectations from governors must be realistic.</p> <p>b) Appraisal and Pay Progression scrutiny activity Steve Hogarth and Sam Murray offered to participate in this activity supported by the trust HR manager. ACTION: Clerk to share supporting documentation and set up virtual meeting on agreed date.</p>
14.	<p>Health and Safety / Safeguarding update The Headteacher gave a verbal update. School has been really busy so far this term. The biggest health and safety challenge is the school yard at the end of the day. This has resulted in some challenging conversations with a small number of parents. The school has changed some arrangements and is hoping to install a second gate (awaiting planning permission) to enable a one-way system on the Coutts Road side of the school grounds.</p>



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	<p>To date there have been two positive coronavirus cases in school – two classes are isolating and 8 staff are absent. The staffing situation has been challenging with a shifting pattern of isolation awaiting test results. One health and safety incident where a child got stuck in the gazebo which had to be partially dismantled, the child was not injured.</p> <p>Safeguarding has seen a definite increase in referrals through social care and an increase in operation Encompass notifications (domestic violence) notifications since the summer. NEAT has introduced a counsellor available to support pupils across all schools. Attendance has been really good so far but some families struggling to or choosing not to bring siblings in if one child is isolating.</p> <p>Remote learning is developing well – pupils have been supported so far.</p> <p>Risk assessment is reviewed and updated after all incidents. Staff have required reminding about social distancing protocols.</p> <p>The Chair reported that she had been in school when the first positive case was reported; the school response was really strong.</p> <p>ACTION: Clerk to share Chair's written report of coronavirus response.</p> <p>A governor asked how staff are supported in the challenging or difficult conversations that are required with some parents –do they have the appropriate skills and support? Leaders of learning support newer staff and will intervene on the yard if necessary, coaching is provided if needed. The NQTs this year have managed these conversations really well.</p>
15.	<p>Safeguarding Policy 2020-21 The policy has been updated to include changes to Keeping Children Safe in Education 2020. APPROVED: governors approved the policy for 2020-21.</p>
16.	<p>Admissions Policies for 2022-23 Governors had no feedback or comments for the trust board.</p>
17.	<p>Urgent Business [DB, SH, DC left the meeting] Governors agreed to support the nomination of David Coe as a trust governor – clerk to progress this appointment.</p>
18.	<p>Date of next meeting Tuesday 1 December, 4.30pm</p>

Meeting concluded at 18.20hrs

Signed.......... Date 4/12/20.....