

**COLEHILL FIRST SCHOOL**  
**ACADEMY COMMITTEE MEETING**

**Minutes of a remote meeting held at 5.00pm on Wednesday 30th September 2020**

Present: Andrew Turrall (Executive Head teacher), Katie Ramsden (Chair), Lynnette Payne (Clerk), Helen Self, Debbie Bowring, Chris Minns, Juliet Gould, Jack Clark

AT asked permission to record the meeting for the absent members. This was **unanimously** approved.

**Items A & B were taken by the clerk**

**Apologies (A)** - received from Daniel Webster. Lisa Papworth absent without apologies.

**Election of Chair (B)** – KR was **unanimously** elected as Chair. She will not stand next year, as it is not good practice to remain in the post for an extended number of years. The clerk handed the meeting over to the chair at this point.

**Election of Vice-Chair (C)** – as there were two committee members absent from the meeting, this was postponed until the November meeting. *Action clerk*

**Declaration of Interests (D)** – none

**Minutes of the Last Meetings (E)** – 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 (F) – Actions**

**12/11/19** – the actions from this meeting are either completed or outdated due to the global pandemic

**30/06/20** – Edurio summary document shared – **completed**

**Matters arising** – none.

An update was **requested** on the return of all pupils to school and the new systems in place. AT explained that during September teachers had assessed pupils' learning and identified any gaps: social and mental wellbeing, as well as learning gaps. The School Improvement Plan will address these and how to get children back on track. He added that lockdown had been a very positive experience for many families, with different types of learning being explored. Staff are also planning for a sudden partial or full lockdown, but the day-to-day running of the school is more normal than it was in the summer term. It is difficult to know how long it will take for the gaps to close as this also depends on the country as a whole, not just the school. There have not been any confirmed cases within the school to date, but senior leaders must be prepared for this eventuality. There are contingency plans in place to minimise disruption should this occur. HS added that the teachers usually accurately assess the children each September after the summer holidays, but it has been more difficult this year.

A member **asked** about the reporting procedure if there was a confirmed case within the school community. AT explained that he would report to Dorset Council first and then Public Health

**COLEHILL FIRST SCHOOL**  
**ACADEMY COMMITTEE MEETING**

England. Other schools in this situation have received a same day response with advice on handling it.

**ACM Issues (G)** – documents circulated before the meeting

**Aims, Values & Mission Statement** – AT explained that these are adequate for now. To review them, would require the involvement of the school council. This would involve mixing pupils from different bubbles, which is not currently feasible.

**Register of Business Interests** – members would normally sign to declare that nothing had changed on the form from last year. LP will email the forms out for members to confirm electronically whether there are changes or not. *Action clerk/members*

**KCSIE September 2020** – this has been shared with the committee along with a summary of the changes and a copy of the September staff safeguarding training session. LP will email a declaration for members to sign and return. The new Trust wide Child Protection policy is also available to view on the school website. *Action clerk/members*

**ACM Specialisms/Future Visits & Training** – the committee members have not visited school due to the pandemic, but it is important for them to remain involved in the school. AT, HS and JS, (HFS), have worked together to produce a draft school action plan, (SAP), for this year, which will be shared with the committee once it has been approved by the Trust. All WAT schools align their individual plans to the Trust action plan. Once approved, members can look at the priorities areas, Teaching & Learning, Curriculum and Inclusion, and arrange appropriate virtual learning walks. Subject specialisms can still exist, but the SAP is more important. It is still good practice to have a committee member for safeguarding, although Emma Bodger is the Trust Safeguarding Lead and has ultimate responsibility. KR will remain in this role, with JC responsible for Inclusion and JG for EYFS.

**Scheme of Delegation, Terms of Reference & Code of Conduct 20/21** – these documents have not been finalised by the Trust board for this academic year and will be dealt with at the November meeting.

**Policies (H)** – documents circulated prior to the meeting

The new Trust Policies policy requires the Academy Committee to have an awareness of school policies, but no need to approve them. This responsibility now lies with the head but the clerk will still share the documents with a summary of any updates. There have not been any school policy updates since the start of lockdown.

**FAI (I)** – none

A member stated that she felt uninformed and that the June meeting and focused purely on the questions from members. She added that a summary of the school situation would have been helpful, including a staffing update. AT apologised, saying this was not an intentional slight.

A member **asked** what staffing changes there had been in Year 1. Sophie Walker has been employed to teach this class for one year to cover the secondment of Hayley Everett to HFS and Ruth Everton

**COLEHILL FIRST SCHOOL**  
**ACADEMY COMMITTEE MEETING**

to St John's First school. SW has a Trust contract, meaning that she can be re-deployed to any school if HE or RE return to CFS next academic year.

AC members **requested** that they be added to the parentmail circulation list, as this will keep them fully informed in future, especially those who no longer have children in school. *Action clerk*

A member **questioned** whether there had been any parental feedback on the return to school and the new procedures. AT said that verbal feedback had been generally positive but there a few parents were not happy with the social distancing of other parents around the school perimeter. A parentmail has been sent reinforcing the one-way system and requesting that parents adhere to the rules. The school has also put in place revised arrangements for specific families that require this. HS added that the Tapestry and Google classroom learning platforms allow for communication between parents and teachers, most of which has been positive.

A member **asked** if the extra cleaning products were having an impact on educational resources. DB explained that from March, any extra Covid expenditure has been reported to the Trust finance team to pass onto the DfE. Confirmation of additional catch up funding has just been received by the Government, which is around £12,000. Schools can make their own decisions on how to spend this money. HS added that it has been possible to redeploy some staff internally. For example, the kitchen assistant has not had to serve and clear up the hot meals, so she has been carrying out the lunchtime cleaning session with no budgetary impact. The new procedures have all been risk assessed and approved by the Trust.

KR and AT thanked CM for his service as an AC member.

**Date of Next Meeting (J)** – confirmed as Tuesday, 10<sup>th</sup> November 2020 at 5pm

**Meeting closed at 5.53pm**

**Actions:**

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

*G – Clerk to circulate register of interests; AC members to sign declaration*

*Clerk to circulate KCSIE declaration; AC members to sign*

*I – Clerk to add AC members to parentmail*