



Minutes of the Virtual Meeting of the Primary and Secondary  
Local Boards of Hessle Academy.  
Thursday 14 May 2020 at 5pm

**PRESENT:**

Mr M Benson (Chair, MB), Mrs A Etheridge (AE), Mrs A Fordham (AF), Ms N Gaddu (NG), Mr V Groak (Headteacher The Hessle Academy, VG), Miss L Hatfield (LH), Mr K Nicholson (KN), Mrs R Potter (BP), Ms C Sharpe (CS), Mrs J Spencer (Head of School, JS) Miss K Staveley (KS), Dr R White (Chair of Penshurst LGB, RW), Mrs J Woodford (JW)

**ALSO IN ATTENDANCE:**

Mrs G Stafford (Clerk to the Trust, GS)

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C.

**01 WELCOME**

MB welcomed everyone to the meeting that was being held on Microsoft Teams.

**02 DECLARATIONS OF INTEREST**

No conflicts of interest were declared for this meeting.

**03 APOLOGIES**

Apologies had been received from Mrs S Brodie and Miss JM Quinn.

**Resolved:** Consent was given for the absence of the above named governors.

Despite numerous attempts, no contact had been made with Mr M Duncan.

**03 MINUTES OF THE LAST MEETING**

The Primary LGB held a meeting on 30 January 2020 and the Secondary LGB on 22 January. Consent for approval for both sets of minutes had been sought before the meeting from each governing board.

**Resolved:** That the minutes of the meeting held on 22 January and 30 January 2020 be confirmed as a correct record and signed by the Chairs.

**04 MATTERS ARISING FROM THE MINUTES**

**04.1 PPS Actions**

04.1a ACTION: MP to present PPS Theme to Middle Leaders at HHS – **action carried forward**

04.1b ACTION: Punctuality data to include FS1 and totals to show whole school performance - **action carried forward**

04.1c ACTION: GS to carry out an audit of completed training and highlight training needs to RW – **complete**

- 04.1d ACTION: Governors to attend an extraordinary ASP meeting on 6.2.20 - **complete**
- 04.1e ACTION: JS to look into rewarding punctuality and perhaps offer free places at Breakfast Club for pupils that give rise to concern – **action carried forward**
- 04.1f ACTION: Safeguarding and Child Protection Policy to be circulated once approved – **complete**
- 04.1g ACTION: BP to propose and submit some questions around the curriculum for parent voice to RW and to design a survey that could be sent to parents electronically – **A survey was sent out by the school.**
- 04.1h ACTION: JW to complete the assessment section of the Safeguarding module. SB, MD, LH and BP to complete the Safeguarding module before the next meeting – **complete**
- 04.1i ACTION: Governors to continue to use the Governor Visits Form and to use the Safeguarding Audit whenever they come into school – **ongoing**
- 04.1j ACTION: JS to implement the revised Nursery times from September 2020 FS1 – **action carried forward**
- 04.2 HHS Actions**
- 04.2a ACTION: KN to discuss with VG / LP how he can assist with student voice / mentoring – **action carried forward**
- 04.2b ACTION: LP to report on the issues with College provision in the Quality of Education section of the Strategy Report for the next meeting – **action carried forward**
- 04.2c ACTION: Consistency in presentation of graphs required – all graphs to have current data at the top - **action carried forward**
- 04.2d ACTION: Attendance graphs to show absence for comparable time last year e.g. Autumn 2019 compared to Autumn 2018 not 2018/19 as a whole –**action carried forward**
- 04.2e ACTION: Governor safeguarding visit section to be updated on the CP and SG Report – **action carried forward**
- 04.2f ACTIONS: CS to complete the assessment section of the Safeguarding module. AE to complete the full module. All other Governors to choose one other module to complete - **see minute**
- 04.2g ACTION: GS to circulate the Governance Handbook electronically - **completed**
- 04.2h ACTION: KN to look into mastery within English-**action carried forward**

## **05 HEADTEACHER UPDATE**

The agenda for this meeting had been changed from the norm due to the COVID-19 crisis and covered four key areas:

- Safeguarding our learners on and off the premises
- Health and well-being of learners and staff

- Learner education during the crisis
- Plan for return to normality

**05a Safeguarding our learners on and off the premises**

- Regular contact is made with all vulnerable children (LAC, DA, SEN and Safeguarding concerns) with any concerns logged on CPOMS
- Free School Meal vouchers have been issued to all eligible families throughout
- Only a low proportion of vulnerable children are currently attending school
- Some families have needed the intervention of social services / police
- Year 4 and Year 7 has the highest attendance with Year 10 and Year 11 the lowest
- Only 21 DA learners have attended at least once

*C: (MB) Thank you Vince for a very comprehensive document. Both schools are doing a fantastic job under the circumstances.*

*C: (VG) General principles: Our priority is the well-being of learners, staff and families and we have maintained maximum communication throughout. We have looked at this several times and feel we have done the very best we could. The only thing I regret was moving to the Edenred FSM voucher scheme. The Wonde system was working well but then as a Trust we moved to the Government scheme Edenred and it has struggled under the weight of demand and a few families have experienced problems. We have kept in touch with parents about this. A further principle is to log everything. We make many calls to learners but for many there is no answer, which is worrying. There have been a few issues with vulnerable families and social services involvement, arising out of lockdown. We are supporting these families.*

*C: (JS) Generally there is an increasing amount of safeguarding concerns. Yesterday we had five Operation Encompass in one day and we are all aware of this.*

*Q: (GS) How often do you contact the pupils?*

*JS: We contact vulnerable youngsters on differing levels. Some we carry out home visits, some get weekly phone calls, and some are getting more than weekly calls. We contact SEN children every 2 or 3 days. We have attempted contact with every child now but some parents do not answer or return messages.*

*VG: At the High School we have a list of 100 vulnerable youngsters on a contact list. Our Safeguarding team make at least weekly contact with these. Attendance is low at both phases, with just 94 learners (under 6%) attending at least once. This is equivalent to 708 days schooling provided for children of key workers or vulnerable youngsters. Attendance is higher at PPS since Easter and is picking up daily. We will see an increase in June when more people return to work including children of teachers. DA attendance is disappointingly below national at 4%. Capacity to deal with learners has been fine, we never could not cope. Staffing has been on a rota basis and has been easy as there are many volunteers.*

*C: (JS) The increase in learners recently is vulnerable youngsters at PPS.*

*Q: (RW) Have you encouraged vulnerable youngsters to attend?*

*JS: Yes have had 10 in the last 2 weeks. We have actively encouraged them in, even for a day – to give parents a break.*

*VG: We were worried initially that we would be swamped but this has not been the case. Staff have been great, volunteering to come in and thankfully, they have stayed healthy.*

*Q: (RW) Is there a strategy to confirm that parents that will send their children in are actually key workers?*

*VG: Our admin staff are doing a great job – they are gatekeepers. They ask for ID and ask for confirmation that there are no other childcare arrangements – these filter out people that do not qualify.*

**05b Health and Well- Being of Learners and staff**

- Not aware of any learner or staff member that has contracted the virus
- Bereavements in wider families have been experienced (grandparents)
- For those in school there are strict social distancing measures with a maximum of 10 learners per room.

- A room rota allows for deep cleaning
- Staff set work daily on Google Classroom
- Learners and staff have been reminded about how they can seek help for well-being issues
- House assemblies have started virtually
- Staff are in touch with each other using technology

*C: (VG) We are aware of above average number of deaths in the community and we know a lot of suffering will have to be dealt with on our return. We have tried to provide not only academic work but also well-being messages. At HHS House assemblies are held about well – being. Principle is to keep routines. We have found setting work daily gives children and parents a routine. Parents have appreciated this and it has been good for the staff as they have a purpose to engage. We have been putting out links to support networks and how to structure the day.*

*C: (NG) As a parent in Year 7, I cannot praise the school enough. Without work set daily I would have been lost. I had no idea of home schooling. My daughter works throughout the day and I can only express my gratitude. Well done.*

*C: (BP) As a parent of a child in Reception and one in Year 2, I am also really positive. I feel that enough work has been set and it is challenging. It is hard to cope with two different year groups. When my Year 2 was de- motivated the Year 2 teacher sent a video and this really helped uplift her.*

*C: (NG) The daily HT updates are so informative. It is really good to know the contact that parents are having.*

*JS: It should be pointed out that some PPS parents are really struggling with home schooling. The younger the children and the more children in a family the more difficult home schooling is and some parents but also children are finding this very difficult. We are now publishing activities that are more fun.*

*C: (BP) There are some real positives – I feel I know more about my children and what they know.*

*VG: In terms of staff well - being and morale, this area is very easy to get wrong. We feel morale is high and staff do feel in touch with each other. We regularly encourage subject leaders to keep in touch with teams, as this is such an important role to maintain teams. I am as confident as I can be that this has gone well.*

*C: (AE) I can back you up on that. My feeling of how staff are is only positive. Setting the work daily is manageable; this has brought us closer together. The social side has united us further – there is certainly no drop in morale.*

*Q: (RW) How is staff morale at PPS with the news there could be over 300 pupils in on 1 June?*

*JS: Opinion is split but everyone is up for it. Not a single person has said they will not come in. People are concerned they will not be able to keep the children safe, it is not a worry for themselves.*

*Q: (AF) Is the physical space the issue – making sure everyone is 2m apart?*

*JS: We will have up to 12 children per class mapped out in rooms.*

*VG: Nationally there is a perception that teachers do not want to go back to work. This is not true, everyone wants to open up. The worries are that the expectation that all pupils in primary will return at some point in July has been announced without any real consultation with HTs. It is very important that Governors, Trustees and teachers be united that we all want to go back. We need to do it properly. From a well-being point of view, some teachers may be caught up with this commonly held perception and have fingers pointed at them.*

#### **05c Learner education during the crisis**

- HHS Students follow normal timetable (5 lessons a day) including work away from an electronic device as it is acknowledged that some children share devices
- One third students are working on their mobile phones
- PPS pupils have Reading ,Writing and Maths tasks set daily

- Teachers are available to answer any questions between 9am and 3pm
- Tasks set are varied as much as possible
- Positive feedback has been received from parents and staff – structure is helpful

*Q: (MB) Do you think Google Classroom has worked better than another provider?*

*VG: It's the principle of how we use it regardless of platform, setting daily work was a good choice.*

*MB: Daily lessons with deadlines is so helpful for parents and the children.*

*Q: (MB) What happened to the Government's initiative to provide laptops to learners?*

*VG: That's still pending; we have submitted our numbers of DA to the Trust and the LA are looking after provision for vulnerable children. We won't get these before 1 June as we can only place orders from 18 May. We are currently looking at issuing Chromebooks to students without devices.*

#### **05d Plan for Return**

- Plan is key worker children and vulnerable children will return after half term along with Nursey, Reception, Year 1 and Year 6.
- Year 10 and 12 expected to have "some form of contact" after 1 June
- JS has made a detailed plan of how to accommodate the year groups
- Year 6 to be taught at HHS as there is more capacity and room to keep safe
- Plan is to open Nursery first then Reception and Year 1 later
- On 28 May there is a Government meeting with Scientific advisors (SAGE) for final decision whether the key tests have been met
- 1 June staff will be in training on new routines
- Pupils will be in a bubble of 12 or less children with a teacher and TA – wont mix with others
- Pupils will stay at own desk in own space throughout the day. Rooms to be stripped of any toys / superfluous materials.
- At stage of putting principles into detail

*C: (VG) We will be ready from 1 June but the caveat is the number of staff available. The Trust has a meeting tomorrow and following that will give guidance as to what to expect from vulnerable staff, extremely vulnerable, carers, pregnant staff etc. We need to know what the expectation around these staff is. As we are all key workers we can send our children to school even if they are not in the identified returning year groups.*

*Q: (JW) Do you feel any of your staff will be affected by childcare as they usually use grandparents and cannot do that now?*

*VG: Potentially staff will be in this situation. This will be a Trust decision.*

*Q: (BP) Other schools have contacted parents to ask if they plan to send their children in – is that something you are doing?*

*VG: Yes, we will survey our parents to ask if they are planning to definitely send their child back / definitely not / undecided.*

*Q: (AE) What about staff that feel worried about sending their own children back to school?*

*VG: This is a good question and the Trust will make that decision tomorrow. I hope that when we get to the time of opening people will feel more comfortable.*

*AE: There are conflicting thoughts: we may not feel comfortable sending our children in yet we know measures have been put in to make the environment as safe as possible so feel obliged to come in.*

*VG: Confidence should grow with more clarity. I am very conscious of these feelings.*

#### **06 POLICY UPDATE**

The Safeguarding Addendum had been circulated prior to the meeting. GS explained that it was written to detail how children will still be safeguarded during this time. All staff have been

issued with the Addendum and every academy has published it on the website. The Addendum has been approved at Trust level and is expected to remain in place for 12 months

**ACTION: Please could all Governors read the Child Protection and Safeguarding Addendum.**

## **7 GOVERNOR TRAINING AND SUPPORT**

Primary: All bar one Governor had completed the Safeguarding module plus at least one other.

**ACTION: GS to contact MD to assist with access to the Learning Link**

Secondary: CS confirmed she now has access so can complete the assessment of the two modules that are in progress.

6 of 7 Governors have completed the Safeguarding module. 5 have completed 2 or more modules.

MB reminded Governors that two modules were a minimum each year and more should be completed if possible.

*RW: Thank you to my Board for completing the modules. It would be helpful to have an overview of the content of the modules so we could recommend and direct Governors to the most relevant ones.*

## **08 DATE OF NEXT MEETING**

PPS 13 July 5pm: keep meeting to review return.

HHS 15 September 6pm: keep meeting date in diary to cover off return plans. Will decide format nearer the time.

## **09 ANY OTHER URGENT BUSINESS**

### **09.1 Communication**

VG asked Governors if the level of communication from the schools was pitched correctly.

*MB: I am comfortable and feel safe in your hands. I am confident if we need to know more you will tell us. You don't need to send us additional reports. If you feel we need to get the LGB together then we will.*

*C: (RW) This is a good example of strategic governance and operational management. Emma Knights (Chief Executive, NGA) sent an email about the re-opening of a school being an operational decision. Governing Boards need to show their support in a proportionate fashion. We will have oversight but managing the situation is very much an operational task.*

*C: (JS) Thanks to RW for checking in on me regularly; I feel very supported.*

*C: (RW to JS and VG) Please can you pass on our thanks to all staff from Governors. I know it can be stressful. We are very grateful.*

## **10 AGREED ACTION POINTS**

### **PPS Actions**

**10a ACTION: MP to present PPS Theme to Middle Leaders at HHS – action carried forward (minute 04.1a)**

- 10b **ACTION: Punctuality data to include FS1 and totals to show whole school performance - action carried forward (minute 04.1b)**
- 10c **ACTION: JS to look into rewarding punctuality and perhaps offer free places at Breakfast Club for pupils that give rise to concern – action carried forward (minute 04.1e)**
- 10d **ACTION: Governors to continue to use the Governor Visits Form and to use the Safeguarding Audit whenever they come into school – ongoing (minute 04.1i)**
- 10e **ACTION: JS to implement the revised Nursery times from September 2020 FS1 – action carried forward (minute 04.1j)**
- 10f **ACTION: GS to contact MD to assist with access to the Learning Link (minute 7)**
- 10g **ACTION: Please could all Governors read the Child Protection and Safeguarding Addendum (minute 6)**
  
- 04.2 **HHS Actions**
- 10a **ACTION: KN to discuss with VG / LP how he can assist with student voice / mentoring – action carried forward (minute 04.2a)**
- 10b **ACTION: LP to report on the issues with College provision in the Quality of Education section of the Strategy Report for the next meeting – action carried forward (minute 04.2b)**
- 10c **ACTION: Consistency in presentation of graphs required – all graphs to have current data at the top - action carried forward (minute 04.2c)**
- 10d **ACTION: Attendance graphs to show absence for comparable time last year e.g. Autumn 2019 compared to Autumn 2018 not 2018/19 as a whole –action carried forward (minute 04.2d)**
- 10e **ACTION: Governor safeguarding visit section to be updated on the CP and SG Report – action carried forward (minute 04.2e)**
- 10f **ACTION: KN to look into mastery within English-action carried forward (minute 04.2h)**
- 10g **ACTION: Please could all Governors read the Child Protection and Safeguarding Addendum (minute 6)**

The meeting closed at 5.58pm.