

## Wistaston LAB Minutes 26/03/2020

WCLA Thursday, March 26, 2020 4Chair: Audrey Skidmore Clerk: Carole Self

FINAL: The minutes are confirmed and locked.

Governors Attending: >James Bancroft, Sara White, Mike Finnigan, Stuart York, Simon Dodd, Audrey Skidmore, Steph Watson

Governors Apologies: >John Harrison, Angela Clyne, Lesley Meaney

Non Governors  
Attending: >

Non Governors  
Apologies: >

### Agenda Item 1 Welcome and Apologies for Absence

**MINUTE** The Chair welcomed everyone to the meeting and thanked them for their virtual attendance. Apologies for absence were recorded from Lesley Meaney, Angela Clyne and John Harrison

**DECISION** Apologies for absence were accepted from Lesley Meaney, Angela Clyne and John Harrison

### Agenda Item 2 Declarations of Interest

**MINUTE** None

### Agenda Item 3 Part One Minutes of the Last Meeting

**MINUTE** The minutes of the meeting held on 30th January 2020 were accepted as a true and accurate record.

**DECISION** Members approved the minutes of the meeting dated 30th January 2020 as a true and accurate record

### Agenda Item 4 Matters Arising

Members reviewed the following Matters arising:

- SY confirmed he had some visit reports to complete. **Outstanding**
- Advertisements to be placed with Inspiring Governance and Governance for Schools – **Members discussed one possible new Member although they were disappointed that the individual had delayed follow up and they agreed therefore to continue with recruitment once the coronavirus crisis was over.**
- JB to contact Wistonian News and to place an advertisement re governor vacancies. **Postponed until after the coronavirus crisis.**
- Writing to be included on the next agenda. **The Principal advised that this would be postponed until the end of the crisis although he confirmed that he had received the report from the lead.**
- JB to contact the High School and other schools in the cluster to determine if anyone would be interested in becoming a governor. **Postponed**
- Medication Policy to be included as an agenda item for the next meeting. **Included on the agenda for 26th March 2020**
- Consider sending invitations to reading clubs and include this as an action in the SDP - **postponed until the end of the coronavirus crisis.**
- Provide an update on the SEF in its new format. **JB reported that he and Steph W had undertaken alot of work on this although this would undoubtedly now have to change to take into account the latest situation.**
- E-mail the link/areas of interest for Members to agree the final list, then circulate to the Principal to circulate to staff. **The Chair confirmed that there was just one Member left to agree link roles for.**
- Feedback on the strategy days at the next LAB. **JB confirmed that this had been cancelled along with the Challenge Board meeting because of the Ofsted inspection at one of the schools.**
- Circulate potentials dates for LAB Open Day. **The Chair confirmed that before the coronavirus a provisional date had been identified as 6th July.**
- Discuss future LAB open days. **On hold**

**MINUTE**

### Agenda Item 5 Principal's Report

Members noted the Principal's Report.

**MINUTE** The Principal reported on the positive feedback the school mascot "Joey" had created and he was pleased to say that "Joey" had returned safely from space. Members agreed that the events in relation to this over the last fortnight had been very engaging and were pleased that key aspects from this would be included in the curriculum going forward.

### Agenda Item 6 Coronavirus Update

**MINUTE** The Principal updated Members on the events leading up to the closure of schools confirming that this was expected so he and his SLT had spent some time planning for this although when it was finally announced it was a shock because of the indefiteness of the closure.

Key activities including the communication and collation of postiive messages and the letter to Parents were outlined. The Principal outlined how on the Thursday before the closure he had tried to explain to the children what was going on, with Friday being a non-uniform day (children were told to wear what made them feel happy). Members were advised that children were allowed to write

messages of hope and positivity in half in the playground which was very moving.

The situation with regards to remaining open for key workers was then announced which initially was thought to include 100 children which then reduced to 45. The Office team were congratulated in their efforts in speaking to Parents and managing to reduce this further to 18 children. Members were advised that on Monday there were 17 children in school, and today there was just 6. The Principal confirmed that the Trust's guidance on Keyworkers had been very helpful in terms of what happened if there was more than one in the household. Parents were reported as being very understanding. Children in school were reported as being well looked after and safe and staff in school were reported as at a minimum although there was always a safeguarding lead, SLT member, first aider and a member of the office team either available or on site. The Principal confirmed that he was now having to work from home given his own medical vulnerabilities however Steph W was reported as being on site everyday and had been amazing.

Members were pleased that staff were contacting every family each week to undertake a welfare call in which they could hear that children were safe, the same was reported as being undertaken for staff. One staff member who had developed a cough was reported as self-isolating and some staff with medical vulnerabilities were also doing the same.

Homeworking challenges were confirmed as being set, work being available online and through facebook pages. Exercise books were also reported as being provided to some children. The Principal was keen to ensure that Parents could access as much as they could on their own and not be reliant on the school as there was no guarantee whether this could be sustained. SW outlined the difference in Early Years with weekly learning challenges in writing and maths.

The Principal wanted to record his thanks to staff, he confirmed that the Trust had been superb in the way they had managed the 5 schools. He confirmed that they were meeting everyday by zoom which had made him realise how lucky the school was as all were not in the same position in terms of being supported by Parents.

The Executive Head was credited with taking the lead on the Letter to Parents to ensure that relationships between the school and the Parents were not tarnished by any action taken during this period.

The Principal confirmed that the Trust was reporting to lose a significant amount of money from the Before and Afterschool Clubs with all staff from these being placed into the Government's job retention furlough scheme from this Saturday.

**Q. Will you be open over the Easter Break?** Steph W confirmed that the school had contacted many of the Parents although they had not had any that had requested cover over the Easter holidays. She went on to say that there was currently no change to leave for NHS staff so provision for children should already be in place, although Members accepted this may change. **Q. Are you going to keep providing work each week during the duration of the closure i.e. during Easter holidays?** Steph W confirmed that this had not been discussed as yet, although she confirmed that the welfare calls would continue and she needed to think about the pressure on staff of doing this. Members agreed that there was sufficient learning apps available to keep children busy.

The Principal reported that the week leading up to closure was awful and he could not imagine a more challenging week although he gave great credit to his team who had been amazing and he was pleased that this had been recognised by Parents. He agreed to circulate the comments at some point as he had not had a single difficult or negative conversation.

#### Agenda Item 7

##### Health and Safety Update

The Principal confirmed that the school had a report on compliance recently and everything was on track. He went on to say however that the school may now have difficulty in getting contractors on site so he was hopeful that government legislation would be amended to ensure that no school was breaching current laws. Members were advised that work in the kitchen was due to take place over the Easter holidays although if this was not undertaken this would not be a huge issue. **Q. Was it planned maintenance?** The Principal confirmed this was fixed appliance testing, he also confirmed that the majority of checks in the school had been undertaken in the first half of the year, although the fire extinguishers were due to be checked in May.

#### MINUTE

**Q. Is there provision for a deep clean of the school?** The Principal confirmed that this was already taking place as all the school was not currently being used, he also confirmed that the key touch points in the school were receiving additional cleaning. **Q. Do you have enough supplies of alcohol gel, towels etc?** The Principal confirmed that they did as they had sanitisers and stock in supply already. Members were advised that the First Aid qualification had been extended for 3 months which was useful as one staff members' qualification would have expired this week with a further one in July. Steph W confirmed that there were a lot of first aiders on site.

#### Agenda Item 8

##### Policies for Approval

#### MINUTE

Members reviewed the following policies for approval.

**Walking Home Alone Policy** - the Principal confirmed that the need for this arose following an incident whereby two children in Year 6 were picking up their younger brothers and sisters and one of them forgot their little sister one day. Up until the incident the school was not aware this was happening. The Principal confirmed that there was no legal requirement to do this as Year 5 and Year 6 children can walk home alone providing they had a permission slip. **Q. Does the school have details of the children's mobile number, and if not, should you?** The Principal confirmed that they did not and he was not sure this was actually necessary as it was for the children to contact others and in any case it did not feel appropriate. Members agreed. **Q. Do you undertake road safety awareness training?** The Principal confirmed that the school did and that this was provided in assemblies and with talks from the emergency services although this would likely increase going forward. **Q. Could we include in the authorisation slip a disclaimer so the parents remain responsible at all times and could we include a distance in the policy rather than just a timeframe?** The Principal agreed that these were both appropriate and he agreed to consider the inclusion of a distance. Members approved the policy.

**Medication Policy** - the Principal confirmed that this had not been updated for a while and advised that the update included a shortening of the policy and procedures to ensure much more rigorous and appropriate. Members were advised that staff could not administer non-prescription medications unless parents given permission so the onus remains on them. Staff were reported as supportive of providing non-prescription medication. **Q. Is there one person assigned to give medication, and if not, how do we avoid double doses?** SW advised that the record sheet included in the policy was used at all times to record when medicines were

given and kept with the child's medication. SW also noted that there was a point duplicated under record keeping which needed removing. **Q. Are all medicines in a locked cabinet or a separate fridge?** The Principal advised that medicines were in a locked cabinet although currently there was not a separate fridge although this had been discussed as this would avoid medicines being pushed to the back of the fridge. The Principal confirmed that he was not intending to publicise the administering of non-prescribed drugs as he felt this might be used inappropriately. SW reminded Members that this was not the case for Early Years where non-prescribed drugs could not be administered. Members **approved** the policy.

**Debt Collection Policy** - the Principal advised that the amount of monies owed across the school was rising up to £600 in some cases. He confirmed that the previous policy outlined steps to be taken but it was not very effective, this policy was believed to provide the school with more options. Members were advised that school dinners were to be paid in advance however the school would not turn a child away. **Q. the timeline for the debt and the amounts was queried?** The Principal agreed to look at this and perhaps merge a couple of steps in the policy or increase the amount of debt per child. **Q. Does this apply to staff as well?** The Principal confirmed that it did although it needed to be explicit that it did. **Q. Can we not take staff debt out of their salary?** The Principal confirmed that they could not. Members **approved** the policy.

Members approved the following policies subject to the minor amendments being made as outlined above:

**DECISION**

Walking Home Alone Policy  
Medication Policy  
Debt Collection Policy

**Agenda Item  
9****Relationships and Sex Education consultation**

The Principal advised Members that as from September 2020 it was statutory for all primary school children to have relationships education in school. He confirmed that the PHSE lead had advised of the need to undertake Parental consultation on this however he did not know how the current situation impacts on this. Members were advised that originally plans included establishing a working group of Members and a Parent although this was currently on hold. Members agreed that the involvement of Parents of a younger and those of an older child would be useful to engage. The Principal outlined the approach the school was intending to take which was the "No Outsiders" programme as used by schools in both Cheshire East and Cheshire West Local Authorities, he confirmed that the learning was through picture books and was nice and simple although this had caused some controversy in Birmingham although that was associated with Parents perceptions.

**MINUTE**

Members were advised that the consultation would take place over 3 weeks. Members agreed that SD and SY would be involved in the working group.

The Principal confirmed that he would circulate the PHSE proposal this week.

**ACTION**

Circulate the PHSE proposal in relation to the consultation on Sex and Relationships Education. By JB

**Agenda Item  
10****LAB matters**

The Chair advised that the most of the items outlined in this item had already been discussed.

SY agreed to take on the Member role of "Understanding the World" and Members accepted that there were a couple of link roles still to be confirmed.

Members agreed that the LAB composition and recruitment was on hold during the current crisis.

**MINUTE**

Members agreed that they liked the Zoom facility and agreed to use this going forward.

Member visits - SY agreed he needed to submit his report from his latest visit and the Chair confirmed that the report from the visit she undertook in January had been uploaded.

Member training - Members were asked to record all training that is relevant to the work of the LAB that they have undertaken or will undertake as part of their work. The Principal confirmed that he had recently undertaken PE and Sports Premium training.

**Agenda Item  
11****Any Other Business and Items for the next meeting**

Members agreed for the need for a Vice Chair especially during this current time of crisis. MF agreed to be the Acting Vice Chair and Members supported this.

CS agreed to check the content of future LAB meetings with the Trust given the unusual circumstances.

**MINUTE**

The Principal recorded his thanks again for all the hard work of the whole team during this time. He confirmed that the online resources, interesting activities were all good at keeping children part of the school community. Members were advised that Year 6 children would be made a fuss off somehow when it was safe to do so.

**Q. Is there any way you could provide some online interaction for school friends?** The Principal confirmed that he would not want to have to police such a platform although he acknowledged the importance of interaction with friends and encouraged Parents to facilitate this. **Q. Have you thought about having videos circulated of children doing activities?** The Principal said he would look into this as it seemed like a fun thing to do.

The Chair echoed the sentiments of the Principal with regards to the hard work of all the staff.

**ACTION**

Look into sharing videos of children undertaking activities, By JB

**DECISION**

Members approved the appointment of MF as Acting Vice Chair.

**Agenda Item  
12****Date of Next Meeting****MINUTE**

The date of the next meeting was confirmed as 21st May 2020

**Governor Agreed Actions set during this meeting: 2**

Circulate the proposal from the PHSE lead in relation to the consultation on relationships and sex education

9/17/2020

Wistaston Church Lane Academy Spring 2 2020 26/03/2020

For: 10.04.20

By: James Bancroft

Look into sharing videos of children undertaking activities

For: ongoing during crisis

By: James Bancroft

Wistaston Church Lane Academy Spring 2 2020 *dated:* 26/03/2020  
Minutes approved by Carole Self