

TRINITY THROUGH SCHOOL

Minutes of a meeting of the Governing Body of Trinity Through School held at the **VIRTUALLY** on **WEDNESDAY 24th FEBRUARY 2021** at **12.30P.M.**

PRESENT:

Mrs Moira Cuthbert	Chair
Mr David Lucas	Executive Headteacher
Rev Bridget Shepherd	Vice Chair
Mr Michael Thompson	
Mrs Rachel Allard	
Mr Sam Carew	
Ms Adeola Fatiregun	
Mr Mark O'Brien	
Dr Lucy Alderson	
Dr Hilary Leever	

ALSO PRESENT

Ms Ann Palmer	Associate Governor
Rev Juliet Evans	Proposed Foundation Governor
Mr Daniel Hudson	Clerk to the Governors

The chair opened the meeting with a welcome, the governor's prayer and a reminder that a virtual meeting protocol had been circulated.

1. APOLOGIES AND DECLARATIONS OF INTEREST

It was **AGREED** that apologies for absence be received with consent from Mrs Lindsay Miles, Ms Meera Robbins and Mrs Hayley Atwere.

Governors were reminded that they must declare conflicts and pecuniary interests before items were discussed and must withdraw from the meeting while the item was under discussion.

Although not in attendance the normal declarations of non-pecuniary interest made by Dr Hilary Leever in respect of EngineeringUK, Director of Scenta and Big Bang CIC were noted.

ACTION BY: Clerk to record

2. BUSINESS FOR THE MEETING

RESOLVED that the business set out on the agenda and recorded in the minutes be approved.

ACTION BY: Clerk to record

3. GOVERNING BODY

- **Composition**

Governors noted the current composition of the governing board and the Clerk confirmed that he had contacted the SDBE on numerous occasions to ascertain when the process would be completed regarding the appointment of Juliet Evans to the Board.

It was to be hoped that the process could be completed before the next meeting of the Board.

ACTION BY: Clerk to action

4. REPORT OF THE EXECUTIVE HEADTEACHER

The report of the Executive Headteacher had been circulated with the agenda and had focused on the following matters:

1. Remote Learning Provision and adaptations over time
2. Data collection across the school / Year 11 data collection procedures
3. Safeguarding
4. Behaviour update / strategies with remote learning
5. Attendance of Remote Learning Provision and strategies in place
6. Review of SIP

Governors received the report and posed the following questions and observations:

Q: How was the remote learning offer being provided?

A: The Executive Headteacher commented that we are constantly reviewing our provision and adapting it to ensure we are meeting the needs of all stakeholders. After 2 weeks we carried out pupil voice, to find out what they felt was needed to improve the provision. We offered a morning 'social time' for pupils in year 7 and 8 as a result of this, and planned a day of wellbeing for pupils to take part in. Staff voice was also used to reduce the amount of 'live' / synchronised learning to enable pupils to complete more independent learning. Staff had further training to deliver the live input for around 20 minutes, then setting work using our online platforms to help judge the amount of engagement we are getting from pupils. After a further 2 weeks we also carried out a pupil, parent and staff survey at the secondary site and a staff survey at the primary phase. The feedback from this has been used to again adjust our provision and we have planned an additional afternoon of 'away from the screen' activities. The parent feedback has

been overwhelmingly positive, and this has been fed back to staff and parents via the newsletter. Full feedback of the surveys was given to the Curriculum committee on the 10th Feb. The government has given a return to school-based learning date to head towards – March 8th, 2021. This is two weeks into the next half term. We are planning our curriculum flexibly to enable us to be ready to return on this date or have a greater degree of blended learning depending on future announcements. We also have plans ready to run with a rota system for the school if the government announces this as a mechanism for moving forward. By planning for several eventualities we feel we are ready for the announcements that are often made at the last minute. We will of course have to work with the Unions closely when the announcement is made.

Q: How was attendance at the remote learning provision being managed?

A: Attendance is monitored by pupils taking part in the live learning aspects of the day. This is the live meets twice a day in the primary phase and each lesson at the secondary phase. The figure does not include those working on home packs but does include those working in school on our Key worker and Vulnerable places.

Primary average daily attendance = 86%

Secondary average daily attendance = 91%

These are comparable with other local schools we are working with. Whilst in school we can engage pupils more, but when at home we have limited tools to get pupils onto their work. For those not in school they get a phone call home from the office each day. The secondary phase run a morning call for those missing the morning lessons, and for those that did attend the morning but not the afternoon they also get a call after 2pm. This data is monitored and if there is a pattern then we chase with longer calls from middle / senior leaders. Those hard to reach and refusing to respond to calls we have home visits from our local school police officer. The LA are not doing any home visits anymore and made an agreement with the schools' police team to run these on our behalf.

Officially the attendance figures recorded that are then uploaded for Census are not these figures above, they are our internal figures for monitoring and tracking purposes. The data actually reported, with a comparison to last year, can be seen in the grid below. This is due to the method the government has asked schools to record attendance. As you can see we are slightly below our previous attendance in both categories, but we believe this is a national trend, and that when we compare with other local schools ours are equal or better than others. There are not official national data, just what is reported in the press and through LA discussions.

	2019/20	2020/21
Autumn term	96.2%	95.9%
January attendance	96%	95.3%

Q: How was data being managed for Y11?

A: It was reported that the school had created a roadmap to collect data for year 11, but also for all year groups during this academic period. Year 11 is vital as this will impact on their final grades. The fact we had no appeals last year shows how we are able to set up transparent processes that are fair to pupils and parents. We have continued this with the grid below, to ensure this year we are collecting centrally an amount of evidenced assessment that will go towards our final grades.

This is fully communicated to our families using our pupil tracker document. This will go right up until May half term in the first instance. On top of this we are still collecting and running assessments in our calendared cycle so that we can continue to monitor pupil's progress / attainment. This can be adjusted to be covered remotely for secondary pupils as well as back in school – depending on where we are at the time of these assessments. We are still for year 6 for example going to continue to use PIXL nationally created assessments, so we have accurate data. Our current year 10 also have a tight centrally monitored system of assessments that is continuing, just in case we are in a position next year to have to use teacher assessments to determine a part of pupil's final grade.

Q: How was safeguarding being managed during lockdown?

A: The Board was advised by the Executive Headteacher that safeguarding procedures have continued throughout lockdown. Staff are reminded weekly about our procedures. The MyConcern programme is still used by staff to monitor concerns – and this is tracked by the safeguarding team. Concerns / issues are taken to MASH and further support is always requested before we act on any information. All looked after children still have their education plans that are carried out, and those that are vulnerable are offered more contact and further support at home. Some are in school; some have decided to stay at home. We evaluate each case separately to ensure the needs of each pupil are met.

Q: Was the Single Central Record up to date?

A: It was reported that The Single Central Record was up to date. The Governor safeguarding link, has regular meetings with the safeguarding team and also has been given the full document that is anonymised but showing all the action taken with regards to the vulnerable cohort of children.

Q: What Was the latest position regarding the School Improvement Plan?

A: The Executive Headteacher confirmed that this had been updated with green / purple notes showing the progress. The school is continuing to progress with its priorities through the National Lockdown. Staff training and opportunities for observations and feedback have continued to ensure as a school we are moving forward. The SIP shows our adaptations based on what we are doing. As an SLT we have already started reviewing our current position and started to think about the key themes for moving forward into next academic year. This will form part of our discussions in the Governors Day activities later today.

Finally, thanks were extended to the Executive Headteacher for his comprehensive report.

ACTION BY: All to note

5. SCHOOL BASED ISSUES

5.1 Update on admissions from the Admissions team

Q: What was the current position regarding school admissions?

A: The Executive Headteacher reported that after a difficult year for admissions, where open mornings and evenings were not permitted under COVID Risk Assessments we had a total of 374 secondary applications for our 120 places (PAN). This includes 72 first choice and 67 second choice. On top of this we have our own primary pupils that have an automatic right to continue at Trinity. This would take us to a potential of 434 pupils. We are more unsure this year about the number transferring from Primary to Secondary, so working with the LA we have asked them to allocate 110 pupils from their central list (from the 374) and we will then take on top of these all from the primary into the secondary that want a place. We believe we will get approximately 35, so the 110 plus 35 would give us 145 – and by the time September starts Secondary Schools tend to lose around 6-8 pupils due to movement and appeals – so our numbers will be just under 140, which is what we would like. Worst case scenario we can take up to 150. We

do not have any figures yet for primary intake in year R – this data comes out to schools in March.

The Board welcomed the information provided and the continued focus on ensuring that the school was full and open for pupils.

ACTION BY: All to note

5.2 Race Pledge

The Chair stated that the Race Pledge would be fully discussed during the governor's day, but she requested, and it was **AGREED** that the Trinity Governing Board sign up and approve the Race Pledge.

ACTION BY: All to note

5.3 Complaints Committee

The Chair provided a brief update as to the recent consideration of the Complaints Committee which had resolved a complaint received and made several recommendations to the School.

One of the recommendations was to review and update the Complaints Policy which had been actioned and the Policy had been approved at the recent Resources Committee.

ACTION BY: All to note

6. MINUTES AND MATTER ARISING

The minutes of the meeting held on 2nd December 2020 had been circulated with the agenda.

Minutes

It was **AGREED** that the minutes of the meetings held on 2nd December 2020 be approved as correct record of the proceedings.

Matters Arising

Pupil Composition

Noting the discussions held at the previous meeting it was noted that the norm in Lewisham was that the mixed gender schools had a higher composition of boys than girls.

ACTION BY: Clerk to record

7. ITEMS FOR FUTURE MEETINGS

The scheduling of items for the next meeting would be confirmed via the Governors Handbook which had been finalised by the Executive Headteacher and consideration of business at the Committees and items recommended by the Local Authority which would be confirmed by the Clerk.

Q: How could governors ensure that they effectively with business by focusing on the key issues?

A: The Clerk reminded governors of the importance of reading documents in advance of the meeting and during meeting both he, the Chair and Executive Headteacher would indicate those matters requiring due consideration.

ACTION BY: Clerk to schedule

8. DATE AND TIMES OF FUTURE MEETINGS

Governors were asked to note the schedule of 2020/21 governing body and committee dates as follows:

GOVERNING BOARD – SECONDARY PHASE (VIRTUAL)

Wednesday 30th June 2021 at 4.00p.m.

RESOURCES COMMITTEE – PRIMARY PHASE (VIRTUAL)

Wednesday 31st March 2021 at 1.15p.m.

Wednesday 9th June 2021 at 1.15p.m.

FAITH COMMITTEE – PRIMARY PHASE (VIRTUAL)

Wednesday 16th June 2021 at 1.30p.m.

CURRICULUM & STANDARDS COMMITTEE – SECONDARY PHASE (VIRTUAL)

Wednesday 26th May 2021 at 4.00p.m.

These meetings would be held virtually, and logon details will be provided nearer the time.

ACTION BY: **All to note**
 Clerk to schedule

9. ANY URGENT/CONFIDENTIAL BUSINESS

There were no matters raised.

The meeting ended at 12.59p.m.

Chair

Date