

RAINHAM MARK EDUCATION TRUST - Company No. 07654628

MINUTES OF TWYDALL INTERIM ADVISORY BOARD
HELD ON 6 OCTOBER 20 AT 5.30PM - VIRTUAL

PRESENT:	A Bovis	Trustee
	S Decker (CEO)	Trustee
	N Goodall	Trustee
	C Lane	Trustee
	T Whittaker (Chair)	Trustee
	C Logan	Twydall Headteacher
	M Horton	Twydall Vice Chair
	M Norris	Co-opted Governor
	M Prenter	Twydall Co-opted Governor
	G Simpson	Staff Governor
IN ATTENDANCE:	N Purser	Observer
	M Brighton	Chief Financial Officer
	C Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
Procedural- Part 1		
1	Welcome and Apologies The Chair welcomed everyone to the meeting, particularly M Norris and N Purser. Apologies had been received from M Green (childcare). For the benefit of the new members, the Chair explained that the meeting operated on the expectation that all papers had been read thoroughly before attending.	
2	Declarations of interest The Clerk confirmed all had been completed and would be uploaded to the website. There were no new declaration of business interests	Clerk
3	Code of conduct and KCSIE	
	All had been completed and will now be uploaded onto the website	Clerk
4	Notification of items to be discussed under AOB	
	There were no items – however there was one confidential item and the Chair explained to the staff governors that they would need to leave at that point.	
5	Minutes and confidential minute of previous meeting 8 July 20	
	5.1 The minutes were agreed as a true and accurate record and Chair would sign the minutes when he was able to visit school.	
6	Matters arising not covered by this agenda and update on actions	
	5.1 The Covid expenses refund request had been submitted to the EFSA	Completed
	5.1 A Capital Improvement Fund (CIF) bid had been made to replace the boiler as it was not fit for purpose.	Completed
	13.1 The Safeguarding visit and monitoring report had been completed.	Completed
	15.2 A statement regarding the IAB had been added to the school website by L Bunting	Completed

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Business Management		
7	Income & Expenditure Report and Year End (copy filed with minutes) and Pay Committee delegation	
	<p>7.1 The Chair acknowledged there was obviously a lot going on at school. However, there had been insufficient time to review the finance reports and he proposed that governors review these and forward any questions to LBunting@rmgs.org.uk. The Clerk would co-ordinate questions and forward to the Chief Financial Officer (CFO) who would respond accordingly. This to be completed by 20th October.</p> <p>The Chair asked if the CFO wished to flag any specific item at this time.</p> <ol style="list-style-type: none"> 1. The CFO confirmed that that the Year End figures were subject to final adjustments by the auditors but the school had an overspend of £86k. 2. Regarding the Covid refund, she was aware that so far, the ESFA had only reimbursed where schools had not requested anything in the 'other' category. 	Clerk/CFO
	<p>7.2 The Chair explained that the Pay committee would need to meet before the next IAB meeting. Therefore, the board needed to formally agree to delegate responsibility for reporting back to the Trust, to the members of the pay committee. The Pay Committee consisted of MH, CL and MP. Governors unanimously agreed.</p>	
8	Accounting officer checks	
	<p>8.1 The HT and CFO confirmed all the accounting officer checks had been completed.</p>	
School Improvement		
9	HT's Report (copy filed with minutes)	
	<p>9.1 The HTs report had been circulated prior to the meeting and she presented key highlights:</p> <ol style="list-style-type: none"> 1. She praised the whole staff team for their hard work and pastoral efforts in responding to Covid. 2. Attendance was particularly good 3. Their focus on wellbeing and amendments to the curriculum had re-engaged pupils with their learning 4. Her team were preparing remote learning should there be another lockdown 5. They were working extremely hard to ensure staff were kept safe <p>Governors congratulated the HT on her report. They were particularly impressed with how well staff had coped with Covid and the impressive attendance rates were testament to the team and their management of their relationships with pupils and families. The CEO added his</p>	

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	<p>congratulations to the HT confirming attendance was higher than the Medway average and considerably higher than the national average.</p> <p>Governors enquired whether there had been an increase in mental health issues and the HT explained figures recorded in the safeguarding section reflected a decrease. However, this was due to a reduction in staff by Medway during lockdown. Now that school had re-opened, there was a fast-growing case load emerging. She had 6 trained Designated Safeguarding Leads and thanked the trust for the additional funding which supported their much-needed supervision sessions.</p> <p>Governors sought clarification on the progress data and the HT explained there had been a subsequent data drop since the report was produced. Staff, particularly the Deputy Headteacher, had comprehensive monitoring systems in place. Gaps were becoming more evident between those that engaged with learning during lockdown and those that didn't. EYFS and Phonics were very noticeable. Yr 5 had gaps around writing. The additional funding the trust provided for 2.5 days of a teacher, enabled them to support those students identified as most in need.</p> <p>Governors queried the Yr6 progress data which reflected reading was better than expected but the percentage increase for maths was relatively small. The HT confirmed that this group had the largest gap. They were providing Third Space Learning for 30 Yr6 children on a Friday afternoon to close this gap.</p> <p>Governors requested to see more of the current Yr6 data for the next meeting. SM offered to work with the HT to review data and agreed to join the next progress meeting. HT to send dates.</p> <p>Following the update on Third Space, Governors enquired whether the school was now open on a Friday afternoon? The HT clarified it was open for essential workers children and for the 30 children working with Third Space. Most stayed on site until 2pm but some left at midday and accessed the work remotely.</p> <p>The CEO asked how the variation in reading between year groups and classes, identified by the TT Education consultant at their last visit, was being addressed. The HT explained that there were new members of staff delivering reading in Yr4 and the school were focused on developing their skills and techniques for delivery. Governors noted that there were differing views among staff on the readiness of students to catch up and whether the TT Education consultant would be looking at this again. The HT thought this related more to year groups but explained that the school would be monitoring and managing this.</p>	<p>SM/HT</p>
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		<p>Governors asked about the arrangements for the 11+ and the HT explained they had two members of staff who were trained to invigilate the exam. Many Yr5's had a tutoring group during the holidays. However, due to Covid, the school had not been able to provide the level of encouragement to families as they had in the past.</p> <p>Governors asked if the HT was worried about the impact of an unstable education and the HT was confident the school were well prepared for another period of remote learning. They had received positive feedback from parents on how lessons were managed during lockdown. They were currently preparing paper packs to support those with IT constraints. The school had been assigned 51 laptops due to the level of deprivation in the area. However, these wouldn't be issued until a second lockdown was confirmed. The Chair thanked the HT for her report.</p>	
10	School development plan for approval (copy filed with minutes)		
	10.1	<p>Governors questioned whether the need to attract more pupils should be a specified priority and the HT explained this underlined everything in the SDP. The board agreed it should be added. The CEO added that the return curriculum should be the focus for Terms 1 & 2 and targets established in Term 2 once the children were more settled and there was greater insight into Yr6 abilities. Governors asked how the census figures compared with previous years and the HT confirmed that they were down around 60 pupils with only Yrs 5& 6 three form entry</p>	HT
11	Receive Annual Safeguarding Audit (copy filed with minutes)		
	11.1	The HT invited questions on the audit which had been circulated prior to the meeting. Governors congratulated the HT and acknowledged that it was a signification piece of work to complete,	
12	Monitoring visits have been moved to Term 2		
Policies & Risk registers			
13	Polices - none		
14	Risk registers		
	14.1	<p><i>Staff risk register</i> - Governors queried the increase risk on R75 – insufficient staff or resources to deliver to the appropriate level and the HT clarified that this was because some staff were less experienced and were being trained how to deliver the learning. The Chair sought clarification that the HTs assessment was because some of her team were less experienced than when the risk register was last completed, hence the increased risk? The HT confirmed this. Governors queried whether the additional staff and consultant support provided by the trust would mitigate this risk. The HT explained that the 3 new members of staff teacher training placements had been impact by Covid restrictions. Nor were the SLT able to complete their lesson observations so this increased the risk. Governors asked whether</p>	

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		the HT saw the risk reducing once the training was embedded and the HT agreed it would	
	14.2	<i>Governance Risk Register</i> – T94 the CEO explained that this had been a high risk previously. However there had been a new member of the Senior Leadership Team (SLT) and therefore suggested revising the score to 4. Governors approved the recommendation from the HT that this register should be completed with a governor and MH and MN volunteered to support. The HT to forward dates for the next review.	MH, MN, HT
	14.3	<i>Infrastructure register</i> – The HT advised that there had been a loss of critical infrastructure – heating and internet – and therefore the risk had been increased. Infectious diseases had also been added to the register.	
Governance/Procedural			
15	Governor Membership Updates		
	15.1	The Chair confirmed that he and L Bunting had interviewed four new potential governors. Their details had been shared on Governorhub and they offered skills in finance, data analysis, EYFS and public relations. In particular, he sought views from the governors of the former LGB. Governors had reviewed the CVs and were pleased to see the strength and depth of finance knowledge. The Clerk confirmed the next step would be for the Chair to recommend their appointment to the trust board so they could begin their induction process ready to join the IAB by Term 2.	Clerk/Chair
	15.2	Staff governor elections were due take place in October and the Chair thanked NP and GS for their expressions of interest and wished them luck in the elections	Clerk
	15.3	The Clerk explained that the parent elections could proceed once the re-constitution of the LGB had been approved.	Clerk
16	Review and agree Governor responsibilities, monitoring pairs and visit schedule		
	16.1	The meeting reviewed and agreed monitoring responsibilities for Governors and MN. The Chair asked the Clerk to circulate the revised list with monitoring visit dates with the minutes. The new governors would review the areas of interest at Term 2 meeting. MN offered to pick up the Training & Development role as well be the representative on the Circle Model working party. The Chair asked the Clerk to liaise with the monitoring pairs and set up meetings on a Friday morning with the HT. The HT asked if questions could be forwarded ahead of the meeting so she and her staff could prepare	Clerk MN Clerk/ Monitoring pairs
17	Succession planning and governance development plan		
	17.1	<i>Reconstitution of the LGB Structure of LGB:</i> The Chair explained that the IAB was created due to a shortage of governors. They had needed to recruit more governors with the right skill set to support the school and HT. Due to the success of the recruitment drive, they had four excellent applicants but the current constitution limited the number of co-opted governors. He sought the Boards approval to recommend an increase in the number of co-	

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		None noted	
20	Confidentiality		
	20.1	There was one item of a confidential nature and the staff governors were asked to leave the meeting. GS & NP left the meeting 19.30	
21	Impact of governance		
		<ul style="list-style-type: none"> Evidence that the leadership have been challenged on data and the priorities within the school development plan. Reviewed current governance arrangements and have a proposed transition programme 	
There being no further business the meeting closed at 7.45pm. Date of next meeting: tbc at 5.30pm			

ACTION LOG

Name	Item	Action Log	By when
Clerk	2 & 3	Upload Declarations of interest and confirmations to website	Immediately
CFO/Clerk Governors	7.1	Governors to review finance papers and send any questions to Clerk to forward to the CFO who would respond accordingly.	To be completed by 20.10. 20
HT/SM	9.1	Attend next progress meeting and work with HT on data analysis of current Yr6 data	Next meeting
HT	10.1	Add "increase numbers on roll" as a key priority on SDP	Immediately
MN, MH & HT	14.2	Meet to review governance risk register when next due for review. Dates to be agreed	Next meeting
Chair	15.1	To submit recommendation 4 new co-opted governors are approved for appointment	Immediately
Clerk	15.2	Staff elections to take place in October	Immediately
Clerk	15.3	Discuss timings for parent election with Chair and HT	Immediately
Clerk	16.1	Liaise with monitoring pairs and set up visits with HT for Friday mornings	Immediately
MN, Clerk	16.1	Clerk to add MN to circle model working party	Immediately
Chair	17.1	Request approval from trust for reconstitution of LGB	Immediately
RL, NG, Clerk	17.2	Develop a training and transition programme to get new governors up to speed for the LGB to be reinstated	Next meeting
HT	17.3	HT to update staff on situation regarding transition and Ofsted	Immediately

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