

RAINHAM MARK EDUCATION TRUST - Company No. 07654628

MINUTES OF TWYDALL INTERIM ADVISORY BOARD
HELD ON 17 JUNE 20 AT 4PM

PRESENT:	A Bovis	Trustee
	S Decker (CEO)	Trustee
	N Goodall	Trustee
	C Lane	Trustee
	R Lawrence	Trustee
	S Mason	Trustee
	T Whittaker (Chair)	Trustee
	C Logan	Twydall Headteacher
	M Green	Twydall Parent Governor
	M Horton	Twydall Vice Chair
	M Prenter	Twydall Co-opted Governor
	G Simpson	Twydall Staff Governor

IN ATTENDANCE: C Collyer Clerk

Item	Main discussions and agreed actions – all agreed to recording	Action by/when
Procedural- Part 1		
1	Welcome and Apologies The Chair welcomed everyone to the meeting and there were no apologies. The meeting agreed to hold this and future meetings virtually and the Chair confirmed it would be recorded in case connectivity was lost. The recording would be deleted once the minutes were approved.	
2	Declarations of interest There were no new declaration of business interests	
3	Terms of reference	
	<p>3.1 The Chair explained that as there was no published guidance on Terms of Reference for an academy based interim board, the trust board had asked the Clerk to draft a set (copy filed with minutes). He explained that although the Trust Chair and CEO had delegated powers to approve the document, he asked if anyone had any comments.</p> <p>A typo was noted in 5.5. Governors questioned the wording in 3.3, 4.3 and 6.5 as too prescriptive and draconian. The Chair explained that the IAB reported into the board of trustees and it needed to have a framework within which to operate. Governors wished to remove the obligation to follow DfE guidance. The CEO explained that, as an academy, there was a need to follow guidance and because the trust board had previously voted to do so. The Chair explained that if the IAB and school didn't want to do something, they could take it to the trust board. There needed to be a division between the trust board and the IAB. There was no question that the IAB wouldn't be able to challenge an issue nor did the terms of reference disempower the HT by micromanagement. If the HT was unhappy with a situation, she could escalate to the CEO and trust board. The Chair suggested the Terms of Reference be used as they currently stood and if</p>	

SIGNED _____

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	they proved problematic, they could be reviewed at a later date by the trust board. The purpose of the IAB was not to micromanage but to support and facilitate the ongoing recovery of the school and the safety of its staff and children. He thanked governors for the challenge.	
School Improvement		
4	Adjusted wider opening plan for Yr5	
4.1	<p>Details of the risk assessment, activity plan for Yr6 and numbers of vulnerable children within the Yr5 cohort had been circulated prior to the meeting (copies filed with minutes).</p> <p>The HT presented highlights: there were 74 children in Yr 5 including 4 PD children, 24 PPG children but also 17 highly vulnerable families with social service involvement. Because bubbles in Nursery and Yr1 weren't full, they had staff to open for Yr5. They had surveyed parents to establish a likely take up for Yr5 and expect 52 to attend. Bubbles of 15 could be accommodated in the larger Yr5 & 6 classrooms. It would only be until 10th July as the following week would be the activities for Yr6 in partnership with Rainham Girls and The Howard. The school could not provide socially distanced provision for both Yrs 5 and 6 in the upper school. In addition, they would like approval to offer Yrs 2, 3 and 4 a chance to come into school to meet their new teachers. Classes would be divided into 2 bubbles attending either in the morning or afternoon.</p> <p>Trustees asked if the 52 children included the 17 highly vulnerable students and the HT confirmed 15 would be but others were already attending school as part of the key worker provision. Trustees questioned whether half day provision would give sufficient opportunity to clean thoroughly and the HT explained that they could only offer this opportunity if the students were outside. They had added alternative dates for Yrs 2, 3 and 4 in case of bad weather. This would allow toilets to be cleaned during the lunchtime crossover. Trustees asked if there would be sufficient capacity for Yr5 if more children in Nursery, Reception, Yr1 and Yr6 decided to return. How many Yr6's were currently in school? The HT advised they had 1 Yr6 who was a keyworker child. It was possible there could be an additional 10 Reception and 17 Yr 1 pupils who may return. Trustees asked if there were plans to survey Nursery, Reception and Yr 1 parents and what was the plan if parents changed their minds and wanted their child to return. The HT confirmed they had spoken to these parents and if those children did return, then a member of the SLT would be available to manage another bubble. In addition, they had appointed another member of staff yesterday which would also increase capacity. Trustees asked if the HT would be applying for digital devices for the 17 vulnerable children and the HT confirmed they had submitted their</p>	

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	<p>applications before half term via the pupil's social workers. Trustees challenged the HT on how the school would manage if a member of staff were off sick and the HT explained that each bubble had 2 members of staff. If one had to close for the day, the process was clearly detailed in the risk assessment. Trustees asked about arrangements for lunchtime if Yr5 returned to school and the HT advised they would come in with packed lunches and lunchtime would be staggered for safe use of the toilets. Trustees enquired about the water situation and the HT gave an update. The boilers at the school were old and there had been an issue with hot water. A temporary fix had provided hot water to the lower school but should be fully working within the next 48hrs. Also there had been an interruption to the supply of hot water to the Upper school for a couple of hours but had now been resolved. Trustees referred to the minutes of 21st May (5.8) where bubble size, narrow corridors, inability to provide safe one-way systems, availability of washing facilities and staff were problematic. They sought clarification on what had changed now for the HT wanting to offer a wider opening of the school. The HT explained that there had been a reduction in the number of staff who had been shielding. They were now using different entrances into school so could avoid narrow corridors for Yr1. They could provide a one-way system for Yr 5 but couldn't have both Yr5 and 6 in at the same time. They had discovered that the PD toilets near Yr4 could be accessed from outside. Since returning to school, they had increased their knowledge of the site. Trustees sought confirmation that online learning would be available to those not attending and asked what the level of take up was. The HT advised that initially it was circa 30% but since providing support for families to access Teams, take up for English and Maths was considerably higher. In Yr6, 61 children had completed the Humanities project. Trustees asked if Yr5 children would have the same educational offer whether online or in school and the HT confirmed they would. A staff member who was shielding continually, would manage the remote learning for Yr5s. Governors asked why the school was focusing on Yr5s and the HT explained that SATS and the Medway test would be coming up and this was academically the most challenging year. It was also the most vulnerable year group in terms of PPG and PD. Governors referred to the risk assessment and EYFS not being socially distanced. The HT stated that staff would encourage social distancing, but the government had acknowledged for this age group, it wasn't possible. Governors asked how the school would manage if they had more than one sick adult or child as there was only one room mentioned in the risk assessment (RA) The HT suggested that the PPA or family rooms could be designated as back up and would amend the RA accordingly. Governors noted that "and /or" should be amended in item 14 or the RA. Governors asked how the fire drill had gone and the HT confirmed it had worked very well with pupils remaining in their bubbles. Trustees asked if any EYFS groups shared resources and the HT confirmed</p>	HT
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SIGNED _____

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	<p>they didn't. Trustees asked if individual risk assessments had been completed for the most challenging pupils and the HT confirmed they had completed 49 RA's. The Staff Governor confirmed that during the welfare checks, the vulnerable families had increased from 10 to 18 in Yr5, Yr4 had 12 and Yr3 had 5 families. Yr5 parents were very keen for their children to return to school. Trustees asked if the school had received the letter regarding delays to applications and the Medway test for all Yr5 parents and the HT confirmed they had.</p> <p>The Chair summarised and asked the meeting if there was any reason why they shouldn't support the SLT recommendations to invite Yr5 back and for the Yr6 events. Trustees were concerned about the hot water issue and the HT clarified that it should be fixed the following day and it affected the lower school more than the upper school where Yr 5 would be. The CEO clarified that handwashing advice stated, 'running water, soap and sanitizers available', it didn't specify it had to be hot – but obviously this was preferable.</p> <p>Trustees asked again about Yr6, the specified group, and the schools' efforts to encourage more to return but the HT re-iterated that very few parents were interested in sending their child back. Only 1 key workers child attended from Yr6, they had received one enquiry from another Yr6 parent who didn't follow up after the school responded. The social activities with Rainham Girls and The Howard were going ahead as were the zoom transition meetings. Trustees stated that this situation bucked the trend in Medway. Yr 6 had the highest return rate across primaries. They asked again, how the school would manage if more Yr6's returned, and the HT advised they could go into the key worker bubble but they just haven't had the take up. Most parents appeared happy with the offer of the social activities as part of transition.</p> <p>The Chair asked the meeting to vote and there was unanimous support for the Year 5 initiative. The Chair asked the HT to thank the team for all the hard work they've done during the pandemic.</p>	
5	Curriculum Recovery plan	
5.1	The Chair asked the HT what they needed the group to consider in terms of the curriculum recovery plan. The HT advised that this was still in development and her team were currently assessing gaps and looking at the maths recovery plan in particular.	
5.2	The HT drew the board's attention to the gap in Maths provision now the RMGS support wouldn't be possible going forward. This support had been paid for by the trust and relied upon over the last two years. Due to upcoming retirement, Twydall had a 2-day teacher gap and sought approval for appointing an additional teacher who could provide intervention work	

SIGNED _____

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MINUTES OF TWYDALL INTERIM ADVISORY BOARD
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	<p>with maths. Twydall could afford to cover costs 2.5 days and asked for the trust to meet cost of the remaining 2.5 days as part of the recovery plan. The Chair advised if the necessary evidence of need and cost were provided, and the trust had supported it for two years, then it could be considered by the Trust Board.</p> <p>The meeting agreed that the CEO, HT & SLT would work together to establish how much of the curriculum children had covered so they could prioritise which children needed more assistance. The CEO explained that governors/trustees were being asked to scrutinise those plans in Term 6 as it couldn't be left until September as that would be too late. He offered his help, along with C Pope, with the development of curriculum recovery plans.</p> <p>Governors asked how much the school had been able to track of pupils work to date and the HT advised they did it weekly by phone and updated the class spreadsheet with what had been completed and tracked levels of engagement. Governors questioned whether 'summer schools' had been discussed and the HT stated that the school had been open through Easter and May half term, as well as being a hub for other schools. There were substantial repairs to be done to the site during the summer and the staff, including herself, needed a break.</p>	HT CEO/HT
Procedural		
6	AOB - none	
7	Confidentiality	
	The meeting decided that the minutes would not be confidential.	
	There being no further business the meeting closed at 5.30pm. Date of next meeting: Wednesday 8th July 4pm (tbc)	

ACTION LOG

Name	Item	Action Log	By when
HT	4.1	Amend risk assessment to include PPA and Family room as isolation sites and include "and/or" in item 14 of the risk assessment	Immediately
HT	5.2	Evidence of need and costings for additional teacher to be supplied	Next meeting
CEO/HT	5.2	Develop curriculum recovery plans	Next meeting

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