



The Neale-Wade Academy
Full Governing Board
Minutes
Wednesday 29 April 2020 at 5pm
Via Microsoft Teams

Present:	N Jones (Chair), A Carlin (Vice Chair), A Welling (Head of School), J Wing (Executive Principal), A Chandler, K Nightingale, C Wright
In attendance:	D Barnes (Clerk), K Jarvis (ALT)
Apologies:	J Rowland (Co-Head of School), D Williams

Agenda item	Notes	Actions
All relating documents were circulated before the meeting unless stated		
1.	<p>Welcome and apologies for absence</p> <p>N Jones opened the meeting. She welcomed the decision to revert back to a governing body with a sole focus on Neale Wade. She noted the unprecedented and uncertain times we were all living and working in and had developed a short focused agenda as we held our first meeting on an online platform.</p> <p>N Jones noted that she was appointed as Chair in March 2020 after the resignation of A Pugh. She had since worked on documents setting out how the governing body would meet its responsibilities set out in the scheme of delegation, an annual agenda and some broad aims for the LGB which she would bring to the next meeting for discussion.</p> <p>The governing body wished to formally thank A Pugh for his work and commitment to Neale Wade during his time on the governing body.</p> <p>C Wright was welcomed to the governing body as a new Trust governor who will take on the role as Health and Safety Link Governor. A Carlin agreed to mentor/buddy CW to ensure she is inducted and supported in the role going forward. K Jarvis would also connect with CW as the Trust lead for health and safety.</p> <p>Apologies were received from J Rowland and D Williams.</p>	<p>NJ to send introductory email to CW and AC</p>
2.	<p>Declaration of pecuniary & non-pecuniary interest</p> <p>No new declarations were indicated.</p>	<p>DB to email pecuniary interest forms to CW</p>
3.	<p>Governor's business</p> <p>All governors agreed the 7 October 2019 meeting minutes.</p> <p>A Carlin had been nominated for the vacant role of Vice Chair. No other nominations had been received. A Carlin was therefore appointed Vice Chair of the Governing Body.</p>	

1 signed:

4.

School update

School activities relevant to looking after key worker and vulnerable students (AW)

The Academy is open Mon-Fri from 8.30am-3.20pm for children of key workers and vulnerable pupils. At present on any given day there are between six to ten students in the building. The students follow a structured day: Between 9-12.30pm students are in computer labs doing home learning work that has been assigned for all Academy pupils. There are social distancing practices in place in the labs which are monitored by staff. Following lunch break, from 1.30-3.20pm students take part in a creative activity such as gardening, art projects or physical activity. This time is focused on instilling a sense of togetherness, kindness and resilience in the pupils. The students have also been able to put their art skills to work by painting a sign saying thank you to the NHS which is displayed outside the front of the school. On Fridays, an outside agency comes in to work with the students teaching them archery and other outdoor activities. On Wednesdays, the students work with our catering staff to either help make their own lunch or other items such as baking bread.



We have been advised by the Local Authority to do risk assessments on EHCP students. The Academy's SENCO, K Dow is working through this process.

JW noted that the Academy will also be sending out a communication advising parents whose circumstances have changed to apply for free school meals. The Academy has recently moved to the Edenred scheme.

Governors: How many staff are in the Academy each day?

The Academy has to provide daily updates to the DfE, Local Authority and the Active Learning Trust (ALT) of how many staff and students are in the building. On average there are four members of SLT, a member of the site team, two to three administrative staff, two catering staff and one teaching assistant in the building.

Staff teams are working on a two-week rota. Team A is run by G Horn and Team B is run by A Welling. JW noted the outstanding work of A Welling and G Horn in leading each team. Team C, which consists of J Rowland and C MacManus, is focused on home learning resources. JW noted the great work that both J Rowland and C MacManus are doing ensuring students are provided with appropriate work and for distributing work packs.



Home learning and data (JW)

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	<p>Home learning materials have been emailed to all students' email accounts and to parental email addresses on 19 March, 26 March and 24 April. Year 7 and 8 work does not require access to Foldr to complete. All materials are accessible via the students' section on the school website. 340 home learning packs have been posted out following parental requests due to lack of internet or poor ICT equipment.</p> <p>Alongside the work produced by each curriculum area each student has an account for the following academic learning apps/website: GCSE-Pod, MyMaths, PiXL, Musicfirst, Memrise, Unifrog. The current work packs are designed to cover a 10-week period and are continuously being supplemented by additional tasks from departments as we move through this period. Students have the flexibility to complete tasks over a week.</p> <p>Student work packs and online apps have been designed to meet as wide a range of learning styles as possible. Where possible students have been asked to submit work to the relevant class teacher for comment. Teachers have been asked to acknowledge work within 24 hours during the normal working week. Staff are not expected to grade work but to instead give a few points of feedback. Students in KS4 and KS5 have been saving work directly to their school dropbox folder. Where students are working on paper they have been advised to keep the work at home and return to their class teacher when safe to do so. Staff are going to review current provisions with Oak National Academy and BBC bitesize to ensure students have access to a variety of interactive and engaging ways of learning.</p> <p>Governors: Have you been able to provide any students with laptops if they do not have access to one at home?</p> <p>We have not done so at present. We have applied to the Government scheme for laptops for Year 10 pupils. Also, our IT provider is Dell and they have just had an order for 100,000 laptops from the Government, so there is almost no probability of obtaining equipment in the near future.</p> <p>Governors: Can students access this work on tablets rather than laptops?</p> <p>Yes, students can access work on any device, even mobile phones. Many of the apps are designed for tablets and mobile phones.</p> <p>KN said that tablets are possibly a cheaper option and that she had secured access to a £5000 grant to help provide the Academy with some tablets. It was agreed that KN would follow up with the Academy's IT manager (S Roberts) for guidance on types of tablets that would be cost effective for the school. This was welcomed by all.</p> <p>Governors: Is there guidance that can be given to parents on how to access Foldr?</p> <p>Yes, we will ask our IT manager (S Roberts) to produce a quick walk-through guide on how to access Foldr, which we will promote to parents in our weekly newsletter. NJ asked if governors could be added to the distribution list to receive the newsletter. This was agreed.</p> <p><u>GCSE and A-level assessment (JW)</u></p> <p>The Academy has checked all exam entry details are correct. Students (and parents) can no longer access their progress data on Go. Grade data will not be shared with students or parents until students receive their final grades. [REDACTED]</p>	<p>KN to contact S Roberts, IT manager</p> <p>JW to ensure Foldr info developed and promoted in newsletter</p> <p>JW to arrange for governors to be added to newsletter mailing list</p>
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The Academy will ensure all students have a current grade. Where a student did not sit a PPE the class teacher will give the student a grade based on their performance in lessons. Following this, all students will be given a predicted fine grade. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] The release dates are 13 August 2020 for Year 13 and 20 August 2020 for Year 11. The only slight difference for the A-Level process is that fine grading will not be necessary.

Governors: Has the grading process been communicated to Year 11 and 13 students and/or their parents?

No. We cannot go beyond what the Government has already said.

CW and KN noted that it may be more about communicating with students to say that the process is not solely based on the result of their mock exams and to reinforce the mental health support available at this time if students are stressed. JW agreed that this is a good idea but would like to wait for further guidance from Government before releasing anything to children/parents.

Governors: A lot of this grading process is statistically based, is there any external support being provided to moderate decisions? Also will justification need to be given to support grades?

There will be moderation if a school's results improve drastically from the year before. We have not been given much information on this as the DfE and Ofqual are in the process of drawing up plans for this circumstance. At present, we are not certain what the requirements will be and will look to the Government's guidelines once they have been released. We believe the statistical route will be the best way of providing fairness to the students for their work.

Emerging information about reopening (JW)

At present there is no plan for the full reopening of the Academy, and we are awaiting advice from the Government and the Local Authority on next steps. We will need to work out how we can meet social distancing requirements and balance the needs of 1300 students and our staff. It is likely students will need to be in very controlled environments with the possibility of them staying in the same classroom all day with teachers rotating for different subjects. Right now under the current social distancing rules, we would only be able to have around ten students in each classroom. This will prove difficult as most classes at the Academy are made up of 30 students.

[REDACTED]

[REDACTED] We can currently only speculate about what may happen in the future as there is currently no guidance about this.

JW to consider how to best respond

	<p>KJ noted that ALT is doing what has been advised by the Government and the schools are doing so as well. When the Government does announce a reopening plan there will be a three-week lead in time to allow schools to plan for a phased return process.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Governors: do you know the number of staff accessing the programme, and if so, has it increased over the recent period?</p> <p>Yes, we do and at present we do not have a rise in numbers of staff accessing the service. AW talked about how curriculum leaders were asked to keep in contact with their departments to ensure everything is running smoothly, to provide support and ensure there are no concerns within their departments.</p> <p>CPD in the Academy is run by C MacManus who is actively sending out emails and information to staff during the lockdown. There is also a lot of CPD opportunities being offered via the ALT. The CPD is not compulsory, but there are a number of interesting opportunities which staff may wish to make use of.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p>5.</p>	<p>Policy updated</p> <p>All governors agreed with the amendments made to the Safeguarding and Child Protection Policy – Covid-19 Arrangements.</p> <p>AW would like to thank H Hitch and her team (G Brown, M Loveday, C Howlett) for all their hard work and constant support that they have given to the students throughout the Academy closure and during this uncertain time.</p>	
<p>6.</p>	<p>Other business</p> <p><u>Head's recruitment</u></p> <p>JW will be retiring at end of this academic year. The post for a new principal will be advertised shortly. The advert for the post will be live by the end of May 2020. JW and NJ are involved in working with Veredus and ALT to prepare the pack. Interviews will be held in July. The latest expected start date would be January 2021.</p> <p>Governors: Will the Chair of Governors be involved in the recruitment process?</p> <p>Yes, the Chair of Governors will be involved in the recruitment process including interviews.</p>	

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	<p><u>Potential new school</u></p> <p>Governors were updated on the Trust’s bid for a new school on Barton Road in Wisbech. The DfE has confirmed the school is now no longer required.</p> <p><u>Training</u></p> <p>NJ mentioned her previous email to governors with the login details to ALT’s new CPD library, and some free online training from Services4Schools. NJ had recently joined a webinar ‘Be prepared for Ofsted’, she will add this to the next meeting agenda with her notes and the associated presentation.</p> <p>NJ asked governors to let her know if they felt they needed any particular training to support them in their role.</p> <p>NJ asked about setting up online safeguarding training for the governors who are due for a refresher (NJ, KN, DW) and for our newest governor CW.</p> <p><u>ALT’s Cambridgeshire hub chairs’ meeting</u></p> <p>NJ updated governors on a recent Cambridgeshire hub chairs’ meeting run by Bob Dool (ALT Chair) and Stephen Chamberlain (ALT CEO). Discussion included the CPD library, Trust work on values, and a new approach to Academy Improvement Group (AIG) meetings.</p>	<p>Governors to let NJ know of any specific training requirements</p> <p>NJ to liaise with relevant governors and HH</p>
<p>7.</p>	<p>Date of next meeting</p> <p>Wednesday 20 May 2020 at 5pm via Microsoft Teams</p>	

6 signed: