

**Minutes for Chulmleigh Primary School Academy Advisory Group**

**Monday 29<sup>th</sup> November 2021, 2pm, Remote Meeting**

Attendees	Position	
Paul Osborne	Director (Chair of AAG)	PO
Susie Catling	Parent AAG Advisory Member	SC
Lully Newman	HoS (CPS)	LN
Lesley Williams	Clerk	LW
Apologies		
Susan Kivell	Parent AAG Advisory Member	SK

Agenda	Led by
1. Welcome and Apologies	PO
2. Business Interests	PO
3. Terms of Reference	PO
4. Clerks Update	LW
5. Safeguarding Update	LN
6. H&S Update	LN
7. Attendance	LN
8. Progress with School Improvement	LN
9. Pupil Premium	LN
10. AOB	Parents
11. Date of next meeting	PO

	ITEM
1	<b>Welcome and Apologies</b> Apologies received from Susan Kivell.
2	<b>Pecuniary and Non-Pecuniary interests</b> SC stated that she was employed at another Primary School in the locality.
3	<b>Terms of Reference</b> All agreed to adopt the AAG Terms of Reference, as circulated with the agenda.
4	<b>Clerk's Update</b> LW reminded SC to return her signed business interests form and DBS identification documents.
5	<b>Safeguarding Update</b> LN stated that there were no major issues to report on safeguarding, and updated on the current process regarding Early Help that were referring families back to the school.
6	<b>Health &amp; Safety Update</b> LN reported that mitigations were in place; hand sanitisers were available around the school, and cautious arrangements made over Christmas performances that would involve reduced numbers and no evening performances. Currently several staff and pupils remained absent with Covid.  <b>PO asked <i>whether there was a risk that children could be sent home due to high staff shortages?</i></b> LN replied that this was not the case, due to smaller class sizes.  <b>PO asked <i>what the criteria would be for cancelling the Christmas performances?</i></b> LN replied that if the numbers of Covid absences reached the height it was before October half-term, this would be a cause for concern. Currently this was not the case, and the situation is being monitored closely.  <b>SC asked <i>whether pupil numbers with Covid are still increasing?</i></b> LN replied that the school have had another couple of cases today, and that the numbers have been consistently around 11 for the last two weeks.

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	<p>LN reported that regarding general Health &amp; Safety concerns, the Academy Estates Manager (TP) has a list of areas to address in the new year, such as fencing and other needs. These will be planned for and costed out.</p> <p>SC raised concern about the situation with the dangerous parking at the end and start of the school day, <b>asking what more could be done about this?</b> LN stated that constant reminders are sent out to parents to park sensibly, individual families have been spoken to, and the police have been out to speak to repeat offenders. However, the parking situation remains.</p> <p><b>ACTION:</b> Discuss any update on the parking situation at the next meeting.</p>
7	<p><b>Attendance – overall &amp; pupil groups</b></p> <p>LN reported attendance was 94% this week, 93.7% the previous week. Most absence was largely due to Covid, including a few unauthorised absences with siblings.</p>
8	<p><b>Progress with School Improvement Plan – Priorities</b></p> <p>The committee received a summary report from LN, looking at the priorities of the school improvement plan which had been evidenced, then RAG rated. LN ran through the report.</p> <p>SC stated that it would be good to read about the work the school were doing with quizzes, and to inform parents via the newsletter. LN agreed to share this detail with parents.</p> <p>SC stated that many parents felt that CPS was now all about the results since the last Ofsted. SC commented that many other local schools were undertaking trips and visits, whereas CPS were not, and that the club provision was poor.</p> <p>LN stated that CPS ran numerous clubs: 3 evening clubs each week for different year groups. 60 out of 160 children travel into school from outside the area, making club attendance not as high as it could be. Lunchtime clubs consist of art and craft, sports, lego, eco, boardgames, homework and reading clubs. Due to the high levels of Covid infection, the Trust had taken the decision not run trips. LN stated that another reason trips could not go ahead, was the difficulty in getting payment for the trips. The PTA have since kindly agreed that they could help to support future trips.</p> <p><b>ACTION:</b> SC to put together a list of trips and visits that other local schools are undertaking.</p> <p>Discussions had regarding the inbuilt reader with Microsoft word, and the difficulties around facilitating this. <b>ACTION:</b> PO agreed to support LN in using this facility.</p> <p>PO asked <b>whether the school was supporting parents as well as children with phonics?</b> LN replied that phonics meetings with parents took place in Y1 and Y2, as well as before the children joined Early Years and after they joined Reception. The school also supported online during Covid, however it was not always possible for parents to engage.</p>
9	<p><b>Pupil's Performance - achievement and progress</b></p> <p>PO asked <b>how the school was ensuring that the curriculum remained broad and balanced?</b> LN stated that the new Ofsted framework focused on the curriculum rather than data and would involve Ofsted asking the children 'what they know', observe lessons, and look in their books. LN reported that CPS were termly assessing Maths and English, and that enrichments are required to support the data, which is making incremental progress year on year. Children do join the school with gaps, either from other schools, or having special educational needs, but that these are being addressed and interventions put in place.</p>
10	<p><b>AOB</b></p> <p>SC passed on her thanks to LN and her team for all their hard work during these difficult times.</p>
11	<p><b>Date of next meeting:</b> Monday 7<sup>th</sup> February 2021</p>

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