

**Anglian Learning  
Trust Board  
Extraordinary Meeting Minutes**



12 June 2020

**Trustees Present**

Claire Lawton (CL Chair), Jon Culpin (JC CEO), David Lamkin (DL), Richard Cowling (RC), Sue Speller (SCS), Ken Murphy (KM), June Cannie (MJC) and John Morgan (JM)

**Others Present**

Prue Rayner (PR Executive Primary HT), Duncan Cooper (DPC DCEO), Charity Main (CM Finance Director) and Kerrie Jones (KJ Clerk)

	<b>ITEM</b>	<b>ACTION</b>
<b>1.</b>	<b>Acceptance of Apologies for Absence</b>	
	There were no apologies.	
<b>2.</b>	<b>Declarations of Interest with regard to agenda items</b>	
	No interests were declared.	
<b>3</b>	<b>Agree minutes of last meeting and Matters Arising</b>	
	Approval of the minutes from 14 May and 29 May will be deferred to next meeting	Any comments on the accuracy to be emailed to KJ
<b>4.</b>	<b>Appointment of external auditors</b>	
	<p>JM summarised the process and recommendation from the Audit Committee to re-appoint Price Bailey as external auditor. Details can be found in the minutes of the Audit Committee meeting. Price Bailey have provided competent audit services so far and transition to a new auditor was not considered advisable at this time. In addition Buzzacott were considerably more expensive.</p> <p>The recommendation was dependant on confirmation in writing from Price Bailey on the conflict of interest issue: this has now been received.</p> <p>JM thanked all the committee members and executive team involved in the appointment and in particular CM who had responsibility for overseeing the process.</p> <p>It was confirmed that the appointment is for 3 years. The audit Committee can consider a risk profile in due course.</p> <p><i>Trustees agreed to recommend that Members approve re-appointment of Price Bailey as external auditors.</i></p> <p>The Board was informed that the Audit Committee approved appointment of RSM as internal auditor.</p>	
<b>5.</b>	<b>Update on primary school reopening (PR)</b>	
	Nursery, Reception, Y1 and Y6 have returned. A risk assessment is in place for each school and advice and guidance is being provided by the Trust. Positive feedback has been received from the schools in response to the support provided.	

<p>Effective provision for pupils is in place and the mental health and wellbeing of staff and pupils is being monitored and supported. The social bubble model is working and uptake of places has increased to capacity as parental confidence has grown. There is increased cleaning at all schools. No Covid-19 cases have been identified so far, but a flow chart is in place to allow rapid identification, isolation and follow up measures of any potential cases.</p> <p>Those pupils with EHCPs have risk assessments in place. The schools are ensuring their needs are met even if they are not attending school. HTs will continue to monitor and follow up. A spreadsheet of all pupils not in school captures information to prioritise those who will be offered a place when possible.</p> <p>There have been some concerns and issues:</p> <ul style="list-style-type: none"> <li>• Not all parents have been observing social distancing so this is being reiterated and barriers provided where necessary</li> <li>• Some schools haven't been able to take all eligible pupils; this is being kept under review. Some issues with children with complex issues.</li> <li>• Staffing is proving challenging at some schools where staff continue to shield at home. The Trust is looking at ways those staff could be more involved with home learning</li> <li>• Concerns for EYFS pupils who have missed a large part of their first school year</li> <li>• Staff anxiety around the possibility of summer schooling and how a catch up curriculum will look. Ofsted are reviewing how a recovery curriculum could fit with their current framework.</li> </ul> <p><b>Q</b> <i>Has it proved difficult to get the eligible pupils back into school?</i>  <b>A</b> Take up was initially lower than expected but as parent confidence in the arrangements has grown we have started to have all 'bubbles' at capacity. The next stage will be to consider how to have more contact with the remaining children. We are confident we are engaged with all families and are now looking at ways to have socially distanced meetings with them.</p> <p><b>Q</b> <i>The government have talked about a summer catch up – what would this look like? Would staff be asked to work in the summer?</i>  <b>A</b> We don't really know at this stage although there has been some talk of using charities and retired teachers. For our staff to work there would need to be a change of contract. But we appreciate how hard staff have been working and how exhausted they are so would not advocate summer working for them.</p> <p><b>Q</b> <i>How effective is the home learning?</i>  <b>A</b> HTs have been asked to monitor and assess using the spreadsheet. Some work is being collected from pupils but it is difficult if they haven't got online access. We are conducting doorstep visits as necessary to make food deliveries and can collect and deliver work at the same time. We will continue to look at how we effectively monitor.</p> <p>There is an increase in the number of lessons taking place</p>	
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	JC reported that the laptops promised by the DfE have still not arrived.	
<b>6.</b>	<b>Planning for secondary school wider opening (DC)</b>	
	<p>DfE guidance has stated that some face to face provision for Y10 and 12 can be provided. However, the Trust has agreed with HTs that with 80% of pupils not returning until September the focus will remain on strong online provision. Curriculum development is being looked at and an integral part of this will be an assessment phase.</p> <p>Schools continue to monitor student and staff mental health and wellbeing and work closely with struggling families.</p> <p>Schools are considering how face to face provision can support staff and pupils to continue to deliver remote learning successfully. Developments include:</p> <ul style="list-style-type: none"> <li>• Increased number of live lessons</li> <li>• Tutor sessions</li> <li>• Academic and pastoral meetings online or in school</li> <li>• Increase in school provision to small group of Y10 - additional bubble for those not engaging online</li> <li>• Master classes</li> </ul> <p>Schools are sharing and reviewing plans and updating their risk assessments. TLT will be visiting all schools to quality assure all arrangements.</p> <p>Mon 15 Jun/Tues 16 Jun will be staff training days with wider opening occurring on Wed 17 Jun. For those students who are reliant on the school bus we are liaising with the LA.</p> <p>Schools have received guidance and a comprehensive FAQ document has been prepared for staff. All schools will be viewing their Behaviour Policy to take account of the current situation.</p> <p><b>Q</b> <i>What numbers could we have back in Sept if the 2m social distance were reduced to 1m?</i></p> <p><b>A</b> Although some additional pupils could be fitted into a classroom there would still be a need to more staff for the remaining pupils and a challenge for resources. Access around the school would be easier but on balance it is not felt this change would make a huge impact. A rota of pupils would enable more pupils to attend but DfE currently advise against this</p> <p><b>Q</b> <i>Is there a consistent approach across all schools?</i></p> <p><b>A</b> Generally there is although there are some local contextual differences.</p> <p><b>Q</b> <i>Do we have contingency plans for dealing with a continuance of having only half of the students in school or for a resurgence of the virus? In essence a different way of schooling from Sept may be required.</i></p> <p><b>A</b> Long term recovery plans are being considered and we are with working with other MATs to look at this, but national guidance is needed. The use of additional spaces in the community is being considered but there are logistical challenges. We recognise that a long term plan may also present us with the opportunity for some new and innovative ways of teaching young people. However, there is a very short window to organise things for September.</p>	

	<p><b>Q</b> <i>Some evidence suggests that teachers who are good in the classroom do not necessarily possess the skills for online teaching and vice versa. Do you have any plans to address this?</i></p> <p><b>A</b> A different skillset is required and some training may be needed for current teachers. In the longer term there may need to be a shift in the key skills required by teachers as the profession responds to changes in working practice.</p> <p><b>Q</b> <i>Is there a danger that some children who appear to be managing and who cope academically, may be overlooked and yet may have issues such as with a loss of socialisation?</i></p> <p><b>A</b> This is challenging for us and we try to look at level of engagement with those children and retain contact. This may be helped by the addition of the tutor sessions and masterclasses. We continue to consider how best to support wellbeing &amp; socialisation and physical health.</p> <p><b>Q</b> <i>How will Y6 be integrated in September?</i></p> <p><b>A</b> Leaders are working with the primary schools. DfE guidance states that Y6 cannot go to the secondary school so we are supporting transition with information and virtual tours.</p> <p><b>Q</b> <i>What is the possibility of bringing Y12 in?</i></p> <p><b>A</b> They are a priority and are receiving a large number of live lessons. The number of students is small and we are considering what may be possible for September.</p> <p><b>Q</b> <i>Can we continue to support our current Y13 next year as their plans will have been disrupted?</i></p> <p><b>A</b> We have well established systems to support students on results day. We will continue to support them and provide advice and guidance as far as possible, but may need increased capacity to do this.</p> <p><u>Assessment of grades</u> Schools have uploaded their centre assessed grades to FFT. The assessments have been thorough and clear. It is currently unknown what model Ofqual will use.</p>	
<b>7.</b>	<b>AOB</b>	
	Audit Committee membership: it was confirmed that HA will join the committee and RC will step down.	
<b>8.</b>	<b>Date of Next Meeting</b>	
	Next meeting is 14 July at 11am Additional meetings may be required before 14 July. Meeting ended 12.05pm	

<b>Items for Future Meetings</b>	
<b>Meeting</b>	<b>Item</b>
<b>Board 14 July</b>	Approve recommendation to members on Trustee reappointments Elect Chair and VC of Board for next academic year

NOT YET AGREED