

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

**Friday 3<sup>rd</sup> December 2021, 2.30pm, Remote Meeting**

Attendees	Position	
Tim Newman	Director (Chair of AAG)	TN
Stacey Lamsdon	Parent AAG Advisory Member	SL
Lucie Hiscock	Parent AAG Advisory Member	LH
Clare Wilmott	HoS (LPS)	CW
Lesley Williams	Clerk	LW

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

	ITEM
1	<b>Welcome and Apologies</b> No apologies received
2	<b>Pecuniary and Non-Pecuniary interests</b> No interests declared
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 SL to return her signed business interests form and DBS identification documents.
5	<b>Safeguarding Update</b> CW updated that the biggest emphasis since Covid has been wellbeing. Many children have had to adapt, with a few struggling with self-confidence. CW explained some of the activities in place to help to build up confidence and social skills, and how the school were supporting vulnerable families during this time. CW reported that school staff undertake regular safeguarding training, and the single central record (which records any visitor or volunteer that comes onto the site) is monitored regularly.
6	<b>Health &amp; Safety Update</b> CW reported that the risk assessment is being reviewed regularly. Recent times have allowed open days and parent meetings to go ahead, however the situation with Covid changes daily, and some meetings will now occur virtually. Christmas performances are still planned to take place face to face this year.

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7	<p><b>Attendance – overall &amp; pupil groups</b>          CW reported that attendance had not been adversely affected by Covid in the school. The school continues to push the importance of good attendance to families, particularly those who are struggling.          CW reported that getting supply teachers into school to cover any staff absence due to Covid remained a constant challenge.</p>
8	<p><b>Progress with School Improvement Plan – Priorities</b>          CW summarised the detail in her report (as circulated before the meeting) explaining that different criteria that is reported to directors to view progress. Past data is currently being used for assessment, and the impact of Covid on attainment and progress is being monitored with new data available in the new year.</p> <p>LH asked <b>how many of the children require catchup?</b> CW replied that most pupil premium children have required some additional catchup, and that tutor funding had been used for this. A qualified teacher has been delivering the tutoring. The current focus is on reading, writing, maths, and vocab.          The catchup programme will ensure that all children are assessed via baseline assessment to see where they are, then interventions planned, and results monitored.</p>
9	<p><b>Pupil Assessment arrangements</b>          CW reported that currently SATS will be proceeding as normal. Children who did not undergo a phonics test last year have now completed the test, and baseline assessments have been carried out for Early Years.</p>
10	<p><b>AOB</b>          Group agreed key items to be discussed at the next meeting:</p> <ol style="list-style-type: none"> <li>1. Discuss curriculum</li> <li>2. Lapford building. <b>ACTION: LW to ask Academy Estate Manager T Pullen for update on Lapford building in time for the next meeting.</b></li> </ol> <p>LH enquired <b>when the next Ofsted inspection may be due?</b> CW replied that the last inspection was 2017, and that Ofsted had stated that 6 terms would be added onto the normal cycle of review for 'good' and 'outstanding' schools. However, as LPS had recently taken on the nursery, this could be a trigger for an Ofsted inspection.</p> <p><b>Nursery update</b>          CW reported that the nursery joining the school had gone well. The school were currently advertising for an apprentice, and a new f/t teacher will be starting from January 2022. Numbers at the school are increasing, and the reception children are working with the nursery this year to ensure that standards remain good, and that the children get used to the routines and familiar language used in the school.</p> <p>LH added that access to wrap-around-care was attracting families, and that there were plans to grow the after-school club.</p> <p>SL stated that some parents had raised concerns that they were not able to communicate with teachers, as they did not now come out at the end of the day, and suggested a parent teacher communication diary for any concerns.          CW replied that the best way to raise any concerns was through admin, and that these concerns would be passed onto teachers. This would ensure teachers would not be taken away from teaching time to address concerns. CW reported that open days have been increased, and that the school were planning for further open days for the nursery parents.</p>
11	<p><b>Date of next meeting:</b> Friday 11<sup>th</sup> February 2021, 2.30pm.</p>

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