

## FULL GOVERNING BODY VIRTUAL MEETING

FRIDAY, 26 JUNE 2020 AT 2.30PM

### Membership

Name	Type	Term expiry date	Attendance
Katy Jackson	Parent Governor Co-Chair of Governors	19/12/2021	Present
Helen Walsh	Parent Governor Co-Chair of Governors	19/12/2021	Present
Dianne Bluemink	Co-opted Governor Vice-Chair of Governors	15/01/2022	Present
Lucy Freestone	Parent Governor	01/09/2023	Present
Alison Vaughan	Co-Opted Governor	15/01/2022	Present
Deborah Smith	Parent Governor	31/07/2022	Present
Camilla Bolt	Parent Governor	12/11/2022	Present
Sophie Papworth	Co-opted Governor	25/03/2022	Present
Fiona Doyle	Co-opted Governor	21/11/2021	Apologies
<i>Vacancy</i>	<i>Co-opted Governor</i>	<i>N/A</i>	<i>N/A</i>
Ally Tansley	Co-Opted Governor	31/08/2021	Present
Costa Constantinou	Co-Opted Governor	20/01/2024	Apologies
Simon Green	Local Authority Governor	15/05/2023	Present
Sally Eustance	Staff Governor	19/10/2021	Apologies
Emily Gazzard	Associate Member	N/A	Apologies
Maria Panayiotou	Associate Member	N/A	Present
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Hannah Cleary – Clerk

**Minutes (For the action log, see Appendix 1 attached to the minutes)**

### 1. Apologies for absence

- 1.1. The Co-Chairs welcomed all attendees to the virtual meeting.
- 1.2. Apologies for absence were received and accepted from Fiona Doyle, Sally Eustance, Costa Constantinou and Emily Gazzard.

### 2. Declarations of Interest

- 2.1. Annual declaration of interest forms 2019/20 had been completed by all Governors.
- 2.2. There were no new declarations of interest in relation to any items on the agenda or gifts/hospitality.

### 3. Late items and order of business

- 3.1. There were no items of additional business.

#### 4. Minutes of the last meetings

- 4.1. The minutes of the last meetings held on 19 May 2020, 22 May 2020 and 12 June 2020 were **approved** as true records.
- 4.2. There were no matters arising not already covered by items on the agenda.

#### 5. Membership

- 5.1. The Governing Body noted that the one Co-Opted Governor vacancy would be progressed in autumn.
- 5.2. There were no other changes to membership or terms due to expire to note.

#### 6. Co-Chair's Report

- 6.1. The Governing Body **reviewed** and **noted** the Co-Chairs report that had been circulated in advance of the meeting, providing a detailed and comprehensive update on a wide range of matters since the last meeting:
  - Communications update regarding the school name and BAME curriculum (further discussed under items 7 and 10 below);
  - Attendance at the Chair's Forum and other key meetings;
  - Update from the socially distanced meeting with the Headteacher to discuss strategic matters;
  - Consideration of how to improve the diversity of membership of the Governing Body.

#### 7. Headteacher's Report

- 7.1. The Governing Body **reviewed** and **noted** the report circulated in advance of the meeting setting out updates on context and attendance; home learning; staffing; safeguarding and child protection; priorities including the BAME/Black curriculum review and the recovery curriculum for 2020/21.
- 7.2. The Headteacher provided an update on the current opening arrangements since the last FGB meeting that took place on 12 June 2020. Governors asked **questions** regarding the current opening arrangements as follows:

Q: Has there been any parental feedback on the re-opening arrangements?

A: Whilst no formal written feedback has been received, the general feedback from parents is positive regarding the re-opening offer and the arrangements in place. Attendance continued to increase due to the quality of the offer and was currently at 85%. 90% of year 6 pupils were attending; and 87% of EYFS pupils.

Q: What is the bubble/group size for year groups 2 and 5?

A: The maximum size is 15 with most groups remaining at around 10 pupils. Plans for the future (full re-opening) were currently being developed along similar lines as whilst the requirement for social distancing was reduced, smaller groups were still required.

Q: How is the quality of home learning being evaluated?

A: Responses to home learning had been mixed, with feedback from half of parents positive; the other half, less so. Some families had found working from home and

supporting home learning to be challenging. Consideration of the informal and anecdotal feedback and comments on home learning would be reviewed as part of the overall planning activity for full re-opening in September.

Q: Have year 6 pupils been able to prepare for secondary school in September?

A: Some vulnerable and looked after pupils due to attend Alexandra Park had taken part in a session to meet teachers on 26 June. Details for other students were awaited.

Q: Are there procedures to admit more vulnerable pupils if they need places (regardless of year group)?

A: One family had requested to attend one day per week, which was not feasible as other pods/bubbles would need to close to open others. Arrangements would be made for vulnerable pupils in emergency/crisis circumstances.

7.3. The Headteacher provided an update on staffing. Two NQTS had been appointed on fixed-term contracts; one to cover maternity leave and the second to provide capacity for both the recovery curriculum and increase in safeguarding issues/referrals/support due to the additional pupils and families experiencing vulnerability.

7.4. Governors asked **questions** regarding staffing as follows:

Q: How will the additional staff be deployed?

A: An additional member of staff would be linked to each year group to support English and Maths, to close learning gaps. Additional guidance was awaited on the arrangements for September and whether group/bubble sizes could be expanded. The priority was to ensure a consistent approach to the recovery curriculum.

Q: Are any staff still shielding?

A: The majority of staff have returned to work, with other due to return in September. A small number were expected to remain in self-isolation/shielding.

Q: Why is there a need for increased capacity to support child protection and safeguarding?

A: There has been an increase in the number of 'early help' referrals, both originating from the school and from parents self-referring due to experiencing challenges at home. The school had previously opened a fourth pod to provide more places to vulnerable families. Referrals had also increased to children's mental health services. Whilst there was expected to be a positive start to the new academic year, the need for increased support was expected to be ongoing and acute.

Q: Are children able to access mental health services easily?

A: There appears to be some delays in accessing services such as CAHMS. The school continued to offer counselling and pastoral support to both staff and pupils, and signposts to paid support services had also been provided.

7.5. The Headteacher introduced the four priorities for 2020/21 that would be developed over the summer:

1. Black Lives Matter and BAME Curriculum

2. Recovery Curriculum

3. Budget

4. School name

7.6. Governors discussed the priorities as follows:

7.7. Black Lives Matter and BAME Curriculum: the Headteacher advised that a facilitated open discussion group, for parents, had been arranged for 2 July 2020, with the purpose of enabling issues to be raised and inform the school of factors that needed consideration and further development going forward.

A second session had been arranged for 9 July 2020, where the curriculum would be discussed with a view to enhancing the full integration of BAME aspects within the curriculum. Governors were invited to attend the second session on 9 July if they wished. The first session was exclusively for BAME parents with the purpose of informing and guiding the school on the best future direction. Letters had been sent to all parents to invite them to the sessions.

Governors reflected that it was important to ensure that a holistic view was taken of the overall cultural values and ethos of the school as well as the curriculum, e.g. staffing and organisational structures and how to best create change. The Headteacher fully concurred and explained that the sessions would provide the opportunity for initial discussions to identify these holistic issues that would be reviewed in further detail. Whilst the initial session was for Black parents initially, the school were keen to ensure that all ethnicities were included in the discussions and identification of ways to move forward in a positive way. There was likely to be a need for further sessions as the initial ones would have a focus on allowing issues to be raised and discussed openly and inform future actions and activities.

The Headteacher confirmed that anti-racism training would also be arranged for all staff during the 2020/21 academic year.

The petition and associated issues relating to the name of the school were further discussed under item 10 below.

7.8. Recovery curriculum: where pupils had undertaken home learning, some had continued to make good progress particularly in relation to vocabulary and reading skills. Other pupils would have learning gaps and the school would be working to identify and close these in the new academic year. Governors asked **questions** as follows:

Q: How will the recovery curriculum be structured?

A: The Headteacher explained that the recovery curriculum would cover the period up to the formal assessments in summer 2021, with the first half term focussing on learning gaps. Some aspects from 2019/20 would continue such as mental health and wellbeing and vocabulary. The impact of the systems in place during the recent partial closure and home learning period would also be reviewed.

Q: Will home learning/the policy on homework be reviewed?

A: The review will include the use of online platforms and overall home learning approaches. Whilst there had been a number of positives to home learning including

reading and times tables, it was recognised that some parents had found learning at home challenging.

Q: What will be put in place to close the gaps for those who undertook less learning at home?

A: There was expected to be a variance of experience in home learning. Some vulnerable pupils had received tuition and were therefore likely to be less behind; some families had experienced challenges with routines and finding the time to undertake supervised home learning and these pupils were likely to have more learning gaps. The school had recently begun releasing videos e.g. using the White Rose maths scheme to enhance home learning and there would also be summer school operated in parallel with the usual holiday club. Intensive teaching was planned for the new academic year and interventions and other supportive measures would also be put in place as part of the overall recovery curriculum.

- 7.10. Budget: the LA had extended the budget submission deadline to 31 July 2020, although there would be a further opportunity in the autumn term to revise the budget and resubmit it in December 2020. There was expected to be some additional 'catch-up/recovery' funding, as well as potential income from extended school provision and lettings. Detailed logs of the additional costs incurred due to Covid-19 had also been maintained and a claim for these costs would be submitted once guidance on the criteria had been published.
- 7.11. School name: discussions on the school name would continue and were linked with priority 1 (BLM and BAME Curriculum). This was further discussed under item 10 below.
- 7.12. Further priorities would be developed over the summer and going forward. Updates would be brought to future meetings.
- 7.13. Governors **thanked** the Headteacher for providing a detailed update report and answering questions.

## **8. Safeguarding**

- 8.1. Lucy Freestone provided an update on the safeguarding monitoring that had been undertaken during the period of partial closure that included regular updates and discussions with the safeguarding lead. Notes of the visits would be circulated.
- 8.2. The next monitoring visit to review the Single Central Record would be arranged early in the new academic year.
- 8.3. Governors were reminded of the new Keeping Children Safe in Education guidance that was due to be published in September 2020. Changes to the CSE and mental health and wellbeing aspects were highlighted.
- 8.4. Governors were reminded to complete the online Home Office PREVENT training; those who had completed the training were reminded to provide their certificates.

## **9. Staff Wellbeing**

- 9.1. The Headteacher advised that staff had been working very hard and were ready for a break over the summer. Spirits remained high and staff were pleased that pupils had returned.

- 9.2. Governors discussed the possibility to undertake a wellbeing survey for staff to seek to understand their experiences and any further areas for support required. The Co-Chairs and Alison Vaughan would draft a letter and potential questions that would be sent out in the autumn term.

## **10. Update on petition (and future name of the school)**

- 10.1. Governors noted that the petition in relation to changing the name of the school had around 600 signatories. The campaign organisers had also written to the Co-Chairs.
- 10.2. Governors discussed the best approach to commence a consultation with the local community regarding the change of name. The Co-Chairs report (under item 6 above) set out examples of other similar consultations and the processes undertaken. Some Governors felt it was important for any consultations to form part of the wider holistic review, previously discussed under minute 7.7 above.
- 10.3. Governors agreed that a letter would be sent to the campaign to advise that the school name would be included as part of the wider, holistic review.
- 10.4. The Co-Chairs and Headteacher would further discuss possible approaches following the meeting due to take place on 2 July 2020 (see minute 7.7 above).

## **11. Health and Safety**

- 11.1. Governors **noted** that the risk assessment for the summer holiday club that had been circulated in advance of the meeting.
- 11.2. There were no other significant health and safety matters to bring to the attention of Governors other than those already discussed elsewhere on the agenda.

## **12. Strategic Thinking**

- 12.1. Governors discussed possible options for the meeting and governance arrangements for 2020/21, including the dissolution of Committees, establishing working groups to consider key issues, and holding an increased number of FGB meetings. A meeting schedule would be prepared for 2020/21 and circulated.
- 12.2. Governors agreed to establish two working groups, membership to be agreed:
- i. Governance, School Vision and Strategy, Governor Training
  - ii. BAME Curriculum and future of the school name
- 12.3. These working groups would be discussed in further detail at the next meeting.

## **13. Policies**

- 13.1. The Governing Body **approved** the RSE Policy. Governors noted that a knowledge and skills map had been plotted setting out the termly lessons and timescales for covering content. Parents had to give consent for pupils to participate in lessons.

## **14. Inset Days 2020/21**

- 14.1. The Governing Body **approved** the following inset days 2020/21:
- 31 August 2020
  - 1 September 2020

- 14.2. The days would be used to enable staff to plan and prepare for the new academic year and parents would be advised of the reasons for the extra days. It was confirmed that the statutory requirement of 190 teaching days would continue to be met. Some staff would be paid overtime for attending.

**15. Budget 2020/21**

- 15.1. The Governing Body **approved** the budget as circulated in advance of the meeting (see minute 7.10 above) including the licensed deficit and LA loan application.
- 15.2. Governors views would be sought on consideration of processes to seek parental donations given the current financial/economic landscape.

**16. Dates of Future meetings 2020/21**

- 16.1. To be circulated.

*The meeting concluded at 4.50pm*

Signed..... Date.....

**Appendix 1 – Action Log**

<b>Date added</b>	<b>Item</b>	<b>Owner</b>	<b>Date for next review</b>
<b>22/01/2019</b>	Details of the impact and progress against the School Development Plan to be brought to each future FGB meeting.	Headteacher	Ongoing from Spring 2019
<b>09/07/2019</b>	Standing item 'Strategic Thinking' to be included on all agendas going forward.	Clerk	Ongoing from Autumn 2019