

FULL GOVERNING BODY VIRTUAL MEETING

TUESDAY, 15 SEPTEMBER 2020 AT 7.00PM

Membership

Name	Type	Term expiry date	Attendance
Katy Jackson	Parent Governor Co-Chair of Governors	19/12/2021	Present
Helen Walsh	Co-opted Governor Co-Chair of Governors	14/09/2024	Present
Dianne Bluemink	Co-opted Governor	15/01/2022	Present (until 7.30pm)
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 Vice-Chair of Governors	21/11/2021	Present
<i>Vacancy</i>	<i>Parent 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	Present
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. Election of Co-Chairs and Vice-Chair of the Governing Body

- 1.1. The Clerk took the chair and nominations were sought from eligible Governors for the role of Chair of the Governing Body.
- 1.2. Katy Jackson was nominated and **elected** as Co-Chair of the Governing Body with immediate effect and for a term of 12 months duration.
- 1.3. Helen Walsh was nominated and **elected** as Co-Chair of the Governing Body with immediate effect and for a term of 12 months duration.
- 1.4. Nominations were sought from eligible Governors for the role of Vice-Chair of the Governing Body.
- 1.5. Fiona Doyle was nominated and **elected** as Vice-Chair of the Governing Body with immediate effect and for a term of 12 months duration.
- 1.6. Helen Walsh and Katy Jackson took the Chair for the duration of the meeting.

2. Apologies for absence

- 2.1. The Co-Chairs welcomed all attendees to the virtual meeting.
- 2.2. Apologies for absence were received and accepted from Costa Constantinou and Emily Gazzard.

3. Declarations of Interest

- 3.1. Annual declaration of interest forms 2020/21 had been completed by all Governors.
- 3.2. There were no new declarations of interest in relation to any items on the agenda or gifts/hospitality.

4. Late items and order of business

- 4.1. There were no items of additional business.

5. Minutes of the last meeting

- 5.1. The minutes of the last meetings held on 26 June 2020 were **approved** as a true record.
- 5.2. There were no matters arising not already covered by items on the agenda.

6. Membership

- 6.1. The Governing Body were very sorry to receive the resignation of Dianne Bluemink as Co-Opted Governor with effect from 16 September 2020. All attendees thanked Dianne for her dedicated commitment to the school and Governing Body over many years and particular support as Vice-Chair of Governors and finance matters. Flowers and a card would be arranged to be sent to Dianne by the school.
- 6.2. The Governing Body **appointed** Helen Walsh as a Co-Opted Governor with effect from 15 September 2020 for a term of four years duration.
- 6.3. The appointments and resignations detailed in minute 6.1 and 6.2 resulted in two Co-Opted Governor vacancies and one Parent Governor vacancy. Nominations for the vacancies would be sought; with a particular emphasis on broadening the diversity of representation and finance skills, identified via a previous skills audit.
- 6.4. There were no other changes to membership or terms due to expire to note.

7. Co-Chair's Report

- 7.1. The Co-Chairs provided an update to the Governing Bod as follows:
 - The recent petition regarding the school name had been featured in the Times. There had not been any further news articles since;
 - A number of schools had submitted deficit and loan budget proposals to the LA; there were delays in receiving decisions on the outcomes of the applications;
 - The DfE guidance on school opening continued to change on a frequent basis; including how attendance is monitored; and arrangements of r 'Plan B' alternative home learning provision;

- A few local schools were also closing on a Friday afternoon, with some providing home learning via google classrooms during this period;
- Ofsted had indicated that interim visits would resume during the autumn term;
- The Co-Chairs had monitored the drop-off arrangements at the school and were assured that compliance with the DfE requirements is strong;
- The strategic planning and priorities for the autumn term had a shorter-term focus on key elements including safeguarding; health and safety; teaching and learning; the recovery curriculum; and maintain strong compliance with DfE guidance.

8. Annual Tasks 2020/21

- 8.1. The Governing Body **agreed** appointments to the following Lead roles as follows:

Lead Governors 2020/21

Safeguarding: Lucy Freestone
Mental Health and Wellbeing: Alison Vaughan
Inclusion and diversity: Camilla Bolt
BAME: Fiona Doyle
GDPR: Helen Walsh

- 8.2. The Governing Body **agreed** to establish the following Committees and associated appointments; with the understanding that it was unlikely that these would meet until the Spring 2021 term; with all business thereby conducted via the Governing Body until the end of December 2020:

Resources Committee

Simon Green (Chair)
Fiona Doyle
Sally Eustance
Alison Vaughan
Helen Walsh
Katy Jackson
Maria Panaytiou
Adrian Hall

Premises and Health and Safety Committee

Alison Vaughan (Chair)
Simon Green
Sally Eustance
Alison Vaughan
Helen Walsh
Katy Jackson
Maria Panaytiou
Adrian Hall

Curriculum Committee

Camilla Bolt
Deborah Smith
Ally Tansley (Chair)
Sophie Papworth
Lucy Freestone

Costa Constantinou
Maria Panaytiou
Adrian Hall

Headteacher's Performance Management Review Panel

Helen Walsh

Fiona Doyle

Plus an independent external advisor

Pay and Performance Committee

Camilla Bolt (Chair)

Fiona Doyle

Katy Jackson

Ally Tansley

9. Headteacher's Report

9.1. The Headteacher provided a verbal update on the return to school; highlighting the following points:

- Pupils and staff were pleased to be back at school. Initial sessions had been unstructured to support making connections and settling back. The overall return had been positive with no behaviour issues;
- Nursery and EYFS children had also returned; following initial play sessions where parents were invited to attend;
- 14 pupils had left the school at the end of the summer 2020 term; 14 new joiners had started in September;
- Some changes had been made to the drop-off and pick-up arrangements to ensure less congestion and support social distancing. The local secondary school had also changed its' timings to facilitate this;
- There had been a few parental comments regarding the navigation and separate collection times for siblings. However, in order to comply with the latest guidance there were limited remedial actions that could be taken. All parents were wearing masks whilst on school premises;
- Managing breaktimes was proving challenging;
- 9 schools in the borough had confirmed cases of C-19;
- The application for reimbursement from the central C-19 fund had been made for the extra cleaning and PPE expenditure. Payment of the funds was awaited;
- The extended day provision and bubble systems had worked well; there had not been any need to close any pods nor any positive cases at the school;
- The two inset days had been used to develop a wide range of topics including: transitions; recovery curriculum; assessments; and School Development Plan 2020/21 priorities. Training had been provided on specialist provision for those with dyslexia and who struggle with English skills;

- Baseline assessments had been undertaken for reading, writing and maths and the analysis will be shared with parents along with detailed explanations. The parents evening had been brought forward to 30 September, with parents offered 10-minute slots via zoom;
- The term had begun with 96% attendance; the majority of those not attending had recently travelled; one family was currently abroad and not expected to return until October half-term. All families had been contacted;
- Attendance had dropped to 91% by mid-September, with the majority of absences due to awaiting testing/results;
- Some staff were also isolating either due to awaiting test results for themselves or someone else in their households;
- The school had continued to order testing kits that could be used by staff and pupils. A robust track and trace system was in place at the school to manage contact and recording;
- School meal menus had been reviewed to ensure that meals provided were the most popular with pupils to encourage uptake.

9.2. Governors asked **questions** as follows:

Q: How are the arrangements working on a Friday? Is there provision in place for parents unable to collect at the earlier time?

A: The arrangements are working well and will next be reviewed at October half-term. Extended day provision is available to book, although all pupils are currently being collected. There haven't been any complaints from parents.

Q: Is the earlier finish time on a Friday supporting staff wellbeing?

A: The majority of staff are able to work together during the PPA time on Fridays; although some staff take their PPA time earlier in the week due to working part-time. It broadly supports wellbeing in order to allow staff to share ideas and discuss improvements.

Q: Are there sufficient specialist teachers to have one for each year group?

A: The needs of each year group have been initially assessed, to identify those that would most benefit from specialist teacher time. Year 5 were receiving specialist teaching for English; years 2 and 3 for reading, writing and maths. Year 3 phonics was particularly challenging. Other specialist provision included Forest School sessions and other intensive revision sessions. Specialists were unable to cross hubs under the current guidance. Tutoring was being explored for disadvantaged pupils and staff had volunteered to be involved. The recovery curriculum was in place and baseline assessments would be used to identify other learning gaps and focused activities to ensure full coverage.

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: Are there 'plan B' arrangements in place for home learning?

A: Yes, a home learning plan is in place and ready to use in the event of further closures. Guidance was awaited from the LA regarding sending/staying at home.

Q: Have Ofsted resumed inspections?

A: Ofsted have indicated they will be undertaking short reviews with effect from 28 September 2020; with full inspections resuming from January 2021. Public Health England have also indicated they will be undertaking spot checks and visits of schools' risk assessments and implementation.

Q: Have you had any confirmed cases in school?

A: No.

Q: Are any staff currently isolating?

A: 5 staff are isolating; with 2 awaiting results.

Q: Are there plans in place to manage leadership in the event that all senior leaders are off-site?

A: The SLT are kept in separate bubbles and no groups are together to minimise risks. Other plans are in place for such an event and virtual contact could be maintained, with other senior teachers available for on-site management. Staff are diligent at following procedures.

Q: How is staff wellbeing?

A: For some staff, the set-up is new; and some are worried about the outcomes of the baseline assessments and explaining these results to parents. Staff understand the need for a clear plan and to implement the recovery curriculum. All staff have returned, and PPE is being worn.

Q: Are the baseline assessments based on test, or the work pupils have achieved since they returned to school?

A: The baseline assessments will cover key areas to provide a broad snapshot of pupils' current attainment levels. Analysis against the end of the previous years' data will also take place.

9.3. Governors **thanked** the Headteacher for providing a detailed update and asked that thanks and support be passed on to all staff for their continued outstanding efforts and dedication to pupils.

10. Safeguarding

10.1 The Headteacher advised that there were 5 ongoing child protection cases involving early support and other agencies. All other cases were being monitored and tracked as usual.

10.2. Lucy Freestone advised that she had continued to keep in touch with the Safeguarding Lead.

10.3. All Governors confirmed they had read Keeping Children Safe in Education 2020 and emailed this confirmation to the Lead Governor for Safeguarding.

10.4. Governors were reminded to complete the PREVENT online training if not already done so.

10.5. The Lead Governor for Safeguarding was currently developing questions that could be asked at future meetings to support safeguarding assurance.

10.6. The Headteacher confirmed that Emel Ali was the designated teacher for LAC.

11. School Development Plan 2020/21 update

11.1. The Headteacher introduced the 3 main priorities that were the current focus for the Autumn 2020 term and beyond:

1. Recovery and catch-up curriculum
2. Equality and Diversity
3. Maintaining the progress made up to March 2020

11.2 The Governing Body reviewed the priorities and fully endorsed the current areas of foci. The School Development Plan 2020/21 would remain flexible and be brought to future meetings.

12. Strategic Thinking

12.1. Governors had agreed to establish three working groups and appointed membership as follows:

i. Governance, School Vision and Strategy, Governor Training

Ally Tansley

Lucy Freestone

Fiona Doyle

Helen Walsh

Katy Jackson

Camilla Bolt

ii. BAME Curriculum:

Deborah Smith

Sophie Papworth

Fiona Doyle

Helen Walsh

Katy Jackson

iii. Future of the school name

Sally Eustance

Katy Jackson

Helen Walsh

12.2. The Headteacher was automatically a member of all working groups.

13. Policies/documents

13.1. The Governing Body **approved** the following policies:

Attendance Policy

Behaviour Policy

Scheme of Delegation 2020/21

Governor Code of Conduct 2020/21

Keeping Children Safe in Education 2020

13.2. The Committee terms of reference would be reviewed by each Committee. .

14. Budget 2020/21

14.1. The Governing Body **noted** the budget, including the loan application had been submitted and approved, by the LA, including a four-year re-payment plan. Updates would be brought to future meetings. There were no current issues with cashflow although this was being closely monitored.

15. Dates of Future meetings 2020/21

15.1. The Governing Body **noted** the dates of future meetings as follows:

FGBs (all 7pm):

Tuesday, 20/10/2020

Tuesday 24/11/2020

Tuesday, 15/12/2020

Tuesday, 09/02/2021

Tuesday, 23/03/2021

Tuesday, 20/04/2021

Tuesday, 25/05/2021

Tuesday, 13/07/2021

The meeting concluded at 8.45pm

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

Appendix 1 – Action Log

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