

## FULL GOVERNING BODY VIRTUAL MEETING

TUESDAY, 24 NOVEMBER 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
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
Jo Yurky	Parent Governor	23/11/2024	Present
Sophie Papworth	Co-opted Governor	25/03/2022	Present
Fiona Doyle	Co-opted Governor Vice-Chair of Governors	21/11/2021	Present (from 7.10pm)
Ally Tansley	Co-Opted Governor	31/08/2021	Present (from 7.25pm)
Costa Constantinou	Co-Opted Governor	20/01/2024	Present
Simon Green	Local Authority Governor	15/05/2023	Present
Sally Eustance	Staff Governor	19/10/2021	Present
Emily Gazzard	Associate Member	N/A	Present
Maria Panayiotou	Associate Member	N/A	Present
Adrian Hall	Headteacher	N/A	Present
Vacancy	Co-Opted Governor	N/A	N/A

Also in attendance:

Camilla Birtwhistle – observer

Beth Hinde - observer

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, including Beth and Camilla who were observing the meeting as part of NGA training.
- 1.2. There were no apologies for absence.

### 2. Declarations of Interest

- 2.1. Annual declaration of interest forms 2020/21 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 meeting**

- 4.1. The minutes of the last meeting held on 20 October 2020 were deferred to the next meeting.

### **5. Membership**

- 5.1. The Governing Body welcomed Jo Yurky to the meeting who was elected as Parent Governor with effect from 24 November 2020 for a term of 4-years duration.
- 5.2. The Co-Opted vacancy would be progressed
- 5.3. There were no other changes to membership or terms due to expire to note.

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

- 6.1. The Co-Chairs referred to the report circulated in advance of the meeting and the content was noted.
- 6.2. All attendees conveyed thanks to parents and RAPSA for fundraising and donations by continuing to operate activities throughout the pandemic. Around £45k had been raised so far, with more expected to be raised.

### **7. Headteacher's Report**

- 7.1. The Headteacher introduced the report that had been circulated in advance of the meeting that included updates on school priorities for the autumn term; attendance; update on the current arrangements; interventions and catch-up funding update; and safeguarding.
- 7.2. Risk assessment:
- The updated risk assessment as of 5 November 2020 was circulated in advance of the meeting;
  - There are currently three members of staff and five pupils isolating after testing positive. The five pupils were from three different classes and two classes had closed, and there may be impact on other classes due to sibling links. Communication with parents and staff continued to take place on a regular basis regarding returning to school and isolation requirements.
- 7.3. School Development Plan 2020/21:

Priority 1: once the working groups have begun to meet and undertake development work; the whole-school vision will be reviewed to ensure that latest priorities and direction would be included. The working groups were expected to meet before the end of the autumn term.

Priority 2: All teachers had been set a target related to priority 2: equalities. External training for staff on unconscious bias and racism has been provided to support the development of staff pledges that have been provided to parents and Governors.

Two further sessions were planned: one to improve the Black curriculum; the second would be for parents to support addressing racism. Parents who had attended the working groups held in the summer term continued to be kept updated and engaged with the ongoing work.

Priority 3: Attendance continued to be good although remained impacted by the pandemic.

7.4. Catch-up premium:

- Tutoring will be put in place although the central schemes are restricted to specific providers and not fully funded (75%) by the DfE;
- Some tutoring has already commenced using internal expertise and resources;
- The interventions already in place will be reviewed to assess impact at the end of the autumn term;
- A catch-up premium strategy is under development and will be shared with Governors once available. The Curriculum Committee would review the strategy and impact and feedback to the FGB at a future meeting;

7.5. Safeguarding:

- Three referrals had been made since the last meeting.
- An external audit of the Single Central Record had been undertaken and Governors noted the report. There were minor actions identified that had been completed. Lucy Freestone would be undertaking a monitoring visit in December to ensure the actions were closed.

7.6. School Events:

- Assemblies continued to take place virtually.

7.7. School Week:

- The Headteacher provided an update on the arrangements for PPA and Friday afternoon closures;
- It had been anticipated that full opening would take place from January 2021; however, the ongoing staff absences due to C-19 and challenging circumstances meant that this was now unviable to manage whilst maintaining the catch-up curriculum and closing learning gaps.
- The preference was now to continue with the current arrangements until February half-term 2021. The arrangements would be reviewed again by the end of January 2021
- Parent feedback remained broadly positive although it was recognised that some parents may not fully understand the reasons for the earlier close each week;
- Other local schools were also operating similar arrangements or relying heavily upon supply/agency staff;
- Pupils with SEND retained the option to stay on a Friday afternoon for 1:1 tuition;
- The potential to resume full opening had not yet been communicated to parents and confirmation that the current arrangements would continue; along with details reasons for the closure would be sent by letter.

- Governors supported the need for the current arrangements to remain in place.

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

Q: When is the next pupil attainment/progress assessment?

A: December 2020.

Q: Review of risk assessments?

A: PHE have reviewed procedures and no actions were identified for follow up. Communications with staff and parents continued to take place regularly. Further cases and testing continued although positive results continued to impact pod groups.

Q: Has there been any parent feedback on positive cases?

A: Some parents concerned about member of staff. Surveys are planned for years 2 and 5 parents to seek information that can be used to improve access to home learning and overall processes when pupils are required to isolate. Live lessons have been trialled and the success has been mixed with some elements working well and others not as well. Parental expectations of the home learning and live provision are high although there is a need for support to also be provided at home.

Q: What safeguarding provision is in place for online provision?

A: Pupils receiving specialist report and vulnerable families are contacted daily.

Q: What are the expectations for the number of hours of online provision?

A: There are a range of online activities that are available as well as online teaching and creative sessions such as music and gardening to mirror in-school provision. Activities are also arranged around specific reading resources/themes that include a mix of teaching approaches and methods to provide variety. The DfE guidance indicates the expectation for 3 hours of provision a day. The School Effectiveness Partner will be reviewing the home learning plan to ascertain compliance with DfE guidance.

Q: Has the Government set any expectation for the amount of teaching input of online sessions?

A: The government has made BBC Bitesize and Oak Academy available, however, the school have used the white rose maths scheme and pre-recorded teacher sessions to provide sessions that have been well received and engaging.

Q: How is staff wellbeing?

A: Staff are anxious about the positive tests and it has been challenging. Testing remains difficult as it is not always easy to ascertain if testing is required. Staff absence has increased (19 staff absent) and capacity is reduced across the school. Staff absences from those who provide more than one role is the most challenging. Arrangements have been put in place to ensure that vulnerable pupils and those with individual education plans have consistent support. At present, the decision has been taken not to engage supply but use existing resources. The student teachers and new staff have also provided capacity. Staffing levels remain closely monitored.

Q: Has Pupil Premium Grant for 2019/20 been fully spent?

A: Yes, all funding for 2019/20 has been spent.

- 7.9. 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.

## 8. Budget/Finance Update

- 8.1. The Governing Body **reviewed** the month 7 report and commentary as presented at the meeting.
- 8.2. There had been a significant impact on the budget due to the increases in staffing costs.
- 8.3. The application for reimbursement (£50k) of pandemic related costs from central DfE funds had been successful.
- 8.3. The budget would be re-profiled and presented to the next meeting to provide an accurate depiction of school finances.

## 9. Premises and Health and Safety Update

- 9.1. The Governing Body **noted** the following reports circulated in advance of the meeting:
- Site Manager report (written)
  - Fire evacuation report
  - C-19 checklist
- 9.2. Maria Panayiotou advised that an intruder had entered the school gates and a partial lockdown was implemented. The school liaised with the police to successfully resolve the issues.
- 9.3. The site team had experienced some capacity issues due to staff needing to isolate.
- 9.4. The C-19 checklist was being used to monitor the risk assessment provisions and actions being taken to minimise risks.
- 9.5. It was confirmed that biometric security was contained within the suite of GDPR policies.

## 10. Strategic Thinking

- 10.1. Governors discussed the frequency of meetings and governance arrangements and whether to retain the current model or reintroduce Committees.
- 10.2. The Governing Body agreed to reinstate. Committee meetings with effect from Spring 2021 term. Meeting dates would be circulated.
- 10.3. Governors were reminded of the NGA learning link e-modules and encouraged to complete the courses.
- 10.4. Working groups meetings were also due to be arranged before Christmas.
- 10.5. Governors reviewed the Lead Governor roles and whether there is a requirement for EYFS and STEAM Leads, as had been appointed previously. Various options were

discussed for how this could be taken forward and it was agreed that this would be reflected upon in advance of the next meeting.

10.6. Updates from Lead Governors:

- Safeguarding: Lucy Freestone: met with Emel Ali, safeguarding lead to review the outcome of the safeguarding audit and conduct monitoring. All Governors had now completed PREVENT training and four Governors had received safer recruitment training. An update would be given on the online safety protocols at a future meeting.
- Mental Health and Wellbeing: Alison Vaughan met with Sam Perkins, staff wellbeing lead to discuss staff wellbeing and overall support in place. Staff felt well supported by SLT during the current challenges.
- Inclusion and diversity: Camilla Bolt: inclusion report circulated
- BAME: Fiona Doyle: meeting arranged for 7 December for the BAME working party
- GDPR: Helen Walsh: all on track

## 11. Communications

- 11.1. Governors **discussed** parental engagement considering the current restrictions and the potential to introduce a Governor newsletter and termly letters from the Co-Chairs. Fiona Doyle would contribute to the first newsletter with future contributions on a rota basis.
- 11.2. The Headteacher confirmed that school council would be resuming from January 2021 to ensure that pupil voice feedback was collected. It was likely that the school council would meet virtually and in year group bubbles. Governors would be able to join the sessions to seek pupil voice feedback.
- 11.3. All Governors would contribute to sending Christmas cards to staff.
- 11.4. Ally Tansley **agreed** to be the mentor for Jo Yurky, new Parent Governor.
- 11.5. Governors were asked to review the new Governor induction pack and provide improvements for the content.

## 12. Dates of Future meetings 2020/21

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

**FGBs (all 7pm):**

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*

Rhodes Avenue Primary, London

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