

FULL GOVERNING BODY VIRTUAL MEETING

TUESDAY, 9 FEBRUARY 2021 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
Ally Tansley	Co-Opted Governor	31/08/2021	Present
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
<i>Vacancy</i>	<i>Co-Opted Governor</i>	<i>N/A</i>	<i>N/A</i>

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. 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. Lucy Freestone declared a new interest as being employed by the NHS.
- 2.3. There were no other 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 15 December 2020 were approved as a true record.
- 4.2. There were no matters arising not covered elsewhere on the agenda.

5. Membership

- 5.1. Co-Opted Governor vacancy: an advert had been placed on Inspiring Governance and the vacancy promoted via local social media with a view to encouraging a more diverse Governing Body.
- 5.2. There were no other changes to membership or terms due to expire to note.

6. Co-Chair's Report

- 6.1. The Co-Chairs had circulated an update in advance of the meeting:
 - Committee and working group meetings had continued to take place (see items 7 and 9 below);
 - A letter of thanks had been to staff to recognise the additional efforts being made during the challenging period;
 - A letter would be sent to parents to keep them updated on recent events;
 - One letter had been sent in response to a compliment;
 - Helen Walsh attended the Chairs Forum and provided an update on the content:
 - Nurseries: 50% are open across the borough; the other 50% are open to key workers only;
 - Vaccination programme and how Governors can provide support;
 - Plans for a possible full re-opening from early March 2021;
 - There were some causes for concern regarding behaviour of secondary age student, particularly in relation to remote learning and ICT usage;
 - Conducting staff wellbeing surveys;
 - Carbon dioxide monitoring scheme: the Headteacher confirmed that the windows already opened and closed automatically depending on Co2 levels.

7. Reports from Committees

- 7.1. The Governing Body **noted** the minutes of the Premises and Health and Safety Committee held on 5 February 2021.
- 7.2. The Governing Body **noted** the minutes of the Resources Committee held on 5 February 2021. The Committee Chair advised that the main items considered at the meeting included the re-profiled budget; SFVS; income generation and LA loan repayments.
- 7.3. The Curriculum Committee was due to meet before the end of the spring term. Governors noted that there had been positive feedback from parents and pupils regarding the remote learning offer. Future meetings would also consider the SRE curriculum and emotional wellbeing.

8. Headteacher's Report

- 8.1. The Headteacher introduced the report that had been circulated in advance of the meeting setting out the current context; remote learning during the partial closure and support for families in using the online systems; nursery arrangements; numbers on roll; specialist teaching; parent survey results; access to ICT and other resources; attendance and staffing.
- 8.2. The following points were highlighted:
- There had been some positive cases reported during the Christmas break that had impacted on the return in the spring term;
 - Parents had been written on 31 December 2020 to advise of the arrangements for the partial closure and attendance for eligible groups;
 - Inset days had already been planned for 4 and 5 January 2021 so there was no early return before the partial closure commenced;
 - The number of key worker pupils attending was between 122 and 140; not all were attending every day;
 - Published guidance advised that nurseries were not required to open; this was then changed to advise that nurseries should remain open. Following a survey of parents; 60 families requested places. The nursery was able to open from 18 January 2021; but opening had to be delayed due to a positive test result;
 - There had been some challenges with compliance in respect of social distancing and wearing masks; reminders had been issued parents although it was expected this would need to be repeated given this was likely to remain an ongoing issue;
 - Each pod has 2-3 staff; this approach enables cover to be provide for any sickness absence and support for remote learning. Given the number of identified pupils attending, support was also required for those with additional needs;
 - There are some differences between the lesson delivery for remote learning vs in school provision to allow for differences in pupil ages and abilities to access remote learning;
 - Lateral Flow Testing had been introduced from 28 January 2021 and staff had signed up to undertake tests on a regular basis;
 - The results of the remote learning parental survey would be reviewed in detail by the Curriculum Committee. The feedback from the surveys had helped to refine the remote learning offer and identify the best approaches to engage pupils and facilitate assessment. Particular changes had been made to maths lessons to provide more support and pre-recorded lessons that could be re-played for pupils needing more time to assimilate the learning outcomes;
 - Staff continued to work hard in delivering and supporting remote learning and communicating with parents. Nursery nurses had also provided significant support with practical arrangements and support for parents. Morale boosters were being provided given the additional workloads;
 - Parents of key worker pupils had been surveyed regarding needs for places over half-term. The school would be closing over half-term as a result of the feedback;
 - The possible full re-opening on 8 March 2021 remained unclear and it was difficult to plan given the uncertainty. Once announcements were made careful consideration would be given to staffing and arrangements including a

possible rota system that was felt to be supportive for parents working from home. If there is a full re-opening on 8 March, the current arrangements for half-day closing on Fridays would need to continue to support undertaking baseline assessments and PPA cover. Governors continued to support the current arrangements for closure on Friday afternoons;

- The next HEP visit would include preparing for Ofsted and BAME.

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

Q: How are places prioritised during the partial closure?

A: DfE guidance is available although the criteria are broad. A waiting list is in place due to higher demand than capacity. Places are allocated according to the guidance, ensuring that identified pupils (SEND and vulnerable) were able to access places.

Q: when was the last positive case?

A: In early February 2021. The positive result impacted 32 pupils and 16 staff. There had been less cases reported as there has been less people on-site.

Q: How do you identify pupils struggling with remote learning tasks?

A: Submitted work is reviewed but there is a challenge to identify those who have received parental support to complete the tasks. Parents have been asked to provide feedback to teachers via the messaging facility.

Q: Have there been any issues with non-engagement?

A: Engagement has been good across the whole school including the nursery. A few families are abroad due to travel restrictions and have not been able to engage. Tailored support is in place where required including 1:1 support. SLT are also helping those who need differentiation. Most pupils attend at least one of the daily (am or pm) sessions.

Q: What are the minimum requirements for contact and engagement?

A: Not all pupils enjoy engaging virtually with live lessons. Some pupils in year 5 struggled and sessions were changed to be pre-recorded that has alleviated some of the issues. The expectation is for live contact each day, depending on age.

Q: Do families have access to the ICT equipment needed to engage?

A: All families needing devices have been supplied with them and there are 14 spare laptops also available. A second request had been made to the DfE for further ICT equipment and resources.

Q: Have there been any incidents during live lessons? How are these followed up?

A: Cameras are required to be on/off by agreement. The main issues have been readiness for learning. SLT continue to provide support and monitor.

Q: What is available to support teachers with virtual lessons?

A: Staff have embraced the new approaches and shifts in learning. All elements are working well, and staff are enjoying the change. SLT have continued to provide support and facilitate the sharing of good ideas. HEP resources have also been shared with staff.

Q: Will FSM vouchers be provided over the February half-term?

A: The LA advised that vouchers would continue to be provided as usual over half-term.

Q: Has there been any confirmation that pupils can repeat years due to the partial closures and impact of the pandemic on education?

A: Whilst this has been in the news, there are no confirmed plans. A pilot tutoring programme is already in place using in-house staff as part of the recovery curriculum; if further announcements are made the impact of these changes would be considered.

Q: What are the plans for parents' evenings?

A: The autumn events took place virtually and the next ones after February half-term will also be virtual. Discussions will include how pupils have managed with remote learning as well as any wellbeing concerns. A different approach will be used for nursery pupils as most have attended but appointments will still be offered. A different approach will also be used for those who have attended during the partial closure as they have not been using remote learning in the same way. Parents and pupils will both be asked to feedback on the remote learning approach. All staff meetings are taking place virtually and working well.

Q: Has there been an increase in wellbeing issues? Are any additional resources required?

A: Some pupils have thrived given the additional time spent at home and with parents; this has resulted in a reduction of attachment needs. Other pupils have been more adversely affected and a long-term view of providing support is being taken over the next 2-3 years. A student teacher will be engaged, and the pre-recorded lessons can also be used for interventions. Consideration is being given to using the apprenticeship levy to fund student teachers.

Q: How are single parent families being supported?

A: Teachers continue to monitor families who may be struggling. CAMHS and referrals to other external agencies and avenues of support are also signposted. Some families who struggled last time have been given places as identified children. The school therapist and six trainees are all continuing to offer significant support virtually and some face to face and this has been appreciated by families. Further investment will be made in more counselling to support this programme.

- 8.4. 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. Governors commended the strong leadership that continued to be demonstrated and the good levels of support available for all pupils and families.

9. Strategic Thinking

- 9.1. Governors were encouraged to make full use of the NGA learning link and e-learning modules.
- 9.2. Governor monitoring:

Safeguarding: Lucy Freestone: Regular contact with the safeguarding lead at the school (Emel Ali) continued to be maintained.

Mental Health and Wellbeing: Alison Vaughan: a letter of thanks had been sent to staff given their significant additional efforts during the current period of challenge.

Inclusion and diversity: Jo Yurky had spoken with the Inclusion Lead (Emily Gazzard) in early February. The number of identified pupils offered places is above the minimal requirements and very commendable. A further meeting would take place after half-term to agree monitoring priorities.

BAME: Fiona Doyle: see item 8 above re the working group.

GDPR: Helen Walsh: no issues to report.

EYFS: Camilla Bolt: monitoring would resume once circumstances were more favourable.

9.6. Working group updates:

Fiona Doyle advised that the notes of the latest BAME meeting were available on the portal. The name of the working group would also be discussed at the next meeting to look for alternatives to BAME.

School name working group: A meeting was due to be arranged for the spring 2021 term.

Strategic planning: The next meeting was due to take place on 15 February 2021.

9.7. Katy Jackson advised that preparations for a future Ofsted inspection would resume after February half-term and a working party meeting arranged.

10. Policies

10.1. The Governing Body approved the Distance Learning Policy.

10.2. Governors had been sent Keeping Children Safe in Education: January 2021 with the relevant changes highlighted.

11. Dates of Future meetings 2020/21

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

Curriculum: TBA

Resources/Premises: Friday, 05/02/2021 from 8am

FGB: Tuesday, 23/03/2021 at 7pm

FGB: Tuesday, 20/04/2021 at 7pm

FGB: Tuesday, 25/05/2021 at 7pm

FGB: Tuesday, 13/07/2021 at 7pm

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