

SPRING TERM 2020/2021

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF
DOWNSSELL PRIMARY SCHOOL
HELD 22 FEBRUARY 2021
AT 5.00 PM
VIA ZOOM REMOTE MEETING**

Present: Mr Martin Doré (MD) (Chair) **Local Authority Governor**

Headteacher

Mr Deena Chetty (DC)

Co-opted Governors

Ms Kerry Munden (KM)

Parent Governors

Ms Kirsty Sultanti-Jones (KSJ)

Mrs Sumy Choudhry (SC)

Mr Robert Mornini

Staff Governor

Maryam Osman (MO)

Clerk to the Governors: Mrs Angela Ferdinand-Sergeant

In Attendance:

Summary of agreements and actions:

/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4. Minutes	Minutes of Finance Committee 7 December 2020, Finance committee members agreed the minutes of the 7 December at the meeting on the 18 January 2021. There were no issues to report Minutes of the Finance meeting 18 January 2020. Most of the items were deferred due to the meeting not remaining quorate, governors reviewed the Quarter 3 reporting Governors noted that the projected outturn for Quarter 3 is £2,897,587., with an expected in year carry forward of £52,532. Governors ratified the minutes of the 18 January 2021		

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/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5 Headteacher's Report	Governors discussed the potential return of schools on 8 March. It was agreed that governors would stay in email communication over the next few weeks.		
	Meeting to be scheduled with Ms Jones and the school's Attendance Officer to review attendance data	School	22 March 2021
8 Session Planning	Succession Planning to remain as an agenda item	Governor Services	22 March 2021`
	Governors discussed options in terms of governing body size and when to hold elections for parent governors. Clerk advised that elections should be held before the end of summer so that a new parent governor would be in post for the start of the new term Action: Governors services to provide information of Parent Elections	Governor Services	2021
Date and time of next meeting and agenda items	Finance, 1 March 2021, 5pm via remote meeting platform Full Governing Body Meeting 22 March 2021, 5pm via remote meeting platform Extra meeting for Restructuring 25 March 2021 at 5. <u>Agenda items</u> Governors Succession Planning.	Governor Services	

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1. Welcome

The Chair welcomed all members present to the meeting.

1.2. Apologies for Absence

Apologies for absence were received from Mr David Leaker (DL)

1.3. Quorum

The meeting was quorate with 7 governors including the Headteacher present.

1.4. There were no Confidential Items or Any Other Business.

2. DECLARATION OF INTEREST

2.1. Standing Declaration: Angela Ferdinand-Sergeant, Schools Asset Manager for Waltham Forest.

2.2. No further declarations were made pertaining to any of the agenda items for this meeting.

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3. GOVERNING BODY

- 3.1. Clerk confirmed there are no vacancies to Governing Board membership at present.

4. MINUTES

- 4.1. Governors received the minutes of the 11 January 2021 and agreed these were an accurate record of the meetings. Mr Doré signed the minutes electronically to be recorded on GovernorHub.
- 4.2. Confidential minutes: 11 January, 8 February, and 11 February 2021, agreed these were an accurate record of the meetings. Mr Doré signed the minutes electronically to be recorded on GovernorHub.
- Amend date to 11 February for the minutes of the 8 February 2021
- 4.3. Mr Doré to sign the minutes electronically to be recorded on GovernorHub.
- 4.4. Minutes of Finance Committee 7 December 2020, Finance committee members agreed the minutes of the 7 December at the meeting on the 18 January 2021. There were no issues to report
- 4.5. Minutes of the Finance meeting 18 January 2020. Most of the items were deferred due to the meeting not remaining quorate, governors reviewed the Quarter 3 reporting
- 4.6. Governors **noted** that the projected outturn for Quarter 3 is £2,897,587., with an expected in year carry forward of £52,532.
- 4.7. Governors **ratified** the minutes of the 18 January 2021

4.8. Matters Arising

/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Action Status
5 Headteacher report	Ms Munden to share a letter received from her son's school on the use of other digital devices that can be used as teaching aids	Ms Munden	complete
Item 9.7	Governors were advised that a 3rd policy requires approval; the Safeguarding when Working Online Policy. This will be circulated via Governor Hub for governors to review and digitally approve. Governors to sign off via Governor Hub. School to circulate by end of week to upload with governors' responses as soon as possible as the DfE require this to be uploaded to the school's website by 25 January 2021	All Governors	completed

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5. HEADTEACHERS REPORT

- 5.1. Mr Chetty give governors an overview of the headteacher's report issued on GovernorHub.
- 5.2. The Chair advised that the Government will be making an announcement that all schools are to return from the 8 March 2021. The school's RA in lockdown one was very robust. The school took the time to upskill staff and be aware of school protocols. The school is worried about staff wellbeing and about the school returning to "normal".
- 5.3. It will be interesting to note what the DfE are going to announce. Concerned that we are putting staff at risk and the impact this has on staff.
- 5.4. Governors expressed concerns about staff who were shielding and the implications this may have for the school
- 5.5. It was **agreed** that governors would stay in email communication over the next few weeks relating to the school fully re-opening.
- 5.6. Governors discussed the implications of a full return and as much as they would like children back in school the school needed to ensure that staff and the school community would be safe, and to assess the impact of returning fully would have on parents and children.
- 5.7. The school have 85 children of keyworkers and the vulnerable attending at present, which works well with social distancing and bubbles.
- 5.8. It may be worth putting out a questionnaire on returning to school and the potential take up.
- 5.9. The RA last time was pre-populated and will most likely this will happen once the announcement has been made.
- 5.10. Spring Second half. – 70% of online learning taking place. We have recognised that the gaps in learning will be greater even with the online learning regime in place. The children not accessing electronically are using home learning packs. The school have a good system in place from the last lockdown so very little will need to be amended.
- 5.11. NOR: The current NOR 515, which is still in the 2FE bracket.
- 5.12. Attendance 94.5% in autumn term. One family received a fixed penalty notice. They went on holiday knowingly. Spring term no issues. The school have traced all children and have a high number of families that are still abroad.

Action Meeting to be scheduled with Ms Jones as Attendance Link Governor and the school's Attendance Officer.

- 5.13. Post Ofsted Action group. The Group met before half term. The Post Ofsted Action Plan cannot proceed properly without staff and children being in school.
- 5.14. Remote learning will continue to be used after the school returns. We will need to think long and hard about how we get staff in for training on the RA. They need to be familiar with how this will work before the children are scheduled to return on the 8 March 2021.
- 5.15. EAL and SEND groups. Not all children can access the provision online as it is being delivered. As everyone needs equal access to provision, the school have started a group to support these areas prior to the half term holidays. 2 PPA teachers are

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- running these groups. Class teachers are asked to submit the names of children requiring additional support. All Staff involved meet weekly to review progress,
- 5.16. Teachers were able to make live decisions on progression for these groups of children to ensure that they are being challenged sufficiently.
 - 5.17. The school has in the last week reviewed the support for children requiring additional learning. There were 2 children identified as requiring extra support. Identifying SEND requirements based on EAL, it looked at the main needs of children accessing work in Years 1, 3 and 4. The groups are going very well. Children identified for reading support are engaging but need to do more work with maths. The positive outcome is that staff have worked well to move children into groups that fit their needs.
 - 5.18. Staff survey: This has been carried out for staff and parents and we have highlighted areas of concern. The school will review and share this information with Governors. The parents' survey is very positive. Over 2 weeks we are training staff on teaching children in small groups to arrange focus groups.
 - 5.19. Since Ofsted there have been no exclusions.
 - 5.20. Staff training. Governors were informed that today was originally set as an inset day. However the school took a decision to cancel inset today and have re arranged the training schedule. The staff calendar date will also need to be amended. The schools will be keeping the April inset date for this year.
 - 5.21. Update on restructure timetable. Governors were advised that the consultation document has now been shared with union reps. The document did not go out to unions until last week. Staff affected will be informed on Thursday 25 February and Mr Chetty has emailed staff advising of this on Monday 22 February.
 - 5.22. Governors were concerned that the full restructure document is circulated on the same day as the consultation meetings with unions with everything taking place on Thursday 25 February 2021. Staff will though will be notified of the arrival of the document earlier in the week on Monday 22 February
 - 5.23. Governors are to be kept updated.

6. SAFEGUARDING REPORT

- 6.1. All information around safeguarding is compliant and up to date on school website.
- 6.2. Regular meetings are held with the Safeguarding Lead Governor, Mr Leaker
- 6.3. Counselling: numbers have increased as more families are needing support.
- 6.4. The school would like to get in touch with the LADO to undertake a safeguarding audit to see how robust our systems are post Ofsted.

7. POLICY (H)RSE

- 7.1. Members of staff assigned to review the policy provided governors with a verbal overview of the proposed policy, and where in the curriculum this is covered within the policy.
- 7.2. Governors were informed that the school looked at DFE guidance, the Key and other school RSE policies that had be ratified at GBs. This is the first time this has been reviewed outside of the school.
- 7.3. Pg. 3 point 2 indicates the action plan to move this forward before it comes back to full governors for ratification.

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- 7.4. Lauren provided a brief overview of each page. For example, page 4 has a clear link to the science curriculum as well as RSE (page 8) and can be broken down into year groups. The vocabulary used in RSE policy is the same used in science so the children understand the terminology used.
- 7.5. The school thought about the needs of the school community and amended the plan accordingly and were able to identify the areas where parents can choose to opt out.
- 7.6. This is very important as this was a concern for parents. The schools have removed some of the more controversial elements but not the science elements which are compulsory.
- 7.7. The Chair stated that he understood that this is an area that might cause parents the most concern. E.g. page 5.
- 7.8. The policy is quite prescriptive to ensure that there is no misunderstanding for parents. The governing body are aware that they need to take parents with them. From the Chair's point of view the school has taken this policy forward in a constructive and productive manner.
- 7.9. KM pointed out an error of consistency in the use of 'Governing Board' or 'Governing Body'.

Q - Why One Decision?

A - Before the governors started this journey, we started using One Decision with a number of heads. The company links in with what the government requires and the LA funded the use of this contractor across all schools in WF. It should be a WF policy drive. This policy is being used in a collection of schools such as Jenny Hammond and Chingford CE.

- 7.10. Page 5 the school want the policy to be as explicit as possible. As a staff team we reviewed the materials and looked at where children would be split, within Year 5. We will share all information with parents and made clear that they can only opt out of the PHSE side not the science curriculum side. The children will not have heard this for the first time. They will be well versed in the curriculum
- 7.11. We are aware that the current Year 6 would not have had these lessons beforehand and they will be brought up to speed
- 7.12. The school is arranging training for all staff with One Decision, to support the development and confidence on the part of staff
- 7.13. Governors would like the final draft to be ratified for March Meeting and any further comments to be issued to Mr Chetty

8. GOVERNING BODY SUCCESSION PLANNING

- 8.1. Session planning. Mr Doré share some questions as a starting point before the meeting.
- 8.2. Governors will need to re appoint 5 governors out 8 in October.

Q - Is the finance committee structure working ok?

A - Yes, it good as it gives more time and focus to what the school needs. it has helped focused on budget and what the schools next steps are.

Q - Do we need to expand the size of the GB?

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- 8.3. Governors discussed options in terms of governing body size and when to hold elections for parent governors. The Clerk advised that elections should be held before the end of summer so that a new parent governor would be in post for the start of the new term
Action: Governors services to provide information of Parent Elections.
- 8.4. The Chair advised that he would like to have a discussion with individual governors regarding where the schools is going. It would be a good opportunity to touch base with governors.
- 8.5. Governors were reminded that staff governor elections will also be required before December.
- 8.6. Ms Sultanti-Jones suggested that it may be useful for parent governors to do a video clip to uploaded to the school website on the role of the parent governor Governors felt this was a good idea
- 8.7. The Chair suggested that a working party would be of benefit to move this forward.
Action: Succession Planning to remain as an agenda item
The Skills audit report
Action Clerk to see if a report is available.

9. CHAIR'S ACTION

No action in this reporting period

10. GOVERNORS' TRAINING

There was no training to report

11. SCHOOL POLICIES

- 11.1. See item 7.

12. OFSTED ACTION PLAN PROGRESS

- 12.1. Addressed under item 5 Headteacher's report

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 13.1. Finance, 1 March 2021, 5pm via remote meeting platform
- 13.2. Full Governing Body Meeting 22 March 2021, 5pm via remote meeting platform
- 13.3. Extra meeting for Restructuring 25 March 2021 at 5pm.
- 13.4. Agenda items
Governors Succession Planning.

14. AOB

Need a revised timeline for the consultation. 25 March potential Full Governors meeting to consider consultation responses.
The updated RA will be added to Governor Hub.

Meeting Closed 18:50

Print

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Signed

Date.....

Chair's Initials: