

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF  
DOWNSSELL PRIMARY SCHOOL GOVERNING BODY  
HELD ON 25 MARCH 2019  
AT 5.00 PM  
AT THE SCHOOL**

Present: Mr Martin Doré (Chair) Local Authority Governor

**Headteacher**

Mr Deena Chetty

**Parent Governors**

Ms Kirsty Sultanti-Jones

Ms Sumy Choudhury

**Staff Governor**

Ms Maryam Osman

Clerk to the Governors: Mrs Angela Ferdinand-Sergeant  
In Attendance: Ms Claretta Jean – Assistant Headteacher  
Ms Maria Regan – Assistant Headteacher  
Ms Monwara Rahman – ICT Leader  
Ms Marina Kaloki – School Business Manager (item 8)

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
3	<i>Curriculum Presentation: PHSE ACTION PLAN To be an item for July agenda.</i>	<b>Governor Services</b>	<b>15 July 2019</b>
5.1	School to contact Governor Services for information on Associate Governors.	<b>Headteacher</b>	<b>Immediate</b>
6	School to create a process map for tracking pupils based on audit questions for SEND, and Pupil Premium children.	Headteacher	<b>immediate</b>
7.4	The School to amend primary age from 3 to 2 with the Department of Education.	Headteacher	<b>immediate</b>

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1. The Chair welcomed all those present to the meeting
- 1.2. Apologies for absence were received from Mr Dave Leaker and Mr Robert Morini.

1.3. The clerk confirmed that the meeting was quorate with 5 (five) governors present.

## **2. DECLARATIONS OF INTEREST**

2.1. Mrs Ferdinand-Sergeant, covering clerk advised the board that she was the Schools Asset Manager for the London Borough of Waltham Forest.

## **3. CURRICULUM PRESENTATION RE PERSONAL, SOCIAL AND HEALTH EDUCATION**

3.1. Ms Jean presented the changes being made to the curriculum in relation to Personal, Social and Health Education (PHSE). Governors were given a booklet denoting the changes to be made and were requested to note the following points

- Statutory guidance has not been reviewed for nearly 20 years by the government.
- By 2020 schools will need to start teaching from the revised statutory documents.
- There has been a lot in the media about sex education and in terms of what is changing in booklet (page 3) Relationships Education (RE) and Health Education are the changes for primary, secondary will included Relationships and Sex Education.

3.2. The Relationship Education is the area where Parents are most concerned and it is becoming quite controversial. Secondary schools will have more of an issue as they will be teaching Sex Education.

3.3. What the school does not have at present is the programmes of study. Page 4 of the booklet outlines the details of the knowledge pupils should gain in relation to the subject areas listed.

3.4. "Changing adolescent bodies" some governors expressed concern that parents may have an issue with this element of the curriculum. Some of this will be covered within the science curriculum, which is a statutory curriculum requirement, for the girls it is menstruation and changes in bodies. The school sends a letter home to parents advising of this. The children are also shown an animated video and parents are invited to watch this also. If parents are not happy with what is being shown and taught then they can opt out. It should be noted that girls and boys are taught separately.

3.5. Mr Chetty advised that a local mosque had invited schools to a meeting to protest against this subject being taught in schools. Parents were given a letter from the mosque opting to hand in to the school to opt out of this subject. Mr Chetty forwarded a copy of the letter to Mr David Kilgallon, whom informed the school not to attend and sent a representative.

3.6. Ms Osman felt it was the terminology of relationships that is causing concern for parents. There are a few parents asking questions about this. They reiterated there are certain things that they want to teach their children themselves.

**Q Did you get the impression that these changes are reasonable?**

CJ Yes, we looked at the resources available for schools to use; they were really good which would help teachers deliver some of these areas. There is nothing to do with sex in the primary settings.

- 3.7. In relation to creating the schools relationship policy we need to ensure we are complying with existing policies and statutory requirements.
- 3.8. Governors held a wider discussion around terminology; it was up to the school to determine how to address LBGT context. Parents are worried about same sex as this is against some religious beliefs.
- 3.9. The school will present an action plan in the summer term using the proposal from DFE outlined in the booklet
- 3.10. The school agreed to meet parents from each year group. The school need to ensure that there is an equal balance so that children with same sex parents are not isolated.
- 3.11. There needs to be a balanced approach to reassure the community, doing it stage by stage is a good way of managing this, and taking parents with the school. It is the schools expectation to take everyone on this learning journey with us.
- 3.12. Mrs Osman stated that parents are worried that they are not being consulted. Parents are worried about the religious aspect and morale values that parents have. The word 'sex' gets parents worried.
- 3.13. The next steps are:
  - for the school to draft the Relationship policy,
  - await the programme of study from the DFE from nursery to year 6,
  - April - May need to purchase materials ready for implementation in 2020.

***Action: PHSE ACTION PLAN to be an item for July agenda.***

#### **4. MINUTES**

- 4.1. Minutes of the governing body meeting held 25 February 2019 were received and agreed with the following amendments:
  - Incorrect spellings of names. Page 2 item 5 incorrect spelling of Ms Monwara Rahman also Mrs Kirsty Sultanti – Jones
  - Removes staff names from confidential minutes.
- 4.2. Mr Doré signed both sets of minutes which were retained by the school.

#### **5. CHAIR'S ACTION.**

- 5.1. Mr Doré informed governors that he had held a discussion with Mr Leaker regarding Mr Leaker's attendance at meetings. Mr Leaker is finding it difficult to get to meetings at the present due to changes in at work. . Both Mr Doré and Mr Leaker were very keen that he should stay on the Governing Body.

5.2. Mr Leaker is also the Link Governor for safeguarding, and weekly updates are carried out with Mr Leaker and Mr Chetty.

5.3. The school and Mr Leaker are working on the safeguarding action plan to ensure that nothing slips.

**Action: School to contact Governor Services for information on Associate Governors.**

5.4. Governors discussed alternative meeting types given the number of governors.

**Action: Governors Services to re-issue the Alternative Meeting form for schools to sign off at the next governing body.**

5.5. The school received an email from the Borough of Culture marketing an event for arts in schools. Governors were informed that Ms Jean and Ms Regan will be the leads for the school on Borough of Culture.

## **6. HEADTEACHER'S REPORT.**

6.1. Mr Chetty informed governors that this term very busy. The school continues to give children the opportunity to being a child.

6.2. Mr Chetty highlighted the following from his report.

- Children with cancer we have raised 2200.
- On Thursday 21 March 2019 the school took 77 children to "Voice in a Million" at Wembley. Next year we are going to do this bigger and better as part of the "Downsell's got Talent" and will invite promoters and local schools to participate.
- Current number on roll is 590 2 more children have left, one to Davies Lanes as this is closer to home the other out of borough. We are expecting to hit capacity of 600.
- Staff Appraisal are on targets
- Training opportunities. Mrs Jean manages staff CPD.

6.3. Governors would like to see a list of courses that staff have attended this year. Mr Chetty advised that training is also recorded on SIMS.

- A Pupil Premium audit has been carried out and was good.
- A SEN Audit is currently being undertaken by the Internal Audit team from within the Local Authority. The school was asked to track a child and all the information was available. The process outlined an area of development:

**Action: School to create a process map for tracking pupils based on audit questions for SEND, and Pupil Premium children.**

6.4. Jeff Hart will review actions and will feedback to David Kilgallon. Mr Hart has agreed to come in to schools to review the curriculum audit with SLT. Governors requested that Mr Hart also provide feedback at the next governors meeting on the works he is doing to support the school.

**Action: Mr Hart to be invited to the next Governors Meeting to provide feedback the Curriculum Audit.**

**Q Is the reason that the number of pupils on pupil premium funding is dipping because they are moving out of borough?**

DC To some extent yes, also it's the changes to universal credits.

- Exclusion rates have reduced. Pupil premium children could be a child that has been excluded.

**Q Are we using their funding to support them?**

DC Yes, the funding is being used across the school; we have in place counselling etc.

**Q- Has the exclusion rates dropped because the school are giving them support?**

DC We have changed the way we deal with exclusions at Downsell, we keep the children in school and do not call parents in unless the incident is significant enough to warrant it. There is a number of staff whom had been trained by Hawkswood Primary to deal with a number of scenarios, that would have initially led to exclusions. The training put a lot of focus on attachment, which the school would not have readily considered. The school have started to implement some of the training practices and are continuing to look at ways in which to manage children's attachment issues. We are changing our focus to a more personalised learning to support children.

**Q So unless it is extremely serious then we do not exclude?**

DC Yes. Governors were given an example of child being excluded and how they sat with Mr Chetty the whole day

- Staff Observations: Ms Jean and Ms Regan and Mr Chetty carried out staff observations. Mr Chetty advised that observations would not be carried out on staff that are consistently good or outstanding. Governors were informed of the school's intention to use these staff members as Mentors to prompt good practice.
- 25% outstanding 6 teachers in the school. Good to outstanding 4 secure good 10. No major concerns. The school needs to have a consistent approach to outstanding teaching. Need to start sharing good practice.
- Racial incidents: 1 recorded: The school do not think that these are being recorded correctly and will need to speak to staff
- Exclusions - autumn term was high, and spring first half only 1 recorded the child has now settled in. Sadly the school had to permanently exclude one child.
- The Prefect system is up and running smoothly.
- Children's voice is strong and working well
- Celebration assemblies are on-going.
- Attendance is fluctuating around 94.5%. The school still have some children on roll that will be removed as they are out of the country. This will take the school back to 96% still have too many parents taking children out of school during term time.
- Persistent absence is the biggest problem. Shocked that the fine is per parent per child. Governors discussed costs of flights/holidays and the influx of parents taking children out of school, generally with fines it is still cheaper to parents so this is not really a deterrent.
- Census and SEND: 23 children with EHC plans on roll at present with 2 more to go through

**Q How long does it take to get an EHC plan?**

DC Normally they can take from 3 months to a year. Mr Chetty informed governors of a case where a parent employed a solicitor to support their case for a EHC plan for their child, which resulted in the plan being issued in a fraction of the time it normally takes, with no or limited paper trail.

6.5. Activities clubs, SLT met with year group leaders last week to review the take up on clubs and which clubs will be delivered in the summer term. The school want to give this a boost as take up is quite low this could be because of the £10.00 a term contribution from parents.

6.6. Mrs Osman advised that it could be due to the fact that a large number of pupils go to mosque after school from 4 to 7 in the evening. The school send out recommendation letters sent to parents of children in year 6 some of regarding the benefit of the booster classes.

**Q Are these advertised the clubs to children and families?**

DC Yes using several different methods.

6.7. Governors suggested looking at prompts during assemblies and for the school to consider carrying out a survey of children through student council on the clubs. Maybe it's the paying on line could be an issue. Fun kid clubs working well. Will do a report to governors on how this is progressing.

6.8. Mr Chetty tabled year 6 data. In December the school mentioned reading was at 53% this has now increased for the spring term. The school are currently undertaking assessments and will report on the results of the assessments at the next meeting.

**Action: Assessment Data to form part of the Headteacher's report for the next governing body meeting.**

6.9. Governors were advised that some parents take their children for tuition; this was evidenced when the school presented a paper and a number of children had seen the draft papers. This may affect the data being collected.

**Q How does this affect the children going to secondary schools?**

DC The year 6 results are used for predictions on GCSE. We are going to be issuing reports to parents next week showing their child's achievements and what predicted grades they should achieve. Year 6 teachers can't do anything more for year 6 pupils, secondary very different.

There is an amazing team of staff here, there is such a large number that just get on

**7. UPDATE ON 2 YEAR OLD PROVISION.**

7.1. Mr Chetty reminded governors of a meeting what was held with Eve McLoughlin. Ms McLoughlin had also attended a previous Governors meeting and presented the case for 2 year old provision. Governors were reminded that this conversation started 2 years ago.

- 7.2. Kier had quoted £50,000 to undertake the remodelling works, which will be project managed by the Early Years team.
- 7.3. The nursery is not full at present therefore the school propose to use theses as for 2 year old pilot provision.
- 7.4. The school could take up to 8 children and will recruit a member of staff to support this. The school have families with siblings requesting this provision that are going to a number of other local PVI setting, they are settled. The school need to attract them back into the school and build up community to create a natural progression from 2 years olds to year 6.

**Q** *Will the new member of staff will they be designated to 2 year olds?*

MR. There will be some transition. There will be things that staff will need to learn with the physicality of the building and what we can offer parents different types of models, we well have some solid busy bees and it can take some time, we have some 3 year olds that are like 2 year olds.

**Action: The School to amend primary age from 3 to 2 with the DFE.**

**8. STRATEGIC FINANCIAL PLANNING.**

8.1. Ms Marina Kaloki joined the meeting 18:46 and presented the position statement for the budget for 2018/19 and the proposed budget for 2019/20. This item was heard under confidential.

8.2. Confidential minutes were taken.

8.3. Mr Chetty advised that the school is investigating a music specialist coming in 3 days a week.

**9. DATE AND AGENDA ITEMS FOR NEXT MEETING.**

Monday 13 May at 5 p.m. at the school

**10. ANY OTHER BUSINESS**

There was no additional business to be heard at this evenings meeting.

**11. CONFIDENTIAL ITEM(S)**

2 Items were heard and minuted under confidential items.

Meeting concluded 19:05