

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF
DOWNSSELL PRIMARY SCHOOL
HELD ON 22 APRIL 2020
AT 5.00 PM
VIA GOOGLE HANGOUT REMOTE MEETING**

Present: Mr. Martin Doré (Chair) Local Authority Governors

Headteacher

Mr. Deena Chetty

Staff Governors

Ms Maryam Osman

Parent Governors

Ms. Kirsty Sultanti-Jones

Co-opted Governors

Mr. Dave Leaker

Clerk to the Governors: Mrs. Angela Ferdinand-Sergeant

In Attendance: Ms Claretta Jean – Assistant Headteacher

Ms. Marina Kaloki – School Business Manager (item 8)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.13	Ms Sultanti-Jones updated Governors on timelines for CPDs for staff and community engagement etc and reminded the school that Prevent training is every 2 years <i>ACTION: Mr Chetty to arrange Prevent Training for all staff before the end of the Summer Term</i> <i>This was agreed for summer term to be carried forward. Action to check if on line training available.</i>	Mr Chetty	Summer 2020
5.18	Holidays during term time. Governors questioned how the school were monitoring this and how the information is being used as part of the court evidence? <i>ACTION: item to be an agenda item for the Autumn term meeting with more detailed information to be provided.</i>	Governors or Services	Autumn Term 2020

6.9	David Kilgallon raised concern that the DfE would expect to see something in place with the NLE. Mr Chetty advised that the School had worked previously with Ms Hall, and Ms Hall was an Ofsted Inspector ACTION: Mr Chetty to invite Ms Hall to a Governors meeting	Mr Chetty	ASAP
	Agenda items for meeting of the 29 April 2020 <ul style="list-style-type: none"> • Updated on RSE – monitoring protocol • Ofsted Action Plan Progress (standing item) • SFVS • Financial Reg • 		
22 April 2020			
3. Governing Body	Action Mr Doré to check details for Ms Munden have been added to the circulation list and Mr Leaker did not receive a response from Ms Munden regarding today's meeting. Action Mr Leaker to complete DBS for the school with SBM	MD DL/MK	Asap
5 Schools Calander	Governors formally agreed The School Calendar 2020/2021 subject to changes as dictated.	Governor Services to note	Asap
6: SRE Draft Policy	Action paper to be issued to governors for formal adoption at next weeks governors meeting.	School	ASAP
7. STATEMENT OF INTERNAL CONTROL	Papers to be reissued to Governors and deferred to the next meeting	School	ASAP
8 BEST VALUE STATEMENT	Papers to be reissued to Governors and deferred to the next meeting	School	ASAP
9 WHISTLEBLOWING	Papers to be reissued to Governors and deferred to the next meeting	School	ASAP
10 SFVS	Papers to be reissued to Governors and deferred to the next meeting	School	ASAP

11 SCHEME OF DELEGATION	Papers to be reissued to Governors and deferred to the next meeting	School	ASAP
12 SPLIT CLASS – SEPTEMBER 2020	Action DC to produce a 1 side A4 once the teachers have been informed of their classes and report back to Governors on how this is working after the first term.	School	ASAP
13 RECEPTION CONSULTATION	Governors agreed to a temporary reduction in PAN to be implemented with immediate effect.	DC	ASAP
15 ANY OTHER BUSINESS – COVID – 19 UPDATE	Action: Governors to draft an email to be issued to staff by the school praising their continued support to the community during this difficult time.	DC/DL	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1. Welcome
All were welcomed to the meeting.
- 1.2. Apologies for Absence
Apologies for absence were received and accepted from Mr Mornini, Parent Governor, and Ms Sumy Chowdhry. Ms Munden was not contactable therefore Governors accepted this as an apology.
- 1.3. Quorum
The meeting was quorate with 5 Governors including the Headteacher present.
- 1.4. Notice of Any Other Business/Confidential Items
There was 1 Any Other Business item to be heard at today's meeting.

2. DECLARATION OF INTEREST

- 3.1. Standing Declaration: Angela Ferdinand-Sergeant, Schools Asset Manager for Waltham Forest.
- 3.2. No other declarations were made pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

- 3.1. Governors noted and accepted re-appointment of Mr Martin Doré to the Governing body with effect from 1st April 2020
- 3.2. Governors unanimously voted Mr Martin Doré as Chair of Governors for the remaining academic year 2019/2020.
- 3.3. There are no vacancies
- 3.4. Mr Leaker requires a new DBS
Action MD to check details for Ms Munden have been added to the circulation list and Mr Leaker did not receive a response from Ms Munden regarding today meeting.
Action Mr Leaker to complete DBS for the school with SBM

4. MINUTES

- 4.1. Governors received the minutes of the Governorsning Body Meeting held 24 February 2020 and agreed these were an accurate record of the meeting.
- 4.2. Mr Martin Doré signed a copy of the minutes of the 24 February 2020 and these were retained by the school as an agreed record of the meeting.
- 4.3. Matters arising:
- 4.4.1. Mr Doré wished to highlight the appointment of Ms Kerry Munden as a Coopted Governor at the Meeting of the 24 February 2020

5. SCHOOL CALENDAR

- 5.1. Governors reviewed the school calendar for 2020/2021. It is proposed that the start of the term will not begin with an inset day. The young explorers and reception children are due back 7 September 2020, however, given the current climate, the school will not be doing home visits but will do a remote meeting or social distancing at school. We will be published on the school's website.
- 5.2. Governors were informed next Wednesday, 29 April the LA has a conference call with headteachers scheduled and it is expected that the LA would be able to updated Headteachers on the potential return of pupils and what this may look like.
- 5.3. The difficult part for schools will be maintaining social distancing, everything is still it a state of flux.
- 5.4. Governors needs to be mindful that this calendar is subject to change depending on when and how schools return to normal.
- 5.5. ***Governors formally agreed The School Calendar 2020/2021 subject to changes as dictated.***

6. SRE DRAFT POLICY

- 6.1. Mr Doré advised Governors that he had attended a chair of Governors meeting where a letter was issued by D. Kilgallon concerning SRE. Mr Doré read out an extract of this letter outlining the LA role and the documentation it would produce.
- 6.2. Mr Chetty reminded Governors that at the last meeting the school would be part of a task group to draft an SRE policy for all schools in the borough with Mr Kilgallon's support. The group agreed to add Health in the title. The policy addresses the requirements of the DfE.
- 6.3. The policy will need to be adopted by Governors before staff are made aware. The curriculum is very important
- 6.4. The delivery of the curriculum will be part of the PHSE curriculum and delivered by class teachers. Year 6 children have always had the growing up talk and parents still have the right to withdraw their child from this element of the curriculum and we will continue to work parent on this however they do not have the right to withdrawn children from other curricular areas e.g. same sex.
- 6.5. Just before lockdown, Mr Chetty had arranged for One Decision to train staff on delivering this new curriculum. The school are mindful that training will need to be held for all staff to ensure consistent teaching across the school.
- 6.6. Mr Chetty advised that the Curriculum Map is to follow which will outline how this will be delivered across each year group.
- 6.7. Governors are asked to adopt the draft policy pending amendments from the LA.
Q this is the same policy being implemented across all schools
A yes. The School have been trialling resources from One Decision, and feel it would be useful for Governors to see the teaching resources.

- 6.8. Ms Sultanti-Jones reminded the school that a reporting system is needed for any comments that are made in relation to the policy by parents back to the LA
Action paper to be issued to governors for formal adoption at next week's governors meeting.

7. STATEMENT OF INTERNAL CONTROL

Papers to be reissued to Governors and deferred to the next meeting

8. BEST VALUE STATEMENT

Papers to be reissued to Governors and deferred to the next meeting

9. WHISTLEBLOWING

Papers to be reissued to Governors and deferred to the next meeting

10. SFVS

Papers to be reissued to Governors and deferred to the next meeting

11. SCHEME OF DELEGATION

Papers to be reissued to Governors and deferred to the next meeting

12. SPLIT CLASS – SEPTEMBER 2020

- 12.1. Mr Chetty informed Governors that for September 2020, Downsell is fully staffed. However in our current years 3 and 4 we have just over 60 children when we should have a cohort of 90, this has a significant impact on the school budget.
- 12.2. The school have decided to split the new year 4 and 5
- 12.3. Staff have been asked to send teaching assessments from when they broke up.
- 12.4. Governors were informed that the school will be using a very strong year 5 teacher in the split class.
- 12.5. The average class size is 23/24 children in each class across the school.
- 12.6. The school have met with the Admissions Manager who agreed with this approach.
- 12.7. All PPA will be covered by class teachers and with year 4/5 who will pick up assessment groups.

Q – What will the more able children be taught a year above what happens at year 6?

A – all children will be pushed to greater depth.

- 12.8. Governors stated the need to understand how the school will continue to engage pupils in year 6, where there other models? Mr Chetty stated that this method of teaching will assist the school in pushing the greater depth children. We will have time to re-write the year 6 curriculum. This will work well as the school has smaller class sizes. This means that every child is pushed to their best ability.

Q - How will it be monitored and measured?

A- we have time to monitor and review, through learning walks and class monitoring and data.

Action DC to produce a 1 side A4 once the teachers have been informed of their classes and report back Governors on how this is working after the first term.

- 12.9. Governors expressed concern about friendship groups and the impact of the older year group on the younger. The school will need to think about the children currently in year 5 and the need to monitor that the curriculum suits the needs of all cohorts.

Q -Will they be split in terms of peer groups?

A – To some extent yes,

Q - What if parents are unwilling to do this?

A - This will be set in terms of where children will be placed based on ability, children will still be able to interact with peers, outside of the classroom.

- 12.10. Ms Sultanti-Jones stated that she was concerned that friendship groups will be lost and there is a significant difference in the children's abilities, also she felt that this would not be accepted by a large number of parents.
- 12.11. Mr Chetty advised that he has done the same thing a few years back with years 2 and 3 and this worked well.
- 12.12. The changing of a class is normal for most schools, however, being different peer groups where some are slightly older is where Governors were most concerned and the school need to be mindful of this.

13. RECEPTION CONSULTATION

- 13.1. Mr Chetty informed Governors that 48 children offered places for September 2020, and surrounding primaries have spaces also.
- 13.2.
- 13.3. As highlighted in the mixed classes report the school has a Planned Admission Number (PAN) of 90. Given that the offers we under PAN the school would like to temporarily reduce PAN for 2020/2021 to 60.
- 13.4. The school have spoken to the LA who had indicated that there was an upwards trajectory but the children have not materialised. The school has had discussions with the LA and will support this.
- 13.5. The school has chased parents but do not think the numbers will go above 60.

Q- What is the break-even size?

A - 70 to 75 children, we cannot go below 70.

- 13.6. *Governors agreed to a temporary reduction in PAN to be implemented with immediate effect.***

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

All meetings will be via google meets. The date and time of the next meeting

- Wednesday 29 April, 5 PM
- Monday 11 May, 5 PM

- Agenda Items:

15. ANY OTHER BUSINESS

- 15.1. COVID -19 update. Mr Chetty presented a verbal update report on how the school were managing during the lockdown period.
- 15.2. The School is still using the website as the primary way of communicating with parents.

- 15.3. Every adult and child is to have a Google account created and the school has created virtual classrooms for pupils to access. Staff have been in school recording lessons with a safeguarding element and by the end of next week year 4, 5, and 6 will go live.
- 15.4. Teachers are also recording stories and phonics for the lower year groups.
- 15.5. The school has shifted its working practices to a more remote way of working.
- 15.6. Mr Chetty thanked Mr Leaker's team as they have been very supportive.
- 15.7. Last week the school had 26 vulnerable children attend today only 13 attended
- 15.8. The school have 49 vulnerable children that are contacted twice a week. Parents are not wanting to send children in due to social distancing.
- 15.9. Social services have groups of children to check also.
- 15.10. Most of the activities offered are play-based as the school have children from other schools, and out of borough children. We are very mindful of children's wellbeing.
- 15.11. Mr Chetty has with school counsellors and counsellors are remotely meeting children where possible.
- 15.12. Ms Kaloki is responsible for managing staff wellbeing, again mindful of staff that have been affected by Covid-19. We have large numbers of staff whose escape is coming to school. Staff have been advised that they can attend school, with prior agreement, as was surprised at the large numbers of staff that have taken this up.
- 15.13. Risk Assessments are reviewed continuously. A lot of thought will need to be given to opening schools early and maintaining social distancing.
- 15.14. The LA has asked what they can do to support families that need support in terms of ICT. Ironically the Chair and Vice-Chair looked at this some time ago. This is something that the school required but did not have the budget to support and we need to make sure as a school that we make the most of this to support Downsell pupils.
- 15.15. The FMS and hampers are working well with pupils, we have an average of 25 children. Governors were updated on the Government voucher scheme, Eden Red and we have obtained vouchers for parents. The parents need to access a link to use for voucher. The site has been inundated with applications, the LA has been really great in providing FMS and hampers to providing parents. Tesco's and Phonix project have been providing food for the school community.
- 15.16. Governors thanked the staff for all the support and efforts that the school has shown during this crisis.
- 15.17. Mr Chetty informed Governors that families turning up to the school to asking for assistance, mainly for food, are families that the school would not have deemed as vulnerable under normal circumstances.
Action: Governors to draft an email to be issued to staff by the school praising their continued support to the community during this difficult time.
- 15.18. Ms Kaloki asked Governors if they are aware of anywhere else she can signpost or obtain food to provide to families. Ms S is working on a list for the LA and once completed will send a copy to Ms Kaloki.
- 15.19. The school will start looking at different scenarios for a return, including social distancing. This will not be easy to maintain, this also affects staff, approximately 25 members self-isolated and the school will need to consider how this could work.

The meeting closed at 6.10 P.M.

Chair: (print)

..... (sign)

Date: