

GOVERNING BODY FOR ST JOHN'S CE PRIMARY SCHOOL N20

**MINUTES OF THE MEETING HELD VIA ZOOM ON
TUESDAY 28 APRIL 2020 AT 19:00**

MEMBERS

FOUNDATION GOVERNORS

Imogen Hall (PCC) - Chair
Jaime Goumal (PCC) - Vice Chair
Alice Gavin-Atashkar
(Deanery/Synod)
Carolyn Black (LDBS)
1 x LDBS Governor vacancy
2 x PCC Governor Vacancy

PARENT GOVERNORS

Jeremy Brough
Ajanta Kamal *
Ben Pullenayegum

IN ATTENDANCE

Lynne Evans, Clerk
Rinret Leks, Observer

LA GOVERNOR

Christine Richardson

STAFF GOVERNOR

Alison Cruickshank

EX OFFICIO HEADTEACHER

Curtis Sweetingham

EX OFFICIO PRIEST IN CHARGE

Revd. Lynn Davidson

ASSOCIATE MEMBER

Catherine Mitri

ACTION POINTS FROM MINUTES – PART I

Item	Action	By Whom	By When
4.3.11 4.2 3.3.1	***November meeting: JG meet with prospective PCC Governor	JG	1/10/2019
4.3.11 4.2 3.3.3	***November meeting: all governor vacancies by November FGB	IH	18/11/2019
4.3.11 9.4	***November meeting: HT Report – include number of 1-2-1 surgeries, X good, YZ development areas in next HT report	CS	20/03/2020
4.3.11 9.9	***November meeting: HT Report - Introduce tracking for MASH referrals for comparisons year-on-year/quarter-quarter	CS	20/03/2020
4.3.11 9.10.1	***November meeting: HT Report – move narrative on T&L activities to allow governors to connect dots	CS	20/03/2020
4.3.11 10.1.6	***November meeting: Request LD input to scripture integration to St John's daily life	CM	31/12/2019
4.1.1	Clerk to amend 18/11/19 minutes re apologies from LD (not JD)	Clerk	01/05/2020
4.3.10	Governors to undertake two training courses – strategic leadership and mental health and advise AGA and Clerk once completed.	ALL	30/06/2020
5.2	Clerk to update GovernorHub with extended terms of office for JG, CR and AGA	Clerk	01/05/2020

MINUTES
PART I

	<i>Opening Prayer</i>
	Revd Lynn Davidson opened the meeting with a prayer.
1.0	Welcome and apologies for absence
1.1	The Chair thanked Revd Lynn and welcomed all Governors to the Zoom.
1.1.1	The Chair commenced by acknowledging, on behalf of the FGB, the efforts from the school, and thanked all staff members who were continuing to work so hard for the school community and children.
1.1.2	The Chair also welcomed Rinret Leks who was joining as an observer and potential LDBS Governor.
1.2	Apologies were accepted from Ajanta Kamal who has a temporary leave of absence from the FGB due to her work as a frontline key worker. Ajanta hopes to return in due course.
1.3	The Chair invited CM to present the RSE policy at this time in the agenda, due to the nature of the meeting.
2.0	RSE Policy to be presented to parents
2.1	CM presented to Governors the basis of the planned consultation with parents on the RSE Policy and invited questions.
2.2	<p>Q: A Governor asked if staff will be comfortable presenting the new RSE curriculum</p> <p>A: AC replied that she believed they would due to teachers building a rapport with the children and then being comfortable with a variety of conversations that take place on a day to day basis.</p>
2.3	<p>Q: A Governor asked if the presentation will go to parents first or whether the school wanted Governor input first.</p> <p>A: CM replied that she would like Governor input on the suggested inclusion of "how babies are made" in the RSE curriculum and explained that the school wanted to include the topic. It was further explained that the topic is covered in Y7 at secondary school but it was felt it would be prudent to cover beforehand and be able to focus on the relationship aspects of the subject.</p> <p><i>(No discussion on this point)</i></p>
2.4	<p>Q: A Governor referred to the LGBT aspects of the curriculum and asked if the LGB would be covered, as well as the T (which was demonstrated in the presentation).</p>

	A: CM replied that it would and explained that the curriculum included in the presentation was just a flavour of what would be on offer. Furthermore, it was explained that RSE lessons would open up a wealth of discussion and questioning from the children and would be based on really positive relationships between the teacher and pupils.
2.5	<p>Q: A Governor asked whether the deadline for implementation of the RSE policy had changed due to school closures in relation to COVID-19.</p> <p>A: CM replied that it had not and the school did need to send information out to parents in order to allow them time to digest the contents.</p>
2.6	The Chair thanked CM for a really well put together presentation which would be easy for parents to follow.
3.0	Declaration of Interests (previously 2.0 on agenda)
3.1	None declared.
4.0	Minutes of previous meetings dated 18 November 2019, 10 March 2020 and Matters Arising (previously 3.0 on agenda)
4.1	The minutes of the meeting dated 18 November 2019 were approved as a true reflection of the meeting, signed by the Chair and kept by the Chair for filing when schools reopen.
4.1.1	A small typo was noted (JD/LD) which the Clerk agreed to amend before placing on the website. ACTION
4.2	The minutes of the meeting dated 10 March 2020 were approved as a true reflection of the meeting, signed by the Chair and kept by the Chair for filing when schools reopen. ***This isn't right – Lynne has the minutes
4.3	The Governors reviewed only essential matters arising and action points from the minutes, with comments as follows.
4.3.1	4.1.1 - Clerk amend typos on previous minutes and upload to website. Complete
4.3.2	14.1 - Written Statement of Behaviour Principles - finalise and publish. Complete
4.3.3	14.2 - Behaviour Policy – allocate to TLS with timescale. Complete
4.3.4	14.3 - Safeguarding Policy - finalise and publish. Complete
4.3.5	14.4 - Teachers' Pay Policy –finalise and save to file. Complete

4.3.6	14.5 - Charging & Remissions –finalise and publish. Complete
4.3.7	14.6 - Prevent –finalise and publish. Complete
4.3.8	14.6.3 - Circulate links to e-learning for Prevent and FGM. Complete
4.3.9	14.7 - Review First Aid Policy and present to next FGB. Complete
4.3.10	4.2 - Carry over 2 July 2019, Item 6.4, Finalise Governor Development Plan and activate training for FGB. AGA advised that she had circulated an update on training to Governors and there were two outstanding actions in terms of pre-recorded training. One was on strategic leadership for governors and one was on mental health. All Governors were encouraged to undertake the training courses, which were about one hour long, and to advise AGA so that she could add them to the Development Plan. Governors should also advise the Clerk of any training undertaken so that she could ensure all training logs were kept up to date. ACTION
4.3.11	All other action points to be carried over as non-essential at this time of COVID-19.
5.0	Membership (previously 4.0 on agenda)
5.1	The Chair advised that terms of office were due to expire for Jaime Goumal (8 July 2020), Christine Richardson (1 July 2020) and Alice Gavin Atashkar .
5.1.1	Given the current COVID-19 crisis, the NGA were recommending that all Governor terms of office be extended to September 2020 to allow Boards additional time to deal with membership.
5.1.2	Both Governors were asked to liaise directly with the Chair should they have any objection to this.
5.2	The Board RESOLVED to extend the terms of office until September 2020 for both Governors. Clerk to update GovernorHub. ACTION
6.0	Chair's Action (previously 5.0 on agenda)
6.1	The Chair advised that only essential governance meetings would take place during the COVID-19 crisis and, as such, there would be no committee meetings.
6.2	Governors were reminded that they had electronically received, and reviewed, a Governor Virtual Attendance Policy and that she had ratified the policy, as a Chairs Action, on 25 March 2020
6.3	Governors heard that a lot of work had already been undertaken on

<p>6.3.1- 6.3.2</p>	<p>the budget in preparation for the Extraordinary Meeting held in March 2020. As such, the budget was submitted via Chairs Action.</p> <p style="text-align: center;"><u>MOTION OF CONFIDENTIALITY</u></p> <p>RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.</p> <p style="text-align: center;">(Part I Resumed)</p>
<p>6.3.4</p>	<p>Governors heard that long-term financial sustainability remains a problem but, due to COVID-19, would need to be reviewed at a later date.</p>
<p>6.4</p>	<p style="text-align: center;"><u>MOTION OF CONFIDENTIALITY</u></p> <p>RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.</p> <p style="text-align: center;">Part I Resumed</p>
<p>7.0</p>	<p>Headteacher Report (previously 6.0 on agenda)</p>
<p>7.1</p>	<p>Governors received an update from the Headteacher on the school's response to COVID-19 and acknowledged that schools closed very quickly and without consultation, providing staff one weekend to get everything sorted and up and running for both staff and pupils. No advice was received from government.</p>
<p>7.1.1</p>	<p>Governors heard that the school has worked really hard on what they think is the right amount of distance learning and made a collective agreement that they did not want parents to be teachers. Instead they want to embed learning that they have previously covered for pupils.</p>
<p>7.1.2</p>	<p>Distance learning via Google Classroom was launched as soon as school closed. A parental survey had been conducted before the Easter holidays and the school received very positive feedback on the distance learning, together with constructive points for improvement, which had now been actioned.</p>
<p>7.1.3</p>	<p>In terms of the work being done actually in school to care for keyworker and vulnerable children, the biggest challenge for all concerned is social distancing - even with so few pupils in school.</p>
<p>7.1.4</p>	<p>Governors heard that the school were hoping to launch in the coming weeks live meetings between teachers and children.</p>
<p>7.1.5</p>	<p>Staff were also working really hard in the background and examples</p>

	<p>were cited:</p> <ul style="list-style-type: none"> - Curriculum Maps were really developing and 2021 would see an amazing curriculum at St John's. - The website was being continually updated. - The SLT had undertaken a "distance learning look" in place of a "book look". They were very happy with distance learning and think staff are doing a brilliant job. - EHCP annual reviews are taking place. - ***PEP means? PEP meetings for children that have social workers are still taking place. - EHCP applications were still being processed. - Fortnightly food parcels are being created for vulnerable families within the school and members of staff had volunteered to deliver the parcels.
7.1.6	Governors were informed that nursery acceptances had been issued via Google and it was streamlined and efficient process which was very exciting for the staff involved.
7.1.7	<p>Q: A Governor asked when final intake numbers would be known</p> <p>A: CS replied that the school was waiting for 3 responses at the moment to take Nursery to capacity, but also had a waiting list with the process of offers still ongoing. Reception numbers looked to be healthy too.</p>
7.1.8	Governors heard that school reports would also be distributed to parents within the next week.
7.1.9	A Governor noted that he was amazed at how quickly the school were up and running as a virtual school and felt the SLT were remarkable. The level of information parents needed had been pitched just right, which showed the amount of work that went in to the process beforehand.
7.1.10	<p>Q: A Governor asked if the crisis continued, would the school be open during the traditional summer holiday break.</p> <p>A: CS replied that he could not predict anything and that Unions were strongly against anyone returning to school until the level of safety could be guaranteed. He felt, however, that staff would do whatever they needed to do in the same way they did over Easter.</p>
7.1.11	<p>Q: A Governor asked whether there was a requirement to monitor attendance with the virtual school and submit to the LA.</p> <p>A: CS replied that there was no requirement for attendance to the virtual school and the idea was simply to engage children in</p>

7.1.12	<p>learning. There was, however, a requirement to submit daily statistics on those children physically attending school.</p> <p>The Chair asked for the SLT to reiterate to all staff, the huge appreciation from the governing body for all they have undertaken so far, noting that the efforts were nothing less than amazing.</p>
7.2	<p>Staff and pupil health and wellbeing</p> <p>7.2.1 Governors heard that whilst there is concern amongst the staff who are attending school in terms of their personal safety, when onsite, they love being there.</p> <p>7.2.2 The school opened during the Easter and Bank Holidays and are open 5 days per week.</p> <p>7.2.3 Over the Easter period, regular SLT and staff meetings took place on Zoom and staff worked together to launch the school's Distance Learning Awards, which they are immensely proud of. The Awards are not to create pressure, but to encourage children to engage with their learning. Engagement on Google Classroom has nearly tripled.</p> <p>7.2.4 Staff were reported as working really hard and showing huge dedication. Mealtime Supervisors were also coming into school to help.</p> <p>7.2.5 Q: A Governor asked how the staff were coping in general. A: CS replied that there was still concern amongst staff with regards to attending school and the SLT were trying to be flexible in this challenging time. The school had also introduced the use of the Headspace app to assist staff with clearing their heads and mindfulness. Virtual staff meetings are being held and everyone is being asked to share new things that they are doing in an attempt to share positivity.</p> <p>7.2.6 Q: A Governor asked how the school was supporting vulnerable children. Of note was that 33 incidents reported as safeguarding concerns on the HT report and how were they being monitored when not in school. A: CS replied that the school had been in email contact with vulnerable families; 95% of those accepted the offer of food parcels. The school is also in the process of planning meetings with children via Google Meet and phone calls to families of vulnerable children from the SLT. Furthermore, the 33 incidents were children being monitored but not the incidents were seriously vulnerable. Vulnerable children are coming to school.</p>

7.3	Staffing
7.3.1	A staff rota has been set up although it changes regularly. There are 2, 3 or 4 members of staff in every day, dependent upon the pupil numbers expected. Fun and educational activities are on offer.
7.3.2	Numbers of children on-site fluctuate between 3-10 dependent upon key workers shift patterns.
7.3.3	Governors were advised of a challenge in the first few weeks relating to attendance of a paediatric first-aider onsite but this had now been resolved an appropriately trained First-Aider was onsite every school day.
7.4	Questions on written report previously provided
7.4.1	None received.
7.5	The Chair thanked the Headteacher for an excellent update and reiterated thanks to all staff again.
8.0	Safeguarding including compliance update (previously 7.0 on agenda)
8.1	No updates. Addendum to Policy covered at 11.1 below.
9.0	Finance (previously 8.0 on agenda)
9.1	The Headteacher was asked if there was any unusual or exceptional spending during the pandemic or any unavoidable breaches of financial procedures which have arisen
9.1.1	Governors were advised that there were not, although the school was considering purchasing Zoom due to its ability to use "meeting rooms". The potential purchase was discussed and Governors AGREED to the cost.
10.0	Premises (previously 9.0 on agenda)
10.1	Governors were advised that all scheduled maintenance had been cancelled due to COVID-19.
11.0	Policy Review (previously 10.0 on agenda)
11.1	COVID-19 Child Protection & Safeguarding Addendum
11.1.1	Q: The Chair queried telephone numbers within the policy as the previous Chair's mobile was included. A: CS replied that the Addendum had already been amended and

	just the school telephone number and office email address were now included.
11.1.2	Q: The Chair asked if the Addendum would be circulated to parents. A: CS confirmed that it would.
11.1.3	It was RESOLVED to RATIFY this Addendum to policy.
11.2	First Aid Policy
11.2.1	Q: A Governor queried the phrasing “hopefully” for sterile bandages and asked that governors be assured sterile bandages be available. A: CM replied that the policy would be amended and Governors could be rest assured sterile bandages would be used.
11.2.2	Governors discussed that mental health was not included within the First Aid Policy, although noted that the school does have appointed Mental Health First Aiders.
11.2.3	A Governor also referred to possible burns in the kitchen unit and suggested that it might be worth referring to the source of guidance for what should be included in the kits, as opposed to listing the items in the kit itself.
11.2.4	A discussion took place on a grid which showed staff that were CPR trained and Governors were assured that all First Aid trained staff, were also CPR trained.
11.2.5	It was RESOLVED to RATIFY the First Aid Policy.
11.3	Governor Virtual Meeting Attendance Policy.
11.3.1	It was RESOLVED to RATIFY the policy, which had been approved as Chairs Action on 25 March 2020.
12.0	Any Other Business (previously 11.0 on agenda)
12.1	The Chair confirmed to the FGB that whilst schools are closed, no committee meetings would take place and FGB meetings would focus on essential items of governance only.
12.2	The issue of church attendance and the school’s admission policy was also mooted given that the church is also closed. It was agreed that the matter should be considered and addressed when church reopens.

13.0	Any Other Confidential Business (previously 12.0 on agenda)
13.1- 13.2	<p style="text-align: center;"><u>MOTION OF CONFIDENTIALITY</u></p> <p>RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.</p> <p style="text-align: center;">Part I Resumed</p>
14.0	Date of Next Meeting (previously 13.0 on agenda)
14.1	The date of the next meeting was confirmed as Monday 29 June 2020

The Chair thanked all for attending and invited LD to close the meeting with a prayer at 20:55