

GOVERNING BODY FOR ST JOHN'S CE PRIMARY SCHOOL N20

MINUTES OF THE MEETING HELD VIA ZOOM ON TUESDAY 14 JULY 2020 AT 19:00

MEMBERS

FOUNDATION GOVERNORS

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

PARENT GOVERNORS

Jeremy Brough
Ajanta Kamal *
Ben Pullenayegum

IN ATTENDANCE

Lynne Evans, Clerk
Daisy Lai, 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
4.1.1	Clerk to amend 18/11/19 minutes re apologies from LD (not JD)	Clerk	01/05/2020
5.2	Clerk to update GovernorHub with extended terms of office for JG, CR and AGA	Clerk	01/05/2020
3.1.1	Issue minutes of 28/04/2020 to Chair for electronic signature and filing	Clerk	15/07/2020
3.3.1	Clerk amend membership to show AGA resignation as at 14/07/2020	Clerk	17/07/2020
3.3.3	Clerk amend membership to show reappointment of JG	Clerk	17/07/2020
3.3.4	Clerk amend membership to show reappointment of CR.	Clerk	17/07/2020
3.3.4	Seek LA nomination of LA Governor in Spring Term 2021	IH	31/03/2021
5.5.2	Include reference to OPTIONS of early closure and BFC/ASC key worker attendance only in Newsletter dated 17/7/20	CS	17/07/2020
5.8.2	SLT to be prepared for Supportive Visit under 4 headings	CS, CM	07/09/2020
7.4.3	Consider staffing structure options for proposal to FGB	CS, CM	07/09/2020
8.4.3	Review cleaning contract for notice period to school	CS	31/07/2020
8.4.4	Ensure cleaning company ready to step in short notice in case existing provider do not show	CS	31/07/2020
9.1.2	Liaise on policy review schedule	JG, Clerk	31/07/2020

MINUTES
PART I

	<i>Opening Prayer</i>
	Revd Lynn Davidson opened the meeting at 19:03 with a prayer.
1.0	Welcome and apologies for absence
1.1	The Chair thanked Revd Lynn and welcomed all Governors to the Zoom meeting, providing a special introduction to Daisy Lai who was joining the meeting as an Observer.
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.
2.0	Declaration of Interests
2.1	No new declarations received.
2.2	The Clerk advised all Governors that they should keep their own declarations up to date on GovernorHub via their personal profile and reminders on this would be issued in time for the September meeting.
3.0	Minutes of previous meetings dated 28 April 2020 and Matters Arising
3.1	The minutes of the meeting dated 28 April 2020 were approved as a true reflection of the meeting.
3.1.1	The Clerk advised that these would be issued to the Chair for electronic signing after the meeting. ACTION
3.2	All ongoing actions from the previous meetings were carried over to September due to COVID-19.
3.3	Some membership issues were arising from the previous meetings.
3.3.1	It had previously been suggested that Alice Gavin Atashkar, although coming to the end of her term of office, would remain on the FGB until a replacement could be found. However, it had since been agreed that Alice Gavin Atashkar would step down now as a Deanery Governor with this being her last FGB meeting. Clerk to update membership documentation. ACTION
3.3.2	Thanks were given from the Board to Alice for being such a positive, supportive presence on the Board over the past 4 years and specifically for her support and advice on the recent partnership

	agreement. A card and flowers had been sent to Alice from the Board, for which she expressed her thanks.
3.3.3	The term of office for Jaime Goumal was also coming to an end and Governors were advised that Jaime had agreed to stay until the next Ofsted inspection had taken place, particularly in light of him now being the sole Vice Chair. Clerk to update membership documentation. ACTION
3.3.4	Christine Richardson had also served a further year of her term of office and agreed to serve for a further year. In July 2021, Christine would have served a 4-year term of office and a new nomination (or confirmation of nomination) would be required from the Local Authority in Spring 2 2021. Clerk to update membership documentation and create action for LA nomination 2021. ACTION
3.3.5	The Chair gave thanks to all on the governing body for their commitment, work and expertise brought to the table.
4.0	Chair's Action
4.1	A list of Chairs' Action notes had been circulated prior to the meeting highlighting a number of urgent decisions made by the Chair, in consultation with the HT and DHT due to the current environment.
4.1.1	No questions were received from the Board.
5.0	Headteacher Report
5.1	The Chair thanked the Headteacher for providing such a comprehensive Headteacher Report on top of his existing workload.
5.1.1	The Chair noted a huge amount in the Report for the school to be proud of, particularly the high percentage of children engaging with Google Classroom and Collective Worship, which has kept the community together and sharing values, even though in physically separate.
5.1.2	The Chair expressed the Board's thanks and appreciation for all of the staff but particularly the Senior Leadership Team.
5.1.3	The Chair invited the Head to provide a brief summary and for Governors to raise questions on the Headteacher Report.
5.2	The Headteacher also echoed his thanks to AGA and his appreciation of her support, particularly with regards to the partnership negotiations.

<p>5.2.1</p> <p>5.2.2</p> <p>5.2.3</p> <p>5.2.4</p>	<p>Governors heard that the information contained within the Report should also be viewed as a celebration of what has been achieved in an unbelievable year for everyone.</p> <p>Governors were advised that the attendance figures within the Report were in the period leading up to lockdown and these stopped being tracked one week prior to 23 March.</p> <p>The Safeguarding statistics were for the entire year to date and Governors noted that CPOMS was a very useful system allowing staff to access remotely, which had been crucial in these unprecedented times.</p> <p>Questions invited.</p>
<p>5.3</p> <p>5.3.1</p> <p>5.3.2</p> <p>5.3.3</p> <p>5.3.4</p>	<p>Q: A Governor asked for an update on staff wellbeing. A: CS replied that it had been a stressful time for all staff and that communication had proved difficult initially, however, that improved as time went on and all staff worked incredibly hard and did their very best, embodying the growth mindset ethos of the school.</p> <p>Governors heard that a few members of staff were quite anxious about returning to school, but training had been delivered to a selection of the team which went very well. All staff, bar three members of staff, were now back at school and full capacity was expected by the end of July.</p> <p>Governors were advised that four concerns concerning the school's actions had been raised by parents to the school however, the rest of messages received were positive.</p> <p>Further information was provided to Governors in that initially staff were unsure how systems would work and there was a little fear of the unknown. However, when staff entered into their bubbles and routine, seeing the children's faces and how much they were enjoying being back at school was the reward for the staff and they began to recognize that to reopen was the right thing to do. Staff reported that they also had a positive gain to their own mental health and wellbeing.</p> <p>The Staff Governor reported that she felt being back in school was the best thing and hates the weeks when she is not in school. She further advised that she believed the SLT did the right thing, at the right time and cannot praise them enough.</p>

<p>5.4</p> <p>5.4.1</p> <p>5.4.2</p> <p>5.4.3</p>	<p>Q: A Governor asked what planning was in place for September.</p> <p>A: CS replied that a lot of planning was now required and given the differing nature and sizes of local schools, there was no “one size fits all” and St John’s had to start from scratch. He felt that the challenges for St John’s lay with bubble size, Breakfast Club and After School Club offerings.</p> <p>Governors probed for more information and were advised that whilst class bubbles would remain as year groups, the offering for Breakfast Club and After School Club would typically incorporate children from all classes (bubbles) throughout the school. Space, staffing and the school’s offering to parents was being considered and the SLT felt this to be the single biggest barrier for the school in September.</p> <p>EYFS would consist of 56 children in September which was noted as being too large for a bubble in a primary school. SLT were therefore needing to consider movement of the Nursery class to an alternative location within the main school.</p> <p>Staff felt that breaktimes would not be problematic.</p>
<p>5.5</p> <p>5.5.1</p> <p>5.5.2</p> <p>5.5.3</p>	<p>Q: A Governor asked for the HT to describe further some of the trains of thought for possible solutions to the challenges to be faced in September.</p> <p>A: Governors were advised that one solution the SLT were considering was to close the school to pupils, at 1.30pm on one day per week for a temporary time period. It was suggested that this solution would serve two purposes: 1) allowing for a more thorough clean of the premises mid-week, 2) allows staff PPA time and thereby reducing the need for PPA cover by teachers having to move through bubbles.</p> <p>Q: A Governor asked if key worker groups would return to their classes in September.</p> <p>A: CS replied that they would, dividing the hall up for key workers only to attend Breakfast Club and After School Club was another option being considered.</p> <p>Q: A Governor asked if the newsletter could include that school closing early and limited/no Breakfast Club and After School Club attendance was being considered, in an effort to provide parents with as much notice and transparency as possible.</p> <p>A: CS replied that he would include that information this week. ACTION</p> <p>CM advised that the school were very much aware that parents were being encouraged to return to work for economic reasons and thus limiting hours at school was not ideal, however, Governors were</p>

	asked to remember that safety had to be the overarching thought process at the moment.
5.5.4	<p>Q: A Governor asked what the decision points would be – for and against – for Governors to consider this temporary measure.</p> <p>A: CS replied that the SLT are aiming <u>not</u> to close early. The main factor influencing the decision would be teachers having to move through bubbles. PPA cover and cleaning are also considerations, but not overarching. Should closing early be deemed the best option, it was also being explored to close on a Wednesday instead of a Friday so that the premises could have a mid-week clean.</p>
5.5.5	<p>Q: A Governor probed further, asking which staff would move through bubbles as class teachers tended to be static</p> <p>A: CS replied that all class teachers were entitled to PPA time. When undertaking their PPA, their class would be taken by an alternative teacher. This would mean that the teachers providing that PPA cover would move through all the bubbles in the school within a couple of days, which would not keep staff safe. By closing early, teachers could have their PPA time and it would prevent PPA cover moving through bubbles, thus releasing pressure throughout. However, the overwhelming negative was the impact on parents.</p>
5.5.6	<p>Q: A Governor asked if key worker and vulnerable children would also be sent home early.</p> <p>A: CS replied that if the school was closing early, then they would. However, it was felt there was a 90% chance that the route of closing early would not be followed.</p>
5.5.7	<p>Q: A Governor queried that as the school would be one teacher down in September, did the decision to not recruit a replacement at this time, have a bearing on the ability to find suitable solutions for September reopening.</p> <p>A: CS replied that it did, however, as the resignation came at the very last moment possible, it was felt that to recruit a good teacher at this time was difficult in a normal school year, but to then add in COVID it would be virtually impossible.</p>
5.5.8	Governors were advised of the recruitment process and understood that an advert for a replacement teacher had been created and paid for. Whilst a temporary solution for a class teacher could be found with the existing staff, the issue of PPA cover still needed resolving.

5.5.9	Governors challenged and discussed workload of two members of staff who would be required to cover PPA and expressed their concern at overloading those members of staff, particularly in light of Government guideline advising that Safeguarding leads must be provided with extra time (CS, CM and MDA) and that all staff must receive their full hour break for lunch.
5.5.10	In response to Governor probing, the meeting heard that the decision to not replace a teacher at this time was not a financial one but largely due to the crossing of bubbles.
5.5.11	Moreover the solution of providing a combination of two highly experienced EYFS/KS1 teachers would enable young pupils who had missed a whole term of their learning, to receive a real boost in terms of transition.
5.5.12	Governors were noted to have discussed in detail and have been consulted on the temporary (6 week) suggestion of early closure.
5.5.13	It was agreed that should the SLT decide that this option needed to be put in place, Governors would be advised and parents would be informed.
5.6	Q: A Governor asked if YN would be returning in September. A: CS replied that nursery and the whole school would return although the staggered start of nursery would be a shorter period than in previous years.
5.7	The Headteacher was invited to provide an update on disadvantages pupils, with challenge led by the PP Link Governor.
5.7.1	Governors were advised that very few disadvantaged pupils attended school during lockdown but those that did, came in every day.
5.7.2	The school's catering company set up a fortnightly food parcel which were hand delivered to families by staff members. The food parcel has now transitioned to the voucher scheme with £90 being provided to families from the Government for the 6 weeks' summer holidays.
5.7.3	3 children had also received laptops from the Government scheme.
5.7.4	Children that were not in school participated in some Google Meets and vulnerable children received phone calls home every week. The Inclusion Leader had also sent information home to parents and had individual conversations with pupils.
5.7.5	Governors heard that there were some pockets of families who did not engage with Google Classroom as well as was hoped and some personal visits to homes had also been undertaken by staff due to

5.7.6	<p>concern around infrequent communication.</p> <p>Conversations were now taking place about a recovery curriculum and children that had not engaged with remote learning being a high priority for identification of gaps and interventions to close those gaps.</p>
5.7.7	<p>Q: A Governor asked how the school knew that pupils with EHCPs were receiving the support they need at home.</p> <p>A: CS replied that the method was similar to the vulnerable pupils consisting of regular communication, providing support to families and provision of work packs.</p>
5.8	<p>Q: A Governor referred to the HT report and asked about the Ofsted Framework and whether Ofsted had moved goalposts in light of the pandemic.</p> <p>A: CS replied from mid-end September, Ofsted are trialling a “supportive visit”. This was reported as being a no notice phone call at lunchtime of a visit the next day. The Inspector would spend all day at school reviewing 1) safeguarding, 2) the virtual curriculum and current curriculum, 3) how the school is closing gaps and 4) what the school is doing in light of COVID. A letter would be issued with all the things the school is doing well and areas for improvement. However, no grade would be issued and it would not count as an inspection. Formal Ofsted inspections are set to resume in the Spring term 2021.</p>
5.8.1	<p>The meeting discussed SATS 2021 and their hope that thresholds and content would be reviewed.</p>
5.8.2	<p>Governors further discussed that they were due for an inspection in the Autumn Term and internal data that could be used for predicted grades if necessary. It was also agreed that the school should be prepared for a supportive visit under the 4 headings. ACTION</p>
5.8.3	<p>Governors were also advised that the LA have suggested not creating a SEF/SIP (long term planning document) until the Spring Term but to instead create a short-term COVID recovery plan for the Autumn Term.</p>
6.0	Safeguarding including compliance update
6.1	<p>Governors learned that staff were finding it hard to identify vulnerable families in the current situation and that external support was lacking. CAMHS were prioritizing suicidal children and families and were proving difficult to get hold of for other reasons.</p>
6.1.1	<p>Governors heard that where a parent had raised concerns about a child’s mental health and wellbeing, the school had tried to offer personalized support and invited children into the school to give a</p>

	little bit of social interaction with other children and also sent links to websites that might be of assistance.
6.2	Terrapia, the school's counselling service, was reported as being up and running virtually.
6.3	Governors were advised that the site manager was shielding and a lot of compliance checks would take place over the summer holidays.
7.0	Finance
7.1	Governors heard that school finances had been negatively impacted by COVID-19 in that the school had lost income, but outgoings remained constant. Examples of lost income were given as Breakfast Club, After School Club, Nursery extended day, lettings and PTA donations. From a cashflow perspective, the school had had to refund trip money to parents and was waiting for their insurance to pay out.
7.1.1	The budget was originally predicted to be £12k positive but is now forecast to be zero, albeit a balanced budget. It was stressed to Governors that the income to be received from the partnership with All Saints was the savior on finance.
7.2	As a result of COVID, the school had been advised by the LA and LDBS to put the staffing restructure consultations on hold, however, all are now in agreement that conversations need to re-open in the Autumn Term
7.3	<p>Q: A Governor asked whether there had been any hint of schools receiving a support budget from the LA for COVID.</p> <p>A: CS replied that the Government had announced they were providing support packages to schools, however, there was a caveat that it was only if you had already filed a deficit budget and then, you were only allowed to claim money back for certain COVID expenses. There was a suggestion that schools may receive money for top ups and intervention programmes in the summer term, which was yet to materialize. No support packages were in place however for loss of income.</p>
7.4	The Chair of the F&P Committee advised that the school had planned to have a year-end positive balance and were therefore able to defer some of the difficult staffing decisions. However, now the finances were "flat", those difficult decisions needed to be accelerated again.
7.4.1	It was advised that the only thing to have a positive impact on the budget was the partnership. Without that being factored in, the school would have been £30k deficit.

7.4.2	The Chair of the F&P Committee stressed to the meeting that changes to the staffing structure must be made in the 2020-21 academic year otherwise the school would not be sustainable.
7.4.3	SLT were asked to think about options through the summer ready for discussion early in the Autumn Term. ACTION
8.0	Premises
8.1	Governors were advised that the "5-Year Fix" was due in the next academic year and was explained as being an electrical review which could result in expenditure for replacement items.
8.2	A Tree Survey was also due in 2020-21, although it was hoped that little or no work and expense would be required from this due to the thorough survey 3 years ago.
8.3	Governors were also informed that some further work was required if moving children around due to COVID i.e. a fence requiring fixing and dividers for the Hall.
8.4	The meeting discussed the cleaning contract in detail and the school's proposal to move from the existing provider to a new provider.
8.4.1	It was heard that the existing provider had fallen foul of contract and had been served with 3 months' notice of termination of agreement.
8.4.2	The proposed new provider came highly recommended, were £3k cheaper and were so confident in their ability that they only required a 30-day notice period of termination, as opposed to the one-year notice many of their competitors enforced.
8.4.3	Q: A Governor asked if the new provider had to provide notice to the school if they did not want to continue providing the service. A: CS replied that he had not received the contract yet but would specifically look for that. ACTION
8.4.4	Governors discussed the risk of existing provider not fulfilling the service up to October and requested that Newco be lined up, ready to step in, should the need arise, particularly in light of COVID and hygiene requirements. ACTION
8.5.5	Governors APPROVED the appointment of the new cleaning provider, subject to suitable terms and conditions of contract.

9.0	Policy Review
9.1	<ul style="list-style-type: none"> - <i>SEND Policy</i> - <i>Security Policy</i> - <i>Allegations of Abuse Against Staff (Statement of procedures)</i> - <i>Children with health needs who cannot attend school</i> - <i>Designated teacher for looked after and previously looked after children</i> - <i>Supporting Pupils with Medical Conditions</i> - <i>Protection of biometric information of children in schools and colleges</i> - <i>NQT</i>
9.1.1	All policies were carried over to September 2020 due to COVID-19.
9.1.2	JG and Clerk to liaise on policy list to ensure was current. ACTION
10.0	2020-21 Meeting Planning
10.1	Governors reviewed the proposed meeting dates for 2020-21.
10.1.1	It was noted that 2 TLS meetings were scheduled for the Autumn Term, together with a Governor Morning. It was discussed and AGREED to move the Governor Morning to the Spring Term and cancel the Pupil Voice Autumn Term meeting.
10.1.2	Furthermore, the TLS meeting (to be held via Zoom) on 9/11 was to move back to 2/11 to allow more time before the FGB on 16.11.
10.2	Dates were approved pending amends noted in 10.1, but Governors noted that meeting dates were subject to change due to Government guidance and impact on staff, surrounding COVID 19.
11.0	Any Other Business
11.1	AGA advised that she would review what training was on offer and circulate a proposal with dates to Governors for their review. ACTION
11.2	Governors were advised that Black Lives Matter (BLM) was on the school's agenda and discussions were taking place with Jeanette Bain-Burnett, a parent, former Governor and Equalities expert for the London Mayoral office, to deliver an Equalities Audit and deliver a staff INSET on equality.
11.2.1	The school was also in discussion with a selection of parents to develop Black History Month further.
11.3	The Chair thanked all Governors for attending training throughout the year, embodying the school's growth mindset ethos and advised that Governor development would feature in the Governor's Annual Impact Statement, to be circulated to parents at the end of the summer

	term.
12.0	Any Other Confidential Business
	None declared.
13.0	Date of Next Meeting - Monday 7th September 2020 via Zoom

The Chair thanked all for attending and invited LD to close the meeting with a prayer at 20:30