

Children and Young People's Service
ALEXANDRA PRIMARY SCHOOL
Minutes of the Governing Body Meeting
Wednesday 8 July 2020 at 3.30 pm

MEMBERSHIP	
Local Authority Governor (1): Caroline Schloss (CS), (090723) CHAIR Headteacher: (1) Manjit Dulay (HT), Headteacher (<i>ex officio</i>) (080223) Staff Governor (1): Gemma Seymour (GS) (GS), (051123)	Co-opted Governors (7): Sally Lask (SL), (090623) Margaret Luchman (ML), (201121) *Vanessa Stansall (VS), (051123) Elina Nupponen (250224) Dorina Calin (DC), (090623) *Amrit Bangard (AB), (090723) Katie Tucker (KT), (090723) Vice-Chair Parent Governors (2): Ahlisha Donovan (AD), (211122) Iftikhar Khan (IK), (211122)
Governing Body Clerk: Andreas Adamides (AA) Haringey Education Partnership *Denotes Absence	Also invited: John Coggin (JC), Deputy Headteacher Katie Wetherill (KW), School Business Manager

PART I

1. WELCOME AND OPENING REMARKS AND APOLOGIES

- 1.1 The Chair (Caroline Schloss (CS)), opened the online meeting and welcomed everyone, and introductions were made.
- 1.2 No apologies for absence were received. The meeting was quorate.

2. DECLARATIONS OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 Katie Wetherill (KW) declared an interest because her husband working as a consultant to advise the school about fire escape route. The interest is non-financial because he is not being paid. KW excludes herself from discussions about the matter.

3. MINUTES OF THE GOVERNING BODY MEETING HELD ON 3 JUNE 2020 AND MATTERS ARISING

- 3.1 The minutes of 3 June 2020 were agreed as a true and accurate record; signed off by the Chair, duly returned to the School for safekeeping.
- 3.2 The actions from the 3 June 2020 minutes were noted as follows:

- 3.9 Send the first aid assessment to the Chair and to Haringey to quality assure it. Action completed.
- 5.1 The Curriculum Committee will look at changes to external learning. Action completed.
- 7.1 Send the behaviour policy to the Curriculum Committee meeting. Action completed.

4 CHAIRS CORRESPONDENCE

- 4.1** Caroline Schloss (CS) stated that the events of the last two terms have been unprecedented, and that the School has managed the situation very well. CS on behalf of the GB thanked staff, children, parents, and Governors for their contributions this year, in which all have learnt to be more flexible.
- 4.2** Governors noted usually at this time of year the GB would have been discussing pupil outcomes, SATs and be looking at the GB's work year.

5 HEADTEACHER'S REPORT

- 5.1** Governors noted that the following documents were sent in advance:
- COVID 19 Risk Assessment Version 8.
 - Risk Assessment of First-Aid Needs During Covid-19 Outbreak
 - Budget Monitoring Quarterly Budget Forecast.
 - The Recovery Curriculum.
- 5.2** HT gave an oral update and thanked staff and Governors for their support.
- 5.3** HT advised that the effects of COVID 19 from 23 March have meant many changes. During this time children of Key workers and vulnerable children have been in School. From 8 June, Year 1 pupils started back in School initially with 3 bubbles, there are now 2 bubbles with 24 children. From 15 June there have been two Reception bubbles of 31 children, who spend time learning outdoors. From 22 June there have been 30 children Year 6 children in 3 bubbles.
- 5.4** HT advised that since 1 July the School has been able to have 2 Year 5 bubbles with 18 children, and 1 Year 4 bubble. Both year groups are in School for 2.5 hours a day for core subjects in the morning. The School can do this by managing the outdoor space. The School did a survey of parents and many said that they were happy for their children to come back in July.
- 5.5** HT advised that Years 2, 3 and Nursery have not been able to come back to School except for children of Key workers and vulnerable children.
- 5.6** HT advised that a detailed document about re-opening from September has been received from the DfE. The School is looking at what the start of term will look like for a full school opening. They are still producing templates that may come in during the summer holiday.

- 5.7** HT advised that she spoke to the Management Committee who agreed to have 3 INSET days at the start of September, to help prepare the School, to clean, to put up displays, and to go through the Risk Assessment (RA) including with new staff.
- 5.8** HT advised that the guidance says that that schools should provide a broad and balanced curriculum.
- 5.9** HT advised that a letter will be sent to parents on Monday about their classes with the start and end times, with information about their teachers and the classroom set ups. The School will be split into 3 bubbles, Early Years, Years 1 to 3, and Years 4 to 6. This will enable the flexibility needed for group work.

Q= What will the after-school provision be from September?

A= The guidance recommends that breakfast clubs (BC) and after school clubs (ASC) should be available where possible, but we cannot offer more than 15 places for both, with the distinct drop off times needed for bubbles. We are still looking at how children will exit the School, without knowing about how the fire escape issue will affect the playground space. Most of our classes do not lead out to the road, we must look at how to manage the end of the day. We will start opening at 8.45 am, with end times from 2.50 to 3.20 pm. I will speak to the ASC about finishing by 6 pm at latest.

Q= How will selection of 15 children to be in the ASC?

A= We will talk to the ASC manager about this, we are being cautious about managing children on the site.

Q= Who will be in 15 ASC, will they be from one bubble?

A= That is not possible, families may contact ASC and they may have a waiting list. We will have enhanced cleaning in schools with additional staff, so cannot have children in the main school after school.

Q= Will you contact parents who accessed key worker places about the after school provision?

A= Once we have feedback from the ASC. The government has not said that key workers will be a criterion for ASCs. We must be mindful of the adults who do BC then going into bubbles, will have to look at that issue in September.

- 5.10** HT advised that she sent a document to Governors to show what the recover curriculum will look like; it will be shared with staff and the GB are welcome to send any questions to HT. Many of the children who will come back to the School will be

fine, but others may need additional provision. In class pupils will be facing forward, with adults keeping 2 meters away. Teachers have to talk to older children about not touching especially when playing. Reception children have adjusted to sitting on tables very well, and they have outdoor play and learning time.

- 5.11** HT advised that teachers will initially be looking at where children are with their home learning and start with planning the expectations of their year groups, being mindful to revisit basic skills for last year. After 2 weeks they will do an assessment to measure pupils starting points, with all pupils expected to be back.

Q= Will TAs be crossing bubbles?

A= We looked at the number of TAs and tried to ensure that there is an additional adult per class or per year group. We will look at additional capacity for some year groups and may use the additional funding from government to revisit the curriculum missed in small groups. The DfE sent guidance about practice in schools, and recommended group support for Phonics to teach in small groups twice a day, which is similar to the model we have for Read Write Inc. The EEF recommends that additional adults are to work at a high level under the teacher's direction. From September there is a relaxation about adults being able to move based on curriculum needs. For our school, some adults will need to move between classes including specialist teachers, support staff etc.

- 5.12** HT advised that Ofsted have suspended inspections, but will be undertaking checks and popping into schools, and are discussing that many children will need to catch up on their lost learning. From October Ofsted will look at how schools have managed their time but will not make judgements. They will be writing a letter about their findings based on collaborative conversations. The School would have been going into an Ofsted window.
- 5.13** HT advised that the DfE is suggesting that Phonics screening checks should take place in Year 2 for those who did not have them in Year 1. There will be KS1 teacher assessments, KS2 tests and teacher assessments. They have postponed EY assessments until 2021.

Q= Are we required to close the School if needed?

A= The SLT have spoken about being ready to close if needed and we have ordering IT equipment to use Google Classroom. We will link in with Google Classroom when children return and look at how we can show families how to log in via a video etc. The Oak Academy is filing 100,000 lessons online over the summer which will be available for schools next term. We have loaned out some laptops to families for this term and the summer, they could be used if we need to close again.

- 5.14** HT advised that it will be compulsory for children to return to school in September. This will need to be communicated well, especially for those who are worried, to understand their concerns.

Q= Will we be fining parents?

A= it is important to openly communicate with families including sharing the RA, it is about having an open dialogue. With families where there were concerns about attendance in the past, we will monitor them. Children should not stay off school any longer than necessary the sooner they are back the sooner we can start teaching and recovering their learning. We will reassure them, and we will make clear that it is a requirement to come back to school. We have to be sensitive and will listen and have clear procedures. But we must pass data to EWOs to pursue any attendance issues.

6 **Committee Reports**

- 6.1** Governors noted the Management Committee minutes for 6 July 2020 (Quarter one budget update) and 6 July 2020. CS reported that the Committee noted that the budget is healthy, however income has reduced due to the lower numbers in the nursery. The School is still not full, some families went away during lockdown and it is hoped that they will come back. Expenditure has reduced because of COVID19 related savings. Additional computers were discussed, and the Committee looked at the staffing structure. The School will be fully staffed from September, which will be difficult for new teachers with less mixing, the SLT will support new staff. The Committee received an analysis of access to home learning on the website, showing how many logged on.
- 6.2** Governors noted the Safeguarding Committee minutes for 16 June 2020. ML reported that the Committee looked at safeguarding, and the support for vulnerable children.
- 6.3** Governors noted the Curriculum Committee minutes for 8 June 2020. KT reported that the Committee discussed the new RSE policy which will now be implemented later next year, with time for consultations. The Committee looked at the updated home school agreement, and at how the School is supporting families struggling with home learning, the behaviour policy and the recovery curriculum.

7 **POLICY REVIEW:**

- 7.1** Governors **ratified** the Addendum to Child Protection Policy including remote learning and the Behaviour and Anti-bullying Policy.

Q= Have you looked at questions about behaviour policy?

A= The behaviour policy to be on the agenda for the next meeting.

8 Safeguarding (safeguarding question)

8.1 The following safeguarding questions were sent in advance:

- What school based, local or national agencies could be useful for our community at the current time?
- Please list agencies that you are aware of and research some others so we can compile a simple directory for our families?

8.2 Governors responded by listing the local safeguarding children's board, the police, the school counsellor, and learning mentors. Plus, useful links to mental health support were shared in the newsletter.

Q= Have any children made safeguarding disclosures?

A=No.

9 Governors' School Visits /Link visits

9.1 The GB had a discussion started by the BAME Link Governor and discussed looking at best practice and about what the GB can bring to the School, in terms of the effects of COVID19, Black Lives Matter (BLM) and how the School supports families from BAME communities. Shortly after this section of the meeting started a governor left the meeting.

9.2 HT advised that the School has always had a focus on BAME achievement and staff need a forum for discussions about BLM issues without being judged. BAME achievement is everybody's responsibility. Staff need a forum to discuss these matters and to have time to think. The School already has a balanced curriculum and current issues are about unconscious bias. It is important for the GB to keep the channels of communication open.

Q= Have children been talking about BLM?

A= It has come up with in their work going on in classrooms including work on BLM. Year 6 have been writing about it, including a powerful poem. We are looking at weaving more black history in the history curriculum, beyond the established topics. We have received resources from one company that the School will look at.

9.3 HT advised that staff need to have a level of understanding and it can only be by a planned way forward for sustainable change.

- 9.4** HT advised that the School would look at an external person facilitating staff for a planned way forward to have discussions about BLM to look at how to speak to children and parents. Staff need the subject knowledge to be able to deal with this.
- 9.5** The GB agreed to work on BAME issues and to keep communicating openly about issues raised by BLM.
- 9.6** Governors noted that they will look at the possibility of link visits next term.

10 AOB

- 10.1** HT reported on the plans to create a walkway/ally way for a right of way for a fire escape for work units next to the School. This will be discussed at a meeting next Tuesday. The access to the School will not be compromised too much. The building company said that the School will have the plans by the end of the week.
- 10.2** The School has emailed parents and will use their comments in the case to the council.
- 10.3** HT advised that if the School is not satisfied with the solution, the School may not reopen in September. There is an issue about whether the company can build a walkway in time for September.
- Q= Could the people on the walkway have access the playground?
- A= It will be up to 2.2 meters high, which could be reachable for people to climb onto it.

11 2019/20 GOVERNING BODY DATES

- 11.1** The following dates were noted and the times TBC:

- 21 September.
- 9 March.
- 26 May.
- 23 June.

Meeting ended at 5.00 pm.

Signed..... Dated.....

Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
7.1	The behaviour policy to be on the agenda for the next meeting	HT