

Children and Young People's Service
ALEXANDRA PRIMARY SCHOOL
Minutes of the Governing Body Meeting
Monday 21 September 2020 at 6.00 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 Heather Johnson (HS), SENCO.

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 Apologies were received from Ahlisha Donovan. The meeting was quorate.
- 1.3 CS went through the Virtual Code of Conduct at Governing Body Meetings Policy. Governors approved the Virtual Code of Conduct at Governing Body Meeting Policy. Plus, agreed to add that everything said in meetings is confidential.

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

- 2.1 None.

3. GOVERNING BODY ADMINISTRATION

- 3.1 Caroline Schloss was nominated and elected Chair of the Governing Body for 2020/21.
- 3.2 Katie Tucker was nominated and elected Vice- Chair of the Governing Body for 2020/21.

- 3.3** Governors reviewed the Governing Body membership and noted that the GB is full, including members with a range of experience. **At the planning meeting on 9 December, the GB will review the skills of the GB.**
- 3.4** The Curriculum Committee membership was **agreed** as Iftikhar Khan, Dorina Calin, Sally Lask, Caroline Schloss, Katie Tucker and Vanessa Stansall.
- 3.5** The Safeguarding Committee membership was **agreed** as Margaret Luchman, Caroline Schloss, Ahlisha Donovan, Iftikhar Khan, Elina Nupponen and Sally Lask,
- 3.6** The Management Committee membership was **agreed** as Caroline Schloss, Katie Tucker, Gemma Seymour, Vanessa Stansall, Amrit Bangard, Elina Nupponen and Margaret Luchman.
- 3.7** Governors discussed if there were any areas not covered in the committees. CS advised that having looked at the GB functions and the terms of reference they cover the key responsibilities. It was **agreed** that the behaviour policy/exclusions and the monitoring of distance learning should be discussed in the Curriculum Committee.
- Q= Do we have any new policies because of COVID, beyond amending existing policies?
- A= We have not got new policies yet, including a distance learning policy; this will be looked at and a **distance learning policy will be sent when completed**. Plus, the Curriculum Committee can determine whether we need a home school agreement.
- 3.8** The Management Committee will ensure freedom of information compliance, that adequate insurance is in place, and will approve the governor expenses policy.
- 3.9** The Safeguarding Committee should look at the annual SEND information report.
- 3.10** Governors reviewed Link Governors roles and discussed whether to create alternative Link Governor roles.
- 3.11** Governors **appointed** chairs of the various committees. Katie Tucker to Chair the Curriculum Committee, Margaret Luchman to Chair the Safeguarding Committee and Caroline Schloss to Chair the Management Committee.
- 3.12** Governors reviewed the list of functions to be delegated to Committees and individuals by the GB and **ratified** the terms of reference of the various committees.
- 3.13** Governors **approved** that all Governors can be members of the Pupil Disciplinary, Staff Disciplinary/Dismissal Committees.
- 3.14** Governors **approved** that Caroline Schloss, Margaret Luchman and Katie Tucker are members of the Headteacher's Performance Review 2020/21.
- 3.15** Governors **approved** that the Management Committee members will be the members of the Pay Committee.
- 3.16** **The scheme of delegation will be looked at by the Management Committee before being approved by the GB.**

- 3.17** Governors agreed to sign the annual declaration of business interests' forms for 2020/21 and return them to the School.
- 3.18** Governors will sign the Governors Role Profile and the Code of Conduct 2020/21 (including a section about the conduct of meetings) and return them to the School.
- 3.19** Governors to look at the NGA Governor Skills Analysis at the next meeting.
- 3.20** Governors **approved** the powers of Chair and/or Vice Chair to make emergency decisions.
- 3.21** Governors to read and sign **Keeping Children Safe in Education 2020**. It was noted that there is a safeguarding course on 30 September, which 3 Governors will attend. Governors were reminded that all Governors are responsible for safeguarding. Staff completed a safeguarding course that Governors can also complete. **Heather Johnson to send a link to Governors about the safeguarding course.**
- 4** **MINUTES OF THE GOVERNING BODY MEETING HELD ON 8 JULY 2020 AND MATTERS ARISING**
- 4.1** The minutes of 8 July 2020 were **agreed** as a true and accurate record; signed off by the Chair, duly returned to the School for safekeeping. They will be amended to delete a line in AOB, because the LA did not compensate the School with another piece of land, for the fire escape route.
- 4.2** The actions from the 8 July 2020 minutes were noted as follows:
- 7.1 The behaviour policy to be on the agenda for the next meeting.
Action completed.
- 5** **CHAIRS CORRESPONDENCE**
- 5.1** Caroline Schloss (CS) stated that the School is still in unprecedented times, and that despite this the children came back to School. The government is expecting children to catch up with education, and schools are under a great deal of pressure with the possibility of another lockdown
Sally Lask joined the meeting at 6.30 pm.
- 5.2** CS stated that schools have had much information sent, but often information was sent late. HT is coming back for an extra day a week, and thanked Gemma Seymour and John Coggin for their work last year and ongoing work.
- 5.3** CS stated that the GB aims to be the best it can be supporting the School, and will work on its role at the 9 December Zoom meeting.

6 HEADTEACHER'S REPORT

- 6.1 HT gave an update in the written report.
- 6.2 HT reported that initially 97% of children returned to School, and the attendance figure stayed over 90%. There have been some parents who were uncertain about returning because of children getting colds. Where there is a drop in admission numbers, the School looks at who did not return to School and why.
- 6.3 HT thanked staff and Governors for their support.
- 6.4 HT advised that the current pupil numbers are 366 including new arrivals. There were 415 pupils before lockdown. The Nursery is down to 17 places (from 33), so only running in the morning. Overall, about 60 children left across the School, which will have big implications. Many other local schools have seen reduced pupil numbers.
- 6.5 HT reported that attendance was currently in the 80s (percent) last week. All COVID tests have come back negative. The overall average attendance rate this term is 94% over the last 2 weeks. Many parents are being cautious, and it is hard to get tests, so they are off School.

Q= How are the unauthorised absences?

A= They are at 0.7%. We make home visits and contact the EWO when needed. They are counted as unauthorised when they are late or have not given a reason why they are away. We were pleased at the 97% initial attendance, and last week it reached 91%. The office team call families and talk about their issues and the School advises about the guidance. There is no attendance pattern in any year group. The COVID coding recorded that 24 children were absent, over 151 days. They are not recorded as absences. To date 11 children tested negative and 2 are not able to get tests.

Q= Are there issues about going on buses?

A= No one has spoken about any concerns with travel.

Q=How long are children off with COVID symptoms?

A= Usually there is a 2 or 3 day turn around. Before children come back, we ask for certificates to be emailed, and the office team keep this information and ensures it is accurate.

Q= What if their GP said it is not COVID?

A= We get this information from the family often when they speak to us. GPs do not write with type of response.

Q= When the School opened in June, were there any temperature issues?

A= This has not happened; we had a procedure in place about temperature checks every 20 minutes before the parents arrive.

6.6 Governors noted that the pavement was extended and there is a one-way system with signposts around the School. There are staggered start and end times, and the School is using 3 gates and the Nursery entrance. To reduce parent waiting times, children go straight up to their classrooms. Once parents knew their times it has been going well. The same staff are at each gate as a point of contact. The School now has 2 cleaners in all day, at playtimes they wipe everything down, including toilets and the communal spaces. There are now more hand sanitiser stations, the plastic bottles are being sanitised, staff have anti bac wipes to clean the spaces. Lunch is arranged via a shift system. The children are sitting next to each other, with cleaning in-between shifts.

6.7 HT advised that staff and visitors had individual risk assessments. Plastic screens were delivered for the 1 to 1s. PPA was delivered including visors, masks and gloves were supplied. The School was given 10 COVID test kits, the SLT will assess if they should be used for priority cases. The DfE has now agreed that schools can order test kits monthly.

Q= Do they have a use by date?

A= They are sealed, we are not sure.

6.8 HT advised that the risk assessment is going well and reviewed weekly. Staff do not have to wear face masks and gloves; children do to not wear masks. Children were asked to bring in small bags. The After-School Club (with 15 places) and the Breakfast Club (with 10 spaces) reopened.

Q- What happens if you think a child has COVID?

A= We call a national number. We have a COVID plan in place and follow the plan .

Q= What if we could not get through?

A= We call Public Health Haringey and the LA.

Q= Would you close the bubble?

A= Haringey issued a letter which we will send to parents including hard copies. If a child is positive, they can only come back after the self-isolation period (including

their household) for 14 days. Then all the bubble will need to self-isolate for 14 days. We wait for a negative test for the child to come back to school. We are clear about the symptoms and about high temperature.

- 6.9 HT advised that the School contingency plan is in place in case of a closure, based on the HEP remote learning document (which is tiered). The School is trying to establish with families about the use of Google Classroom, with a limited number of laptops provided. Homework online has helped with the preparation for a partial closure, which may mean moving to online learning. The planning for remote learning is ongoing, teachers are showing children how to use online learning, which is an issue for some KS1 parents, who need support. There is a crib sheet to explain this to parents, but more are now using Google Classroom this week now up to about half of children. The SLT member at each gate, helps with parent communication, along with the admin team.
- 6.10 Parents have commented that Google Classrooms works well, and the tiers of planning are appropriate, with an interest in seeing how many are live learning.
- 6.11 HT reported that the gates are being managed well, after an initial period. All classroom teachers will call parents this half term to introduce themselves. Plus, teachers will look at how to organise parents' meetings, plus there are plans for Black History month, including children making videos.

Q= Are families engaging with distance learning?

A= Families who do not have online access, are given hard copies. The SBM is keeping a central list of who in each year group does not have access to ICT equipment of Wi-Fi. We have 28 laptops that we can give out, but we cannot get them insured.

- 6.12 HT advised that the welfare and wellbeing of staff and children is a focus in the recovery curriculum, including looking at mental health, with systems in place.
- 6.13 The Silver Arts Mark was awarded at Silver, well done to the team.

7 **School Development Plan (SDP) (**

- 7.1 **Governors noted the transitional SDP plan, which flags up 6 areas, to be looked at in the Committees.**

8 **Presentation of the latest RA for return to school**

- 8.1 **Governors noted the latest RA.**

9 Update on H&S and Premises

- 9.1 Governors noted the summer building work, and that the water fountain is switched off. The Walkway was constructed, and the School is dealing with teething problems.
- 9.2 **The Chair to write to Haringey about the issues they have had about the walkway.**
- 9.3 Governors agreed that the LA should have acted in the best interest of the school and it took 9 months, with the damage to the playground.
- 9.4 Governors thanked staff for managing well during the building work.

10 POLICY REVIEW:

- 10.1 Governors **ratified** the Behaviour Policy (which was amended after GB comments).

Q= Can older children learn about restorative justice (RJ)?

A= The Learning Mentor and Year 6 teacher were trained; we use the RJ processes with the children and will develop this further.

- 10.2 Governors **ratified** the Remote Meeting Policy.

11 Safeguarding (safeguarding question)

- 11.1 Governors discussed the safeguarding question and noted that the safeguarding procedures for absences were discussed and what the School needs to action, including to call families, notify the LA etc.

Q= Is there less opportunity for others to come into School?

A= The EP came in for EHCPs etc with checks and processes in place.

Q= If you have to close a bubble how quickly can you clean?

A= It depends on the time, the 2 cleaners in School can start, or the evening cleaners will clean. If children are in the house, we will clean it.

Q= If a child is positive what are procedures?

A= All in the bubble will have to go home and self-isolate for 14 days, from when we know about symptoms, and are advised by Haringey Public Health. Class members will not need a test unless they have symptoms.

Q= Are you aware of any losses?

A= We were aware during lockdown of family deaths, we had a PSHE at the start of term including time to talk about this for children.

Q= Were there any safeguarding disclosures?

A= Over the summer we did have situations with families, we have been informed by social care and the SENCO is in touch with vulnerable families, who are increasing in number. We follow safeguarding vigilance looking for signs and symptoms, and listen to how children are responding, most children are happy to be back.

12 Governors' School Visits /Link visits

12.1 The GB noted the HEP training programme.

12.2 The SEND Governor to arrange a meeting on Zoom.

12.3 The Chair will contact Link Governor about their roles, after HT and the Chair discuss the roles.

13 AOB

13.1 None.

14 2019/20 GOVERNING BODY DATES

14.1 The following dates were noted:

- 9 December
- 9 March.
- 26 May.
- 23 June.

Meeting ended at 7.45 pm.

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

Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
3.3	At the planning meeting on 9 December, the GB will review the skills of the GB.	Chair
3.7	Distance learning policy will be sent when completed	HT
3.16	Scheme of delegation will be looked at by the Management Committee before being approved by the GB.	Chair
3.17/18/21	Governors to sign the following: <ul style="list-style-type: none"> • Annual declaration of business interests' forms 	GB

	<ul style="list-style-type: none"> • Governors Role Profile • Code of Conduct • Keeping Children Safe in Education 2020. 	
3.21	Send a link to Governors about the safeguarding course.	Heather Johnson
7.1	Transitional SDP plan, 6 areas, to be looked at in the Committees.	GB
9.2	Write to Haringey about the issues they have had about the walkway.	Chair
12.2 12.3	The SEND Governor to arrange a meeting on Zoom. The Chair will contact Link Governor about their roles, after HT and the Chair discuss the roles.	SEND Governor/Chair