



Children and Young People's Service
ALEXANDRA PRIMARY SCHOOL
 Minutes of the Governing Body Meeting
 Tuesday 9 March 2021 at 6.00 pm

MEMBERSHIP	
<p><u>Local Authority Governor (1):</u> Caroline Schloss (CS), (090723) CHAIR</p> <p><u>Headteacher: (1)</u> Manjit Dulay (HT), Headteacher (<i>ex officio</i>) (080223)</p> <p><u>Staff Governor (1):</u> Gemma Seymour (GS) (GS), (051123)</p> <p><u>Associate Members (2)</u> Mark Greaves (080322) Jackie Ferdinand (080322)</p> <p><u>Governing Body Clerk:</u> Andreas Adamides (AA) Haringey Education Partnership *Denotes Absence</p>	<p><u>Co-opted Governors (7):</u> 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</p> <p><u>Parent Governors (2):</u> *Ahlisha Donovan (AD), (211122) Iftikhar Khan (IK), (211122)</p> <p><u>Also invited:</u> John Coggin (JC), Deputy Headteacher Katie Wetherill (KW), School Business Manager Kate Birch (KB), SENCO.</p>

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.

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

- 2.1 None.
- 2.2 Governors noted that they all returned and signed the annual declaration of interest forms. The School has included all relevant details on the website.

3. CHAIR'S CORRESPONDENCE

- 3.1 CS advised that the children were keen to come back to school, and parents appreciated their children returning to school.
- 3.2 CS advised about an NGA survey about governing body concerns. The top main concern of GBs nationally was about budgets, followed by staff wellbeing and workload. CS advised that the school is supporting staff with their wellbeing. The



next items of concern were about improving attainment, pupil wellbeing, having a broad and balanced curriculum and supporting pupils with SEND. CS advised that the School is aware of all these issues and is also prioritising BAME attainment.

- 3.3** CS advised that the GB had an informal meeting in December 2020 and discussed parental contributions, which were felt to be not appropriate for the School. The School will instead organise fundraising, involving parents, the school community, and local businesses. Fundraising could be linked to events in the School.
- 3.4** CS advised that a GB committee will look at the school's strategy, to inform this the GB will be sending out a parental survey; and will arrange more specific topic related and more detailed surveys in future in discussion with the SLT.
- 3.5** The GB noted the issue of most Governors not being able to come into the School but understood that this is because of COVID.
- 3.6** **CS advised that the committee chairs would look at the committees' terms of reference to ensure they are not repetitive. Committee may be duplicating work because of the multiple issues linked to COVID.**
- 3.7** Jackie Ferdinand gave a summary of her experience including in safeguarding work and teaching.
- 3.8** Mark Greaves gave a summary of his experience including legal, Ofsted and policy areas including school exclusions.
- 3.9** Governors **appointed** Mark Greaves and Jackie Ferdinand as Associate Members for 1-year terms but with a view to becoming co-opted governors. They have both already attended a committee meeting.

4 MINUTES OF THE GOVERNING BODY MEETING HELD ON 21 SEPTEMBER 2020 AND MATTERS ARISING

- 4.1** The minutes of 21 September 2020 were **agreed** as a true and accurate record; signed off by the Chair, duly returned to the School for safekeeping.
- 4.2** The actions from the 21 September 2020 minutes were noted as follows:
- 3.3 At the planning meeting on 9 December, the GB will review the skills of the GB. Completed.
 - 3.7 Distance learning policy will be sent when completed. Completed.
 - 3.16 Scheme of delegation will be looked at by the Management Committee before being approved by the GB. Completed.
 - 3.17/18/21 Governors to sign the Annual declaration of business interests' forms, Governors Role Profile & Code of Conduct. Completed.
 - 3.21 Send a link to Governors about the safeguarding course. **Several** governors have attended a HEP course and **the SENCO will forward details of an online safeguarding course.**



- 7.1 Transitional SDP plan, 6 areas, to be looked at in the Committees. Completed
- 9.2 Write to Haringey about the issues they have had about the walkway. Completed.
- 12.3 The SEND Governor to arrange a meeting on Zoom. This is being arranged currently.
- The Chair will contact Link Governor about their roles, after HT and the Chair discuss the roles. Completed.

5 COMMITTEE REPORTS

- 5.1** Governors noted the Curriculum Committee minutes from 3 November and 9 February. Katie Tucker (KT) advised that the Committee focused on remote learning and agreed that the school's approach to digital poverty was effective, including contacting families who were not engaging. The Committee looked at teachers' workload and how they were being supported. The Committee discussed the NQT policy and wanted to ensure they were being supported. KT advised that the RSE policy is still under review. The Committee discussed the pupil assessments which happened in the autumn term and how pupils will be assessed in the next few weeks.
- 5.2** Governors noted the Management Committee minutes from 13 October, 1 December and 26 January. CS advised that the Committee discussed the School's finances. There is a predicted carry over of approx £200k to next year, but the fall in pupil numbers in London is a worry. Haringey is looking at school PANs including reducing 7 classes in the borough. Smaller classes can benefit pupils, but they are not financially sustainable in the long term. The nursery is currently not sustainable, this matter needs to be discussed. The Pupil Premium Sports Premium and Catch-Up Premium reports were all approved and are on the School's website; these plans will have changed because of lockdown. The Committee looked at the SFVS, and the benchmarking report. CS suggested that Governors attend a benchmarking course. The Committee approved policies including Haringey drafted employment policies.
- 5.3** Governors **approved** the new Contract for School Lunches. The School tendered as a part of a group of schools, who collectively agreed a preferred provider. The School will reflect if it wishes to tender with other schools again in future.
- 5.4** SBM advised that all the companies offered additional services and there were cost savings by tendering as a group. The Schools had to agree the provider



together. The successful company were happy to work with the School including doing cookery classes with the children and they have sent menus. Overall, they will need to increase the uptake of meals and will try to get families onboard.

- 5.5 Governors noted the Safeguarding Committee minutes from 21 October and 10 February. Margaret Luchman (ML) advised that the Committee discussed statutory topics including policies, risk assessment (RA) updates, vulnerable children, mental health and wellbeing. ML advised that the CSR is being checked by Governors.

6 HEADTEACHER'S REPORT

- 6.1 Governors noted the Headteacher's report including an update on the RA, health and safety, premises, and the Nursery plans.

Q= Could two classes of different sizes be made more equal?

A= We would not do that mid-year. We look at year groups at the end of year, due to mobility we cannot predict the flow of pupils. We try to keep balanced class sizes, they only vary them by 2 or 3 pupils, the experience of teacher and needs in the classroom are factors. If we get new children, we look at them going into the smaller class, but we take SEND issues into account.

- 6.2 HT advised that there were no further updates to the RA. The main change is that adults are wearing masks in School when they cannot socially distance. Children are not required to wear masks and families have not raised this as an issue.

Q= Are safeguarding numbers in the report typical?

A= The report is based on the spring term. We have more cases with referrals, and more were added to the vulnerable children's list last week. We talked about 48 vulnerable children at the 4 March weekly meeting.

Q= How are you managing that?

A= The number of vulnerable children is based on those who did not engage while they were at home; teachers were phoning them regularly. Hopefully, the numbers will decrease now that they are back in School. We also made home visits when we did not see children online and were concerned.

Q= There are a high number of speech language and communication needs, are there recurring needs, or can they be supported to overcome this?

A= It could be because of language delays, which may not be a long-term issue if they are supported, they could be taken off the list. We buy an extra day a week to



support children with these needs and this has continued online. Over time we have found an increase in speech, language and communication needs, and found that early intervention is the best way forward. The EY and TA teams are skilled and have been developed to help with the strategies. It is key that children develop these skills. This is an area we will be assessing when they return and will discuss in safeguarding weekly team meetings.

Q= We talked about potential safeguarding dangers to children being at home, have there been cases of neglect, parents leaving children unattended?

A= There were no cases of children being unattended, but some are not engaging as much as they should be. Some home environments were a concern and not conducive for home education. Teachers were using Google Classroom and generally had good engagement; they were providing support in a flexible way. If pupils did not engage, we followed this up. In the next few weeks, we will form a bigger picture of safeguarding issues as they are back in school. We are planning the school day, with core skills covered in the morning and social emotional support sessions in the afternoon. Some children will only slowly say how lockdown has affected them. We will in the next few weeks give children the time to develop their emotional literacy and consolidate their learning. Even today children are doing creative work.

- 6.3** HT advised that Kevan Collins the Catchup Commissioner has written an article about using diagnostic assessments for the COVID catch up premium. Plus, about the national tutoring programme for long term extra-curricular opportunities. HT advised that the tutoring has to be high quality. He is also looking at importance of good pupil attendance, which will give an opportunity for disadvantaged children to thrive.
- 6.4** HT advised that the School would look at where our children are, what they need and will use the catch-up funding wisely to support pupils, especially vulnerable children. On the first day, children were happy to be back in school, they were learning with destination reader and showing good behaviour.
- 6.5** DHT advised that the School tried to base home learning on the regular school day structure, but understood the flexibility needed by some families, based on siblings doing their work on shared laptops etc. Staff did invite some children back to school because of being vulnerable after the follow up calls, and many of the places were accepted by families. Children usually needed to come back to school during lockdown, because of family circumstances and those children were high on the School's agenda; with emotional/social support and learning needs. Staff now have



the opportunity to talk to all children and will continue to support all children that may be a concern.

Q= Were there families who worked well before COVID, who may have disclosures further down the line?

A= We have clear and robust systems for tracking safeguarding issues and discuss cases in weekly safeguarding meetings. Some families feel guilty about not having not covered all the education during lockdown.

Q= How is staff wellbeing, how are they feeling?

A= During school closure we had phase meeting every morning at 8.30 am and staff could any express concerns. Morale is amazing they are happy to have the children back. We are still having weekly phase meetings and responding to the needs of staff. We have an employee assistance programme which staff have been referred to. This lockdown staff have been engaged all the time. It is emotional reading what children have been writing about the last few weeks. We now have the space and time to support adults and children.

Q= Is there any progress on playground equipment?

A= Despite many emails it is still sitting with Haringey, they are waiting for plans. **CS to write again to Haringey about playground equipment.**

7 INCLUSION/BAME UPDATE

- 7.1** HT advised about diversity and conversations about BAME attainment and inclusion in School. **KB and HT, and CS will be going to the BAME conference and will look at the BAME action plan and data.**
- 7.2** Governors noted the inclusion/BAME signed pledge and update and the training undertaken by all staff as set out in HT report.

8 SCHEME OF DELEGATION & SFVS

- 8.1** Governors **approved** the Scheme of Delegation and noted that this year it includes internet banking.
- 8.2** Governors **approved** the SFVS.

9 POLICY REVIEW:

- 9.1** Governors **ratified** the Child Protection and Safeguarding Policy and Procedures

Q= Is there an expectation about the timescales for reporting a concern and updating MY Concern?

A= We remind staff that they must refer concerns to DSL in a timely way before the end of the school day **and will add this to the Child Protection and Safeguarding Policy.**

Q= Is the HT the safeguarding lead?

A= Yes plus the DHT.

Q= The DSL should not be teaching full time?

A= Yes that applies to all our DSLs.

9.2 Governors **ratified** the Online Safety Policy and Procedures.

Q= Can you add e-gaming and e-sports to the Online Safety Policy?

A= Yes.

Q= The addendum includes the curriculum plan, how happy are you that children who **missed** learning about online safety during remote learning will be covered?

A= The curriculum covers safeguarding concerns, and we will re-visit what children did during lockdown and are mindful of e- gaming. Online safety is re-visited every half term with all children, they will learn about this vital matter.

9.3 Governors **ratified** the following policies:

- Employee Disciplinary Policy.
- NQT Policy.
- Accessibility Plan.

10 **Safeguarding (safeguarding question)**

10.1 Governors discussed the safeguarding question (what additional safeguarding measures should the school be considering this term and what is the role of Governors in this process?). Governors discussed if children are unhappy to come to School could it be because of being previously bullied, could this have made them happier to be at home.

10.2 Governors noted that **safeguarding** issues were discussed in the meeting, when discussing what the School does.

10.3 Q= Is there an adults' safeguarding policy?

A= There is an allegation against staff policy.

Q= Could it cover how to raise a concern about adults?

A= The code of conduct for staff covers all situations. **Jackie Ferdinand to forward information about adults' safeguarding that could be checked against existing policies.**



11 Governors' School Visits /Link visits

- 11.1** The GB noted that the **two new members will attend the new governor induction training.**
- 11.2** Governors noted that the SEND and Safeguarding Link Governors have been in touch with the School virtually.
- 11.3** Governors noted that **Jackie Ferdinand will consider being the Pupil Premium Link Governor**
- 11.4** Governors noted that **Mark Greaves will consider a link role.**

12 2020/21 GOVERNING BODY DATES

12.1 The following dates were noted:

- 26 May (new budget meeting).
- 23 June.

Meeting ended at 7.45 pm.

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

Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
3.6	The b committee chairs would look at the committees' terms of reference to ensure they are not repetitive.	GB
4.2	SENCO will forward details of an online safeguarding course.	SENCO
6.5	Write again to Haringey about playground equipment.	Chair
7.1	Look at the BAME action plan and data.	GB
9.1	Add the need to refer concerns to the DSL in a timely way before the end of the school day to the Child Protection and Safeguarding Policy.	HT
9.2	Add e-gaming and e-sports to the Online Safety Policy	HT
10.3	Jackie Ferdinand to forward information about adults' safeguarding that could be checked against existing policies.	JF
11.1	Two new members will attend the new induction governor training.	JF&MG
11.3	Jackie Ferdinand will consider being the Pupil Premium Link Governor.	JF
11.4	Mark Greaves will consider a link role.	MG