



Children and Young People's Service ALEXANDRA PRIMARY SCHOOL Minutes of the Governing Body Meeting Tuesday 16 November 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> Kate Birch (KB) (151125)</p> <p><u>Parent Governors (2):</u> *Simone Brooks (SB) (151125) Iftikhar Khan (IK), (211122)</p>	<p><u>Co-opted Governors (7):</u> *Margaret Luchman (ML), (151125) Vanessa Stansall (VS), (051123) Elina Nupponen (EN), (250224) Dorina Calin (DC), (090623) Katie Tucker (KT), (090723) Vice-Chair Mark Greaves (MG), (220625) Jackie Ferdinand (JF), (220625)</p> <p>*Denotes Absence.</p>
<p><u>Governing Body Clerk:</u> Andreas Adamides (AA) Haringey Education Partnership</p> <p><u>Also invited:</u> John Coggin (JC), Deputy Headteacher Katie Wetherill (KW), School Business Manager.</p>	<p><u>Observer</u> Ruth Tanner (RT)</p>

PART I

1 **WELCOME, OPENING REMARKS, APOLOGIES AND MEMBERSHIP**

- 1.1 The Chair (Caroline Schloss (CS)) welcomed everyone, and introductions were made.
- 1.2 Apologies were received from Simone Brooks and Margaret Luchman.

2 **GOVERNING BODY ADMINISTRATION**

- 2.1 Caroline Schloss was nominated and **elected** Chair of the Governing Body for 2021/22.
- 2.2 Katie Tucker was nominated and **elected** Vice- Chair of the Governing Body for 2021/22.
- 2.3 Governors **elected** Kate Birch as the new elected staff governor.
- 2.4 Governors **elected** Simone Brooks is the new parent governor.
- 2.5 Governors **elected** Margaret Luchman to a new term as a co-opted governor.
- 2.6 Governors welcomed Ruth Tanner as a potential new associate member.
- 2.7 The Curriculum and Standards Committee membership was **agreed** as Dorina Calin, Jackie Ferdinand, Iftikhar Khan, Caroline Schloss, Vanessa Stansall and Katie Tucker.

- 2.8** The Safeguarding Committee membership was **agreed** as Kate Birch, Jackie Ferdinand, Mark Greaves, Iftikhar Khan, Margaret Luchman (Chair), Elina Nupponen and Caroline Schloss
- 2.9** The Management Committee membership was **agreed** as Kate Birch, Mark Greaves, Margaret Luchman, Elina Nupponen, Caroline Schloss (Chair), Vanessa Stansall and Katie Tucker.
- 2.10** The Pay Committee was **agreed** as Mark Greaves, Margaret Luchman, Elina Nupponen, Caroline Schloss (Chair), Vanessa Stansall and Katie Tucker.
- 2.11** The following Link Governors were **agreed**:
- Safeguarding- Margaret Luchman
 - SEND - Elina Nupponen
 - BAME - Jackie Ferdinand and Iftikhar Khan
 - STEM - Iftikhar Khan
 - Parental Engagement - Katie Tucker and Caroline Schloss
 - Staff well-being HR and whistleblowing – Katie Tucker and Caroline Schloss
 - EYFS - Vanessa Stansall
 - Art and Music - Vanessa Stansall
 - Literacy - Margaret Luchman
 - Wider Curriculum - Mark Greaves
 - Pupil Premium - Jackie Ferdinand
 - Inclusion - Jackie Ferdinand
 - SEND - Iftikhar Khan
 - Attainment – Mark Greaves
 - H&S – Caroline Schloss.
- 2.12** Governors **approved** that all Governors can be members of the Pupil Disciplinary, Staff Disciplinary/Dismissal Committees.
- 2.13** Governors **approved** that Caroline Schloss, Margaret Luchman and Katie Tucker are members of the Headteacher's Performance Review 2020/21.
- 2.14** Governors **approved** the terms of reference for the Management Committee, the Safeguarding Committee, and the Curriculum and Standards Committee.
- 2.15** All governors have signed the Annual Declaration of Business Interests Forms, the Governor Role Profile and Code of Conduct 2021/22.
- 2.16** **CS to email the NGA Governor Skills Audit form to governors.**

- 2.17** Governors **agreed** the powers of Chair and/or Vice Chair to make emergency decisions.
- 2.18** Governors to email SBM this week to confirm that they have read Keeping Children Safe in Education part 2 and part 1 appendix A.
- 3** **DECLARATIONS OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**
- 3.1** None.
- 4** **MINUTES OF THE GOVERNING BODY MEETING HELD ON 23 JUNE 2021 AND MATTERS ARISING**
- 4.1** The minutes of 23 June 2021 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 23 June 2021 minutes were noted as follows:
- 1.2 Questions about the capital works will be submitted to the Management Committee meeting on 6 July. Completed.
 - 2.3 A new staff governor will need to be elected. Completed.
 - 4.2 The language in the Equalities' Objectives should change to people with disabilities. Completed, it will go to the Management Committee to be ratified.
 - 4.2 Signpost parents to organisations that can help families. Mapping exercise about how the school sign posts, and list support organisations on the website. Completed, it was noted that the school adds signposting information to the newsletter, on the website and emails parents.
 - 5.2 Informal FGB meeting on 14 or 22 September. Completed on 4 October.
 - 6.1 Parents' questionnaire in the autumn term. Completed
 - 13.2/3 Consider becoming part of an Ofsted Working Party. Ongoing.
- 5** **CHAIR'S CORRESPONDENCE**
- 5.1** CS advised that the main issue is the fall in the school's pupil roll, which is a London wide issue. HT has provided the current pupil numbers. HT and the Chair are attending a Haringey wide meeting about school admissions on 29 November. Meanwhile staff are promoting the school locally.
- 5.2** The school near to the Ofsted window and will be preparing for this with governors. The SIP will be asked to do Ofsted training for governors.

6 REPORT FROM COMMITTEE CHAIRS (SAFEGUARDING AND MANAGEMENT) AND FROM SEND LINK GOVERNOR

- 6.1** CS reported that the Safeguarding Committee, discussed peer on peer abuse and what the school is doing about this matter. Plus spoke about vulnerable children, the COVID Risk Assessment, and looked in detail at the SEND report, mental health, and wellbeing.
- 6.2** CS reported that the Management Committee on 28 September, discussed school finance especially because of the fall in the school's pupil roll. The budget is on track with reductions in income offset by lower staffing costs. The Committee also discussed the updated contingency plans.

7 HEADTEACHER'S REPORT AND SCHOOL DEVELOPMENT PLAN (SDP) UPDATE

- 7.1** HT presented a written report sent in advance, including Context & Changes, Admissions & Pupil mobility, SEND, Safeguarding, Pupils' learning and progress, Staff training, curriculum highlights, School Development Plan/SEF and EYFS.
- 7.2** Governors noted the subject leaders' actions plans; including PE, Creative Arts, Computing, Early Literacy (KS1), EYFS, Geography, History, Maths, RE, Reading and Science.
- 7.3** HT advised that the parents survey had 46 responses and the school did a staff survey about wellbeing and work. Wellbeing for staff and children were worked on in the INSET day. An external expert speaker spoke to staff about the SEND code of practice and teachers' responsibility, then carried out an audit of the SEND provision and will be providing a final report. Initially the expert reported that the school was inclusive and ambitious and will outline the next steps for the SEND provision.
- 7.4** HT advised that school tours for prospective parents and banners about the school's provision are being arranged. Another virtual tour is being created, for people to sign up for on the website. The aim is to be the local school of choice.

Q= About 20% of pupils have SEND needs, this is higher than the national average, how do we compare locally?

A= We have a large number on the SEND register, and are working on getting more EHCPs, for another 5 children at present. We will look at how we compare locally at the next SEND forum, nationally SEND was 12%, pre lockdown.

Q= are there any positives to having smaller numbers of pupils for assessments, teaching and learning in smaller groups? Have there been any additional pupil assessments since September?

A= Previous studies have shown a small difference between having 25 or 30 children in a class. It is Quality First Teaching (QFT) that makes a difference, we also do interventions for identified pupils. We have 3 data points in July, November and in March. Year 6 have had 2 testing weeks to date. Years 2 to 5 will have a testing week next week. We hold progress meetings for Years 6 and 2 every 2 weeks when we look at closing any gaps.

- 7.5** HT advised that the school carried out the new Reception baseline assessment at the start of term, and used this information to focus on Early Years, and has seen some progress in communication and language. Many children had their formative periods disrupted by COVID. In Early Years there are additional adults and there is a focus on oracy. Overall, the new Early Years team are planning and working well together, with children working independently. The school started fluency checks and reading age tests before COVID which continue. The most important factor is Quality First Teaching. The data shows a fall in Math, and it is a big focus for the school now, including focussing on the depth of reasoning and explaining in QFT. The Maths data shows gaps because of lockdowns, plus a fall in the numbers of children at greater depth
- 7.6** HT advised that communication and language in Early Years was affected by lockdowns, especially for disadvantaged families who missed out on developing the range of words. This will be looked at by the Curriculum Committee.

8 SCHOOL DEVELOPMENT PLAN (SDP) (MAY BE PART OF HEADTEACHERS REPORT)

- 8.1** HT advised that the SDP last year was a transitional plan as advised by the DfE. The new SDP continues with the wellbeing priority, plus focuses on what good learning looks like, and aims for diversity in the curriculum to be anti-racist. The teachers action plans are being fine tuned. Ofsted now wish to talk to subject leaders.
- 8.2** HT advised that the SEF was updated, and the school submitted data to FFT who produce reports that are sent to governors. The school must show Ofsted how the pupils who have been in the school since Reception achieve outcomes that are above the national average.
- 8.3** HT advised that the SDP uses the Ofsted framework and highlighted the areas that are a focus for key priorities linked to subject leaders' action plans, and the budget for CPD.

Q= When you are promoting the school can you talk about how well the children do who have been with you since Reception?

A= Yes, we will do.

8.4 Governors **approved** the SDP.

9 **H&S AND PREMISES UPDATE**

- 9.1** SBM advised that Risk Assessment changed to include the advice from Haringey, that any close contact of a positive case, needs to take a LFT test daily for 7 days, if they are positive, they must take a PCR test.
- 9.2** Staff having face to face contact with parents have been asked to wear a face mask, but not when teaching. The school still has a good cleaning routine, and all are handwashing/ sanitising during the day.
- 9.3** SBM advised that so far 2 pupils have tested positive, but they had not been in school the day before.
- 9.4** SBM advised that the capital works are taking place this summer. The school is discussing moving the Kid Space summer club to Heartlands. The summer capital work is out to tender. The playground equipment has been installed.

10 **POLICY REVIEW:**

10.1 Governors **approved** the following policies:

- Behaviour statement of principles
- Remote Meeting Policy
- Staff discipline and code of conduct
- Code of conduct 2021/22
- Grievance Procedure
- School Emergency Plan (this is a new plan which was discussed in Management Committee, including a section about bomb threats).

10.2 **Governors noted that the Pay Policy will be on the agenda at the next FGB.** The school is still using the teachers' pay and condition document.

10.3 **Governors noted that the CP and Safeguarding Policy will be on the agenda at the next FGB.** School staff have been trained in KCSIE 2021.

Q= Where would people go if evacuated in a bomb threat?

A= We would have to follow the emergency services advice in any incident. Plus, we will ring the Haringey contingency emergency team 24-hour number. It is important that we think about emergencies that are within our plan. If there is a fire, we have plans in place including about communication.

11 GOVERNORS' SCHOOL VISITS /LINK VISITS

- 11.1** The GB noted the HEP training programme including the 25 November BAME achievement course.
- 11.2** The GB noted that CS and KT attended an assembly, MG and JF did a tour of the school.
- 11.3** **Governors will plan governor visits with HT.**
- 11.4** All Governors have joined the Ofsted Working Party.

12 2021/22 GOVERNING BODY DATES

- 12.1** 22 February 2022, 24 May 2022 (budget), and 12 July 2022.

Meeting ended at 7.40 pm.

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

Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
2.16	CS to email the NGA Governor Skills Audit forms.	CS
2.18	Governors to email SBM this week to confirm that they have read Keeping Children Safe in Education part 2 and part 1 appendix A.	GB
10.2	Pay Policy will be on the agenda at the next FGB.	HT
10.3	CP and Safeguarding Policy will be on the next agenda	HT
11.3	Governors will plan governor visits with HT	GB