



Children and Young People's Service ALEXANDRA PRIMARY SCHOOL Minutes of the Governing Body Meeting Tuesday 22 February 2022 at 6.00 pm

MEMBERSHIP	
<p>Local Authority Governor (1): Caroline Schloss (CS), (090723) CHAIR</p> <p>Headteacher: (1) Manjit Dulay (HT), Headteacher (<i>ex officio</i>) (080223)</p> <p>Staff Governor (1): Kate Birch (KB) (151125)</p> <p>Parent Governors (2): Simone Brooks (SB) (151125) Iftikhar Khan (IK), (211122)</p> <p>Associate Member Ruth Tanner (RT), (200223)</p>	<p>Co-opted Governors (7): *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>Governing Body Clerk: Andreas Adamides (AA) Haringey Education Partnership</p>	<p>Also invited: John Coggin (JC), Deputy Headteacher Katie Wetherill (KW), School Business Manager. Kate Birch (KB), SENCO.</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 Governors welcomed Simone Brooks to her first meeting as a parent Governor
- 1.3 Apologies were received from Dorina Calin and Margaret Luchman.

2 GOVERNING BODY ADMINISTRATION

- 2.1 Governors **elected** Ruth Tanner as an Associate Member.

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 16 NOVEMBER 2021 AND MATTERS ARISING

- 4.1 The minutes of the meetings held on 16 November 2021 and 8 February 2022 were **agreed** as a true and accurate records; to be signed off by the Chair and duly returned to the school for safekeeping.
- 4.2 The actions from the 16 November 2021 minutes were noted as follows:

- 2.16 CS to email the NGA Governor Skills Audit forms. Completed, CS collated this information.
- **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. Some emails are outstanding, Governors to reply by 25 February 2022.**
- 10.2 Pay Policy will be on the agenda at the next FGB. To be on the next agenda because the school is waiting for the LA policy.
- 10.3 CP and Safeguarding Policy will be on the next agenda. Completed.
- 11.3 Governors will plan governor visits with HT. Ongoing.

5 CHAIR'S CORRESPONDENCE

- 5.1** CS advised about the successful recruitment of a new headteacher from September. Governors were happy that they appointed a good new HT and felt confident that she would work well and complement the continuing excellent SLT. CS thanked HT for giving a long notice period that helped with the recruitment. CS thanked all the Governors involved with the recruitment process.
- 5.2** CS highlighted the fall in the school's pupil roll, which is a London wide issue, and the impact on the budget. Currently there are 28 applications for new Reception places, (out of 60). This number is likely to increase, and the school will have to decide about whether to have 1 or 2 Reception classes.
- 5.3** HT advised that realistically the school will need to consider the reception options and will want to have a guarantee that if there are just over 30 pupils, the LA will not want the school to open another class. The high pupil mobility is also a factor, the school roll has reduced by 20 children since the lockdown. The smaller numbers have helped staff to focus pupil catch up. The offer day is 1 March 2022.

Q= What is the biggest financial risk, is it having 33 children and 2 classes?

A= We must look at the forecast for Reception numbers and make decisions about the number of classes. We have different ways we can organise classes, including using the additional class teacher for PPA. We have skilled EY Practitioners who can cover classes if teachers oversee them.

- 5.4** CS advised that there are over 200 new homes being built near the school, including family sized flats, which may increase future pupil numbers.
- 5.5** **Governors noted that Ofsted training is booked for 15 March at 12.30 pm.**
- 5.6** CS advised that the NGA skills audit was completed, the areas highlighted for development included budget monitoring (training has been arranged). **Plus, HT will arrange a briefing about the understanding of how the school's curriculum meets**



the needs for all pupils. A group of Governors to explore how the GB engages with stakeholders. CS will email HEP about other general governance skills.

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

- 6.1** KT reported that the Curriculum and Standards Committee looked at the SDP, the SEF, Pupil Premium, Sports Premium and the COVID catch up funding. Plus, about link governors' roles, evidence for Ofsted preparation and what Quality First Teaching looks like.
- 6.2** EN advised about the SEND report, following her meeting with the SENCO. The SEND register numbers are in line with national averages. The SENCO is working on increasing the number of EHCPs, after LA delays. The HEP SEND review report reflected the school's work identifying children and getting support in place.
- 6.3** CS reported that the Management Committee met twice including on 25 January 2022 and discussed the SFVS. Plus, benchmarking which showed that the school's spending is mostly in line with similar schools but has a higher PERCENTAGE spend on staffing because of having smaller classes. The budget will have a surplus to carry forward, despite the lower pupil numbers. The Committee also discussed recruitment issues.
- 6.4** The December Management Committee meeting approved the Pupil Premium Strategy and approved the fire risk assessment report.
- 6.5** KW advised that expenditure has increased for SEND support and for the mentor.

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, inclusion & safeguarding, Staff training, the School Development Plan. The Curriculum subject leader updates, premises updates, the recruitment of the new headteacher and evaluative judgements.
- 7.2** Governors noted the subject leaders' actions plans, including Science, Creative Arts, History, Writing, PE, RE, Maths, PSHCE, and the Early Years Foundation Stage.
- 7.3** HT reported on the curriculum leaders action plan updates, including the impact of Omicron which caused a higher level of pupils and staff absences in January, particularly in the first two weeks, which meant that staff were under pressure.
- 7.4** Governors thanked all adults who were involved in ensuring that the school remained open. HT advised that 'all hands were on deck' and staff were very flexible and rallied round to provide the education that children needed, continuing with the curriculum.

- 7.5** HT advised that pupil numbers have varied up to 380, but with great mobility. All eligible Pupil Premium families have been identified.
- 7.6** HT advised that attendance up to 10 February was at 95% which was good considering COVID absences.
- 7.7** Kate Birch (KB), SENCO advised that the school is working on identifying children that need an EHCP (which has doubled since last year) and are putting support in place. The EHCP process can take up to 18 months including outside agencies. Meanwhile the school is buying in extra support from the EP etc. There are a high number of speech and learning issues and a high number of ASD diagnoses. The SEND audit provided some good next steps and positive feedback about the ambition of the leadership and the better identification of children. There are 18 ASD children and KT attended training on identifying more ASD girls and is advising staff about this.

Q= Is there a mismatch when identifying pupils of colour with ASD?

A= We have this information on our SEND register and look for patterns and have not identified this as an issue in the school but will keep monitoring.

- 7.8** KW advised that the school continues to focus on wellbeing with training and has an action plan for staff and children, plus a wellbeing mentor in the school. Staff will be attending the Anchor approach training by HEP.
- 7.9** HT advised that the staff training is disseminated into planning and the SDP which has a large focus on wellbeing, language acquisition and oracy.
- 7.10** HT advised that each subject leader is looking at the intent, implementation, and impact of their subjects. What success looks like, and the impact they have as leaders. HT has provided a summary of their feedback; and subject leaders will come to the Curriculum Committee and give feedback on their subjects.

Q= What do the subject budgets cover?

A= The budgets are for each subject lead for the year, which ensures that subject leaders are accountable for utilising resources. Plus, we look at accessing other funds e.g., from the NLC.

Q= Can you update us about the PE curriculum, extra coaching, and PE audit?

A= Curriculum development for PE included sharing the programme with staff and looked at the improving their skills, to improve outcomes for children. The clubs are restricted by the space we have, but we have maximised the number of pupils who



can be involved. All teachers that lead subjects have the knowledge to support others and PE has access to the subject networks (along with other teachers).

Q= Can you update us about the non-sports clubs, music, drama arts?

A= The drama club is led by an actor, art is part of the gold quality mark application process, music is also well received. We have the ASCs, the basketball court and 3 halls, archery, football, and street dance.

Q= Do the PP children get ASC places?

A= Yes, we have a provision map for PP and SEND pupil including ASC places with support if needed.

Q= Will the clubs continue next term? If so what is being done to ensure that children who did not get in to the clubs this term will get priority?

A= Yes, they will continue and there are waiting lists for full clubs.

- 7.11** HT advised that the 2022 predictions have been completed for pupils covering Early Years, Phonics for Year 1, KS1 and KS2. The purpose of predictions is for the LA to look at post lockdown outcomes. The school is aiming to achieve close to or above national averages as possible.
- 7.12** JC advised that Years 3, 4 and 5 have had the biggest impact due to lost learning, particularly Year 3. However, PP and BAME outcomes are in line with their peers. Children who have been with the school since reception are the highest achieving.

Q= Did the positive outcomes for PP children have anything to do with the fact that proportionally more of them attended school during lockdown?

A= In March 2020 we invited many PP children into school and more attended last January and we ran good interventions online.

Q= Can you comment on the large number of safeguarding/child protection referrals cases, 23 is a big increase? How are staff coping?

A= This year we have had 23 cases so far (last year it was 10), including an increase in domestic abuse cases. We are seeing more cases identified by the borough and it is a priority for the school including for staff training. The safeguarding team meet weekly and share information about children and look at how we can support our most vulnerable children. This includes children who do not meet the child protection threshold, with issues such as bereavement and financial hardship (many

families are using foodbanks). We ensure that staff have the support, space, and the time to support families.

8 SFVS

- 8.1** Governors **approved** the SFVS which was discussed in two Management Committee meetings.

9 LATEST RISK ASSESSMENT

- 9.1** Governors noted the updated Risk Assessment (RA). KW advised that DfE are still asking staff to isolate for 5 days and will ask Haringey Public Health for advice. The DfE have taken away the need for a separate RA for COVID.
- 9.2** KW advised that there are 3 tenders for capital works, the full contract will be awarded after March.
- 9.3** Governors noted the health and safety and premises update.
- 9.4** Governors **approved** the new school cleaning contract from PCS for £138.5K for 3 years. KW sent the tender schedule and the quotes from the 3 companies and the tender analysis from the Schools Buying Club. PCS have good communication systems and a contact manager.

Q= How are the cleaning staff affected?

A= There will be a TUPE process for staff who could move companies.

Q= What is the cost of the school buying club?

A= It is about £3.5k over 3 years to be paid by the contractor.

Q= Will we be paying more for cleaning?

A= Currently we are paying for additional staff, so when this is added to the current contract, the new contract is not more expensive and includes window cleaning.

10 SAFEGUARDING QUESTION

- 10.1** Governors noted the Safeguarding Question: 'KCSIE states that we have to look at the school context. We are aware that Alexandra is in an area with high knife crime. What sort of considerations should we have regarding this including thinking about how we can keep our children safe from knife crime'.
- 10.2** Governors discussed many issues including the effect of older siblings and children walking past incidents. The Safeguarding Committee discussed what the school is doing to raise awareness of knife crime and contacted the police about workshops.
- 10.3** Governors noted that there had been an incident in the past and the school worked with the local community and arranged parent workshops including with Heartlands. The

school talks to children in an age-appropriate way about knife crime. **JF to advise about a crisis management plan.**

10.4 Governors noted that staff have been discussing knife crime, and that Heartlands have a designated safer school officer, and that the school has a link person for online safety.

11 POLICY REVIEW:

11.1 Governors **approved** the following policies:

- CP and Safeguarding Policy
- SEND Information report.
- SEND Policy (changes included the link to the LA local offer)
- Idea of a future inclusion policy.

11.2 **Governors discussed the idea of having an inclusion policy in future.**

11.3 Governors noted that staff must read the long CP and Safeguarding Policy, which is a good reference document, covering this vital priority. **JF will share a template for a shorter public facing CP and Safeguarding document.**

11.4 **Governors noted that the Pay Policy will be on the next agenda.**

12 GOVERNORS' SCHOOL VISITS /LINK VISITS

12.1 Governors were encouraged to attend HEP training

12.2 Governors noted that three governors did a post lockdown school visit and looked at Reading and Early Years education and went into every classroom.

12.3 **Governors noted that IK will visit the school about STEM.**

13 2021/22 GOVERNING BODY DATES

13.1 24 May 2022 (budget), and 12 July 2022.

13.2 Governors noted that the Curriculum Committee meeting is on 2 March.

Meeting ended at 7.40 pm.

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

Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
4.2	Governors to email SBM by 25 February 2022 to confirm that they have read Keeping Children Safe in Education.	GB
5.5	Ofsted training is booked for 15 March at 12.30 pm.	GB
5.6	HT will arrange a briefing about the understanding of how the school's curriculum meets the needs for all pupils. A group of Governors to explore how the GB engages with stakeholders CS will email HEP about other general governance skills.	HT GB CS

10.3	JF to advise about a crisis management plan.	JF
11.2	The idea of having an inclusion policy in future.	HT
11.3	JF will share a template for a shorter public facing CP and Safeguarding document.	JF
11.4	The Pay Policy will be on the next agenda.	HT
12.3	STEM school visit	IK