

**MINUTES OF THE MEETING OF THE GOVERNING BODY MEETING  
DOWNSSELL PRIMARY SCHOOL  
HELD 27 SEPTEMBER 2021  
AT 5.00 PM  
VIA ZOOM**

Present:       **Co Opted Governor**  
Ms Kerry Munden (Chair)  
Harriet Patterson

**Headteacher**  
Mr Deena Chetty (DC)

**Staff Governor**  
Maryam Osman

**Parent Governors**  
Ms Kirsty Sultanti-Jones (KSJ)  
Ms Sumy Choudhury

**Local Authority Governor**  
David Backhouse (Appointed during Agenda Item 5)

Clerk to the Governors:       Mrs Angela Ferdinand-Sergeant  
In attendance                   David Backhouse

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.6	Governors <b>voted and appointed</b> Mr David Backhouse as the LA Governor for Downsell School term of office to start 28 September 2021 for 4 years	Governor Services/All to note	
5.1	<u>Election of Chair</u> Kerry Munden nominated herself for the position of Chair, this was seconded by Kirsty Sultanti-Jones. Governors <b>voted</b> Ms Kerry Munden in as Chair of Governors for academic Year 2021/22	All to Note/ Governor Services	
5.1	Can the Chair of Governors also be the Chair of Finance? Clerk to clarify with Governor Services	Clerk	<b>7 October 2021</b>
5.2	<u>Election of Vice Chair:</u> Kerry Munden nominated Mr David Backhouse for the role of Vice Chair of Governors, this was seconded by Harriet Patterson Governors <b>voted</b> Mr David Backhouse for the role of Vice Chair of Governors for Academic Year 2021/22	All to Note/ Governor Services	

Chair's Initials:

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<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
<b>6.1</b>	Governors received the minutes of the 6 September no amendments were made. Ms Munden will sign the minutes electronically on Governor Hub	All to Note	
<b>7.2</b>	Governors <b>agreed to adopt</b> the Safeguarding policy with the inclusion of Sexual Harassment chart as an appendix as outlined under item 6 Headteachers report on the 6 September 2021	All to Note	
<b>7.4</b>	Governors were advised that KM will cover the role of Link Governors for Safeguarding and SEND until the new governors are in post and settled in. To be an agenda item for Spring Term 2022	All to Note  Governor services	<b>Spring 2022</b>
<b>8.2</b>	Governors <b>agreed to adopt</b> the Code of Conduct for 2021/2022	All to Note	
<b>8.2</b>	Each Governor to log into Governor Hub to sign electronically to sign the Code of Conduct agreed above	All to Action	<b>08 November 2021</b>
<b>9.1</b>	The Full Governing Body meeting rescheduled for 4 October 2021 is to be cancelled. The next meeting will be held on 15 November. Clerk to inform Governor Services of the Change to Meeting date	All to Note.  Governor Services	<b>28 September 2021</b>
<b>9.2</b>	Finance Committee. The next meeting of the Finance Committee has been rescheduled to 7 October in school at 5.00pm. Clerk to inform Governor Services of the Change to Meeting date	Finance Committee  Governor Services	<b>28 September 2021</b>
<b>9.9</b>	Governors <b>agreed</b> that Finance Committee will remain for 2021/2022 and will be reviewed in the Autumn term 2022	All to Note	
<b>9.11</b>	Governors <b>agreed</b> that the annual cycle of business be reviewed to incorporate a GB and Finance structure only'. Chair, Vice-Chair and Headteacher to meet to take this forward	Chair, Vice Chair and Headteacher	<b>5 October 2021</b>

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1. Welcome

The Clerk welcomed all members present to the meeting. Mr David Backhouse was introduced to governors as prospective LA Governor and would be an observer at the meeting until item 4. The clerk would lead the first part of the meeting until the appointment of the chair at item 5.

1.2. Apologies for Absence

No apologies for absence were received.

Apologies for absence were not accepted from Robert Morini.

1.3. Quorum

The meeting was quorate with 6 Governors including the Headteacher present, to item 5 then 7 governors onwards.

**2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

2.1. No Confidential Items or Any Other Business would be heard at today's meeting.

**3. DECLARATION OF INTEREST**

3.1. Standing Declaration: Angela Ferdinand-Sergeant, Schools Asset Management Team Leader for Waltham Forest.

**4. GOVERNING BODY**

4.1. Update on Governing Body Membership: Currently the Governing Body has 1 vacancy for the position of LA Governor.

4.2. 2 Parent Governors and 1 Co-Opted Governor posts become available from the 9 October 2021.

4.3. Update on Parent Governors Elections: 11 Parents have initially expressed an interest in putting themselves forward for the upcoming two Parent Governor vacancies. Interested Parents have been told of the requirement to write a statement of 100 words as to why they should be elected which will be circulated to the school community if more than 2 nominations are received. The statements need to be submitted by close of play tomorrow morning (29 September 2021). 3 statements have already been submitted to the school office and school are proposing that these will be uploaded to the school website. Parents will be invited to Vote from Wednesday 29<sup>th</sup> September 2021, with the vote closing on Friday 1<sup>st</sup> October 2021.

4.4. KSJ recommended that the school devise a google form to be sent out to parents, which can be anonymised and created so that only 1 person can submit one response only.

4.5. KM reminded Governors the school will need to ensure that they are being transparent with the voting process and that due diligence has been followed in the event of challenge. There needs to be clarity on how the vote casting will be monitored.

4.6. Appointment of Local Authority Governor:

Mr Backhouse was invited to give a summary of his involvement with Downsell Primary School, since November 2019 and his experience of school governance. DB is currently Chair of 4 schools in Redbridge and was a member of the National

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Leaders of Governance. DB became involved with Downsell about 18 or so months ago when he supported the Chair after the Ofsted inspection and also a member of the Action Group. DB advised that he is no longer a member of National Leader Governance.

- 4.7 DB was requested to leave the meeting in order for governors to discuss and vote on DBs appointment to Downsell Governing Body.

Governors **voted to appoint** Mr David Backhouse as the LA Governor for Downsell School term of office to start 28 September 2021 for 4 years.

## 5. ELECTION OF OFFICERS

### 5.1. Election of Chair

The clerk invited governors to nominate either themselves or another member of the governing body for the role of Chair. Kerry Munden nominated herself for the role of Chair of Governors, this was seconded by Kirsty Sultanti-Jones.

#### **Q – Can the Chair of Governors also be the Chair of Finance?**

*AFS – my understanding as a clerk is that where possible the Chair should not be Chair of Finance; however, circumstances may affect this, and the school may not have another option.*

**Action Clerk to clarify with Governor Services.**

Governors **voted** Ms Kerry Munden for the role of Chair of Governors for academic Year 2021/22.

### 5.2. Election of Vice Chair

The clerk invited governors to nominate either themselves or another member of the governing body for the role of Vice Chair. Kerry Munden nominated Mr David Backhouse for the role of Vice Chair of Governors, this was seconded by Harriet Patterson.

Governors **voted** Mr David Backhouse for the role of Vice Chair of Governors for academic Year 2021/22.

The clerk handed the meeting to the Chair from this point forward.

## 6. MINUTES

- 6.1. Governors received the minutes of the 6 September 2021, and no amendments were made. Ms Munden will sign the minutes electronically on Governor Hub.

6.2. Matters Arising

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Update
3.6	DSB. HP has sent in the reference number; however, the school need to see and take a copy of the DBS cert so that this can be recorded as part of the single central record. Harriet to arrange to visit school asap	HP/DC	asap
6	Information regarding blended school received from KSJ	KSJ	completed
5.9	Prevent training has been arranged for 1 <sup>st</sup> November 2021. In the morning Safeguarding training will be taking place and after lunch PREVENT training will take place. However, Governors should note that the school is still awaiting confirmation of the date with the LADO.	DC to confirm date of 01/11/21 with LADO and circulated to FGB	All to note date of 1 November
6.	Fern Edwards to be contacted regarding summer school funding which has not been received. Clerk has sent an email but to date not received a response. Clerk will continue to chase	Clerk	08 November 2021
6	Office review update will be presented at the next Full Governing Body meeting.	All to Note	08 November 2021
10	Code of conduct on Agenda for today's meeting	All to note	

7. **SAFEGUARDING POLICY**

- 7.1. LA revised the Safeguarding policy as discussed at the meeting on 6 September 2021
- 7.2. Governors **agreed to adopt** the Safeguarding policy with the inclusion of Sexual Harassment chart as an appendix as outlined under item 6 Headteachers report on the 6 September 2021.
- 7.3. Governors were advised that KM will cover the role of Link Governors for Safeguarding and SEND until the new governors are in post and settled in.  
**Action of Amending Link Governors to be an agenda item for Spring Term 2022**

**8. GOVERNING BODY CODE OF CONDUCT**

- 8.1. Governors confirmed that they had received the Code of Conduct and that it had been read accordingly.
- 8.2. The Chair opened up discussion on the Code of Conduct and the adherence of Governors.
- 8.3. DB recommended that a review date of Autumn term 2022 be added to in the Code of Conduct so that it can be reviewed annually in line with policy.
- 8.4. Governors **agreed to adopt** the Code of Conduct for 2021/2022.  
**Action: Each Governor to log into Governor Hub to sign Code of Conduct electronically.**

**9. DATE AND AGENDA ITEMS OF THE NEXT MEETING**

- 9.1. The Full Governing Body meeting rescheduled for 4 October 2021 is to be cancelled. The next meeting will be held on 15 November 2021.  
**Action Clerk to inform Governor Services of the Change of Meeting date**
- 9.2. Finance Committee. The next meeting of the Finance Committee has been rescheduled to 7 October 2021, and to be held at the school at 5.00 pm.  
**Action Clerk to inform Governor Services of the Change to Meeting date**
- 9.3. DB raised concern about the number of Governing Body Meetings held last year and suggested that the finance committee agenda is incorporated within the main Governing Body meetings.
- 9.4. Governors held a discussion on streamlining the meeting and re-introducing Finance back into the Full Governing Body Meetings.
- 9.5. DC stated that at present, the school would prefer that the Finance Committee remains separate given the financial challenges the school is facing at present. A longstanding Business Manager has recently retired, and the school are working through the finance remits and allocating the role across key staff internally and externally. It is recognised that the school will have new governors joining over this autumn term, and they will need to get to grips with the way the Governing body operates and what will be required of them as Governors. Since the re-introduction of the finance committee in September 2020, it had opened up justifiable challenges from the Governing Body that the school had needed to be addressed. The more questioned asked by the GB, the more the school will grow in terms of budget monitoring and accountability.
- 9.6. The Chair supported this statement and agreed that Downsell Primary School needs the separate finance committee, which was a recommendation of the last Ofsted and the LA. To include the finance cycle of business back within the main FGB meetings would take up too much time, and there was a need to unpick the budget monitoring in more detail at the finance committee and take proposals back to the FGB for discussion and ratification. The FGB needs to be held accountable for strategic direction and development, which includes finances and a strengthened approach to teaching and learning
- 9.7. Governors were reminded of the consideration of the potential skill sets the new parent governors may bring on their appointment, and this may include financial knowledge, which will strength the committee.
- 9.8. DB stated that his point was there were a number of meetings arranged for this academic year proposing a lot of work for the headteacher, and as a governing body we need to ensure that we do not overstretch the Headteacher.
- 9.9. Governors **agreed** that Finance Committee will remain for 2021/2022, and that this will be reviewed in the Autumn term 2022.
- 9.10. Chair invited DB to attend the finance committee, which was accepted.

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9.11. Governors **agreed** that the annual cycle of business be reviewed to incorporate a GB and Finance structure only'. Chair, Vice-Chair and Headteacher to meet to take this forward.

**Action: Chair, Vice-Chair and Headteacher to meet 5 October 2021 at 9.30am, by Zoom to discuss**

**10. ANY OTHER BUSINESS**

There was no other business to be heard at today meeting.

Meeting closed 18:00

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:  
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