

**AUTUMN TERM 2020/2021**

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF  
DOWNSSELL PRIMARY SCHOOL  
HELD 12 OCTOBER 2020  
AT 5.00 PM  
VIA GOOGLE HANGOUT REMOTE MEETING**

Present: Mr Martin Doré (MD) (Chair) **Local Authority Governor**

**Headteacher**

Mr Deena Chetty (DC)

**Co-opted Governors**

Mr Dave Leaker (DL)

Ms Kerry Munden (KM)

**Parent Governors**

Ms Kirsty Sultanti-Jones (KSJ)

Mr Robert Morini (RM)

**Staff Governor**

Maryam Osman (MO)

Clerk to the Governors: Mrs Angela Ferdinand-Sergeant

In Attendance: Ms Maria Regan – Assistant Headteacher (MR)

**Summary of agreements and actions:**

/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
<b>Actions from 24 February 2020</b>			
5.18	Holidays during term time. Governors questioned how the school were monitoring this and how the information is being used as part of the court evidence? <b><i>ACTION: item to be an agenda item for the Autumn term meeting with more detailed information to be provided.</i></b>	<b>Governors Services</b>	<b>Autumn Term 2020</b>
<b>Actions from 12 October 2020</b>			
<b>4. GOVERNING BODY</b>	Governor Services to amend Co-opted governors on agenda from 2 to 3	<b>GOVERNOR SERVICES</b>	<b>16 NOVEMBER 2020</b>
<b>5 MINUTES /MATTERS ARISING</b>	The school will have an action plan in place based on the findings of the questionnaire and will share this with Governors to review before the next Governors meeting.	<b>SCHOOL</b>	<b>16 NOVEMBER 2020</b>

Chair's Initials:

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/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
	Governors discussed link governor roles and how agreed that Curriculum would have a small working party. Mr Dore, Mr Chetty and Ms Munden to met to discuss how this will be structured.		
<b>6 HEADTEACHERS REPORT</b>	<p>Extra meeting to be held 5.00 9 November 2020</p> <p>Mr Chetty to share Staff List of Curriculum Leads with Governors.</p> <p>Governors requested an overview of how the observations went at the next meeting</p>	<p><b>GOVERNOR SERVICES</b></p> <p><b>SCHOOL</b></p> <p><b>SCHOOL</b></p>	<b>9 NOVEMBER 2020</b>
<b>7 SAFEGUARDING</b>	Data for COVID to be shared with Governors	<b>SCHOOL</b>	
<b>10 SCHOOL POLICIES</b>	<p>Governors <b>agreed</b> the Complaints Policy pending agreed amendments for 2022/2021.</p> <p><u>EYFS Policy 2020</u>: Governors <b>agreed</b> the EYFS Policy 2020 Policy for 2020/2021.</p> <p><u>Health and Safety Policy</u>: Governors <b>agreed</b> the Health and Safety Policy for <u>KCSIE 2020</u> Governors wish to <b>defer</b> as not all governors have read the policy <u>Safeguarding Policy 2020</u>. Governors <b>agreed</b> to adopt the Local Authority's' <u>Safeguarding Policy for 2020/2021</u>: Governors to ensure that they sign off on GovernorHub.</p> <p><u>SEND Policy 2020</u>: Governors <b>agreed</b> the SEND Policy for 2020/2021</p> <p><u>SEND Procedure 2020</u>. Governors <b>agreed</b> the SEND Procedures for 2020/2021.</p>	<b>GOVERNOR SERVICES</b>	
<b>11 .DATE AND TIME OF NEXT MEETING</b>	<b>16 NOVEMBER 2020 AT 5 VIA GOOGLE MEETS</b>	<b>GOVERNOR SERVICES</b>	<b>16 NOVEMBER 2020</b>
	<p><u>Agenda Items</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>		

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### 1. WELCOME AND APOLOGIES FOR ABSENCE

#### 1.1. Welcome

The Chair welcomed all members present to the meeting.

#### 1.2. Apologies for Absence

Apologies for absence were received Ms Sumy Choudhry, Parent Governor

#### 1.3. No apologies for absence were not accepted.

#### 1.4. Quorum

The meeting was quorate with 7 Governors including the Headteacher present.

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

There were no Notice of Confidential items or Any Other Business to be heard at today's meeting.

### 3. DECLARATION OF INTEREST

#### 3.1. Standing Declaration: Angela Ferdinand-Sergeant, Schools Asset Manager for Waltham Forest.

#### 3.2. Governor reminded to log in to governor hub to sign of Pecuniary Interest forms.

#### 3.3. No further declarations were made pertaining to any of the agenda items for this meeting.

### 4. GOVERNING BODY

#### 4.1. Clerk confirmed there are no vacancies to Governing Board membership at present.

#### ***ACTION: need to amend number of Co-opted Governors from 2 to 3 on the Agenda***

#### 4.2. Mr Morini advised the Governing Body they will need to start thinking about secession planning as a number of governors' terms of office will expire in July 2021.

### 5. MINUTES

#### 5.1. Governors received the minutes of the Finance Meeting held 7 September 2020 and agreed these were an accurate record of the meeting. Mr Doré signed the minutes to be retained by the school as an agreed record of the meeting.

#### 5.2. Matters Arising

- Ms Munden's DBS check has now been cleared and school has retained the number as part of the Single Central Records Checks.
- Page 6 of the minutes: School questionnaire, the questionnaire had been sent to out to parents so far, the school have received 88 responses for evaluation. The questionnaire has highlighted areas that worked and did not work well at the beginning of term. The School will collate information and share their findings with parents and governors, and possible implement changes.
- Surprisingly, Google classroom was not a hit with children and parents. This raises a lot of questions on the school approach if required to lockdown again.

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***ACTION: the school will have an action plan in place based on the findings of the questionnaire and will share this with Governors to review before the next Governors meeting.***

- One of the questions about google classroom was what the issue was e.g. devices, lack of internet, engaging lessons were a few concerns.
- The school has purchased material for whole school in the event of lockdown. Ms Sultanti Jones suggested that the school look into Sea-Saw which is another teaching platform. This may have a cost implication.
- 15.2 Link Governors: Currently they are as follows but are subject to review - 1. Safeguarding and Looked After Children - Dave Leaker; 2. Pupil/Sports Premium and Culture Champion - Robert Morini; 3. SEND - Martin Doré; 4. Curriculum, including Teaching and Learning – Kerry Munden, Kirsty Sultanti-Jones, Sumy Choudhury; 5. Behaviour, attendance and exclusion - Kirsty Sultanti-Jones; 6. Parent and Staff voice - Maryam Osman and 7. Website compliance - Martin Doré
- Governors discussed link governor roles and how agreed that Curriculum would have a small working party. Mr Doré, Mr Chetty and Ms Munden to meet to discuss how this will be structured.
- Governors Training: 3 governors attended Finance and 1 attended Safeguarding in the last period

### 6. HEADTEACHER'S REPORT

- 6.1. Post Ofsted action plan group update: The group had to be rescheduled for Friday 16 October 2020.
- 6.2. Curriculum update: All classes have started on their reading text. Mr Chetty stated that it would be good for governors to see what is happening with the changes to curriculum and invited governors to visit the school. The school has held curriculum progress meetings with years 2, 5 and 6 staff and have undertaken a baseline assessment and are now targeting interventions. Each teacher will be offering boosters for their own classes for English, maths and rapid reading.
- 6.3. The curriculum has made significant improvements since the OFSTED inspection. The progress is tangible, and the school has introduced a new marking policy.
- 6.4. Ms Regan shared her thoughts on the new monitoring schedule. Every subject leading has an opportunity to review their subjects, this is working well and has been implemented across the school.
- 6.5. Ofsted spoke about sequencing and progression and the feedback from staff has been positive. the classroom environments have changed with the inclusion of learning walls. This is a consistent standard from year 1 to year 6.
- 6.6. Mr Chetty has been showing the school to prospective deputies and the messages were consistent in that they felt behaviour was good, work consistent. There are 127 staff members on board with this. The greater depth children are being encouraged to use Singapore maths.
- 6.7. School Action Plan, and '5 Week Rapid Improvement Plan': Mr Chetty advised that this is taking a large amount of time planning. Ms Munden stated that she had read the plan on the GovernorHub and reminded governors that there were actions for them to undertake such as safeguarding training. Mr Chetty advised that the school are arranging whole school training including governors for Safeguarding and Prevent.

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- 6.8. Governors were advised that the school had moved staff meetings so that they are on school grounds.
- 6.9. Governors discussed holding an extra meeting just to discuss the Action Plan and Rapid Improvement Plan. Trying to get a balance with everyday school life with the impact of COVID and update and moving these documents forward is difficult for the school.
- 6.10. Ms Munden stated that as governors we need to be able to protect the school and evidential information this will support this.

### **Action Extra meeting to be held 5.00 9 November 2020**

- 6.11. This is will give governors the opportunity to have contact with other SLT member who manage these areas.

**Q Is it possible to have a staff list with responsibilities identified?**

### **Action: Mr Chetty to Share Staff List of Curriculum Leads.**

- 6.12. Children leaving numbers. Mr Chetty provided governors with the numbers of reasons for children leaving Downsell Primary. Some are moving to schools closer to home with the LA e.g. Davis lane, Buxton and Jenny Hammond. 26 have moved out of borough. 14 have moved to other schools and 1 moved abroad. In total 51 children have moved/left Downsell since September 2020. However, the school have had 16 new starters. Reception has reduced, it can accommodate 90 children but currently only has 60. The school is aware of another child is leave to a neighbouring school later in the week

**Q Have there been any racial, exclusion, safeguarding incidents this term?**

A Exclusion 0, Racial 1, Safeguarding is on-going.

**Q What the biggest area of concern for the HT that is particularly worrying**

A It's the capacity, not enough hours in the day and falling roll are the biggest concerns. It is requiring SLT to be 247 in the classrooms. The whole plan is to not be too reliant on others. The school needs to build capacity from within Downsell. The appointment of a deputy headteacher and getting the right person to support staff is key. It is about addressing shortfalls and having the capacity to follow this up. not allowing anything to fall.

- 6.13. Mr Chetty will be undertaking observations after half term break. Martin Doré will be reviewing this. We want to be open for scrutiny and challenge.
- 6.14. This will be taken to the Action group for endorsement It is essential that the school undertake these observations to ensure that we meet the expectation and requirements of the plan.
- 6.15. Governors requested an overview of how the observations went at the next meeting.

### **Action Overview of Lesson Observation to be an agenda item for the next meeting.**

## **7. SAFEGUARDING**

- 7.1. Mr Leaker informed governors that he had had a lengthy discussion with Mr Chetty on Safeguarding. They discussed COVID and procedures implemented within the school.

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- 7.2. Ms Regan informed governors that the changes implemented have worked well with the younger children, children are a lot calmer and it is safer for children to come in without parents, this has been a great success. Even with the youngest nursery children they have settled a lot more quickly than they normally do.
- 7.3. Safeguarding catchups are quite regular. Mr Leaker will be visiting the school next week as part of his link role and will also view a lesson being undertaken based on the new curriculum model.
- 7.4. Mr Chetty advised that nationally there has been an increase in child protection, domestic violence and Downsell has raised a number of issues on CPOMs in the last few weeks, along with calling parents in to discuss concerns.
- 7.5. None of the children have tested positive nor has the school closed for COVID related issues. We have had instances where parents have tested positive but have processes in place to manage this.
- 7.6. Class bubbles are going well, however, social distancing is difficult to manage with parents coming to collect children this is causing the school a big problem. All the school can do is to keep reinforcing the message.

### ***Action Data for COVID to be shared with Governors.***

- 7.7. Ms Osman advised that she attended LA governors training on Safeguarding to get a governor perspective and will forward her notes and the presentation to the school for sharing.

## **8. FINANCE COMMITTEE REPORT**

- 8.1. Governors reviewed the Finance report on GovernorHub and had no comments.

## **9. CHAIR'S ACTION**

- 9.1. Mr Doré summarised the report circulated earlier today.
- 9.2. In his capacity of SEN Lead, Mr Doré met with Frank Crawford the school SENCo, which was extremely informative.
- 9.3. Mr Doré attended Chairs Briefing, which focused on updating governors on COVID Grants, there was also an interesting discussion around Alternative Provision.
- 9.4. The SLT restructuring continues with Ms Munden, Ms Sultanti-Jones, Mr Chetty and Mr Doré forming the interview panel for Deputy Head
- 9.5. Mr Doré thanked Mr Backhouse for Finance Training
- 9.6. Mr Doré has started Chairs training.
- 9.7. The Ofsted Action Group has been postponed to the 16 October 2020.
- 9.8. The school have started discussion with the Commissioning Manager – Pupil Place Planning, Rob White, regarding the schools planned admission number and falling rolls.
- 9.9. Mr Doré has spoken to Andrew Hill regarding PFI contractual issues experienced by the school during the summer, Mr Hill advised that he is working extremely hard to make communications better between the school and PFI providers.

## **10. SCHOOL POLICIES**

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- 10.1. Complaints Policy: Dates to be amended as per Mr Morini's comments and working in parallel with the Local Authorities policy. Mr Morini advised the school that it needed to ensure that reference to mediation is made in the policy prior to escalation
- 10.2. Governors **agreed** the Complaints Policy pending agreed amendments for 2022/2021.
- 10.3. EYFS Policy 2020: Governors **agreed** the EYFS Policy 2020 Policy for 2020/2021.
- 10.4. Health and Safety Policy: Governors **agreed** the Health and Safety Policy for
- 10.5. KCSIE 2020 Governors wish to **defer** as not all governors have read the policy
- 10.6. Safeguarding Policy 2020. Governors **agreed** to adopt the Local Authority's' Safeguarding Policy for 2020/2021: Governors to ensure that they sign off on GovernorHub.
- 10.7. SEND Policy 2020: Governors **agreed** the SEND Policy for 2020/2021
- 10.8. SEND Procedure 2020. Governors **agreed** the SEND Procedures for 2020/2021.
- 10.9. Ms Munden advised that she noticed an error with a dated document for 2015. Mr Chetty reminded Governors that the school website is being updated and amendments being are being made and new documents are being uploaded.

## 11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 11.1. Date of next meeting: 16 November 2020, 5pm
- 11.2. Agenda items  
Link Governor report - Attendance report

## 12. ANY OTHER BUSINESS

- 12.1. There was no other business to be heard.

Meeting Closed 18:30

Print .....

Signed .....

Date.....