

**MINUTES OF THE MEETING OF THE GOVERNING BODY MEETING
DOWNSSELL PRIMARY SCHOOL
HELD 12 JULY 2021
AT 5.00 PM
ONSITE AND VIA ZOOM REMOTE MEETING**

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

Headteacher

Mr Deena Chetty (DC)

Parent Governors

Ms Kirsty Sultanti-Jones (KSJ)

Mr Robert Morini (RM)

Ms Sumy Chowdhury

Co Opted Governor

Mr David Leaker (DL)

Ms Kerry Munden (KM)

Staff Governor

Maryam Osman

Harriet Patterson was also in attendance via Zoom

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

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.6	School to arranged for a DBS check to be completed for Harriet Patterson	School	ASAP
4.1	AFS to review notes and amend minutes for 5.6 around court action for parents that withdraw children from school to go on holiday	AFS	ASAP
5.9	DC to inform Governors when the Prevent Session will be held and will issue an invitation for Governors to Join in the training.	School	1 Sept 2021
6.5	School amend the behaviour section of the Headteachers report to include data showing the number of incidents for this term and reissue	School	ASAP
7	Feedback from LA. School to check if this can be shared with parents	School	ASAP

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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

No apologies for absence were received.

1.3. Quorum

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

1.4. Notice of any other business/confidential items

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

2. DECLARATION OF INTEREST

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

3. GOVERNING BODY

- 3.1. Vacancies: the school have no vacancies at present.

- 3.2. Governors thanked Mr David Leaker for all the support given to Downsell as a governor over the past 4 years.

- 3.3. Terms of Office: 4 Governors terms of office are due to expire by the 2nd half of the Autumn term. Mr David Leaker, Ms Kirsty Sultanti-Jones, Ms Sumy Chowdhury and Mr Robert Morini

- 3.4. Appointment of Co-opted:

- 3.4.1. Governors formally appointed Ms Harriet Patterson as a co-opted who will replace Mrs David Leaker, term off office ends 16 July 2021. Ms Patterson attended today's meeting as an observer

- 3.4.2. Mr Morini's term of office expires 19 October and the Chair working with Governor Services to find a suitable replacement

- 3.4.3. Both Parent Governors term of office are due to expire the 8 October and are working with the school on parental engagement and are encouraging Parents to apply.

- 3.4.4. The Chair confirmed that recruitment will be ongoing, and the governing body has expanded and is doing well

- 3.5. DBS Checks:

- 3.6. All DBS checks are up to date.

Action: School to arrange a DBS check for Ms Patterson.

4. MINUTES

- 4.1. Governors received the minutes of the 10 May 2021 and made the following amendments:

- Page 2. 18.2 Action the Finance Committee is scheduled for Monday 19 July at 4.30.
- 5.6. to include statement re non-attendance at schools has resulted in 2 families being taken to court

Action: AFS to review draft minutes in relation to this and amend accordingly.

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- 4.2. Governors agreed that the minutes, pending the above amendments, were an accurate record of the meeting. Mr Doré will electronically sign the amended minutes which will be stored on GovernorHub.
- 4.3. Governors in attendance during the Confidential Minute 10 May reviewed the confidential minutes of the 10 May 2021 and agreed these to be an accurate record of the meeting. Mr Doré will electronically sign the amended minutes which will be stored on GovernorHub

5. SAFEGUARDING

- 5.1. Included in the headteacher report page 6. Rachel Alexander Gordon is Downsell's new Designated Safeguarding Lead.
- 5.2. Ms Kaloki will be retiring at the end of term and formed part of the Safeguarding Team that will need to be reviewed.
- 5.3. Each Officer has a specific day in the week to manage Safeguarding issues that arise.
- 5.4. Current numbers:
- Early Help 6
 - Child in Need 11
 - Child Protection Plan 4
 - Children Looked After 3
 - Young Carers 2
 - Counselling 13
 - Monitoring 1
- 5.5. Governors were advised that since producing the report the number of Looked After Children has changed to 0. This related to siblings who have relocated out of borough.
- 5.6. Each team leader has their own case load, and all staff are using CPOMs. There are forms available if staff cannot access CPOMs.
- 5.7. Governors were informed that the school was due to have a safeguarding audit on the 12 July which has been postponed.
- 5.8. Governors were informed that the LA has undertaken a full safeguarding audit across all schools in the borough and will do a deep dive into 25% of schools and Downsell is waiting to see if they are one of the 25%.
- 5.9. Governors were reminded that David Leaker was safeguarding lead and the Chair will now cover this until new governors are appointed.

Q – Are staff aware of the updated Keeping Children Safe document?

A – Yes this will be included as part of the training during the inset day in the new term, which will also include Prevent training.

Action: DC to inform Governors when the Prevent Session will be held and will issue an invitation for Governors to join in the training.

6. HEADTEACHER'S REPORT

- 6.1. DC referred governors to the tabled report, and summarised key areas.

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- 6.2. Page 2 is the current staffing list and from September the school will be reducing from 3 to 2 forms of entry. However the school will continue with the Assessment for Learning Groups, keeping the structure for 3FE in the morning, which is supported by TAs and teachers, with children returning to class groups in the afternoon.
- 6.3. Reorganisation: Early years appointment: This was included as part of the restructuring. The school discussed the changes to staffing in Years with HR and were advised that the school had to prove that they were able to safeguard another member of staff from redundancy in order to consider an application for voluntary redundancy from a senior member of staff. A senior member of staff in the nursery has stepped up as Acting Early Years Coordinator. This position is acting due to the number of changes still to be implementing throughout the school, including Early Years.
- 6.4. Senior Leaders' lesson observations were carried out this week and interviews for Senior Leaders will start on the 13 July 2021. The school needs to ensure that they have the right people for these posts, and that the staff are committed to driving standards forwards. Some of the applications were from staff that did not demonstrate this capacity. The interviews and lessons observations will indicate this. A discussion has been held with HR regarding the possibility of not filling all the post. HR advised that we do not need to fill them all but offer training and support to staff to get them where they need to be. Then we can hold another round of internal interviews when the school feels ready to do so. The school is not advertising for an Assistant HT post yet, for the same reason.

Q - What is your guess on the number of posts you will fill?

A - 3, we had 9 applications for 6 posts. Some of the staff that we thought would apply did not and staff that had not expressed an interest before did. Staff who were senior leaders previously did not apply either.

Q - Are some of the staff that were senior leaders on TLRs?

A - Yes, and we will be looking at the TLRs and what the additional duties are at present and where they need to be amended.

Q – Have we addressed the Capacity issue raised in the Ofsted inspection?

A – Yes, we have a much stronger senior leadership team. The school was not able to demonstrate such capacity before. However with the new structure we are moving in the right direction which will allow us to grow capacity. The new Leadership Team will know what is happening in all aspects across the school. For example, if a subject leader is unable to attend a meeting then the senior leader is aware and can support. Everything is transparent and everyone knows what needs to happen. School is mindful of historic capacity issues and has dealt with it.

- 6.5. Behaviour: The school still operates a behaviour ladder. If the curriculum is right children are being challenged. Behaviour, though always good, has improved phenomenally since Ofsted inspected.

Q - Do you have the numbers for behaviour including racist incidents?

A – No at present will update and reissue to governors.

Action School to issue a revised report showing the number of incidents for this term.

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- 6.6. Governors were informed that the school will be rescinding the permanent exclusion of a child reported at the last governing body meeting. This is so the child can be transferred to another school as part of a managed move.
- 6.7. Governors were advised that the Learning Mentor is now part of the safeguarding team. SEND provision: the children are making excellent progress and the school will continue to drive this forward.

Q - Teacher training. Are teachers having ongoing training and support to deal with children with high needs?

Yes, in September, we will have AFL 3 streaming across the school. We have SLEs come in to work alongside the children.

- 6.8. Attendance: 93.4% for this year. This includes children that need to be removed from the roll, which is being managed by BACME.
- 6.9. Governors were informed that this year OFSTED will not be checking on attendance.
- 6.10. Data: Phonics 69% for this year. This is the lowest score Downsell has recorded for some time. At the end of summer one half term, the school identified that there was an issue with phonics and took the decision to move away from sound based phonics. Staff worked with St. Saviours on a combination of methods to teach phonics across the school and staff adapted well to the changes quite quickly. 6 teachers are now delivering phonics across the schools consistently.
- 6.11. Governors were given an update on the changes being made and how children were receptive to the changes. The Deputy Headteacher will continue to oversee phonics going forwards.

Q – Is there a longer-term plan to ensure that they achieve the appropriate phonics levels?

A – We have a programme in place using Read, Write Ink. AFL 3 and in Year 1 will continue with phonics screening. Those that do not pass will have daily 121 tuition. We recognised that some of the children cannot access the papers and we will work with the children to support them.

- 6.12. Page 12 data. This is a massive concern at Downsell as we are currently working on capturing and reporting more accurate data to governors.
- 6.13. Inset date in September. RE was identified as an area of development in OFSTED, and along with PHSE will be reviewed during the 1 September inset. The school is awaiting confirmation from the LADO regarding safeguarding training in September.
- 6.14. The school were able to re-establish the School Council and prefect system along with Play Leaders in classes Celebration assemblies were held in classes towards the end of term.
- 6.15. The school would like to get its wide range of clubs up and running again.

Q - Do staff get to see a copy of the Headteacher's report?

A - It's on the website for staff to read.

- 6.16. There is a lot of good working being carried out by the staff and this report recognises it and should be promoted amongst them.
- 6.17. Pupil Premium report. Rachael Alexander- Gordon summarised the Pupil Premium Report. The school continues to monitor the impact of pupil premium through pupil

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- progress. Governors were advised that the school is using the new template issued by the DfE.
- 6.18. The committee reviewed the progress comparison charts included in the report and were advised that the gap between PP and non-PP pupils is narrow and in some cases non-existent. The children also achieve at the expected standard or above in Maths and Reading.
- 6.19. Governors welcomed this news and were pleased to see that the gap is narrowing or has disappeared in some curricular areas.
- 6.20. Governors were advised that the school is meeting its objectives in terms of Pupil Premium expenditure.

Q – Was healthy lifestyle choices just part of clubs provision?

A – No, it is carried out through lessons also not just lunch times.

- 6.21. Governors were very impressed with the level of data provided by the school.

Q – What should governors be concerned about in relation to the questionnaire?

A – We need to do more work around the not sure column. Staff are asking children what is good and what can be improved.

- 6.22. Ms Sultanti Jones recommended that the school include data around Bullying, e.g. how it was dealt with, how was it supported etc. This was agreed.
- 6.23. Governors thanked Ms Alexander-Gordon for a succinct report.
- 6.24. Governors were advised that there has been no spend on Sports Premium due to Covid restraints and will update further in September. The school is looking at the possibility of enhancing the external provision. The school are looking at the possibility of installing a MUGA and is working with the PFI team and the schools Asset Manager on this.

7. FEEDBACK FROM LOCAL AUTHORITY INSPECTION.

- 7.1. DC informed Governors of the outcome of the LA inspection which rated the school as Good, based on OFSTED criteria.
- 7.2. The inspection team met with the chair and 2 other governors as well as the SLT and the staff. The team was extremely thorough across the range of school provision. One of the team members was a Headteacher who had moved her school from Requiring Improvement to Outstanding.
- 7.3. There are a few recommendations that have already been incorporated into the School Self Evaluation Plan and the school is working on plans to hit the ground running for the start of the new academic term. They are summarised as follows:
- One of the areas recommended for improvement was Writing. This is a problem nationally and also affects Downsell. The school needs to identify what actions it is going to take to improve from September. The school is proposing that all year groups not just Years 2 and 6 will get this started. The teachers will populate summer term data this week.
 - Tracking progress in all subjects. This needs to be tightened up for September.

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- Addressing the needs of SEND. This is largely due to the SENDCo to being new. She is however making excellent progress.
 - Pupils are encouraged to actively participate in their learning. This means getting the children to explain what they have just learnt and build on this
 - 6 new targets have been included in the school improvement plan.
 - The curriculum was well supported with no issues identified.
 - Behaviour and attitudes were viewed as consistent cross the school.
 - Bullying: we do not keep a record of every child that has been bullied and this will be reviewed.
 - Personal Development came out strongly as the school goes over and above to support its children.
 - Leadership and Management. This was rated good. They were able to see the rigour with which the school gets things done.
- 7.4. The staff have worked hard and tirelessly since Ofsted, and the school is easing off the pressure to wind down over the next 9 days. The staff have done a phenomenal job.
- 7.5. The school will have a new conversation about the relationship with Genesis and with the Action Group. As a school we now need to demonstrate that we take ownership of our destiny and move forward towards an outstanding rating.

Q - Is there a plan to share this outcome of the report and celebrating this with parents?

A – Not sure on the level of confidentiality.

Action DC to check with Gerry Kemble of the inspection's findings can be shared with parents for the end of term.

- 7.6. The school needs to engage with parents in order for them to see the changes that the school is undergoing and point to the evidence that demonstrates changes is positive. As governors we need to bear in mind that we are prepared for Ofsted and provide sufficient challenge to not be blindsided.
- 7.7. The school was unable previously to demonstrate capacity, which was a basic problem. The school is in a much better place and has taken steps to increase capacity and will continue to do so.

8. BRIEFING – OFSTED READY

- 8.1. This item was addressed in the Headteacher's report

9. UPDATED ON SCHOOL'S EVALUATION PLAN

- 9.1. DC advised Governors that Rapid Improvement Plan is the most current document that governors need to be familiar with.
- Green Action
 - Amber current
 - White to start.

Q - In behaviour, 'action', is this what the actions should be or, in terms of how this reads, have the school already run anti bullying workshops?

A - Need to look at this again in terms reworded to say most.

10. AUDIT OF SCHOOL WEBSITE AND STATUTORY PUBLICATION OF INFORMATION.

10.1. MD has reviewed this with Ms Alexander-Gordon and informed Governors that the school is compliant.

11. ANNUAL GOVERNANCE STATEMENT

11.1. Governors reviewed the statement.

11.2. Governors ratified the statement and it will be loaded to the school website.

12. SCHOOL TERM DATES CONSULTATION 2022/2023

12.1. Defer to new academic year

13. CHAIR'S ACTION

14.1. No additional actions undertaken other than those already mentioned, in this reporting period.

14. DATE AND TIME OF NEXT MEETING

15.1. AFS to check with DM and agree dates to be updated to HUB

15. ANY OTHER BUSINESS

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

Closed 18.48

Chair: (print)

..... (sign)

Date:

Chair's Initials:
