

**MINUTES OF THE MEETING OF THE GOVERNING BODY MEETING
DOWNSSELL PRIMARY SCHOOL
HELD 22 MARCH 2021
AT 5.00 PM
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)

Mrs Sumy Choudhry (SC)

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

Chair's Initials:

/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
7 SCHOOL POLICIES	The Governing Body approved the PSHE policy for 2021		
	The Governing Body approved the SEND information Report policy for 2021 The Governing Body approved the PSHE policy for 2021		
	The Governing Body approved the Behaviour policy for 2021, which will be reviewed bi-annually or if there are significant changes.		
	The Governing Body approved the Anti Bullying Policy for 2021, which will be reviewed bi-annually or if there are significant changes.		
	The Governing Body approved the Equality Policy for 2021. Which will be reviewed bi-annually or if there are significant changes.		
DATE AND AGENDA ITEMS FOR THE NEXT MEETING	Date of next meeting/Dates of future meetings <ul style="list-style-type: none"> • Governing Body (restructure) – 25 March 2021, 5p.m • Finance, 29 March 2021, 5pm • Governing Body, 10 May 2021, 5pm <u>Agenda items</u> <ul style="list-style-type: none"> • Bullying Strategy 	Governor Services	10 May 2021

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 Kerry Munden, Mr David Leaker and Mr Robert Morini.

Ms Maryam Osman was not present due to sick leave from school.

1.3. Quorum

The meeting was quorate with 4 Governors including the Headteacher present.

1.4. Notice of any other business/confidential items

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

Chair's Initials:

2. DECLARATION OF INTEREST

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

3. GOVERNING BODY

Vacancies: There are no vacancies on the Governing Body.

Terms of Office: This item was addressed under Item 9 Succession Planning.

DBS Checks: All DBS checks are up to date.

4. MINUTES

- 4.1. Governors received the minutes of the 22 February 2021 and agreed these were an accurate record of the meeting. Mr Doré signed the minutes electronically to be recorded on GovernorHub.
- 4.2. Minutes of Finance Committee for 18 January and 1 March 2021 are on the Hub but have yet to be agreed and will be presented to the committee for sign off at the next Finance committee meeting on the 29 March 2021.

4.3. Matters Arising

Minute reference	Formal agreements and/or actions identified	Action Taken
5. Headteacher's report.	Meeting to be scheduled with Ms Jones and the school's Attendance Officer.	Arrangement have been made with Jenna to discuss with Kirsty regarding attendance.
7.Policies PHSE	The schools would like the final draft to be ratified for March Meeting and any further comments to be issued to Mr Chetty	Agenda Item 7 Schools Policies.
8 succession Planning	This item is on today's agenda under item 9	On-going
8 succession Planning	Constitution of Governing Body.	To be included in Succession planning discussions

5. HEADTEACHERS REPORT

- 5.1. Attendance: Children are back with 95% attendance. But the end of the week dropped due to illness.
- 5.2. The Education Welfare Officer is already working with families and home visits are being undertaken.
- 5.3. NOR: Pupil numbers are still fluctuating. Children appear to be leaving weekly mostly due to rehousing, which is very worrying.

- 5.4. Post Ofsted Action Group: The group have continued to meet monthly, which will continue until OFSTED visit again.
- 5.5. Covid – 19: Week one saw a bubble go off as a family tested positive, including the children.
- 5.6. Assessments: This week the school are carrying out assessment to gain a better understanding of where children are at with learning.
- 5.7. The government has given the LA funding to support summer schemes. Downsell have sought permission with the support of Andrew Hill, PFI contract manager to use the site for the Easter break which has been granted by the funders.
- 5.8. The school are awaiting confirmation of who will pick up the additional hours required to support this scheme from Andrew Hill, similarly with catering. However from a catering perspective it appears that the costs will be absorbed by the LA.
- 5.9. The school has also had approved almost 16k for schemes to deliver the summer break schemes
- 5.10. The schemes will prioritise children on FMS for the funded places and everyone else will need to pay a fee.
- 5.11. The School are working on plans for catch-up programme to be delivered at the same time for year 5s as the grant allows the school to be open from 7.30 to 6.30. So the head will look at 3 different sessions to accommodate parents' needs.
- 5.12. The school are also part of the Felix project and have a member of staff being trained to deliver cooking projects to families.
- 5.13. The week will focus on structured learning for core subjects in the mornings and additionality in the afternoons.

Q - £16,000 does this come within budget or is the school's budget supporting?

A - No the school budget will not be impacted. This is for 8 days only during Easter for year 5. Looking to employ support staff for extracurricular work.

- 5.14. Tomorrow the school will be interviewing for the SENDCo post.
- 5.15. Restructuring: The consultation closes on 24 March. HR will be present at the Governors extra meeting on the 25 March and all governors will see a copy of the outcome report.
- 5.16. This term the School will not be undertaking lesson observations. Some staff have advised that they have found alternative employment and 1 has informed they are retiring.
- 5.17. Assessments: Years 1 – 6 will be assessed. There is a nominated key adult with each year group to work with children who are falling behind.
- 5.18. Pupil progress meeting will be held next week.

Q - What will Ms Alexander-Gordon be doing in years 1 and 2?

A working with children working towards or below, will be timetabled for Ms Alexander- Gordon to support. Ms Alexander-Gordon will work closely with class teachers to provide information of what is needed to support close the gap. This will also be supported by support staff on such work as the rapid reading scheme.

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5.19. The school has noted a huge deterioration in handwriting due to lockdown.

Q - Year 6 boosters and intervention have no named adult, why?

A - Year 6 teachers will be undertaking the intervention. The school will be focusing on different adults teaching key skills. A large piece of work needs to happen, but we will work out a targeted programme of study for them.

5.20. Ms Sultanti-Jones stated that as a parent she would like to know where her child is in terms of gaps, Is there anything that year 6 parents will have which identifies this? Mr Chetty advised that the school have reports for parents and in the summer term will we have 2 parent consultations. Year 6 will undertake SATs papers. The school will also compile a proforma on every year 6 child which will indicate where there are gaps and what progress has been made. This will be shared with the secondary school and parents.

5.21. Behaviour: no change. The school is calm with no significant behaviour issues. The school has processes in place to support this. Spring second half no reports.

Q - Year 6 online issues. Is this something that is happening at home? Would it be recorded as part of the school's processes even if it happened off-site?

Yes, it would be included in the headteacher's safeguarding report.

6. SAFEGUARDING REPORT

6.1. Governors were advised that the school currently have 5 safeguarding leads, which will be expanding as there is a rise in the number of domestic violence cases being reported.

6.2. It can take a DSL up to a day to manage a safeguarding issue.

6.3. Exclusions: There have been no exclusions since Ofsted. The school have a process in place to manage this, which is working well.

6.4. The monitoring number has shifted but does not included Mrs Williams' caseload.

6.5. Ms Sultanti-Jones commended the school on keeping the exclusions to zero.

7. SCHOOL POLICIES

7.1. The school has reviewed policies on the website to ensure that they were compliant, with the following requiring governors' approval before being reloaded.

7.2. HRSE Policy Review

7.2.1. Lauren updated governors on how the consultation sessions went with parents. Quite a few parents attended, and the school managed to answer almost all the questions that parents asked. The school reviewed the process of how to withdraw their child from PHSE, but not science lessons. The sessions appeared to be very well received.

Q – What significant issues arose?

A – Mainly content, what was being shown to children and LGBT issues which will develop an awareness of different family structures.

Q – Were any of the issue raised recorded or just a general feeling that most parent agreed with the policy?

A – We gave parents the option of sending in questions. However they were more interested in discussing the curriculum. Parents want to see the curriculum plans, and these are being shared alongside reading, writing and maths. One parent raised questions via email and several parents raised the same question. No one opposed the policy initially. After it had been explained carefully the parents were happier with the policy. Parents also raised questions about what would happen if children asked more detailed questions. The team explained the process the school would take. It was not as controversial as the school thought it might be which is quite positive news.

- 7.2.2. The fact the school has done this on a step by step basis has been very reassuring to parents. This has been a good model.

Q - How many parents attended each session?

A -Average 30 parents per days for 3 days. We sent out text messages and updated the school's website with details on how to join the consultations online.

Q - Do we feel confident and secure that parents that speak other languages have been able to access the consultation and have their say?

A - Yes, they looked quite carefully into what we were doing. We included science in the presentation so that parents understood the science element.

Parents will be invited in to listen to the script and parents were signposted to the opt-out form and parents will be contacted if required.

Families have also asked what to do if they were not confident in explaining this to their child.

- 7.3. Ms Sultanti-Jones reiterated that the school needs to make sure that the information is accessible to all parents, so that parents from all communities can complete the form and understand what the document entails. The school is confident that it has achieved this. Mr Chetty advised that the school will look into getting the most common languages translated as there are 87 languages spoken at Downsell.

- 7.4. Governors expressed their thanks to Lauren and Patius for their hard work.

- 7.5. The Governing Body **approved** the PSHE policy for 2021

- 7.6. Behaviour policy

There was very little change required other than names and the date.

- 7.7. The Governing Body **approved** the Behaviour policy for 2021, which will be reviewed bi-annually or if there are significant changes.

- 7.8. SEND information report policy
The school updated the information report for Parents. It has been drafted as a question and answer paper, with a pathway of what this looks like.
- 7.9. The Governing Body **approved** the SEND information Report policy for 2021 The Governing Body **approved** the PSHE policy for 2021
- 7.10. Anti-bullying policy
Date Change required only.

Q – Is there a bullying strategy for the school?

A – A strategy will be issued to governors for the next FGB.

Q - Where are racist/homophobic references?

A – *This information is contained in the Behaviour policy and should be read alongside other policies as listed.*

- 7.11. The Governing Body **approved** the Anti Bullying Policy for 2021, which will be reviewed bi-annually or if there are significant changes.
- 7.12. Equality Policy
Equality objectives have changed based on assessment data and closing the gap, such as girls' boys and pupil premium.
- 7.13. The Governing Body **approved** the Equality Policy for 2021. Which will be reviewed bi-annually or if there are significant changes.

8. OFSTED ACTION PLAN PROGRESS

Reported under item 4 Headteachers report

9. SECESSION PLANNING

- 9.1. The Chair is continuing to have ongoing conversations with individual members of the GB, which have been very fruitful. A succession plan will be presented to Governors at the May meeting.
- 9.2. The chair proposed that if Covid restrictions are lifted further then a face to face meeting could be held in July.

10. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 10.1. Date of next meeting/Dates of future meetings
- Governing Body (restructure) – 25 March 2021, 5p.m
 - Finance, 29 March 2021, 5pm
 - Governing Body, 10 May 2021, 5pm

- 10.2. Agenda items
- Bullying Strategy

11. ANY OTHER BUSINESS

The Employment Tribunal hearing has been completed with a satisfactory outcome. It was found that the school had not practiced disability discrimination. The Chair stated that he would like to pay tribute to all the members of staff that went through this process and gave evidence at the tribunal.

Meeting Closed 18.20

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Signed

Date.....

Chair's Initials:
