

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF  
DOWNSSELL PRIMARY SCHOOL  
HELD ON 7 SEPTEMBER 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)

**Parent Governors**

Ms Kirsty Sultanti-Jones (KSJ)

Ms Sumy Choudhury (SC)

**Staff Governor**

Maryam Osman (MO)

Clerk to the Governors: Mrs Angela Ferdinand-Sergeant

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

Ms Claretta Jean – Assistant Headteacher (CJ)

**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 27 MAY 2020</b>			
<b>6 REVIEW OF THE SFVS DASHBOARD DATA</b>	Payment for Breakfast and after-school club to be reviewed at the 1 <sup>st</sup> FBG in the new academic year.	<b>GS</b>	<b>New academic Term.</b>
<b>Actions from 7 September 2020</b>			

/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
<b>5. GOVERNING BODY</b>	5.1 DBS Checks: Ms Kerry Munden's DBS is still outstanding. The school have contacted Ms Munden to arrange to attend site to complete paperwork, however this has not been successful. <b>Action:</b> <i>Governors Services to assist school in obtaining DBS in order to ensure that safeguarding requirements are observed</i>	<b>GS</b>	<b>12 October 2020</b>
<b>Matters Arising 6.2.1</b>	Action 5.1 from 24 February meeting - Term time Holiday review. Governors <b>agreed</b> to defer this item to the 12 October meeting	<b>Governor Services</b>	<b>12 October 2020</b>
<b>6.2.5</b>	Action 27 May -Breakfast club funding Review. Governors <b>agreed</b> to defer this item to the newly constituted Finance committee	<b>Governor Services</b>	<b>12 October 2020</b>
<b>HEADTEACHERS REPORT</b>	The Kier contract created a problem for the school in terms of being able to access the site and building in order to continue to deliver an educational offer and summer club to children of Downsell. The LA have undertaken a site inspection and they are not pleased with what they have seen in terms of Kiers performance. Governors requested clarity around the PFI contact and the school access over the summer <b>Action. Clerk to advise on the appropriate contact person.</b>	<b>Governor Services</b>	<b>12 October 2020</b>
	<b>Action School to issue questionnaire to students and parents by the 19 September.</b>	<b>MR CHETTY</b>	<b>12 OCTOBER 2020</b>
	<b>Mr Leaker to assist school in designing questionnaire and reviewing suitable electronic platforms e.g survey monkey.</b>	<b>MR CHETTY</b>	<b>12 OCTOBER 2020</b>
<b>8.BREAKFAST CLUB REVIEW</b>	8.1. Governors <b>agreed</b> to defer this item to the finance committee	<b>GOVERNOR SERVICES</b>	<b>12 OCTOBER 2020</b>

/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
<b>9.CHAIRS ACTION</b>	9.2 Governors were advised that the Action team meeting will be held Wednesday 9 September. One of the actions was the school to produce a draft school improvement plan, this has been outlined for the group and will be shared with staff and Governors for the next meeting on the 12 October 2020. <b>Action: Draft School Improvement Plan to be circulated to governors before the 12 October governors meeting via Governor Hub</b>	<b>GOVERNOR SERVICES/ MR CHETTY</b>	<b>12 OCTOBER 2020</b>
<b>16. LINK GOVERNORS</b>	<b>Action Link Governors to go back on the Agenda for the 12 October meeting.</b>	<b>GOVERNOR SERVICES</b>	<b>12 OCT 2020</b>
<b>19.DATE AND TIME OF NEXT MEETING</b>	<b>12 OCTOBER 2020 AT 5 VIA GOOGLE MEETS</b>	<b>SCHOOL</b>	<b>12 OCTOBER 2020</b>
	<u>Agenda Items</u> <ul style="list-style-type: none"> <li>• Term time Holiday review</li> <li>• Breakfast club funding Review</li> <li>• School Improvement Plan</li> <li>• ink Governors</li> </ul>		

**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 Kerry Munden, and Mr Robert Morini

1.3. No apologies for absence were not accepted.

1.4. Quorum

The meeting was quorate with 6 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. APPOINTMENT OF OFFICERS

- 4.1. Governors unanimously voted Mr Martin Doré as Chair of Governors for the academic year 2020/2021.
- 4.2. Governors unanimously voted Mr David Leaker as Vice Chair of Governors for the academic year 2020/2021.

#### 5. GOVERNING BODY

- 5.1. There are currently no vacancies for the Governing Body
- 5.2. DBS: Ms Kerry Munden's DBS is still outstanding. The school have contacted Ms Munden to arrange to attend site to complete paperwork, however this has not been successful.  
**Action: Governors Services to assist school in obtaining DBS in order to ensure that safeguarding requirements are observed**
- 5.3. The schools confirmed that Governors details are up to date on GIAS.

#### 6. MINUTES

- 6.1. Governors received the previously circulated minutes of the Governing Body Meeting held 6 July 2020 and **agreed** these were an accurate record of the meeting. Mr Doré signed the minutes to be retained on file with the school pending the amendment of the date in minutes of the next meeting to 7 September 2020.
- 6.2. Matters Arising
- 6.2.1. Action 5.1 from 24 February meeting - Term time Holiday review. Governors **agreed** to defer this item to the 12 October meeting.
- 6.2.2. Governors were advised that the school is currently at 89% occupancy since returning 3 September. The school would like to get children back into schools before thinking about next steps in terms of attendance monitoring and pupil absence.
- 6.2.3. Ms Sultanti-Jones expressed concern that some parents may using COVID 19 to hide that they are on holiday, Ms Sultanti-Jones also questioned how the school are managing this.
- 6.2.4. Mr Chetty advised that the school are taking several actions to manage this. 87 children have not returned to schools and are chased daily. This is being raised as children missing in Education. The school has also appointed an attendance lead to chase these children and will start home visits shortly.
- 6.2.5. Action 27 May -Breakfast club funding Review. Governors **agreed** to defer this item to the newly constituted Finance committee.
- 6.2.6. The Constitution of a Finance Committee is an agenda item for today's meeting under item 14 Governing Body Committees.
- 6.2.7. Mr Leaker confirmed that the google classroom information has been sent out to governors.
- 6.2.8. Governors were advised that since the last meeting the schools Risk Assessment has been revised and will be re-issued to Governors via Governor Hub.

## 7. HEADTEACHERS REPORT.

7.1. Mr Chetty informed Governors that a meeting had been held with the Chair and Vice Chair to review the quarter 1 financial monitoring reports

7.2. The quarter 1 financial monitoring reports were **agreed** by the Chair and Vice chair.

7.3. Mr Chetty summarised the Headteacher's report issued to governor late today and highlighted the following

- The school has been operational throughout the summer break at Downsell until the 31<sup>st</sup> July, and that the term had started full on.
- At the last meeting it was reported that the school could lose 3 children with EHCP. This has changed again, and the children are returning to Downsell.
- Year 5 worked returned before the end of term on Saturdays and then weekdays until 31 July. This benefited year 5 significantly.
- The school has started to look at assessment in order to ascertain where the gaps are and implement plans to close them.
- The year 5 children were paired with teachers that they would be working with for year 6.
- Academy Services advised that the school would not be open during the summer holiday and Downsell hired Mayville Primary school in order to continue to deliver teaching and learning as outlined in the DfE guidance. There were some ICT issues but overall, this worked well.
- The Kier contract created a problem for the school in terms of being able to access the site and building in order to continue to deliver an educational offer and summer club to children of Downsell. The LA have undertaken a site inspection and they are not pleased with what they have seen in terms of Kiers performance. Governors requested clarity around the PFI contact and the school access over the summer
- **Action. Clerk to advise on the appropriate contact person.**
- Governors were advised that the school is experiencing falling pupil numbers: large numbers of families moving to their homeland or are being rehoused out of areas, so far, the school is projecting 100 children will not be returning which equates to a financial loss of approximately £300,000.

### **Q – Is some of this temp or longer term?**

A – long term, these are just the children we are aware of. This is a worrying factor. The census point is October. This will need to be raised at finance committee.

### **Q – Does the school have the breakdown on this in terms of reasons?**

A – This is being worked on and will be shared with Governors as soon as the information is available.

- Covid 19 update: The school have updated the Risk Assessment (RA). This is a working document and will be updated regularly.
- 2 of the 3 members of staff on isolation have returned and 1 will return next week.
- The first day of term was not as fluid as the school would have liked. Not all children met their class teachers and were sure of where to go. This was resolved quite quickly.

- The school are experiencing large numbers of parents on the school grounds. Ms Osman advised that this could be due to the staggered return and parents waiting around rather than going home and coming back. There is a need to get back to some form of normality so that parents do not need to hang around.
- 81% of children returned on Thursday and by close of school on Friday we recorded 89%. Today it was the same as Friday at 89%. It is anticipated that with the implementation of home visits the numbers will increase. The school are aware of several families that are still aboard that have kept in contact with the school.
- Safeguarding: Ms Jean will be looking at vulnerable children this week.
- Contingency planning. WF are prompting remote learning platforms as part of their contingency planning. However there several children at Downsell that do not have access to ICT outside of school. Year group leaders are meeting later this week with a focus on teaching children how to use Google classroom independently.
- Since the last governors meeting, the LA has advised that schools can request laptops and Downsell has requested 18.
- Mr Leaker advised that he has sent information on Google classroom.  
**Action: Mr Leaker to send an updated group of links.**
- Learning packs have also been ordered for every child. If a class goes into lockdown or self-isolation the packs will be sent home with the child so learning can continue.

**Q - How do parents know if work is getting marked or being monitored as this was not evident in the 10 min tests?**

A - The guidance from the DfE at the time was that schools were advised not to make the 10 mins books. With google classroom some teachers were marking, and some were not. However, the school's expectation is that all work is marked. The school have since implemented a whole school approach on monitoring and marking going forward which will provide a more regimented system for consistency and expectations of staff and children.

- The school are planning to produce a questionnaire for staff, children and parents on how Downsell managed during lockdown. It was an unprecedented time and the school welcome learning from this. Downsell has learnt a lot from this and will look at lessons learn to ensure that we fill all gaps, which includes staff feedback.
- Teachers contacted children at the latter part of July, and this was quite key. Ms Sultanti-Jones advised that she has not received a call from a teacher but did from Natasha.  
**Action School to issue questionnaire to students and parents by the 19 September.**  
**Mr Leaker to assist school in designing questionnaire and reviewing suitable electronic platforms e.g survey monkey.**
- Staff keeping children safe training most staff have been trained with more training to be delivered later this week.
- All parental communication being sent out and is on the school website also.

- The school is looking at emailing year groups rather than sending out letters, as well as uploading to the website.
- Financial impact of Covid 19. Downsell School submitted a claim for £16,634. The DfE was very particular on what could be claimed for; some capitation items were not reimbursed.
- LA provided the support of a caretaker, the cost of which will be clawed back.
- Lunch time risk assessment has been amended so that children are not served in the classroom.
- The children lunch in the hall with 3 metres and groups are monitored and numbers/names recorded. There is an amazing team of people overseeing lunch sessions.
- There was the first reported Covid case for a child in WF.
- Mr Chetty visited every class. There is a large group in year 6 requiring additional support. This will be the focus next week.
- The school have ordered the reading material and texts that we needed going forward with the new curriculum. The new curriculum will see progression moving the school in the direction it needs to be moved in. There is a vast improvement from pre Covid/Ofsted.
- The school will start counselling of children again. The room identified for potential Covid isolation will be used for counselling and the headteacher's office will be the isolation room.
- 2 teachers appointed and 2 experienced teachers were removed from class to focus on group support in order to meet Covid requirements on year group bubbles.
- A freestanding barrier for staff has been purchased so staff can engage with pupil's safety.
- We have a high proportion of children with high needs and the behaviour policy has been amended to reflect this. The policy has been shared with KS2 staff and will be shared with KS1 staff next week. It is based on the behaviour ladder.
- Throughout school closure and lock down there has been a large group of staff that that worded over and above and we need to recognise their hard work and dedication to the children. Governors conveyed their thanks to all staff supporting.
- The school were provided with £15,000 for summer school and paying hire charge at Mayville.
- The school will undertake a complete re-evaluation on pupil premium to present to the Finance committee.

## 8. **BREAKFAST CLUB REVIEW**

8.2. Governors **agreed** to defer this item to the finance committee

## 9. **CHAIRS ACTION**

9.1. Mr Doré advised governors that he has signed up for the Chairs Development course.

9.2. Governors were advised that the Action team meeting will be held Wednesday 9 September. One of the actions was the school to produce a draft school improvement plan, this has been outlined for the group and will be shared with staff and Governors for the next meeting on the 12 October 2020.

**Action: Draft School Improvement Plan to be circulated to governors before the 12 October governors meeting via Governor Hub.**

**10. KEEPING CHILDREN SAFE IN EDUCATION - DECLARATIONS**

- 10.1. The clerk advised Governors to sign into Governor Hub and the open the tab “about”, where they will see several standard documents that they are required to sign electronically including Keeping Children Safe in Education.
- 10.2. Mr Leaker undertook this at the time of the meeting and informed governors that it was quite straight forward.

**11. GOVERNING BODY CODE OF CONDUCT**

- 11.1. The clerk advised that the action is as outlined in item 10. Keeping Children Safe in Education.

**12. SKILLS ANALYSIS**

- 12.1. The clerk advised that the action is as outlined in item 10. Keeping Children Safe in Education

**13. GOVERNING BODY ANNUAL CYCLE**

- 13.1. This will be reviewed based on the establishment of a finance committee

**14. GOVERNING BODY COMMITTEES**

- 14.1. Disciplinary: Governors **agreed** that is remain on an ad hoc basis. The Clerk reminded Governors that training is available for governors on sitting on disciplinary panels. The chair should not be the first point of call for a disciplinary in case it results in an appeal.
- 14.2. Finance: Governors **agreed** the establishment of a Finance Committee. Committee members; Kerry Munden, Martin Doré and Kirsty Sultanti- Jones, Sumy Choudhury.
- 14.3. Governors **agreed** to adopt the Terms of Reference for the Finance Committee.
- 14.4. Governors **agreed** the Pay committee is adopted in to Finance committee
- 14.5. Headteacher Appraisal Panel: Dave Leaker and Marin Doré
- 14.6. Mr Leaker reminded governors of the finance training on the 22 September from 5 till 7 as a Teams meeting

**15. LINK GOVERNORS**

- 15.1. Mr Doré referred to an email sent to governors regarding link governor commitment. There has been no change from last year however governors need to be proactive with engaging with the school.
- 15.2. Ms Choudhury suggested that a review of the Curriculum link is required, and that Ms Munden is the lead governor for curriculum given her experience. Governors discussed how this may look if based on key stages then a governor per key stage. It would be good to have more than one person looking at this.  
**Action Link Governors to go back on the Agenda for the 12 October meeting.**

**16. GOVERNOR TRAINING**

- 17.1. Governors were reminded that there is Finance training on 22 September 2020. Mr Leaker advised that Governor hub has access to the Key which is also has a lot of useful information available to for governors.

**17. ALTERNATIVE MEETING ATTENDANCE OPTIONS**

- 17.1. Governors **agreed** that virtual meetings will be held until further notice to review in the new year and as such signed off the alternative methods of governor voting and meeting attendance (document attached)

**18. SCHOOL POLICIES**



- 18.1. Mr Chetty advised governors that the school is working with Donna Miller on looking at school policies. Ms Miller will be supporting the school on working on the policy review cycle. Ms Miller is also working with the school on updating the schools website to ensure that compliant policies are up to date.
- 18.2. Schools complaint policy. The needs to be reviewed as a matter of urgency, the school is still using the current policy.

**19. DATE AND TIME OF NEXT MEETING**

- 19.1. Governors agreed dates as listed below. Meetings will start at 5.00 unless amended.
- 19.2. The next meeting of the governing body is Monday 12 October at 5.00  
Finance meeting to be arranged

**Autumn Term 2020**

Monday 16 November

**Spring Term 2021**

Monday 11 January

Monday 22 February

Monday 22 March

**Summer Term 2021**

Monday 10 May

Monday 5 July

All meetings will be held virtually until further notice.

19.3. Agenda Items

- Term time Holiday review
- Breakfast club funding Review
- School Improvement Plan
- Link Governors

**20. ANY OTHER BUSINESS**

- 20.1. No other business was heard.

**The meeting closed at 18:55 pm**

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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