

**MINUTES OF THE MEETING OF THE GOVERNING BODY MEETING
DOWNSSELL PRIMARY SCHOOL
HELD 6 SEPTEMBER 2021
AT 5.00 PM
AT DOWNSSELL PRIMARY SCHOOL**

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

Headteacher

Mr Deena Chetty (DC)

Parent Governors

Ms Kirsty Sultanti-Jones (KSJ)

Ms Sumy Choudhury

Co Opted Governor

Harriet Patterson

Staff Governor

Maryam Osman

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 finalise the DBS check for Ms Patterson	School	4 October 2021
4.	<u>Election of Chair</u> Governors unanimously voted in Mr Martin Doré as Chair of Governors for academic Year 2021/22 <u>Election of Vice Chair</u> Governors unanimously voted in Ms Kerry Munden as Vice Chair of Governors for academic year 2021/22	All to Note	
6	<u>Headteachers report</u> KSJ to send details of the Blended School in Tottenham to DC	KSJ	4 October 2021
6	School to consider the inclusion of an ESL after-school club as part of the afterschool club offer	DC	4 October 2021
6	The school would like to take the opportunity to review the roles and responsibilities of the admin team before a new SBM is appointed. Governors agreed the review of the office staff roles and responsibilities	DC	15 November 2021

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Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6	The school staged a Summer school which attracted between 80 and 120 children. Initially funded for 60 and went to 120 children. The school had no control on the children who accessed the services, many were not from Downsell. The school felt it was often used as a respite for children with SEN with no prior notification, which made it difficult to manage as some children required 1.2.1 or even 2:2:1 support. Funding to be obtained from the LA	Clerk	4 October 2021
6	DC to send link to App for Thrive to all staff	CD	4 October 2021
6	Staff and Pupil Well-being to be an agenda items for the next meeting	Governors Services	4 October 2021
7.	KEEPING CHILDREN SAFE IN EDUCATION. The LA Policy for Safeguarding has been revised and issued to schools. The school want to add Sexual Harassment as an appendix. HP recommended that Downsell Sexual Violence and Sexual Harassment policy should also incorporate the traffic light system as used for Sexual Behaviour Guide. School to amend responding section of the sex policy to follow a step by step approach using a traffic lights system	All to Note School.	4 October 2021`
10	GOVERNING BODY CODE OF CONDUCT To be deferred to next meeting 4 October 2021	Governor Services	4 October 2021
11	SKILL ANALYSIS Governors agreed to defer until new governors have been appointed.	Governor Services	15 November
12	CYCLE OF BUSINESS Governors adopted the Cycle of Business. Governor agreed to move Ht report to 4 October 2021, Governors agreed standing item of Finance review to be included in Full Governing Body Agenda	All to Note	
13	GOVERNING BODY COMMITTEES Governors agreed that the whole governing board would form a pool from which 3 governors maybe drawn to consider:	All to note	

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Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
	<ul style="list-style-type: none"> pupil exclusions Staff Discipline, Grievance and Dismissal Appeals (at least 3 members) Finance Pay Headteacher's Performance Management 		
13.2	Governors agreed to defer the Finance Terms of Reference until the 13 September 2021 with the Finance Committee meets.	Finance Committee	13 September 2021
14	<p>LINK GOVERNORS</p> <p>14.1. Governors agreed the following Link Governors:</p> <ul style="list-style-type: none"> Safeguarding, Send, Martin Dore. <p>14.2. Governors agreed to defer to the next meeting so that they can consider areas they can contribute to.</p>	<p>All to Note</p> <p>Governor Services</p>	15 November 2021
15	<p>GOVERNORS TRAINING</p> <p>15.1. DC informed governors that the school will be holding PREVENT training on the 1st November 21.</p> <p>15.2. HP would like to attend the Covid that was announced earlier today. Action Clerk to inform Governor Services.</p>	<p>All to Note</p> <p>Clerk</p>	
16	<p>ALTERNATIVE MEETING ATTENDANCE OPTIONS.</p> <p>Governors agreed alternative meeting options, this was signed by the chair to be returned to Governor Services via the Clerk</p>	Clerk	4 October 2021
17	<p>SAFEGUARDING AUDITS</p> <p>17.1. This has yet to be carried out to be deferred to 2nd half of the autumn term.</p>	Governor Services	15 November 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 from Robert Morini, and Kerry Munden
- 1.3. Quorum
The meeting was quorate with 6 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 Management Team Leader for Waltham Forest.

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3. GOVERNING BODY

- 3.1. Vacancies: the school have no vacancies at present.
- 3.2. Terms of Office: 3 Governors terms of office are due to expire by the 2nd half of the Autumn term. Ms Kirsty Sultanti-Jones, Ms Sumy Chowdhury and Mr Robert Morini
- 3.3. Mr Morini's term of office expires 19 October and the Chair working with Governor Services to find a suitable replacement
- 3.4. Both Parent Governors term of office are due to expire the 8 October and are working with the school on parental engagement. A meet and greet is scheduled for the 16 September with prospective parent governors and the current parent governors.
- 3.5. The Chair confirmed that recruitment will be ongoing, and the governing body has expanded and is doing well
- 3.6. DBS Checks:
Action: Schools to finalist Ms Patterson's DBS

4. APPOINTMENT OF OFFICERS

- 4.1. Election of Chair
Governors unanimously voted in Mr Martin Doré as Chair of Governors for academic Year 2021/22.
- 4.2. Election of Vice Chair
Governors unanimously voted in Ms Kerry Munden as Vice Chair of Governors for academic year 2021/22.

5. MINUTES

- 5.1. Governors received the minutes of the 10 May 2021 and made the following amendments:
- Correction to Ms Choudhury name
 - 3.4.1 correction should read Mr Leaker
- 5.2. Matters Arising

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Update
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	completed
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 October 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	This has been included in the Headteachers verbal update report.
6.17	Pupil Premium report. R Alexander- Gordon summarised the Pupil Premium Report. The school continues to monitor the impact of pupil premium through pupil progress. Governors were advised that the school is using the new template issued by the DfE. Rachel Alexander-Gordon to update the Pupil Premium report to the new DfE template.	School	Updated report to be issued at next FGB
6.22	School to include Data recommended by K. Sultanti Jones in the Pupil Premium report.	School	To be included in next FGB
7.5	Feedback from LA. School to check if this can be shared with parents	School	DC to write to G Kemble before next FGB

6. HEAD TEACHERS REPORT (VERBAL)

- Numbers on roll are increasing. Total roll 445.
- Worrying proportion of children with SEND. Downsell has the highest intake of children with SEND. The school is working with the LA on how best this is managed. Discussed the possibility of an Alternative Provision Unit using the ICT suite.
- The school has had to increase the number of staff to support children in the lower year groups. These are temporary members of staff and were not budgeted for
- The school has 27 children with EHCP and the first 10hrs are met by the school.
- The school has a new SENCo and this has been a learning curve for her as we have over 130 children with higher needs at Downsell
- There is a large proportion with children where English is a second language. The school have started discussions with parents to volunteer to help settle the children in. 18 new starters throughout the school
- This September payroll will be in indication of what our payroll will be going forward.
- Staffing was reduced by 27 through either not having contracts renewed or re-organisation.

Q – high needs children, what does this mean to Downsell, and what is the plan for transition to settle down?

A – prior to the end of summer staff visited other nursery settings to assess the children before they started Downsell and were not known to staff. They raised concern where children displayed a need for additional support. Downsell also had

Chair's Initials:

children starting during the summer who were not assessed by staff and it was evident that they require additional needs.

- The school submitted 10 applications for EHCP and none were accepted.

Q - Are you aware of a school in Tottenham, that operates as a blended school, this may best suit Downsell?

A – No this maybe useful to visit

Action Kirsty to send Deena details of school to all governors.

- A proposal was sent to the LA to see if we can become a resource provision. When we had the school review Downsell was praised for the level of support for SEN.
- The Schools greatest strength is our children. They are very supportive and very kind to each other. MO gave an example of how children help and support in class.

Q – Could we do an ESL class as an after-school club?

A – We are reviewing clubs and are currently working with parents during the day and will get them trained up to support in clubs. 2 mums volunteer at present. Will look at ESL after school club

Q – How are your supporting teachers with this?

A – we are still holding 3 classes. The PPA teachers pick up the support.

Q – Are staff qualified to teach?

A – *Mostly the PPA staff and unqualified staff are outstanding so there is not concern. The children in intervention groups are rotated on foundation lessons to give them a full curriculum experience. We are putting more support staff in lower down the school so that we catch the younger children to ensure that the support is in place.*

The speech and language needs are key and the better we can improve this area with children the better progress.

- The schools Covid RA has moved to year group bubbles. This will support the children to access the AFL support groups that they need.
- The school staged a Summer school which attracted between 80 and 120 children. Initially funded for 60 and went to 120 children.
- Many staff went on holiday due to the lifting of restrictions, this included member of the catering staff. The school appointed temporary staff so that they could continue to offer summer school. The school learnt a lot and one of the issues was that we had no control on the children who accessed the services, many were not from Downsell. The school was used as a respite for children with SEN with no prior notification, which made it difficult to manage as some children required 1:2:1 or even 2:2:1 support.

Action AFS to feed back to Fern Edwards.

Action: AFS to chase Fern for funding.

Q – How were school staff recruited for summer school?

A – A group email was sent before the end of the summer term asking if staff would like to work and were paid accordingly. Staff were given the flexibility to say no. One

rate of pay for all staff. A parent volunteer also worked which was a great help to the school.

- The school has received 1 resignation from a member of staff and have appointed an agency person, she is fantastic she would really like to stay at Downsell. She has fitted in well and the school is looking into the buyout clause with the agency.
- Behaviour: 2 learning walks have been undertaken since the start of term and behaviour is very good.
- COVID: The RA has been updated informing staff that if they are waiting a PCR test then they are to remain at home until they receive their results.
- Safeguarding: we have received the revised safeguarding policy from the LA. This will be covered later in the agenda.
- Phonics. Tomorrow the school will start screening sessions in nursery.
- Education Recovery Plan: This is being implemented in our teaching plans. The school undertake learning walks daily and are actively encouraging parents' volunteers to support with EAL.
- Finance: This has been a learning curve for DC. The schools have brought in SBM support from the LA 1 day a week, a member of the office team has stepped up to cover finance supported by the SBM. The school is going to temporarily appoint an office admin to backfill roles. The school would like to take the opportunity to review the roles and responsibilities of the admin team before a new SBM is appointed.

6.1. Governors **agreed** the review of the office staff roles and responsibilities.

- Catchup funding This is being used to fund the 3 members of staff.
- Mental health and wellbeing of pupils. The school has expanded the service delivered without additional costs. There are 3 children on waiting list to see a counsellor. The Learning mentor is amazing and actions on needs quite quickly. The school is still not allowing parent onto the grounds and the LM meets parents and children at the gates.

6.2. KSJ stated that the school should not understate what is doing to support wellbeing, such as worry box, certificates, this is to be praised and publicised on the school's website. There is an app Thrive that will be sent out to all staff to support wellbeing.

**Action DC to send out app details and put a note out
Action to be in the agenda for the next meeting.**

7. KEEPING CHILDREN SAFE IN EDUCATION

7.1. Governors were advised that there are a number of changes to this year's document and were encouraged to read and sign this off on Governor Hub.

7.2. The school has made 3 Senior Lead appointments who will also become safeguarding leads. Both Karen and Diane are designated safeguarding lead for the after-school clubs. It is good practice to have a nominated person for both breakfast and afterschool club. The whole school will have pictures of safeguarding leads throughout.

7.3. The LA Policy for Safeguarding has been revised and issued to schools. The school want to add Sexual Harassment as an appendix.

7.4. HP recommended that Downsell Sexual Violence and Sexual Harassment policy should also incorporate the traffic light system as used for Sexual Behaviour Guide.

Action School to amend responding section of the sex policy to follow a step by step approach using a traffic lights system.

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8. OFSTED PREPRATION/ACTION PLAN PROGRESS

- 7.5. Governors were advised that the school is no longer on an action plan with the LA but a development group will meet half termly. The first meeting of the group will be held on the 8 October 2021

9. CHAIRS ACTION.

- 9.1. MD wrote to Maria Regan and Marina Kaloki thanking them for their service to the school.
- 9.2. MD has been in touch with Jeff Hart regarding DCs appraisal.

10. GOVERNING BODY CODE OF CONDUCT

- 10.1. To be deferred to next meeting 4 October 2021.

11. SKILL ANALYSIS

- 11.1. Governors agreed to defer until new governors have been appointed.

12. CYCLE OF BUSINESS

- 12.1. Governors **adopted** the Cycle of Business.
- 12.2. Governor **agreed** to move Ht report to 4 October 2021,
- 12.3. Governors **agreed** standing item of Finance review to be included in Full Governing Body Agenda

13. GOVERNING BODY COMMITTEES

- 13.1. Governors **agreed** that the whole governing board would form a pool from which 3 governors maybe drawn to consider:
- pupil exclusions
 - Staff Discipline, Grievance and Dismissal Appeals (at least 3 members)
 - Finance
 - Pay
 - Headteacher's Performance Management
- 13.2. Governors **agreed** to defer the Finance Terms of Reference until the 13 September 2021 with the Finance Committee meets.

14. LINK GOVERNORS

- 14.3. Governors agreed the following Link Governors:
- Safeguarding, Send, Martin Dore.
- 14.4. Governors **agreed** to defer to the next meeting so that they can consider areas they can contribute to.

15. GOVERNORS TRAINING

- 15.3. DC informed governors that the school will be holding PREVENT training on the 1st November 21.
- 15.4. HP would like to attend the Covid that was announced earlier today.
Action Clerk to inform Governor Services.

16. ALTERNATIVE MEETING ATTENDANCE OPTIONS.

- 16.1. Governors **agreed** alternative meeting options, this was signed by the chair to be returned to Governor Services via the Clerk.

17. SAFEGUARDING AUDITS

- 17.2. This has yet to be carried out to be deferred to 2nd half of the autumn term.

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18. DATE AND GETEND ITEMS OF THE NEXT MEETING

18.1. 4 October 2021 at the school.

18.2. Agenda items 4 October

- Governing body code of conduct

18.3. Agenda items 15 November

- Skill Analysis
- Safeguarding Audits
- Finance review including Finance Terms of Reference
- Link Governors

19. ANY OTHER BUSINESS

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

Meeting closed 18.45

Chair: (print)

..... (sign)

Date:

Chair's Initials:
