

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF  
DOWNSSELL PRIMARY SCHOOL  
HELD 11 JANUARY 2021  
AT 5.00 PM  
VIA ZOOM 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)

Mrs Sumy Choudhry (SC)

**Staff Governor**

Maryam Osman (MO)

Clerk to the Governors: Mrs Angela Ferdinand-Sergeant

In Attendance:

**Summary of agreements and actions:**

Chair's Initials:

## SPRING TERM 2020/2021

/Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5 Headteacher report	Ms Munden to share a letter received from her son's school on the use of other digital devices that can be used as teaching aids	Ms Munden	ASAP
9 Remote Learning Policy Item 9.2	Governors <b>approved</b> the Remote Learning Policy		
Item 9.6	Governors <b>approved</b> the Acceptable Use Policy		
Item 9.7	Governors were advised that a 3rd policy requires approval; the Safeguarding when Working Online Policy. This will be circulated via Governor Hub for governors to review and digitally approve. Governors to sign off via Governor Hub. School to circulate by end of week to upload with governors' responses as soon as possible as the DfE require this to be uploaded to the school's website by 25 January 2021	All Governors	25 January 2021

### 1. WELCOME AND APOLOGIES FOR ABSENCE

#### 1.1. Welcome

The Chair welcomed all members present to the meeting, this evening. Welcome to Rachel Alexander Gordon the new Deputy Headteacher and introductions were made.

#### 1.2. Apologies for Absence

Apologies for absence were received from Mr Robert Morini (RM)

#### 1.3. Quorum

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

#### 1.4. There was 1 Notice of a Confidential Item.

### 2. DECLARATION OF INTEREST

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

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

### 3. GOVERNING BODY

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

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### 4. MINUTES

- 4.1. Governors received the minutes of the 16 November 2020 and a report on the Post Ofsted Review of 9 November 2020 by the Full Governing Body and agreed these were an accurate record of the meetings. Mr Doré signed the minutes electronically to be recorded on GovernorHub.
- 4.2. Minutes of Finance Committee are on the Hub but have yet to be agreed.
- 4.3. The next Finance Committee meeting is on 18 January and the minutes will be ratified then.

#### 4.4. Matters Arising

- 4.2.1. Pg 3 Mr Doré advised the Ofsted Review Report was amended to include a conclusion and was issued to Mr Jeff Hart as Chair of the Post Ofsted Action Group.
- 4.2.2. Pg 4 Attendance report: this is included in Headteachers report.
  - Governors were advised that this would have an effect on the work being undertaken on attendance by Ms Sultanti-Jones.
  - The school are currently averaging 60 children in attendance on site as part of keyworker/vulnerable and are turning some children away. This equates to an average of 12% of the school's cohort attending school.
  - Every child is coded with x code for Covid. This will be explored further in the next few weeks.
- 4.2.3. Pg 5. Robin Boshier visit, Governors questioned if this would happen in March. However it is too early to speculate. The school have received the report from Genesis which is currently being reviewed by Mr Chetty and will be issued to governors when finalised.
- 4.2.4. 8.2.17. Amend Croft to Crawford throughout minutes.

### 5. HEADTEACHERS REPORT

- 5.1. Mr Chetty give governors an overview of the report issued on GovernorHub.
- 5.2. Attendance: The 501 figures does include Young Explorers where we have capacity for 22 and actually have 20. 4 children to start shortly and after half term 14 more to start. Numbers are starting to rise slowly.

Staff worked extremely hard from September to November to get children back to into school. Just before the Christmas break the Local Authority called a meeting on the impact COVID was having on hospitals specifically Whipps Cross.

The School took the decision to close during the last week of term and piloted teaching live to year 4s using Google Classroom. As a result the school issued the parents' questionnaire which identified that children were not engaging enough when they were just listening to a voice. School now has 60% of children working this way across the school. This is not a replacement for face to face learning, but will help in the short to medium term.

- 5.3. The school has adopted the LA Safer Use policy to support staff. The Policy assists the school in supporting staff wellbeing by giving staff the opportunity to teach from home to make it safer for them.

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- 5.4. Keyworker and vulnerable Groups. All children in this group have access to live lessons in the morning and in the afternoon have a 20min reading slot and activity sessions such as art or drama and a library visit. There also socially distanced playground games and either a class story or a mindfulness session. No screen time in the afternoon. The SEND children have their packages built in to the curriculum.
- 5.5. The DfE have provided 63 laptops to children at Downsell enabling every child with a current EHCP to have access to a mobile device.
- 5.6. Governors were advised that not all children with EHCPs are in school.
- 5.7. Governors were informed that teachers take registers for every lesson on Google Drive at specific intervals throughout the day with social engagement being the last lesson of the day. If the children were unable to log in or were not present during registration at any point, then the class teachers have been contacting the parents.
- 5.8. Teachers have been requested to call all children from today (Monday 11 January) to Friday to make sure children can access teaching provisions either electronically or paper based. The children with EHCPs are covered but it's more the vulnerable children that are hard to reach and parents are not always allowing them in. The school will start to make home visits to make sure everything is ok. The school is trying to keep things as normal as possible for the children.
- 5.9. Mr Chetty reminded governors that the school is advertising for SENDCo.

**Q - Laptops, were these only handed out to with ECHPs?**

*A - We have issued Chrome books and reconfigured laptops to vulnerable groups alongside laptops received from the DfE. There are still many children without devices at home, who under current guidelines are being advised to attend school as part of the vulnerable group. The school is aware that there are not enough devices homes to for use by each child and are reviewing how to address this.*

**Q - Children on CP register are we taking a register?**

*A – Registers are being taken to record when a child has been on-line. In addition, the staff responsible for monitoring this call families if the child is not on-line. Currently only 1 family on CP is not attending and a meeting was held with the Social Worker and the school to address this.*

**Q - What was the deadline for SENDCo application?**

*A - Mid Jan, would like them to start ASAP*

- 5.10. Mr Leaker advised governors that the school are undertaking a second survey which will assist in identify families that are having issues logging in due to lack of devices.

Quality of teaching: At the end of December 2020 5 teachers were assessed as requiring improvement. The teachers are still teaching the curriculum with the support of the Deputy Headteacher. It is difficult to undertake the 121 mentoring support but plans will continue fully once we are out of lockdown.

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- 5.11. The school has started to introduce non foundation subjects such as history geography science and PE.
- 5.12. The live lessons are monitored throughout the day by the Head and Deputy and teacher are advised if they need to make amendments.
- 5.13. Genesis undertook a review of where the school is and where we need to go. The review recognised that staff were working hard, and outlined areas for further improvement, which will be included in the school's Rapid Improvement Ofsted plan.
- 5.14. Data. This remained the same as indicated in September. There has been some movement that has impacted on children.
- 5.15. Governors were concerned at the impact on year 5 as the data indicates that they are below age-related reading. The school is hopeful that the new targeted timetable put into place can make a dramatic change.

**Q - Did you get some of SIM cards?**

A - Yes we have 50 cards. Have issued just over 20 cards.

**Action KM to send letter re use of Xbox and smart TVs as teaching aids etc.**

- 5.16. Mr Munden congratulated the school on ensuring that students have access to booklets also. Remote learning does not necessarily mean that this has to be online.
- 5.17. Governors were informed that Year 6 will not be taking SATs this year. The LA have advised that they expect every child in year 6 to undertake a SATs paper by the end of the academic year. The Year 6 teachers will continue to drive this forward to ensure that children are ready for year 7 transition to secondary school.
- 5.18. This will also give the school time to narrow the gap in data for Years 4 and 5 and to start demonstrating how the curriculum can be adapted to suit the needs of the children. This is the data that we will be judged by Ofsted in their next visits.
- 5.19. Phonic assessment for Year 2 achieved 85%. This has been issued to the DfE,
- 5.20. Behaviour. No exclusions since Ofsted. Ofsted report was based on a difficult Year 6 cohort that have now left.
- 5.21. Racial incidents: Autumn 1<sup>st</sup> half 1, Autumn 2<sup>nd</sup> half 2. All issues dealt with and no reoccurring issues.
- 5.22. COVID-19: No positive case from March to September 2020. October saw the first case in school and when a class bubble was sent home children were given learning packs.

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- 5.23. The school has updated the risk assessments which have been shared with staff. The LA has requested new RA by Friday.
- 5.24. Mr Chetty advised governors that SLT and year group leaders have met. There is now consistency in teaching methods across the whole school. The inset day was a very meaningful. The school are expecting staff to continuously use AFL. The phonics training showed staff how to link phonics to writing. Phonics now has 1hour lessons per day to support this, based on Read Write Inc. Governors conveyed thanks to staff

### 6. CHAIRS ACTION

- 6.1. Chair advised governors of a letter received from Nick Gibb, Minister of State for Schools. Chair read out a paragraph from letter, based on information from other boroughs for keeping schools open. Headteachers in Waltham Forest were not happy about receiving this letter. A majority of Waltham Forest schools closed during the week before Christmas.

### 7. GOVERNORS TRAINING

- 7.1. Governors were reminded that GovernorHub has a number of identified training sessions.

### 8. SCHOOL TERM DATES 2021-2022

- 8.1. School to discuss proposed inset days with SLT and will upload to GovernorHub

### 9. REMOTE LEARNING

- 9.1. Remote learning Policy  
Based on the LA policy, personalised this to meet Downsell's requirements. It is quite self-explanatory. Difference is that the school included a parental questionnaire comments and added live learning,
- 9.2. Governors **approved** the Remote learning Policy
- 9.3. Acceptable Use Policy
- 9.4. Staff have been signing the acceptable use policy. This is being managed by the Deputy Headteacher. Every year group leader has to be online when teachers are teaching to monitor and intervene where required.
- 9.5. The school were reminded that staff can digitally signed these off also by emailing them back as accepted,  
**Action Ms Alexander Gordon will email staff where these are outstanding to obtain a digital sign off.**
- 9.6. Governors **approved** the Acceptable Use Policy
- 9.7. Governors were advised that a 3rd policy requires approval, the Safeguarding when Working Online Policy. This will be circulated via Governor Hub for governors to review and digitally approve.

**Q – Would be this be something that parents can use?**

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*A – Yes it will be based on the acceptable use policy. It's about training children to be safe online.*

**Action; Governors to sign off via Governor Hub. School to circulate by end of week to upload with governors' responses as soon as possible as the DfE require this to be uploaded to the school's website by 25 January 2021**

**10. COMMITTEE TERMS OF REFERENCE**

10.1. As reported at Full Governors on the 9 September and the Finance Committee meeting on 5 October 2020

- *Governors **agreed** to adopt the Terms of Reference for the Finance Committee.*
- *Governors **agreed** the Pay committee is adopted in to Finance committee*
- *Headteacher Appraisal Panel: Dave Leaker and Marin Doré*

10.2. Governors **agreed** to meet 6 times a year with meetings being pre-arranged.

**11. SCHOOL POLICIES**

11.1. Discussed as above

**12. OFSTED ACTION PLAN PROGRESS**

12.1. This is now the Rapid Improvement plan. Mr Chetty encouraged governors to read the plan, especially the areas marked in green. Any comments back to the school, via the Hub please. The yellow sections has been started by not completed yet in terms of evidence.

**13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

13.1. 22 February 5.00

Meeting Closed 18:30

Print .....

Signed .....

Date.....

Chair's Initials:
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