

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF
DOWNSSELL PRIMARY SCHOOL
HELD ON 27 MAY 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)

Ms Kerry Munden (KM)

Parent Governors

Mr Robert Morini (RM)

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)

Ms Marina Kaloki – School Business Manager (MK)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
Actions from 24 February 2020			
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? <i>ACTION: item to be an agenda item for the Autumn term meeting with more detailed information to be provided.</i>	Governors Services	Autumn Term 2020
11 MAY 2020			
5.SCHOOLS OPERATIONAL UPDATE	Governors agreed that an additional meeting is required in the light of the announcement about reopening schools. <i>Action:</i> Mr Chetty to issue a reopening proposal to all governors.	Governor Services	29,May 2020

27 ay 2020			
6 REVIEW OF THE SFVS DASHBOARD DATA	Payment for Breakfast and after-school club to be reviewed at the 1 st FBG in the new academic year.	GS	New academic Term.
	<i>Item 6.5: Governors agreed the SFVS Dashboard Data for 2019/2020.</i>	All	
7.PLAN FOR RE-OPENING DOWNSSELL PRIMARY SCHOOL.	<i>Item 7.6 The school proposed to move the start date moved from next Wednesday 3 June 2020 to 15 Monday 15 June 2020. Item 7.18: School to put together a parent-friendly version of the protocols with photos and a video for google classroom. Item 7.20 Governors agreed with the Headteachers proposal to delayed return for Nursery, Reception and Year 6 children until the 15 June 2020.</i>	All	15 June 2020
8 DATE AND TIME OF NEXT MEETING	Wednesday 6 July 5 PM Agenda Items:	SCHOOL	6 July 2020

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. No apologies for absence not accepted.
- 1.4. Quorum
The meeting was quorate with 8 Governors including the Headteacher present.
- 1.5. Notice of Any Other Business/Confidential Items
There was no Any Other Business item to be heard at today's meeting.

2. DECLARATION OF INTEREST

- 3.1. Standing Declaration: Angela Ferdinand-Sergeant, Schools Asset Manager for Waltham Forest.
- 3.2. Mr Doré is a retired, non active member of the NEU
- 3.3. No further declarations were made pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

No Governing Body issues were raised to today's meeting

4. MINUTES

4.1. Governors received the previously circulated minutes of the Governing Body Meeting held 11 May 2020 and **agreed** these were an accurate record of the meeting with the agreed following amendment(s):

- Amend quorate to 7 quorate

4.2. Mr Martin Doré signed a copy of the minutes of the 11 May 2020 and these signed by the Chair to be sent to the school.

4.3. Matters arising:

Minute reference	Formal agreements and/or actions identified	Action status
5.SCHOOLS OPERATIONAL UPDATE	Governors agreed that an additional meeting is required in the light of the announcement about reopening schools.	To be tabled at the additional meeting on 27 th May

5. SCHOOL ACTION TEAM UPDATE

5.1. The Chair provided governors with a brief overview of the Ofsted Action Group meeting held 20 May 2020 and how the school was preparing for a 1 June reopening.

5.2. The group discussed

- the schools' curriculum setting and mapping which is being supported by the Genesis trust.
- The restructuring of SLT - governors will be kept informed of the progress.
- David Backhouse produced a report, which has been shared with the Headteacher and the Chair of Governors.

5.3. Governors thanked David Backhouse for his assistance.

KM –Were the LA happy with what the school was doing to date?

A – Yes the LA understood the school's position in the light of COVID-19 the school could not proceed with implementing the full action plan at this stage.

6. REVIEW OF THE SFVS DASHBOARD DATA

6.1. Governors reviewed the action statement SFVS dashboard. MK clarified why the salary cost was lower as reported at the last meeting.

6.2. MK advised that the 5.3% includes breakfast clubs how the support staff were used in school which would increase this cost.

KSJ - What is the thinking around clubs going forwards., will they need to be reduced?

A – a majority of the clubs are run by staff volunteers with no additional funding. Its essential breakfast and after school club that is chargeable to parents.

KSJ – At a previous Governors Meeting governors were advised that After school care should break even, is this something we need to look at again to ensure that we break even?

A – at the time it was indicated that we needed several children e.g. 50 children to break even. The numbers have fluctuated. We do not have a specific register the take-up. The School will need to consider looking at the charging model, as we have periods where it is good with a good take-up and periods of where it is slow.

DL - can we ask parents to pay upfront or at the door?

A – No, with regards to the after school club we have several children that we can claim back from the governors. We do not have significant arrears. Governors were presented with information about the cost of funding these services.

Action to be an agenda item for the new Autumn Term (1) Agenda.

KM -PFI energy cost is always index. This is an account change?

Yes. It is an In year balance 0.3%, this is based on the reserves that the school have we are in medium risk. The school has not had a deficit budget so will need to maintain this.

KM - Teachers costs. how has this increased?

A - This is the actual expenditure, the last report was projected to month 9.

- 6.3. Governors noted that the Pupil to adult ratio is recorded as a percentage which is then multiplied by 100.
- 6.4. Pupil ratio in the lowest 10%. The school has a large number of support staff for SEN pupils. Teachers ratio Downsell is slightly above the benchmark need to ensure that teachers are released

6.5. Governors *agreed* the SFVS Dashboard Data for 2019/2020.

7. PLAN FOR RE-OPENING DOWSELL PRIMARY SCHOOL.

- 7.1. Central Government has recommended that primary schools reopen from 1st June 2020. All schools in Waltham Forest have been requested to complete a Risk Assessment (RA) which needs to be signed off by the Director of Education (David Kilgallon) before the school can open.
- 7.2. MD reported that the NEU had issued a checklist for schools and Union representatives to complete.
- 7.3. DC tabled 2 documents; 1 operational Protocol the other the school's Risk Assessment. The RA feeds into the operational document for staff to refer to and is constantly being updated.
- 7.4. Governors were informed that the deadline for submitting RAs to the Local Authority was the 25 May 2020. The formats vary from school to school however the LA has produced a template to assist schools with producing a compliant RA. Downsell has submitted their RA and is awaiting feedback from the H&S team.
- 7.5. DC stated that since undertaking the RA he has further considered all factors needed to be in places with an emphasis on how this will impact on staff. The school have 117 staff and 7 members that will be unable to come into school due to shielding.
- 7.6. ***DC proposed that the school move the start date from Wednesday 3 June 2020 to 15 Monday 15 June 2020.***
- 7.7. The school have done as much as they can in terms of readying the building but SLT needs to go through the handbook and RA with staff, this includes fire safety training, the school need to ensure that it is safe for all returning and that staff are aware of what is happening, this will also give the time see if track and trace will be operational.

- 7.8. The school are doing everything possible to support staff and reduce staff concerns.
- 7.9. Governors reviewed the training Schedule, which forms part of the protocol, this became more transparent after the RA is broken down.
- 7.10. Governors were advised that it is a parental choice to bring children to school. This is a different learning environment for staff and children and the school need to ensure that we are comfortable with what is working well and what is not.

RM - Do we know the numbers in terms of parents attend?

A - 75 parents have said yes across Nursery, Reception and Year 6. DC stressed that it has to be safe for children to come back. DC informed governors that a discussion was held with the Chair and Vice-Chair before raising this with governors.

- 7.11. CJ agreed that safety is the most important issue for schools. The RA should show that we had done all we can to make sure that the school is as safe as it can be.
- 7.12. Current trends show that there is a drop in statistics. However, the 15 June is a date that several other services are expected to open dependent on the R rating.
- 7.13. MR advised governors that one of the government directives is track and trace and. SLT cannot guarantee that there is no information available on how this will work. We can only go by science, another week will give everyone a bit more time, a bit more breathing space and the school will be in a much better position. Staff have been very involved in risk assessment and working plans. But not all staff have been present. Staff need more time to feel more confident to talk to parents.
- 7.14. MR informed governors that Social Distancing in the Nursery will be incredibly difficult.
- 7.15. RM welcomed the Headteacher's proposal to delay the return. Governors understand that there is a duty of care to support all staff and pupils and this feels like this is the right thing to do, It is essential that staff understand the new processes and protocol changes.
- 7.16. DC stated that even though all staff will attend training, not all staff will be in school.
- 7.17. DC reviewed how the staffing will work and how the teams are going to look it will boost more peoples confidence, this will include how equipment is cleaned and sanitised for the next day. We want to make this work and make sure that no one is put at risk and kept safe.

KSJ - Will this be shared with Parents?

A – The school agreed to share a parent-friendly version as there is a lot of information to be provided.

ACTION School to put together a parent-friendly version of the schools protocols with photos and a video for google classroom.

RM - Would you say that the risk you have identified is relatively low if the date for the return is delayed?

A – The school did have quite a few that were medium-high and review this down to low. The RA is consistently being reviewed for example hand washing, we have purchased a water station outside the playground.

7.18. Staff need to be in school to understand this document to ensure that all risk remains low. Based on what we have planned for we will reduce the risk. Even though the recommendation for 1 June return to 3 groups schools are still required to make provision for key workers and vulnerable children

7.19. *Governors **agreed** the Headteachers proposal to delayed return for Nursery, Reception and Year 6 children until the 15 June 2020*

Q – Do we have an Alerting system in place advising parents not to bring children into school if they are unwell and what the school would do to manage an outbreak in school?

Yes this is in the RA.,

8. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

All meetings will be via Google Meets. The date and time of the next meeting

- 6 July 2020 @ 5.00
- Agenda Items:

9. ANY OTHER BUSINESS

No other business was heard.

The meeting closed at 18.30

Chair: (print)

..... (sign)

Date:

Chair's Initials:
