



Everybody Excelling, Every Day. No Excuses!

## **Minutes and Actions Arising from the meeting dated 22<sup>nd</sup> September 2020**

**Committee Type:** Full Governing Body

**Present:** Head Teacher – Jo Riley  
Chair - Kate Kardooni  
Catherine Leech  
Rachel Urquhart  
Leilani Mellows-Facer  
Kelvin Tanner  
Morna Scales  
James Whittaker  
Glaize Wallace  
Elliot Berger  
Clerk – Admin Consultants UK

**Apologies:** Raja Ahmed



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Action Description	Questions/Discussion	Agreed Action
<p><b>1. Agree minutes from last meeting</b></p>	<p>Last meetings minutes agreed.</p>	
<p><b>2. Review Membership and Vacancies</b></p>	<p>Enough Governors to continue for this academic year – all Governors agreed.</p> <p>Looking for additional Governors next year who specialise/experience in mental health &amp; wellbeing, education sector.</p>	
<p><b>3. Review Membership of Committees</b></p>	<p><u>Committees</u></p> <p>Resources – Kate, Elliot, Kelvin, Leslie, Roger Curriculum – Leilani, Rachel, Glaize, Cathy, Roger</p> <p><u>Link Governors</u></p> <p>English – Roger Maths – Glaize Early Years – Leilani Safeguarding/SEND – Rachel Wider Curriculum – Cathy Health &amp; Safety – Tbc</p> <p>All meetings this term will take place remotely.</p>	<p><b>HT to update membership committees</b></p> <p><b>HT to ask Raja</b></p>
<p><b>4. Election of Chair and Vice Chair</b></p>	<p>Chair – Kate (last academic year) Vice Chair – Cathy Chair of Curriculum – Rachel</p>	



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	<p>Chair of Resources – Kate will Chair the first meeting.</p> <p>HT suggested putting Governors on training to prepare for the role of Chair.</p>	<p><b>A new Chair will be elected at the next resources meeting</b></p>
<p><b>5. HTPM, Appraisal Arrangements</b></p>	<p>HT and Morna have agreed to Teacher appraisals being focused on CPD and how they support their teams.</p> <p>SIP (School Improvement Partner Programme) visit in November – another member of the governing board required (other than Kate and Cathy).</p>	<p><b>Completion by October half-term</b></p> <p><b>HT to confirm with Kate when Teacher appraisals are complete</b></p> <p><b>HT to check NGA (National Governance Association) for training dates</b></p>
<p><b>6. Arrangements for Link Governor Visits/Training</b></p>	<p>Hackney Training for Governing Body available to Governors.</p> <p>Rachel suggested that ‘training’ to be added to the agenda of the next curriculum meeting as a reminder to all Governors to sign up.</p>	<p><b>HT to circulate training list to Governors</b></p> <p><b>Governors to email HT their course request</b></p>
<p><b>7. Report on Re-opening Plan and Parental Engagement</b></p>	<p>Good start to term – systems currently put in place are working i.e. staggered start times, opening extra entrances, members of SLT on each gate, one-way system, sanitisers.</p> <p>Morna added that the re-opening plan has gone smoothly and has worked well with children. HT is aware of how intense teaching staff have become and is looking at additional time out of class.</p>	



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	<p>Friday afternoon closure going well – it is not compulsory for children to attend.</p> <p>There is a general uncertainty amongst everyone and SLT will need support from Governors.</p> <p>HT sent a survey out to parents regarding their views on how the school did during the lockdown period and what type of access they have to technology. Positive feedback with nearly 50 responses which also found that parents are reliant on mobile phones.</p> <p>Leilani asked whether there have been any complaints from parents. HT confirmed this was not the case. Parents were more questioning why specific procedures are now in place.</p> <p>HT discussed why communication is not getting to all parents. Governors were asked for any suggestions. Leilani suggested zoom. HT confirmed this has already been done. Glaize suggested giving parents a leaflet or booklet instead.</p> <p>Elliot asked why parents are not receiving all communication information. HT believes it maybe text heavy.</p> <p>Kate suggested using a broadcasting messaging system for parents.</p> <p>To re-assure parents they now have access to HT’s email address which has made a huge difference during the lockdown period.</p>	<p><b>HT will look at broadcasting providers</b></p>
<p><b>8. Plan for Blended or Remote Learning</b></p>	<p>HT following government guidance ensuring that staff understand that remote learning doesn’t just involve online.</p>	



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	<p>Parent feedback from the paper packs have been positive. HT and Morna created learning packs for children self-isolating and if they cannot access online material. Video lessons have also been created into paper based material.</p> <p>HT concerned with children not having technology or internet access. 50 Chromebooks have been ordered which will arrive in November.</p> <p>HT keen to find businesses willing to donate used computers.</p> <p>Google classrooms has now been set up – not just for home learning but also smarter learning within the classrooms.</p>	<p><b>HT looking into internet dongles</b></p> <p><b>Leslie will ask at UBS</b></p>
<p><b>9. National Catch Up Programme</b></p>	<p>School will receive around £80 per child with standardised testing to begin in November to determine where children need help.</p> <p>Language and confidence are stronger in reception classes.</p> <p>Reading and handwriting in Years 2 and 3 were positive with more practice needed for phonics and techniques of writing.</p> <p>Challenges have been set for Year 5 Maths.</p> <p>No new tutoring programmes until school knows what to focus on.</p>	
<p><b>10. Keeping Children Safe In Education</b></p>	<p>Documentation ensuring online learning is safe.</p>	<p><b>HT to send to Governors</b></p> <p><b>Governors to read before next FGB meeting</b></p>



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<p><b>11. Head Teacher Report</b></p>	<p>Pupil premiums gone up slightly as more children are on free school meals.</p> <p>Nursery in-take is low as parents are reluctant and not statutory school age but overall attendance of school is high at 93%.</p> <p>HT will not be fining parents. Instead the school will encourage parents to visit the school and keep communication strong.</p> <p>A few SEN children have started. Good specialist support staff in Year 1 due to complexities. Nicola is shielding at home but still attending meetings online.</p> <p>HT negotiating with Chartwells for food packages for children who are isolating.</p> <p>Census will take place on the 1<sup>st</sup> October 2020.</p> <p>Hackney has still not agreed to give school capital funding for the school keepers house. HT would like to speak to the new person in charge of SEN in Hackney.</p>	<p><b>HT and Rachel to write joint letter to Hackney Council</b></p>
<p><b>a. Staffing Overview</b></p>	<p>Staffing is currently stable.</p> <p>2 Teachers displayed symptoms and tested negative to covid-19.</p>	
<p><b>b. School Development Plan 2020-2021</b></p>	<p>The focus will be:</p>	



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	<ul style="list-style-type: none"> <li>To develop an anti-racist curriculum in partly response to Black Lives Matter and Young Black Men's Project across Hackney – Priscilla (Year 6 Teacher/Lead of Humanities) will take the lead for 1 year</li> <li>To develop a 'No Outsiders' Approach to Teaching Relationship Education – this programme has a weekly focus</li> <li>To improve outcomes in writing – Morna is leading</li> <li>To develop our remote learning offer – google classrooms</li> <li>To embed compassionate and ethical leadership at all levels</li> <li>To enhance the communication and involvement of parents across all aspects of school life</li> </ul>	
<b>c. Teaching Profile</b>	Not grading lessons now as teachers are in school doing a good job.	
<b>d. School Roll and Vacancies</b>		
<b>e. Safeguarding</b>		
<b>12. Policies to be reviewed this term:-</b>		
<ul style="list-style-type: none"> <li><b>a. Capability of Staff</b></li> <li><b>b. Admission Arrangements - please note the addition of paragraph 6.6</b></li> <li><b>c. Complaints Procedure Statement</b></li> </ul>	<p>All policies to be reviewed within the committees.</p> <p>HT is notified via a compliance tracker when policies need updating.</p>	<b>HT to send to Kate each term</b>



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<p><b>d. Teacher Pay Policy</b> <b>e. Teacher Appraisal Policy</b> <b>f. Whistleblowing Policy</b></p>		
<p><b>Any Other Business</b></p>	<p>HT discussed and suggested that the wellbeing of all staff should be on the agenda of all committees as they need the school's support. HT and SLT will continue checking in with staff and showing appreciation. The school also has 3 trained well-being ambassadors.</p> <p>Ofsted visit was rated 'Good'.</p> <p>Governing body meetings will be online for the autumn term until infection rates reduce.</p> <p><b>Next FGB Committee Meeting – 24<sup>th</sup> November 2020.</b></p>	<p><b>HT to email ofsted report to Governors</b></p>