



Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Full Governing Body, held on 9th July 2020 at 2.30pm

This meeting was held via video-conference due to Covid19 school closures.



Present

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| Co-opted | Neil Sherman (NS) Peter Tenconi (PT) | (3 + 2 vacancies) |
| Headteacher | Joanne Daswani (JD) | (1) |
| LA | Manji Kara (MK) | (1 + 0 vacancies) |
| Parent Governors | Sarah Mehrali (SM) Meera Shah (MS) Paul Smith (PS) Kulabalasingham Sudhakar | (4 + 0 vacancies) |
| Staff Governor Associate | Maria Nickson (MN) | (1) |

Apologies:

Mina Parmar (MP)
Jatinkumar Patel (JP)

Supporting documents:

-  – denotes action
-  – denotes question/challenge

Meeting opened at 2.31pm

| | Action | Due |
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| 1. Welcome and apologies Apologies were received from JP and MP | | |
| 2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests None declared. | | |
| 3. Arrangement of Agenda It was agreed the meeting would follow the agenda. | | |
| 4. Policies Deputy Headteacher, Maureen Rafferty, tabled this portion of the meeting. <u>4i. Freedom of Information Policy</u> It was noted that Judicium helped build this Policy. Agreed: This policy was ratified . <u>4ii. Exclusions Policy</u> It was noted that this is a new policy, taken from The Key. | | |



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| <p>A Governor notified that section 5.2 on pg. 5 reads ‘Responsibilities regarding exclusions is delegated to the Chair of Governors consisting of at least 3 governors.’</p> <p>This should be amended to read ‘...is delegated to the Exclusion Committee...’.</p> <p>A Governor informed that according to statutory guidance, schools should set and mark work for the first 5 days.</p> <p>Q: Is this included in the Policy?</p> <p>Yes, the information can be found on pg. 5 under heading ‘The Governing Body.’</p> <p>It was noted that this only applies to fixed term exclusions.</p> <p>Change wording to Exclusion Committee</p> <p>Agreed: This policy was ratified subject to amendments.</p> <p><u>4iii. Health & Safety Policy</u></p> <p>MR notified Governors that amendments have been made to reflect a team approach to health and safety.</p> <p>A Governor commented on Fire Evacuation, pg. 4, ‘In the event of a fire:’.</p> <p>It states the teacher will complete a headcount and then register if there is a discrepancy. Can this headcount be considered accurate considering there will be so many children in a small space, where does the headcount take place?</p> <p>The Headteacher informed that the headcount takes place at the fire assembly point, the headcount is just the initial check, registers are taken once they arrive, usually within 2-3 minutes.</p> <p>Are fire marshalls trained on how to use a fire extinguisher?</p> <p>All fire marshalls are trained to use fire extinguishers.</p> <p>The School has 20 fire marshalls, training lasts 3 years and then needs to be refreshed. Training usually takes place yearly, there is a session booked in September.</p> <p>Are fire marshalls separate to class teachers?</p> <p>Yes.</p> <p>Agreed: This policy was ratified by Governors.</p> | <p>MR</p> | <p>ASAP</p> |
| <p><u>4iv. Email protocol and procedure</u></p> <p>It was noted that under ‘Email protocol for and Parents’, the additional ‘and’ needs to be removed from the title.</p> <p>First bullet point ‘Parents should not send emails to staff over the weekend;’ to be amended to read ‘Parents should not expect replies to emails over the weekend, or outside of 7.30am – 5pm.’</p> <p>Agreed: This policy was ratified by Governors.</p> | <p>MR</p> | <p>ASAP</p> |
| <p><u>4v. Data Protection Policy including Risk Assessment Agreement</u></p> <p>Is it usual to only have the data protection provider listed instead of a named individual?</p> <p>There is a named contact which the School holds, however the policy would be incorrect if the named person changes in the future.</p> <p>Action: pg. 10, pg. 13 - add a general email address for the contact details.</p> | <p>MR</p> | <p>ASAP</p> |



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| <p>Agreed: This policy was ratified by Governors.</p> <p>Thanks were extended to MR for her contribution to the policies. <i>MR left the meeting.</i></p> | | |
| <p>5. Approval of minutes (13th May 2020) & matters arising</p> <p>It was agreed that the minutes of 13th May 2020 were an accurate record of proceedings. To be signed, dated and filed at a later date due to video meeting.</p> | SS | ASAP |
| <p>6. Approval of minutes (extraordinary meeting 1st June 2020) & matters arising</p> <p>It was agreed that the minutes of 1st June 2020 were an accurate record of proceedings. To be signed, dated and filed at a later date due to video meeting.</p> | SS | ASAP |
| <p>7. Standards and Achievements update</p> <p>This portion of the meeting was tabled by KS, Chair of the Standards & Achievements committee.</p> <p>It was observed that the meeting of 18th June 2020 was fully attended by all members of the committee and minutes of the previous meeting were approved. It was noted that the Safeguarding Policy, Accessibility Policy and Online Safety Policy were ratified. There were discussions surrounding hiring local facilities to allow more children to access education and providing 1:1 tuition for children.</p> | | |
| <p>8. Finance & Resources update</p> <p>This portion of the meeting was tabled by PT, Chair of the Finance & Resources committee.</p> <p>Governors were informed that there was good attendance to the meeting with one apology. The Charging & Remissions Policy was presented, this Policy was ratified following a discussion about wording and how school trips are paid for. PT notified Governors that the Chart of Accounts (Main and Private accounts) were presented by the finance manager, the committee were happy with the School's financial position. There was uncertainty surrounding the cleaning contract with the LA, the School had wished to change contractors however Covid19 lockdown took place before this could be implemented. The LA offered to extend cleaning contracts in the interim period.</p> <p>The committee were scheduled to check the SFVS however it was reviewed instead and will be completed by the finance manager, ready for discussion at subsequent meetings.</p> <p>A ParentPay refund decision needed to be minuted, due to parents being owed refunds for cancelled school trips. There was a £0 nett however as money was moving out of the school account, this should be recorded.</p> <p>The meeting progressed to item 10.</p> | | |
| <p>9. Headteachers report</p> <p>JD advised the highest number of pupils in school since the last report has been 217. It is usually ~200 daily. Children seem very happy; staff are</p> | | |



delighted to have them back in. Vulnerable children are thriving on the close support they have been receiving. Parents are pleased with the online learning.

JD imparted that Governors had previously requested an independent quality assurance of the Risk Assessment. This has taken place via the School's health and safety advisor, Carsten & Robinson. The assessor visited the School on 1st July 2020 and was happy with the Risk Assessment. A few minor things were pointed out such as some fabric left on a table, a teddy bear which should have been in a cupboard with the rest of the soft toys, PE bags hanging in the corridor which should be stored in classrooms. Phase Leaders were notified of these for immediate action.

The School's Risk Assessment was described as being robust in design and implementation.

JD advised there have been a handful of complaints from parents regarding the school closure date being brought forward to 10th July however parents were happy with the explanation of the reasons behind the decision. There have been 2 complaints from parents in the same class however these may be tied in with other staffing issues which have been brought to the attention of the Governors. There has also been an email of complaint from a 'ghost' account, although the School are unable to locate the parent/child information on the School's database. JD advised that transition days have been planned over 13th – 17th July 2020.

The following new staff have been appointed, including an internal SENDCo appointment.

- Year 2: Tia Goldsmith
- Year 3: Dalia Aghabra
- Year 3: Orielle Levy
- Year 4: Ben Phillips
- SENDCo: Debbie Qudsiyeh

JD imparted that teaching staff have been moved into new year groups to help aid professional development and growth. There are some who will be moving up with their current class.

The dates for INSET days 20/21 were highlighted:

- Wednesday 4th September 2020
- Monday 4th January 2021
- Monday 19th April 2021
- Friday 28th May 2021
- Friday 23rd July 2021

The expectation is that everyone will return in September. There isn't much time between now and the end of term. Have plans for return started and how are they progressing?

JD advised that September planning will take place during the summer holiday, Phil Pardoe (NEU) has been invited to help in this process.

The Governing Body will not meet before then. Can it be arranged for the independent assessor to scrutinise the Risk Assessment?

Yes, this can be arranged.



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| <p>How will the school day look in September with regards to staggered timings? Will breakfast and after school clubs be running?</p> <p>JD is planning for school to be open as usual with normal school hours and it is expected that clubs shall resume as usual, depending on what guidance states at the time. Breakfast and after school clubs are expected to be functioning for parents who are working and are reliant on the wrap around care.</p> <p>JD advised guidance encourages schools to have fully functioning online learning in case pupils cannot attend. The School shall continue to work with Oak Academy, the governments online learning portal.</p> <p>What about parents who do not send their children back due to anxiety etc.?</p> <p>The government has advised that pupils who do not return are to be marked as Absent and that penalties shall be applied. JD would not like parents to be penalised for valid reasons. If it happens that many children do not return, there may be an option of online learning, however parents will be reassured about cleaning practices, sanitising, handwashing etc. and will be encouraged to send their children back to school. It was highlighted that some parents may need coaxing to help them feel at ease, and a gradual, phased return could be an option for some.</p> <p>A Governor indicated that another School has managed to gain the confidence of parents by taking a walk around video tour of the school and the new measures which have been put in place. This has been placed on the school website and has worked extremely well to alleviate fears.</p> <p>Action: Consider the option of a walk around video tour of the new safety measures the School has put into place.</p> <p>A Governor advised it may be beneficial to also inform parents that a cleaner has been appointed to work during the day to sanitise high frequency areas.</p> <p>Action: Add to next Headteachers Newsletter</p> <p>MS joined the meeting at 3.21pm</p> <p>Are all clubs due to return? Yes</p> <p>Will these clubs be risk assessed? Yes, risk assessments will take place before they come in.</p> <p>How will music lessons operate?</p> <p>JD advised that the plan is for normal lessons to resume via Harrow Music Service, however online lessons may be offered if normal lessons cannot resume, the current online offering has worked very well. The Music Director will be making contact with parents to ask if they are happy for children to be in a room together.</p> <p>The meeting moved back to Agenda item 12.</p> | <p>JD</p> <p>JD</p> | <p>ASAP</p> <p>Next Newsletter</p> |
| <p>10. Proposed meeting dates for Academic Year 20/21</p> | | |



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| <p>The dates for the meetings of the FGB and committees were agreed</p> <p>Is there a possibility of face to face GB meetings? Face to face meetings are expected in September, however this again depends on government guidance at the time. If virtual meetings are necessary, then these will resume at the usual allocated timeslot of 6.30 – 8.30pm so all Governors are able to attend without any impact on work commitments.</p> | | |
| <p>11. Agreed minutes on staff noticeboard</p> <p>The Chair confirmed there had been interest regarding the minutes being available on the website, although regulations are that minutes are only to be made available on request.</p> <p>Can the minutes go on the intranet rather than the staff noticeboard? Some TA's and SMSA's don't access the intranet very often which is why they would be useful to have on the noticeboard. The Chair clarified that Part 2 minutes are not available for review and are not considered to be in the public domain.</p> <p>Can minutes not be available on request instead? The Headteacher imparted that it is good practice for the minutes to be made available to staff so they have a sense of involvement with the Governing Body. The Chair assured Governors that the minutes should be made available on the website to show transparency.</p> <p>Agreed: It was agreed that minutes are to be made available on the website, intranet and staff noticeboard.</p> <p>Action: All agreed minutes of academic year 19/20 posted to School website, intranet and staff noticeboard, with necessary redaction of personally identifiable information.</p> | <p>SS</p> | <p>ASAP</p> |
| <p>12. AOB</p> <p>2 AOB items had been passed to Governors and agreed by the Chair prior to the meeting.</p> <p><u>12i. Cleaning contract and SLA</u> The Headteacher informed Governors that the preferred contractor is IFS. Both contractors (IFS and Evergreen) have great reviews however IFS seems better able to manage a school of this size.</p> <p>There may be TUPE implications. Will current cleaners be TUPE'd to the new company? Yes, this will take place with help from the LA. There is 1 x supervisor and 6 cleaners listed, does this include the hired cleaner which has been proposed? No, this doesn't include the hired cleaner proposed. The Headteacher informed Governors that the proposed employed cleaner will cost £15.25 per hour which is a G2 scale, equivalent to ~£15,000 per year. This cleaner will be cleaning all offices and high frequency areas including children's toilets during the day. Are you confident that the companies presented are able to take on the task? It shouldn't necessarily be the cheapest option which is considered.</p> | | |



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| <p>JD and the finance manager have sought references and personally called school caretakers and SBMs for references for each of the suppliers. A like for like comparison has been completed for each contractor's offering.</p> <p>What is the length of the contract?</p> <p>All of them are 3 years, IFS has a 60-day notice period, Evergreen has a 6-month notice period.</p> <p>JD imparted the third contractor, Tempco, have been used in the past but were not considered this time due to being unhappy with them previously.</p> <p>Agreed: Governors unanimously agreed that the cleaner should be employed.</p> <p>Agreed: It was agreed that the School could appoint their preferred cleaning contractor, IFS, for 3 years beginning 1st September 2020.</p> <p><u>12ii. Music system procurement</u></p> <p>JD advised the preferred choice is MCL, the School has used them before and were happy with the service they received.</p> <p>When will implementation take place?</p> <p>During the summer holidays, this is a purchase rather than hire.</p> <p>Agreed: The purchase of the music via supplier: MCL was agreed.</p> <p>The meeting moved to Agenda item 9.</p> <p>An additional AOB was brought to the Governors.</p> <p>JD asked Governors if they would agree a ~£300 expenditure from the Private account to provide a staff lunch on the INSET day, Tuesday 21st July 2020.</p> <p>NS imparted that the Headteacher has delegated responsibility for the Private account.</p> <p>Agreed: It was agreed that the staff lunch expenditure can be paid for via the Private account.</p> | | |
| <p>10. Date of next meeting</p> <p>The next meeting of the Full Governing Body will take place on 21st October 2020 at 6.30pm.</p> | | |

Meeting closed at 3.26pm

Actions Log

| Action: | For: | To be completed by: |
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| <p><u>Exclusions Policy:</u> section 5.2 on pg. 5 reads 'Responsibilities regarding exclusions is delegated to the Chair of Governors consisting of at least 3 governors.' This should be amended to read '...is delegated to the Exclusion Committee...'</p> | MR | ASAP |
| <p><u>Email protocol and procedure:</u> First bullet point 'Parents should not send emails to staff</p> | MR | ASAP |



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| over the weekend;' to be amended to read 'Parents should not expect replies to emails over the weekend, or outside of 7.30am – 5pm.' | | |
| <u>4v. Data Protection Policy including Risk Assessment Agreement</u> pg. 10, pg. 13 - add a general email address for the contact details. | MR | ASAP |
| Minutes to be signed, dated and filed at a later date due to video meeting. | SS | Future date |
| Consider the option of a walk around video tour of the new safety measures the School has put into place. | JD | ASAP |
| Inform parents that a cleaner has been appointed to work during the day to sanitise high frequency areas. | JD | Subsequent newsletter to parents |
| All agreed minutes of academic year 19/20 posted to School website, intranet and staff noticeboard, with necessary redaction of personally identifiable information. | SS | ASAP |