



Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Standards and Achievements Committee, held on 30th September 2020 at 6.30pm



Present

Co-opted	Neil Sherman (NS)
Headteacher	Joanne Daswani (JD)
Parent Governors	Kula Sudhakar, Chair (KS) Sarah Mehrali (SM) Meera Shah (MS) Paul Smith (PS)
Staff Governor	Maria Nickson (MN)
In attendance	Katerina Portou, Acting Deputy Headteacher (MR) Cecil Anang (observer)
Clerk	Seema Supeda (SS)

Apologies None

Supporting documents

Minutes from meeting: 18th June 2020
Marking & Feedback Policy (non-statutory)
Allegation of Abuse Against Staff Policy
Headteachers report

 – denotes action
 – denotes question/challenge

Meeting opened at 6.33pm

	Action	Due
<p>1. Welcome, apologies and consent for absence</p> <p>All members of this committee were present.</p>		
<p>2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests/Reminder of the need for confidentiality.</p> <p>None</p>		
<p>3. Arrangement of Agenda</p> <p>It was agreed the meeting would follow the Agenda.</p> <p>Have the school been provided with testing kits? Yes, 10 were delivered in early September, another 10 were sent after a request by the HT.</p> <p>How are the tests prioritised? The Headteacher informed that the tests can be used on both pupils and staff as the need arises, for example if they are unable to secure an appointment at a testing centre.</p>		
<p>4. Approval of Minutes and matters arising from the meeting held on 18th June 2020</p>		



<p>The minutes of the meeting on 18/06/2020 were agreed as an accurate record of proceedings to be signed, dated and filed accordingly.</p>		
<p>5. Policies</p> <p><u>5i. Marking & Feedback Policy</u> There was a discussion surrounding marking and what was considered to be a reasonable amount per week. The discussion referred to the Senior Leadership team who had collaborated to update this policy. This policy is to be used by as a guide/reference. Does this policy benchmark to other schools? Yes, unions have tightened up on the amount of marking considered to be reasonable to reduce the workload and ease the pressure on teachers. Action: A Governor requested that a change of wording is considered for point 2, page 2 due to vagueness.</p> <p>Do the children understand the codes used in marking? Yes, the codes are visible in the classroom and in books. The same codes are used throughout the School. Do Year Group Leaders check marking? Yes, Work Scrutiny includes the implementation of the Feedback & Marking Policy, the books involved in the process are chosen at random and no notice is provided to the teachers.</p> <p>A discussion surrounding Governing Body roles and responsibilities took place. Agreed: This policy was ratified. The HT agreed to review the wording.</p> <p><u>5ii. Allegations of Abuse Against Staff Policy</u> Action: Points 34 and 52 refer to paragraphs which do not exist – to be removed.</p> <p>Action: Bullet point formatting on pages 3, 6, 9, 10, 13 to be rectified.</p> <p>Agreed: This policy was ratified subject to the amendments above.</p>	<p>SLT</p> <p>KP</p> <p>SS</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>6. Closing the knowledge gap (Covid-19) Covered in Headteachers Report</p>		
<p>7. Extra catch-up sessions (Covid-19) Covered in Headteachers Report</p>		
<p>8. Future lockdown contingency plan Covered in Headteachers Report</p>		
<p>9. Friday early closure review Covered in Headteachers Report</p>		
<p>10. Headteachers Report</p> <p><u>Achievement and standards</u> The Headteacher reported that children seem very happy to be back at</p>		



school and children are not as anxious as expected. A substantial PSHE focus which was planned for the first half term is no longer as necessary and is therefore reduced. Teaching of the curriculum has commenced. Children's routines such as walking down the corridor and lining up quietly continue to be picked up as expected after so much time off. The attitude towards School has been fantastic.

Pupil numbers are currently 94% attendance; this has risen from 80%.

Are there any parents who have refused to send their children back?

The Headteacher advised there are no families refusing to send their children back to school.

The Headteacher reported that the Numbers On Roll has increased since the date of the report (21/09/2020) from 828 to 838. Year 6 is almost at capacity (119/120) and Year 5 has 118/120 pupils. Year 1 has the lowest cohort. This could be due to a rising trend of families leaving to enter private education at 7+ rather than 11+.

A number of families have left the country to move back home, this equates to 8 pupils. 13 pupils have left to attend another school in Harrow, 3 pupils are still on roll, although they have left they have been unable to be enrolled in another school due to lockdown.

The Headteacher advised that Year 2 have recently undertaken their Phonics tests, 98/118 are doing well, 8 are of concern and 12 are receiving additional support.

Do you consider children to be doing better/the same/worse than expected since their return?

Some children have come out of lockdown better than expected due to the support they have received at home. Where support at home was lacking, those pupils are in a worse position than when they left. Teacher assessment is taking place using a traffic light system to inform where and with which pupils interventions will be necessary. The after-school small group programme which has typically been offered to pupils in years 2 and 6 will now be extended to targeted pupils in all years 2-6. There is support for year 1 pupils during the day, an after-school offering may mean the school day is too long for children within this age bracket.

When will parents be informed of this programme?

Parents shall be notified just before the half term break. The programme is a 6-week commitment; parents will be required to commit to all 6 sessions for their child to be enrolled. Progress will be reviewed in December and adjustments made accordingly.

The Headteacher identified that Summer-Born pupil cohort continues to be of most concern as well as a large proportion of boys in year 6.

Drop off and collection of pupils

The Headteacher notified Governors that 'normal' school hours have resumed on Fridays (starting this week) which is sooner than expected. A Governor imparted that it is nice to see that the School has been able to go back to normal so quickly, the planning seems to have worked well, clubs have resumed and staggered starts have been successful. Dropping off outside the School gate has also worked very well.

What will happen at drop off time when it is raining?

Children are expected to go straight to their classrooms rather than wait



outside.

Future Lockdown

The government advises:

Tier 1-3: Schools open as usual

Tier 4: only children of critical care workers, vulnerable are to attend school.

The Headteacher advised there are plans for pupils to be taught their normal timetables by class teachers via online lessons. These could be worksheets, pre-recorded sessions videoed at school, presentations with voiceover, Oak Academy etc.

The Headteacher advised that in the case of teacher absence, teaching responsibilities will be shared between neighbouring classrooms with adjoining doors. This option is more preferable and safer than having various agency staff from outside entering the building and bubbles.

What will happen if bubbles are closed for 2 weeks?

Online learning via DB Primary will take place with the pupils' usual timetable as outlined previously. The ability to provide feedback will be available, as well as a daily chat forum.

What was TA's contribution over lockdown?

TA's were involved in resources, daily/weekly phone calls home, marking, attending School on the rota for keyworker provision etc.

The Headteacher advised that there are 30 children without a computer and 20 children without internet access. Laptops have been requested as per the government scheme for these pupils.

Pupil Premium

The Headteacher notified there is a slight reduction in Pupil Premium at 9.3% compared to 10% in 2019/2020.

Safeguarding update

Since July 2020:

- Child Protection Plan: 3 pupils added, 1 pupil taken off, 3 Pupils on a Child Protection Plan with a designated social worker.
- Child in Need Plan: 2 Pupils added, 2 pupils taken off, 5 pupils on a Child in Need Plan with a designated social worker.

SEND

Pupils with EHC Plans 3-year trend shows there has been a slight decrease with 15 pupils on a Plan compared to 18 in 2019/2020.

Staffing

Staff numbers have reduced, mainly due to natural wastage (resignations/retirement). There will be no filling of gaps for SMSA's who leave. TA's are being asked to take on additional duties as they are better equipped to carry out this role.

Will the TA's still receive a break?



Yes, there are a few options available to them. They can choose to have a lunch break before or after the duty, or they can split it and take ½ hour paid duty + ½ hour break.

The Headteacher advised that 2 Graduate TA's have been employed using money from the government Catch-Up funding.

Sarah Lenney shall be leading Science for this year in the absence of the Science Lead, after a successful interview.

The role of Welfare Assistant is currently being advertised.

GDPR

There are no data breaches to report.

There have been 2 Subject Access Requests which are being dealt with.

BAME Interviews

It was reported that the Personnel Manager has conducted 1:1 interviews with every single member of staff (rather than BAME only) to produce a BAME report.

Is this a mandatory requirement?

It is not mandatory but has been useful in giving staff confidence to express their concerns and have them dealt with.

How are staff since returning?

The Headteacher reported that staff are confident, however there was a dip in morale last week when government announcements were made. Staff are doing as much as possible and there is a good attendance rate. A governor commented that conducting BAME interviews is a good practice and has been completed at the School with the inclusivity of all staff.

It was suggested a Well-being survey is continued with staff as in previous years. The Headteacher advised that a staff survey is underway and a parent and pupil one is the pipelines.

Harrow Schools Counselling Partnership (HSCP)

The Headteacher reported that the School currently buys into the HSCP, which equates to £24,000 over 3 years. Upon reviewing the data, it is evident that the main reason for children visiting the counsellor is for friendship issues. The Headteacher advised this money could be better spent on increasing the Pastoral Team and training a TA in counselling. The Headteacher asked Governors to consider this option before renewing the contract, which is due to end in 2022.

Do you offer peer mentoring?

Yes, the school does offer peer mentoring.

The Headteacher congratulated the Music Team in achieving the Music Mark, the School was nominated by the Harrow Music Service per-teachers who provide the Schools music lessons.

How many children are taking musical instrument lessons?

The Headteacher informed that numbers have dropped significantly to only a third of 2019/2020 numbers. Parents are reluctant to commit for a whole year due to uncertainty of further lockdown.



<p>Has the budget been affected by loss of lets? The School was estimated to make ~£45,000 this financial year. Some private clubs have resumed, however the largest financial gain was the Romanian Church which had to be declined due to government guidelines on group gatherings.</p>		
<p>11. Safeguarding update The Headteacher advised there are no safeguarding updates.</p>		
<p>12. AOB Have all staff returned to work? The Headteacher reported that all staff have returned. KS extended his thanks to JD and the team for their hard work and resilience during the difficult journey from lockdown till now.</p>		
<p>Date of next meeting 14/10/2020: Finance and Resources committee 21/10/2020: Full Governing Body 25/11/2020: Standards & Achievement committee:</p>		

Meeting closed at 7.57pm

Actions Log

Action:	For:	To be completed by:
Feedback Policy: change of wording is considered for point 2, page 2 due to vagueness.	SLT/KP	ASAP
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