



**Minutes of the meeting of the Whitchurch Primary School & Nursery Full Governing Body,  
held on Wednesday 10<sup>th</sup> February 2021 at 6.30pm**



**Present**

Co-opted	Neil Sherman (NS) Peter Tenconi (PT) Peter Brook (PB) Cecil Anang (CA) Akmal Bahar (AB)	(5/5, 0 vacancies)
LA Governor	Manji Kara (MK)	(1/1, 0 vacancies)
Headteacher	Joanne Daswani (JD)	
Parent Governors	Meera Shah (MS) Paul Smith (PS) Deepa Samani (DS)	(4/4, 0 vacancies)
Staff Governor	Maria Nickson (MN)	(1/1, 0 vacancies)
Clerk	Seema Supeda (SS)	

**Apologies** Kulabalasingham Sudhakar (KS)

**Supporting documents**

FGB draft minutes: 9<sup>th</sup> December 2020  
FGB draft minutes: 11<sup>th</sup> January 2021 (extra-ordinary meeting)  
Complaints Policy  
SEND Policy  
SEND Information Report  
Headteachers Report

 – denotes action  
 – denotes question/challenge

*Meeting opened at 6.32pm*

	Action	Due
<b>1. Welcome, apologies and consent for absence</b> Apologies were received and accepted from KS.		
<b>2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests/Reminder of the need for confidentiality.</b> None declared.		
<b>3. Arrangement of Agenda</b> It was agreed the meeting would follow the Agenda.		
<b>4. Approval of minutes and matters arising from the meeting held on 9<sup>th</sup> December 2020</b> An action was outstanding for the Headteacher: Create schedule for		



<p>Governor learning walks. This is to be moved to the next meeting, Learning walks cannot take place over lockdown. <b>Action: Add Governor learning walks schedule to following meeting agenda.</b> The minutes of the meeting on 09/12/2020 were agreed as an accurate record of proceedings to be signed, dated and filed accordingly.</p>	SS	24 <sup>th</sup> March 2021
<p><b>5. Approval of minutes and matters arising from the extra-ordinary meeting held on 11<sup>th</sup> January 2021.</b>  The minutes of the extra-ordinary meeting on 11/01/2021 were agreed as an accurate record of proceedings to be signed, dated and filed accordingly.</p>		
<p><b>6. Policies</b></p> <p><u>6i. Complaints Policy</u> A Governor who was not present at the meeting had forwarded some questions to the Chair regarding the Policy as outlined below: <b>Page 11, “complainant can bring a friend or representative” – can this person be a lawyer?</b> The representative can be anyone the parent wishes to accompany them, this can be a friend, family member or a solicitor. <b>Page 12, D – panel finding the complaints vexatious a) “Inform verbally in the first instance” – how practical is this after a formal hearing? Why not action b) in the first instance?</b> A discussion took place between Governors surrounding the wording of this section of the Policy. It was agreed that the wording should be changed to reflect that if the panel feels, either before or during the hearing, that the complaint is persistent or vexatious, they will inform the parent verbally and then follow up that decision in writing, as described in the Policy. <b>Action: Change wording of the Complaints Policy, under Stage 4, section D to reflect that, either before or during the hearing, the parent shall be informed verbally and followed up in writing if it is deemed by the panel that the complaint is persistent or vexatious.</b> <b>Agreed:</b> This Policy was <b>agreed</b> unanimously. It was also agreed that any existing parental complaints should continue to be dealt with using the current Complaints Policy. The newly ratified policy is to be used for new complaints received from this point forward.</p> <p><u>SEND Information Report</u> The Headteacher informed Governors that references to SENCO have been updated to read SENDCo. <b>Pages 3 &amp; 4 mention ADHD twice under the subsection ‘Types of Special Educational Needs and Disabilities for which the school provides for include:’.</b> <b>Action: Amend the list on pages 3 &amp; 4 so ADHD is only listed once.</b></p> <p><u>SEND Policy</u> <b>Agreed:</b> The SEND Policy was <b>agreed</b> by Governors.</p>	JD	ASAP
<p><b>DQ</b></p>	DQ	ASAP



<p><b>7. Standards &amp; Achievement update</b></p> <p>The Chair received an update from KS prior to the meeting which was read out to Governors.</p> <p>The Standards and Achievement committee met on 27th January 2021, with full committee attendance. MK observed the meeting and Kat Portou, Acting Deputy Headteacher presented the Year 6 detailed data analysis.</p> <p>Minutes from meetings held on 30th September 2020 and 25th November 2020 were approved with all actions complete.</p> <p>The PE &amp; Jewellery Policy was reviewed. Religious jewellery was discussed in detail and amendments suggested. Ramadan fasting arrangements were discussed; it was agreed these recommendations are to be added to the policy and reviewed at the subsequent meeting of the Standards &amp; Achievement Committee.</p> <p>The Headteachers report included safeguarding, attendance, remote learning provision and December 2020 termly assessments.</p> <p>The data summary analysis for each year group was presented, including a detailed report on EYFS and Year 6. It was highlighted that these year groups have disproportional numbers of summer born pupils, 48% and 54% respectively. Achievement and intervention strategies for summer born pupils were discussed in detail.</p> <p>The Remote Learning statement was discussed and agreed. Parent Governors conveyed their appreciation of the online teaching provision and thanked the Headteacher and staff for the excellent work they are doing.</p> <p>Governors were informed of the Keeping Children Safe In Education January 2021 update regarding employment checks for EU nationals post Brexit.</p> <p>The School has received 270 lateral flow devices for staff, undertaking the test is voluntary.</p>		
<p><b>8. Finance &amp; Resources update (PT)</b></p> <p>A review of the Chart of Accounts took place, there had been an unexpected expenditure which was signed off. The Headteachers report mentioned that 21 devices had been received from the DfE and that the School had applied for more.</p> <p><b>Have there been any changes since the meeting?</b></p> <p>The Headteacher advised 34 devices have been distributed to families including 27 from DfE and 7 further devices which were kindly donated to the School.</p> <p>PT went on to advise that repair work had started on the fasciae around the site and the flooding at the Marsh Lane gates is to be addressed by the LA.</p> <p>The Headteacher had reported staff changes and informed Governors of the public sector employee pay freeze announcement.</p> <p>The LA have advised the School Financial Value Standard (SFVS) does not require submission this year, however the document shall be submitted as usual.</p>		
<p><b>9. Headteachers report, including Covid19 update</b></p>		



<p>The Headteacher provided the School context: Ofsted grade: Good – January 2018 Overall SEF Grade: Good Quality of Education: Good Behaviour and attitudes: Outstanding Personal development: Outstanding Leadership and management: Good</p> <p>Number on Roll: 831 Male: 53% Female: 47% Ever6 FSM: 8% EAL: 66% All SEN: 14% SEN EHCP: 2%</p> <p><u>SEND Register - Pupils with EHC Plans, 3-year trend</u> 2018-19: 13 2019-20: 18 2020-21: 17</p> <p><u>Safeguarding update</u> Pupils on a Child Protection Plan: 3 Child in Need: 4 Looked-after children: 2</p> <p><u>Staffing and restructure update</u> The Headteacher reported there is a total of 37 teaching staff, with 101 staff overall. Gemma Harris has been appointed to the role of Assistant Headteacher for Years 1, 2 and 3 following successful interview. Interviews are being held on Friday 12<sup>th</sup> February for the additional year leader posts for Years 1, 2 and a temporary Year 6 position while the substantive lead acts up as Acting Deputy Headteacher. The Headteacher informed Governors that the Music Director, Mrs Monika Clifford-Varley, shall be reducing her days and will no longer be teaching Year 5, although she will continue to teach Year 6. This will be a huge loss to the School. Following unanimous approval by the Full Governing Body, the post of Operations, Data and Communications Manager was made redundant on 12<sup>th</sup> December 2020. A supply teacher contract was ended early due to a lack of pupils (4) in the Nursery bubble. The minimal numbers meant the placement of a supply teacher to cover maternity leave was not cost effective. The 4 pupils were reallocated to Reception bubbles.</p> <p><u>Staff sickness</u> Staff sickness absence was reported to be lower than usual for this time of year, the Headteacher reported this shows staff resilience and their commitment to providing education to the pupils.</p>		
---	--	--



### School Improvement Plan

Despite Covid19 restrictions, there is continued focus on:

- improving outcomes for disadvantaged pupils both on and off site;
- improving outcomes for SEND pupils both on and off site, with particular individual focus from the SENDCo;
- curriculum development across Maths, English, RE, PHSE with a particular emphasis on mental health and emotional wellbeing.

### School Evaluation Framework (SEF)

The school improvement partner, Ian Hart Consultancy, has provided independent support with the SEF, in evaluating the Schools provision under the Ofsted headings. Although there is limited robust data due to Covid19, qualitative data supports teaching and learning as good across the School, and outstanding in many areas.

There is more consistency in standards evident across the School than there were when the previous Ofsted inspection took place in 2018 due to the alignment of policies and practices.

Leadership and management is believed to be good with outstanding in some areas. The Schools leadership has shown resilience throughout the pandemic. Senior leaders and aspiring middle leadership have been undertaking coaching sessions which have been very well received.

The Headteacher informed Governors of the expected completion of the SEF by the end of February. The Senior Leadership Team shall be evaluating the online learning provision using feedback from staff and data from the pupil and parent survey.

### Pupil and Parent surveys

Pupils and parents have been asked to complete a survey and comment on the remote learning provision, results shall be shared with Governors at the next Full Governing Body meeting.

### Covid catch-up groups – Spring 2021

A catch-up provision will be taking place online via booster sessions, with bespoke delivery to individual pupils and small groups. These will take place outside of normal school hours. It was reported that the focus for the next half term will be on developing reading and writing.

### GDPR update

The School has received one data breach notification from a parent, which the School's Data Protection Officer, Judicium, is currently dealing with.

A Data Protection Impact Assessment for the use of Microsoft Teams in providing a remote learning provision was completed with Judicium. No areas of concern were reported, and no areas requiring further action identified.

### National Child Measurement Programme

It was reported that the measurement did not take place this year due to Covid19. The 3-year average results were shared with Governors.

Proportion of Reception pupils: overweight – 11%, obese – 6%



<p>Proportion of Year 6 pupils: overweight – 15%, obese – 19% The Headteacher advised there is a plan to increase physical activity when the School is fully re-opened.</p> <p><i>MN joined the meeting at 7.01pm</i></p> <p><u>Additional funding fo IT devices</u> The School has received an additional £1282 for the purchase of devices for pupils entitled to Free School Meals.</p> <p><u>Donations</u> The School has received some new and refurbished devices from the local community and parents. Your One Wish has made a generous donation of 5 devices, Richard Zeff at Stones Residential has donated a HP Chromebook and 2 parents (anonymous) have also donated Chromebooks and a new iPad.</p> <p><u>Lateral Flow Devices</u> It was reported the School has received 270kits, of which 76 have been taken up by staff. There has been low reporting of tests, with 46 reported by staff. There has been 1 positive result, which was followed up by a positive PCR test.</p> <p>There seems to have been a good supply of devices, are there any further pupils in need? Are there any families who have devices but have poor internet and how have these families been helped? The Headteacher advised of one family who has had internet connectivity issues. They have been directed to BT who have a scheme to help disadvantaged pupils. He second stage is to provide devices to families with multiple children. <b>Is attendance still at a good level across the School?</b> Attendance is still good although some parents are concerned about screen time. <b>How is staff wellbeing managed, especially with the introduction of additional booster sessions after school?</b> There have not been any complaints from staff so far, staff have been supported with their posture and anti-glare glasses have been purchased for those staff who require them. Staff were asked whether they would be happy to provide booster sessions. <b>Some schools provide access to a service that staff can call upon when they are feeling stressed. Is there any such provision at Whitchurch?</b> Yes, staff are signposted to the online counsellor. The School also buys into the Harrow Schools Counselling Partnership, staff can contact the counsellors whenever they need to.</p>		
<p><b>10. AOB</b> Covered in Part 2</p>		
<p><b>Date of next meeting</b> 3<sup>rd</sup> March 2021: Finance and Resources committee 17<sup>th</sup> March 2021: Standards &amp; Achievement committee</p>		



24<sup>th</sup> March 2021: Full Governing Body

Meeting closed at 7.17pm

### Actions Log

Action:	For:	To be completed by:
Action: Add Governor Learning Walks schedule to next meeting agenda.	SS	17 <sup>th</sup> March 2021
Complaints Policy: Change wording of the Complaints Policy, under Stage 4, section D to reflect the parent shall be informed verbally and followed up in writing if it is deemed by the panel that the complaint is persistent or vexatious.	JD	ASAP
SEND Information Report: Amend the list on pages 3 & 4 so ADHD is only listed once.	JD/DQ	ASAP