



Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Full Governing Body, held on 9th December 2020 at 6.30pm



Present

Co-opted	Neil Sherman (NS), Chair Cecil Anang (CA)	(3 + 2 vacancies)
LA Governor	Manji Kara	(1/1)
Parent Governors	Kulabalasingham Sudhakar (KS) Meera Shah (MS) Paul Smith (PS) Deepa Samani (DS), <i>newly elected - DBS pending</i>	(4/4)
Headteacher	Joanne Daswani (JD)	(1/1)
Staff Governor	Maria Nickson (MN)	(1/1)
In attendance	Rajia Ahmed EYFS (RA), Gemma Harris KS1 (GH), Debbie Qudsiyeh (DQ)SENDCo Prospective governors: Akmal Bahar <i>DBS pending</i> (AB), Peter Brook (PB)	
Clerk	Seema Supeda (SS)	

Apologies Peter Tenconi (PT)

Supporting documents

- Akmal Bahar bio
- Peter Brook bio
- Parent Survey results
- Pupil Survey results
- FGB Draft minutes: 21st October 2020
- Exclusions Policy
- School Improvement Plan 2020-2021
- Safer Recruitment Policy
- Remote Learning Policy
- Flexible Working Policy
- Lone Worker Policy
- Induction on Newly Qualified Teacher Policy
- Governor Safeguarding monitoring visit report
- Change Management staff consultation
- Headteachers Report December 2020

-  – denotes action
-  – denotes question/challenge

Meeting opened at 6.29pm

	Action	Due
1. Welcome, apologies and consent for absence		
Apologies were received and accepted from PT.		
2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests.		



None declared.		
<p>3. Arrangement of Agenda</p> <p>It was agreed the meeting would follow the Agenda. DS was welcomed to the Governing Body and introduced as the new Parent Governor, elected 9th December 2020. It was noted that the term for a Parent Governor, as with all Governors is 4 years. DS advised of her suitability to the Standards & Achievement Committee due to her school leadership background.</p>		
<p>4. Appointment: Akmal Bahar</p> <p>Akmal's pen portrait was shared with Governors prior to the meeting. AB provided an overview of his experience and suitability to the post. NS and JD had met with AB prior to the meeting to discuss suitability and the role of a governor. NS proposed the appointment with unanimous agreement. Appointed: AB was duly appointed as the fourth co-opted member of the Governing Body, with a 4-year term. Akmal advised of his partiality to the Standards & Achievement Committee due to his school leadership background.</p>		
<p>5. Appointment: Peter Brook</p> <p>Peter's pen portrait was shared with Governors prior to the meeting. PB provided an overview of his experience and suitability to the post. NS and JD had met with PB prior to the meeting to discuss suitability and the role of a governor. NS proposed the appointment with unanimous agreement. Appointed: PB was duly appointed as the fifth co-opted member of the Governing Body, with a 4-year term. Peter informed of his suitability to the Finance & Resources Committee due to his business acumen.</p> <p><u>Committee membership as of 9th December 2020</u> Finance & Resources Committee: PT, NS, MK, PB, JD Standards & Achievement Committee: KS, NS, CA, MS, PS, DS, AB, JD, MN</p> <p><i>MS joined the meeting at 6.41pm</i></p>		
<p>6. Pupil & Parent Survey results (SLT)</p> <p><u>Pupil Survey Presentation (DQ)</u> DQ provided some contextual information: 366 pupils completed the survey, with self-isolation and some classes not completing the survey being the main reasons for low take up. Strengths: children like attending school and are proud of school, good level of teaching, dealing with bullying, good feedback from teachers which helps make improvements and a very positive response to pastoral care. Areas for improvement included: behaviour and school meals provision. DQ indicated there is a discrepancy with behaviour as the way bullying is dealt with is highlighted as a strength. An analysis of the data and a deep-dive shows the wording of the questions may have caused a variation in responses. Actions: increase Pupil Voice, year by year breakdown, targeted improvements. Could the student body take on supporting younger children to help with</p>		



bullying.

DQ remarked this is a good idea for the future, mixing is not possible in the current climate. Peer mentoring has previously taken place which significantly improved pupil confidence and behaviour.

A Governor reported the overall response is very good. Perhaps reasons for homework could be communicated to parents to provide some context. Are 'challenging' tasks set regularly?

3 challenging tasks are set within classwork, so the opportunity is available. Pupils need to be questioned as to what their understanding of the word 'challenging' means.

How are results in terms of 'exceeding expectations'?

The results are high when benchmarked against other schools in Harrow.

A Governor commented pupils need to feel engaged in the process of improvement, feel the impact and that they are being listened to.

How are the findings of the survey fed back to the pupils?

DQ advised feedback is informal, by speaking to the children in their classrooms and during assembly.

Parent Survey results (RA and GH)

RA and GH presented the Parent Survey results.

Contextual information: there was a disappointing uptake and the survey could not be extended. The usual beginning of year parent presentations did not take place this year so engagement has been low. 354 parents completed the survey from Nursery to year 6.

The strengths were identified from parents as: their child is happy at school, their child feels safe at school, pupils are well behaved, their child does well at school.

Areas for improvement: how concerns are dealt with, support of wider development, parent communication. GH reported that some of this could be attributed to the survey taking place before the remote parent-teacher meeting, which was very well received with good feedback from parents. Surveys usually take place during/immediately after parents' evening.

Barriers/actions: work on improving parent-school communication for specific issues, behaviour to be addressed through class charters and PSHE, providing a clear structure for identifying points of contact, provide parents with more information surrounding wider personal development offerings such as music, languages, pastoral care, Covid catch-ups etc. RA reported lunchtime and afterschool clubs are limited due to Covid.

GH reported a new parent-body communication system which has been set up, the Class Parent Representative which allows for direct communication with the Year Leader via a class representative. This seems to be working well as a communication tool. Clear boundaries have been set to ensure this route is not to be used for complaints, all complaints must follow the complaints procedure.

A Governor remarked a free text option could be implemented at the end of the survey to help interpret the answers.

It was commented upon by Governors that the School offers a large variety of wider learning opportunities such as residential trips, music, foreign languages across School.



<p>There seems to be correlation between the pupil and parent survey regarding challenging work set for pupils. Is challenging work optional or mandatory and are parents aware of extension tasks?</p> <p>Parents are aware of extension tasks via parents' evenings when they can usually look through the books and set work can be discussed. This hasn't happened this year.</p> <p>Are parents able to email teachers with their concerns?</p> <p>Email communication can only take place through the Year Leaders at the present time. Email communication with class teachers was a usual process in the past however this was stopped due to inappropriate timing of messages and an expectation of immediate action.</p> <p>RA, GH, DQ were thanked for their contribution. RA, GH, DQ left the meeting.</p>		
<p>7. Approval of Minutes and matters arising from the meeting held on 21st October 2020</p> <p>The minutes of the meeting on 21st October 2020 were agreed as an accurate record of proceedings to be signed, dated and filed accordingly.</p> <p><u>7i. Exclusions Policy</u> The Headteacher advised that legislation has been updated and this is a standard policy. A Governor remarked the Exclusion Policy should include a 'decision to exclude' list. The list is included in Appendix 2.</p> <p><i>MN joined the meeting at 7.21pm</i> Agreed: This policy was ratified.</p> <p><u>7ii. School Improvement Plan</u> The Headteacher reported the wording for the strand relating to restructure has been improved, and the School Improvement Plan now also includes a Covid section. Governors inferred they were happy with the School Improvement Plan.</p>		
<p>8. Policies for renewal</p> <p><u>8i. Safer Recruitment Policy</u> Pg4 refers to Academy. Action: Change wording on pg4 The Headteacher advised Safer Recruitment training shall be arranged for Governors. Agreed: This policy was ratified.</p> <p><u>8ii. Remote Learning Policy</u> Pg3 refers to SENCO. Action: Change wording on pg3 to read SENDCo Agreed: This policy was ratified.</p> <p><u>8iii. Flexible Working Policy</u> Have there been any requests for flexible working?</p>	<p>SS</p> <p>SS</p>	<p>ASAP</p> <p>ASAP</p>



<p>The Headteacher commented there have not been any requests, however there are 4 job share teachers and some TA's work flexible hours. Action: Remove highlights throughout the document. Agreed: This policy was ratified.</p> <p><u>8iv. Lone Worker Policy</u> Agreed: This policy was ratified.</p> <p><u>8v. Induction of Newly Qualified Teachers Policy</u> The Headteacher indicated this is a new statutory requirement, and the policy has been adapted from The Key. Agreed: This policy was ratified.</p>	SS	ASAP
<p>9. Standards & Achievement update (KS)</p> <p>KS provided Governors with an overview of proceedings of the meeting of the Standards & Achievement committee meeting, held on 25th November 2020. The minutes from 30th September were not approved due to the recording of the discussion surrounding live learning. A change of wording was agreed. The following policies were ratified: Designated Teacher for Looked-After and Previously Looked-After Children Policy and Children with Health Needs Who Cannot Attend School Policy. The PE & Jewellery Policy was referred to the subsequent meeting. The Headteacher provided a report which covered attendance, parent meetings, Covid catch-up and a safeguarding update. It was also reported that the SEN link Governor, MS, met with the SENDCo and the report was shared with Governors. A Safeguarding link visit also took place with PS and MK who met with the Designated Safeguarding Lead and carried out a spot check of the Single Central Record. The monitoring visit was yet to be recorded and shared with Governors, however this has now been actioned.</p>		
<p>10. Finance and Resources update</p> <p>PT was not present at the meeting. Action: SS to contact PT to provide an update to Governors of proceedings of the Finance & Resources committee meeting, held on 11th November 2020.</p>	SS	ASAP
<p>11. Safeguarding visit by Governors</p> <p>The Chair reported that non-statutory Link Governors had not been appointed and all areas shall be covered in the Headteachers Report. The Chair provided a brief overview of the reasons for Governor visits to the School. Action: Create schedule for Governor learning walks.</p> <p>MK (Deputy Safeguarding Governor) reported on the Safeguarding Link visit, which took place on 3rd November 2020 with PS (Lead Safeguarding Governor). The School is looking into using CPOMS for capturing and monitoring safeguarding, wellbeing and pastoral issues, to replace the current system. What are the cost implications of moving to CPOMS? ~£800 per annum.</p> <p>PS reported that processes are being fine-tuned and these practices could be incorporated into the Safeguarding Policy. The Safeguarding monitoring visit report was shared with Governors prior to the meeting.</p>	JD	



12. Headteacher's Report, including Covid-19 update and SLT restructure

School context

The Headteacher reported Year 1 has the lowest pupil number, which is common across all schools in the borough due to a low birth rate.

Years 4, 5 and 6 are boy-heavy which presents with behavioural issues within those cohorts.

There were 2 Ofsted action points:

- Ensure consistency
- Embed practices

The Ofsted rating is Good (January 2018), which the Headteacher is pleased with considering it was the first inspection post-amalgamation.

The ethnic groups report shows a shift in the local demographics which was largely 'Indian' but now shows 'Indian' as the main ethnic group at 35%, and an increase in 'any other White background' (18%) and 'any other Asian background' (15%).

Attendance

The Headteacher advised that attendance has dropped in the previous 2 weeks due to positive Covid-19 cases and lack of confidence from parents.

Attendance was reported as 95.39%.

Safeguarding update

Number of Looked-After children: 2

Child Protection Plan (CPP): 4

Identified as Child in Need (CIN): 6

Total no. CIN/CPP with designated social worker: 6 CPP, 6 CIN.

No. awaiting a CPP/CIN status decision: 9

No. of Safeguarding incidents reported to MASH (02/12/2020 – 01/12/2020): 25

No. of visits by Safeguarding Governors this term: 1

SEND

The Headteacher imparted 15 EHCPs currently in place across the School with 2 applications submitted for assessment and 8 applications pending.

Staffing

The Headteacher advised three members of the Senior Leadership Team are no longer employed by the School, with Katerina Portou standing in as the Acting Deputy Headteacher in the absence of the substantive Deputy.

Governors were informed of a low number of absences from teaching staff, however TA absences have been extremely high, currently 83.5 days this term (not including self-isolation).

Is the number of TA absences unusual or a trend?

The Headteacher advised that some staff have conditions which require them to have more time off.

How many staff are identified as clinically vulnerable?

1 member of staff is identified in this category.

The DfE has announced the cancellation of the year 2 SATs and year 1 SPaG. Will the School be administering tests?

The School is planning for tests to take place, however there will be no comparative reporting data.



<p><u>Covid-19 update</u> The School continues to adhere strictly to the Risk Assessment, updated on 10/11/2020. There have been 6 reported pupil cases and 1 member of staff. The track and trace system is working well and pupils and adults in close contact can be identified easily and bubble sent home. There has been great support from parents. There is a contingency plan in the event of further restrictions, including the implementation of remote learning and a provision for vulnerable pupils and children of keyworkers.</p> <p><u>School Improvement Plan</u> Progress on action points was reported by the Headteacher, with the Senior Leadership Team receiving 2 coaching sessions, and other teaching staff receiving middle leadership coaching sessions.</p> <p><u>Restructure</u> The Headteacher advised that teaching staff have been very positive about the new opportunities outlined in the restructure for growth and progression. It was reported that there will be one Admin team redundancy, with the consultation period for this redundancy ending on 14th December 2020. The Chair informed the Headteacher that the consultation needs to be signed off by Governors. The Chair also informed Governors that the union representative has been involved in discussions, and that NS attended a meeting with unions, where there was little objection to the redundancy. There is no legal requirement for consultation as only one post is affected. Action: Collate all information for Governor sign-off. Minutes from the organisational change consultation meeting with staff were shared with Governors prior to the meeting.</p> <p><u>Flu vaccination</u> The Headteacher reported there has been a low take-up this year, which could be attributed to electronic consent forms sent out by the Nursing team.</p> <p>It was observed by a Governor that parent engagement may be hindered by the use of electronic media.</p> <p><u>Covid catch-up groups</u> It was reported that targeted groups began after the October half term, facilitated by teachers and teaching assistants. 144 pupils are attending the sessions, led by 30 staff. Formal assessments have recently been completed, data to be presented at the next meeting of the Standards & Achievement committee.</p> <p><u>GDPR update</u> A GDPR audit took place in September, the School was awarded a Mark of Excellent for the GDPR protocols and systems in place.</p> <p><u>Free School Meals</u> The Headteacher advised that LBH has provided £55 funding per eligible to cover food costs over the Christmas (£15 per week plus £10 Christmas bonus) and</p>	JD	ASAP
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<p>February half term break (£15 single week). The October 2020 census identified 67 eligible pupils. This funding has been received.</p> <p><u>School promotional video</u> The video was shared with Governors during the meeting, the aim of the video is to replace school tours, of which only a few have been able to take place this year. The video promotes the School and includes interviews with pupils and parents, providing an insight into School.</p> <p><u>Donation by Belmont Lions Club</u> The Belmont Lions Club has offered funding to complete the sensory garden. JD wishes to thank the club for their support.</p>		
<p>13. AOB</p> <p>The Headteacher notified Governors of a DfE notice sent to all schools that Friday 18th December 2020 can be used as an INSET day. Staff do not wish to change this day so the half day teaching will continue as planned.</p> <p>The Chair again welcome the new Governors to the Governing Body and sent his best wishes to all the staff at Whitchurch Primary School & Nursery.</p>		
<p>Date of next meeting</p> <p>13th January 2021: Finance and Resources committee 27th January 2021: Standards & Achievement committee 10th February 2021: Full Governing Body</p>		

Meeting closed at 8.19pm

Actions Log

Action:	For:	To be completed by:
Safer Recruitment Policy: Change wording on pg4	SS	ASAP
Remote Learning Policy: Change wording on pg3 to read SENDCo	SS	ASAP
Flexible Working Policy: Remove highlights throughout the document.	SS	ASAP
contact PT to provide an update to Governors of proceedings of the Finance & Resources committee meeting, held on 11 th November 2020.	SS	ASAP
Create schedule for Governor learning walks.	JD	TBC
Restructure: Collate all information for Governor sign-off.	JD	TBC