

Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Standards and Achievements Committee, held on 18th June 2020, at 2.30pm

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



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	Maureen Rafferty, Deputy Headteacher (MR)
Clerk	Seema Supeda (SS)

Apologies None

Supporting documents

Minutes from meeting: 18th March 2020
Safeguarding Policy (including Appendix from LA – phased return of pupils)
Accessibility Policy
Online Safety Policy
Headteachers report
SLT comments on the use of alternative sites for wider opening of School

 – denotes action
 – denotes question/challenge

Meeting opened at 2.34pm

	Action	Due
1. Welcome, apologies and consent for absence All members of this committee were present.		
2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests/Reminder of the need for confidentiality. None		
3. Arrangement of Agenda It was agreed the meeting would follow the Agenda. The meeting was quorate as defined by the Committees Terms of Reference.		
4. Approval of Minutes and matters arising from the meeting held on 18th March 2020 The minutes of the meeting on 18/03/2020 were agreed as an accurate record of proceedings, however could not be signed and dated due to		



<p>the meeting being held by video conference. Action: Minutes to be signed when Governors are able to meet.</p>	SS	
<p>5. Policies</p> <p><u>5i. Safeguarding policy</u> Pg. 11 refers to record keeping. How does the School keep records? The School uses Edukey to for all Safeguarding record keeping. Action: Record keeping information including use of Edukey to be added. MR reported that she has taken advice from Gavin Baker, Harrow's Education Lead. This is a model policy which has been adapted. Agreed: The Safeguarding Policy was ratified subject to above changes.</p> <p><u>5ii. Accessibility Policy</u> Pg. 3 refers to the Disability Discrimination Act 1995. This was superseded by the Equalities Act containing a definition of Disability. Action: Update policy with the correct Act to define disability under heading 'Definition of Disability'. Agreed: The Accessibility Policy was ratified subject to the above changes.</p> <p><u>5iii. Online Safety Policy</u> Pg. 5, section 'How will this policy be communicated' refers to Frog, does the School still use Frog? No, the School uses DBPrimary. Action: Remove references to Frog and replace with DBPrimary. Is online safety communicated through the curriculum? Yes, the School has Safer Internet Week and safety online is a usual part of the IT curriculum. Action: Contents page is showing 'Error! Bookmark not defined', error message to be checked and fixed. Agreed: The Online Safety Policy was ratified subject to the above changes.</p> <p>Thanks were extended to MR for her work on the Policies. <i>MR left at 2.55pm.</i></p>	<p>MR</p> <p>MR</p> <p>MR</p> <p>SS</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>6. Headteachers report</p> <p>The Headteachers report including weekly Covid19 School updates was circulated prior to the meeting. JD reported that the NOR, pg. 2, years R, 2 & 3 are highlighted. There is a significant gap in these year groups. If this gap continues, there will be a significant loss of funds per child. Pupil Premium data remains unchanged. Since 15th June (re-opening of Schools) there has been a significant increase in pupil attendance. The School is getting closer to full capacity. Have parents of pupils in years R, 1 & 6 not taken up spaces offered, meaning full capacity has not been met? Yes, some spaces have not been taken up. What categories of pupils are offered a place in years 3, 4 & 5? Children of critical care workers and vulnerable children. JD added that</p>		



<p>the vulnerable group does not include disadvantaged children.</p> <p>Are parents becoming more confident to send their children to school?</p> <p>JD reported that comments from parents show that confidence in the School has increased.</p> <p>How much notice is required from parents if they wish to send their children?</p> <p>If there is a gap in a bubble suitable to the child's age, then they can join as early as the following day. JD also reported that friendship groups are not considered when assigning children to bubbles and that this has been the cause of 2 parental complaints within EYFS.</p> <p>What happens in a Bubble in the event that someone becomes ill (staff or pupil) – confirmed and unconfirmed cases?</p> <p>JD stated if someone has symptoms, the whole Bubble would be sent home with immediate effect and all members of the Bubble are required to self-isolate for 14 days. The same would be true in the event of a confirmed case. If the Covid19 test is negative, then the Bubble may return to school the following day. Parents are required to sign a contract which states that they must inform the School if the child or anyone in their household has symptoms.</p> <p>Can the contract be amended to include that co-operation is required with regards to taking the test if there are symptoms?</p> <p>Yes, although there may be an age restriction to the Covid19 test.</p> <p>Action: Check restrictions and what to do if someone refuses to take the test.</p> <p><u>Safeguarding</u></p> <p>JD reported no change to SEND pupils.</p> <p>There are 2 additional pupils on Child Protection since lockdown.</p> <p>2 safeguarding disclosures reported to MASH, without follow-up.</p> <p>JD reported that all Annual Reviews are being completed online/via video conferencing.</p> <p>There has been a fantastic response to the SENDCO job advertisement, so far there have been 15 applicants of which 6 have been shortlisted. The closing date for this advert is 30th June 2020.</p> <p>JD informed the panel of a BAME Risk Assessment which is currently taking place. Staff have been very appreciative of this extra consideration.</p> <p>JD reported that 31 out of 39 teachers have returned to school, 5 are self-isolating with underlying conditions. These teachers are making phone calls to parents and managing online activities for the pupils who are not attending school.</p> <p>A teacher will be leaving due to travelling distance.</p> <p>There is a new teacher in year 6 who has also been appointed as English Lead.</p> <p>A new year 3 teacher will be starting in September.</p> <p>There are a lot of TA's who have not returned. What is the reason for this?</p> <p>JD conveyed they are not all self-isolating/shielding. Some are living with family members who are shielding or have underlying health conditions.</p>	JD	ASAP
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<p><u>GDPR</u> There have been no new breaches to report since the last report. JD reported 1 Freedom of Information request whereby a parent would like to see Governors minutes with specific regards to discussions around the wider opening of School. The parent has been informed that the minutes of these discussions have not yet been agreed so are not considered to be public documents. The parent shall be contacted when the minutes have been agreed.</p> <p><u>Health & Safety</u> Action: The Health & Safety policy needs to have implicit information as to who has overall responsibility (and sign-off) for different areas of Risk Assessments, for example school visits etc.</p> <p><u>Planning Ahead</u> An email from Patrick O'Dwyer, Divisional Director of Education, is included in the Headteachers Report with information regarding a response from insurers. JD reported that schools will be covered as long as government guidelines are adhered to, risk assessments are recorded and reviewed regularly and H&S regulations are adhered to. JD has replied to the email that she would like to invite all children back for transition day (phased), however JD has been informed that this will not be possible, for insurance purposes, government guidelines need to be adhered to. A Governor indicated that the government will be providing further clarification regarding a gradual increase and a Summer provision, but until then, the School must only continue with years R, 1 & 6. Has the School received any guidance about private tuition offerings over Summer? Nothing as yet. If social distancing is reduced from 2m to 1-1.5m, how do you foresee this affecting intake? JD reported that it wouldn't have a great effect on intake, because at 2m the School is struggling with space. The School wouldn't be able to offer out too many more places. If the government indicated that other year groups could be invited back, can the capacity allow for more students? The only way for this to happen feasibly would be for other year group(s) to be closed off for the term to allow another year group/set of children to attend. JD has looked at rotas, for example one set of children attend Monday & Tuesday, deep clean on Wednesday, and another set of children attend on Thursday and Friday. This would cause problems for working parents due to childcare requirements. JD also explained that there is a possibility of other spaces being used, however running water would be a problem, staff and children wouldn't be able to wash their hands as much as necessary. Some schools are putting up gazebos – is this a possibility for Whitchurch? JD indicated problems with this solution such as lack of running water, lack of resources and availability of resources with only 4 weeks until the</p>	<p>MR</p>	<p>Next FGB 9th July 2020</p>
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<p>end of term.</p> <p>There is a lot of money in the reserves, can this be used to help make this situation any better? For example, laptops for children who are not accessing online learning, investigating other sites to use in September, and how to help the most vulnerable children.</p> <p>JD reported discussions were had in an SLT meeting regarding training staff to record lessons which could be uploaded to DBPrimary. JD questioned whether there is merit in giving children additional tuition over the summer break. The School has a robust tuition program for children who are not meeting age-related expectations, which has been rolling for the past 3 years which would be implemented once children return.</p> <p>JD also questioned whether there is any merit in providing additional online learning over the summer break.</p> <p>A governor reported that there does seem to be a disengagement of pupils with online homework, and that there may be some teachers who are willing to offer a summer school provision with targeted learning. JD advised she would not like to force staff to work over the Summer break.</p> <p>Canvas staff regarding working over the summer break.</p> <p>JD reported that she is currently in discussions with the after-school club to see if they can offer a summer-club provision. Maybe teaching staff can offer targeted learning provision as part of this.</p> <p>Is pupil disengagement due to a reduction in marking of online homework – what are the reasons for changing marking/feedback?</p> <p>Mark sheets for maths and comprehension are being uploaded to DB Primary for parent assessment. One large English piece will be marked per week. It has been more difficult to mark as more teachers are now back at School. Unions have informed their members that they are not obliged to mark work.</p> <p>Are phone calls home still taking place? They are very motivating to children, although the quality of the calls has been reported as being very variable with some being very engaging and some not.</p> <p>JD reported that phone calls are still taking place and that the quality of phone calls should be the same however, it does depend on personality.</p> <p>Is there anything in writing from Unions regarding marking? It would allow parents to understand that it is not a decision made at school.</p> <p>JD to locate the marking guidance from Unions and send to parents.</p>	<p>JD</p> <p>JD</p>	<p>ASAP</p> <p>ASAP</p>
<p>9. Opening of School over the summer holiday</p> <p>Is it possible to set up a Zoom classroom to help with children missing social interaction?</p> <p>JD reported that she is looking into some kind of provision, it depends on staff willingness and confidence.</p> <p>Is there value in exploring options for September to help planning, e.g., insurance for alternative sites etc.</p> <p>JD has discussed the possibility of approaching Avanti School and Canons Community Centre which are the closest available spaces and would have the least travel impact on parents.</p>		



10. AOB JD would like to extend a special mention and thanks to Nisha Chikhlia, HLTA, who has worked extremely hard over lockdown and has been a great support since JD has undertaken the temporary role of SENDCO.		
This was the final planned meeting for this Academic Year. The next meeting date is to be set.		

Meeting closed at 3.44pm