

Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Full Governing Body, held on Thursday 13th May 2020 at 2.30pm

This meeting was held via video-conference due to Covid-19 school closures.

Present

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

Apologies

Kulabalasingham Sudhakar

In attendance Josie Nathan (JN) Finance Manager

Supporting documents

Agenda
Budget
Harrow SLA
Draft minutes from meeting on 12th February
Headteacher report – Covid19
Capability Policy and Toolkit (from local authority)
SEND Offer Policy
Relationships, Reproduction and Health Education Policy
Home/School Agreement
Equality Statement

– denotes action
 – denotes question

Meeting opened at 2.33pm

| | Action | Due |
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| 1. Welcome, apologies and consent for absence | | |
| Apologies were received and accepted post meeting from Kulabalasingham Sudhakar. | | |
| 2. Declaration of conflicts of interest/Update of register of pecuniary interests | | |
| None declared | | |



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| <p>3. Arrangement of Agenda</p> <p>It was agreed the meeting would follow the agenda, the meeting was quorate.</p> | | |
| <p>4. Appointment of Clerk: Seema Supeda</p> <p>Agreed: The appointment of Seema Supeda as Clerk to the Governing Body.</p> | | |
| <p>5. Budget</p> <p><u>5i. Sign off</u> The Chair reported that the Budget had already been presented to the Finance & Resources committee, and had been approved. It was now being presented to the Full Governing Body for any questions/clarification before submission. What are the long term benefits of using the reserves and is the use of the reserves sustainable? The School needs to project the reserves expenditure in order to prevent clawback of funds by the Local Authority. It was noted that of the 3-year budget, the critical one is the year which is being budgeted for (the following financial year) and must be the most accurate projection of how funds are to be spent. JD reported that the staff expenditure is currently at 84% which is unsustainable and means the School is only spending 16% of its budget on curriculum. The School's proposed building works expenditure is deemed a viable spend as it ensures the building is kept in the best condition for the future and can keep up with any potential forthcoming demands. Agreed: The 2020/2021 Budget was agreed by all Governors.</p> <p><u>5ii. Harrow SLA</u> JD informed the Governors that 10 hours of legal sessions have been allocated and past purchases will be bought into again. Agreed: Harrow SLA</p> <p>Thanks were extended to JN and JD for the successful completion of the 2020/21 School Budget. <i>JN left the meeting at 2.46pm</i></p> | | |
| <p>6. Approval of minutes from the FGB meeting on 12th February 2020 & matters arising</p> <p>The minutes of 12th February 2020 were agreed as an accurate record of proceedings, to be signed and dated by the Chair at a later date due to the meeting being held by video conference. Action: Minutes to be signed, dated and filed.</p> <p><u>6i. Appointment of deputy Safeguarding link governor</u> PS nominated himself as deputy Safeguarding link governor, seconded by NS. PS was duly appointed. Action: Update website</p> | <p>SS</p> <p>SS</p> | <p>Future date</p> <p>ASAP</p> |



7. Headteacher's report

The report had not been presented to Governors prior to the meeting due to daily changes occurring during the Covid-19 school closures.

JD updated the Governors on the details within the report.

It reported that following the Prime Minister's announcement regarding the reopening of schools, teaching unions have issued a letter to its members advising teachers not to involve themselves in any planning for a phased return.

A risk assessment is currently underway.

A 'return to work' staff survey has been sent out which includes questions about whether staff members will be able to return to work, whether they have/live with someone who has underlying health conditions, what can be done to make the return to work more manageable and how they would feel safer at work post Covid-19. There have been 62 responses so far, of which 21 are teachers, 19 Teaching Assistants, 1 Midday Supervisor. 29 members of staff have asked for PPE, and other comments include providing anti-bacterial gel, hand wash and that high traffic areas are wiped down throughout the day.

JD hopes to have the risk assessment completed by the middle of next week.

Following the Prime Minister's announcement to reopen schools, JD asked the Governing Body to consider the following requests:

1. Move a training day (inset) from 21st July to 1st June to help staff regroup and get ready for opening school on 2nd June.
2. JD proposed that although government guidelines suggest EYFS, year 1 and year 6 should return to school, it would be preferable for Pupil Premium, SEN and summer-born children to return instead, as well as those defined as vulnerable by the School. The School's definition of vulnerable includes, but is not limited to: single parents, those living without access to a garden, those with a language barrier at home, those with pastoral concerns during the current school year. JD indicates that this is estimated at ~350 children. JD reported that the data for summer-born children shows they are the furthest behind, and it would therefore be beneficial to target them for return.

JD reported that the curriculum and timetable will be heavily focussed on pastoral care, with structured number skills work and reading. Keyworker children have indicated they do not require a keyworker provision for the half term, therefore the School will be closed and staff have been informed to take a break as there seems to be a dip in morale and motivation among staff members.

Pupil reports have been very well received by parents, the feedback has been extremely positive.

JD reported a GDPR issue which was reported to the ICO. The case was closed without further investigation.

Teachers have done a great job; how will your approach allow for a



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| <p>second cohort of children return to school in June/July? What are the particular challenges you face around completing the risk assessment? Is there value in sending a survey to parents to inform how many children are expected to return, and to help parents feel comfortable sending their children back to school. JD answered all the questions listed above: A parent questionnaire will be going out next week. There is still only a possibility that children will be coming back to school, it is not yet definite. If the situation improves, having more children back will be dependent upon logistics, government guidelines and safety. Social distancing will be the most difficult to control due to the nature of children. All other risk assessments, for example cleaning, are underway.</p> <p>The Chair stated it is clear the School has had a high level of support so far, however, non-vulnerable children would also need to access education and that should be worked towards.</p> <p>Have keyworker children been accommodated within the figure of ~350 returning to school? Yes, they are included. Will there need to be a keyworker summer holiday provision? JD informed that there is currently no information available on summer holiday provision.</p> <p>A Governor informed that parents and children have appreciated the phone calls home from their teachers. Should a message be sent to staff to extend thanks from the Governing Body? Action: Draft a communication of thanks from the Governing Body and send to Chair.</p> <p>Agreed: Inset day to be moved forward from 21st July to 1st June 2020. Agreed: Action plan to allow the named groups of children back into School on 2nd June, with the proviso that there will be a plan initiated on how to increase the provision to a second wave of students, including those who are from the non-vulnerable group, to allow them to start accessing education in the near future.</p> <p>Will there be a meeting before the final decision is made on how children will be returning to school? Yes, Governing Body agreement was the first step. The Chair interjected that this is an operational matter for the Headteacher implement, with the Governing Body agreeing in principle.</p> | SS | ASAP |
| <p>8. Coronavirus Update</p> <p>JD tabled this part of the meeting with feedback from the staff return to work survey, indicating the biggest concern for staff was access to PPE, social distancing and class sizes.</p> | | |



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| <p>Are you happy that children and staff will be safe? Yes – the School is looking into sterilising solution for toys and equipment. Face visors will be available for those staff who are required to work closely with children.</p> <p>Are staff able to record short videos for the children to keep in touch with them, say 5-10 mins? Unions have advised their members not to do so. There is also a need to be mindful, teachers could be left open to criticism.</p> | | |
| <p>9. Policies</p> <p><u>9i. Capability Policy and Procedure including toolkit, adapted from LBH</u> Governors ratified this policy, with the amendment: Action: Reference to 3.3 Diocesan Director to be removed.</p> <p><u>9ii. SEND Offer Policy:</u> This policy was ratified</p> <p><u>9iii. Relationships, Reproduction & Health Education Policy (RRHE)</u> This policy was ratified.</p> <p><u>9iv. Home/School Agreement:</u> This policy was ratified.</p> <p><u>9v. Equality Statement:</u> This policy was ratified. Action: Above policies to be signed, dated and added to website and intranet.</p> | SS | ASAP |
| <p>10. Date of next meeting</p> <p>The next meeting will be additional to the dates already agreed, TBC Action: Inform GB of next meeting dates.</p> | SS | ASAP |

Meeting closed at 3.30pm

Note: Governors agreement to the Risk Assessment is filed with these minutes.

Actions Log

| Action: | For: | To be completed by: |
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| Minutes (12/02/2020) to be signed, dated and filed | SS | Later date |
| Add PS as deputy Safeguarding Link Governor on website | SS | ASAP |
| Draft a communication of thanks to staff from the GB | SS | ASAP |
| Capability Policy – remove reference to 3.3 Diocesan Director | SS | ASAP |
| Policies to be signed, dated and added to school website | SS | ASAP |
| Inform GB of next meeting dates | SS | ASAP |