



**ALFRED SUTTON PRIMARY SCHOOL**  
**Part 1 Minutes of the Virtual Meeting of the Full Governing Board.**  
**Wednesday 19<sup>th</sup> January 2022. 7pm.**

**Present: Dave Dymond (chair); Yota Dimitriadi; Attia Rafiq-Sharif; Ian Church; Sara Fincham-Majumdar; Andrew Burrell; Kate Gordon.**

**Apologies: Robert Howell; Alice De Croos; Hajar Alami; Adam Jones; Adedayo Benson; Rachel Lawson.**

**Clerk: Deborah Savage**

<b>Agenda Item</b>	
<b>1</b>	<b>Apologies.</b> The HT had sent apologies in advance for all the staff members due to the current workload pressures in school as a result of high covid absences amongst staff and children resulting in the need to resume bubble teaching in a number of year groups. Apologies were accepted. Permission was sought to record the meeting and this was given.
<b>2</b>	<b>Declarations of Interest.</b> There were no declarations of interest.
<b>3</b>	<b>Minutes of the meeting held 29<sup>th</sup> September 2021.</b> The chair reviewed key aspects of the last meeting and informed governors that whilst the school was not expecting an Ofsted inspection this academic year it was possible that a remote review might be carried out by Ofsted which would consist of conversations with key representatives from the school community. The minutes of the meeting held 29 <sup>th</sup> September 2021 were approved and <b>ACTION:</b> will be signed electronically in GovernorHub.
<b>4</b>	<b>Matters Arising.</b> There were no matters arising.
<b>5</b>	<b>Chair's Report.</b> The chair reported that he had had a number of conversations with school staff and that Covid related absences were worse in school this winter than last. Making the situation harder still was the fact that schools are mostly being left to make their own decisions on teaching provision. The mental health of staff and children remains key. The chair formally thanked Faruq Bilbe (who has retired from the Board) for his years of service to the school and also formally welcomed our two new Staff Governors, Hajar Alami and Adam Jones, to the Board.
<b>6</b>	<b>Head Teacher's verbal report.</b>

The HT had emailed an update on the operational situation in school currently and this was read out to the meeting. The HT wrote:

*“Just a quick operational update as it is probably rapidly becoming the most challenging week we have faced as a school throughout the pandemic:*

*Rolling total case numbers – Including Pupils & Staff for contact tracing over the last 10 days – **64 cases combined***

*In addition to this, we have quite a few pupils absent in each year group with Covid type symptoms - colds, coughs etc that may convert to positive Covid over the next few days.*

*We have instigated our Outbreak Management Plan in Year 5 & 6 - which effectively isolates the year group within the school as we have reached the 10% case threshold. We anticipate that we will have to operate similar models in Year 6 and Year 2 soon.*

Current staff absence figures for that day were reported to governors.

*All teams are currently impacted from the site to the Nursery Team. Of particular impact is the fact that our site team are both currently off with Covid which means non-teaching members of staff are undertaking additional domestic duties and we are sourcing additional cover for unlocking/locking the site.*

*We have cancelled afterschool clubs for the next two weeks due to staffing capacity.*

*I will update as the week continues should we need to instigate any other additional measures.”*

Staff absences due to Covid and also the testing regime and isolation periods are having a big impact on the school. The HT reported that he was not at this stage asking for help from Governors other than understanding that they were absent from this meeting due to work pressures and mental health concerns.

Governors offered their support and asked to be kept informed if there was anything that they could practically do to support the school.

The Chair asked parent governors present if they had been impacted.

**Governor Comment:** I have one child in one of the bubble year groups and the school have managed this process fairly well but there is increasing parental concern within this year group that more children will fall ill. Sometimes parents don't always know what to do. Many are testing every day but test kits are now harder to get hold of. Parents believe that the measures the school are taking are sensible ones.

**Governor Comment:** The school has communicated well with parents and I would ask for no changes to be made. One of my children is currently off school with Covid.

	<p><b>Governor Comment:</b> I also have a child off with Covid and I feel for the school and staff – who are carrying on with a smile. Communication has been good and the school has done a fantastic job of supporting with online learning for those at home.</p>
7	<p><b>Policies.</b></p> <p>An updated Nursery Admission TOR had been circulated in advance of the meeting and the Clerk informed the meeting that some changes had been made since this was last reviewed (2013). The TOR was accepted.</p> <p>An updated Nursery Admissions Policy had also been circulated before the meeting – the only change that had been made to this since it was last reviewed was to add children of staff members to the Admissions criteria list. <b>DECISION:</b> The board approved the Nursery Admissions Policy.</p> <p>Approval of the Governor Visits Policy and the Remote Learning Policy (both of which had been circulated in advance of the meeting) was delayed until the next meeting.</p> <p><b>ACTION:</b> Clerk to add to next agenda.</p>
8	<p><b>Governor Visits/virtual meetings with link staff.</b></p> <p>The chair of the PEC informed Governors that she had met with the HT to discuss how to move forward with governor monitoring visits and it was decided that governors would meet phase leads to discuss each year group based initially on the reports staff gave to governors in the December 2021 PEC meeting. Suggested questions that could be used to guide governors in their conversations have been uploaded to a folder on GovernorHub. It was hoped that this approach would help governors understand each group and the issues that each faces (gaps in learning, PP children etc) and that initial meetings held remotely could be a good basis for later follow meetings that it is hoped can be held face to face offering governors a chance to look at children’s books and see what “progress” looks like. It is hoped initial virtual meetings can be fed back to a PEC meeting to be held around March (date yet to be confirmed) so that all governors can understand the challenges faced as well as what is working well.</p> <p>These meetings are to be conversations not interrogations and it is hoped that governors will build relationships with the staff and staff will understand that governors are here to help and support the school. Staff have been allocated time to talk to Governors for these meetings which should last about 45 minutes. It was also pointed out that the questions are suggestions and a guide – not a rigid format to stick to.</p> <p>It is hoped that these meeting will prove to be useful preparation for a future Ofsted visit so Governors can talk to inspectors knowledgeably.</p> <p><b>Governor Question:</b> Does anyone have experience of using this model? Similar ones yes, but we would ask you to make brief notes of the conversations so that we have an evidence trail. It is important to have an evidence trail recording the visit, what was discussed and any outcomes and follow up.</p> <p>In the future it is hoped to look also at subjects as Ofsted now do “Deep Dives” into subjects of their choosing. In this way, you can see the progressions for each group in this subject and understand the sequence of learning and the curriculum. Eventually,</p>

	<p>we want to have a pattern of governor visits embedded in the governor calendar, but this is a long-term plan.</p> <p>The HT had decided to limit the number of subjects covered at the moment whilst the school faces additional pressures, but a Governor offered to look at computing in the future.</p> <p><b>ACTION:</b> Due to the large number of covid-related staff absences currently, governors were asked to delay contacting their staff link to set up meetings until after the half term break. It is hoped meetings can be held before the March PEC meeting (possibly 23<sup>rd</sup> March).</p> <p>It was agreed that the GB would work as team on this and ask each other for support.</p>
<b>9</b>	<p><b>Issues for Parents/Confidentiality.</b></p> <p>There were no issues for parents. Exact absence figures are confidential.</p>
<b>10</b>	<p><b>AOB</b></p> <p>It was suggested that the standing orders for the FGB were altered so that equality was made a standing agenda item.</p>
<b>11</b>	<p><b>Date of next meeting: 4<sup>th</sup> May 2022</b></p>

Meeting closed at 8pm.

#### **Actions:**

<b>Action:</b>	<b>Owner:</b>
Minutes from 29/9/21 to be signed in GovHub	DD
Governor Visits Policy & Remote Learning Policy on next FGB agenda	Clerk
Governors to email link staff after half term to set up virtual meetings.	ALL

#### **Attendance at FGB meetings 2021/22 (three virtual meetings to date)**

Faruq Bilbe	1 of 2 possible meetings
Robert Howell	2 of 3 meetings
Adedayo Benson	2 of 3 meetings
Dave Dymond	3 of 3 meetings
Ian Church	3 of 3 meetings
Yota Dimitriadi	3 of 3 meetings
Sara Fincham-Majumdar	3 of 3 meetings
Attia Rafiq-Sharif	3 of 3 meetings
Julia Wordsworth	0 of 1 possible meeting
Laura Kerr	2 of 2 possible meetings
Kate Gordon	3 of 3 meetings
Andrew Burrell	3 of 3 meetings
Adam Jones	0 of 1 possible meeting
Hajar Alami	0 of 1 possible meeting

**Items circulated to the GB since the last FGB:**

- Info on Safeguarding webinar
- Info on Autumn Director's briefing
- Webinar on Ofsted inspections
- Info on webinar for pupil support
- New govt guidance on cost of school uniforms
- Info on cyber security webinar
- Info on Risk Management training possibilities
- Governor Services Autumn newsletter
- Info on session on Diversity in Governing Boards
- Info on January Director's briefing
- Spring Term training events info
- Info on RGA winter conference
- Completing the SFVS presentation
- Info on the RGA Finance Network meeting
- Webinar info on the school curriculum