



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Virtual Meeting of the Full Governing Board
Wednesday 16th September 2020. 7pm.

Present Virtually: Faruq Bilbe (Chair); Robert Howell; Adedayo Benson; Dave Dymond; Ian Church; David Close; Attia Rafiq-Sharif; Sara Fincham-Majumdar; Yota Dimitriadi (for part of meeting).

In Virtual Attendance: Rachel Lawson; Alice de Croos.

Apologies: Julia Wordsworth; Richard Watson

Clerk: Deborah Savage

Agenda Item	Note: This was a virtual meeting held via the Zoom online meeting platform in line with government advice to continue with essential school business but maintain COVID-19 protection measures and social distancing.
	Section one - Procedural
1	<u>Apologies:</u> Apologies had been received from Julia and Richard and these were accepted. Yota had notified the meeting in advance that she would be joining late due to attending another earlier meeting.
2	<u>Declarations of Interest and Expectations of Governors.</u> Governors were reminded of the need to declare any conflicts of interest. None were declared. Permission was sought to record the meeting to assist with minutes should there be any technical issues. Governors gave permission but the system would not allow the recording in this instance so this meeting was not recorded.
3	<u>Minutes of the previous meeting.</u> Minutes of the last three meetings had been circulated to the Governing Board in advance of the meeting. FGB 29/4/2020: There were no issues of accuracy. A review of actions was made by the chair: <ul style="list-style-type: none">• ACTION: SBM will check that the Financial Procedures Handbook has been updated to reflect SFVS changes.• A Governors DBS has been completed• Working group to monitor the Learning Platform was superseded by the school reopening in June 2020.• Occasional emails to update Governors were sent by the Head and Clerk.• IDs and passwords for monitoring the Learning Platform were sent to some Governors.

	<p>The minutes of the FGB meeting held on 29th April 2020 were accepted as a true record by the Governing Board. They will be electronically signed by the Chair in GovernorHub and physically signed as soon as is possible under COVID meeting restrictions.</p> <p>25/5/2020: This was an Extraordinary FGB to discuss and approve the school’s reopening plans as part of the governments phased school reopening from June 1st 2020. There were no points of accuracy raised and the actions were reviewed by the Chair:</p> <ul style="list-style-type: none"> • Letter to parents re phased re-opening and capacity was edited and sent out. <p>The minutes of the FGB meeting held on 25th May 2020 were accepted as a true record by the Governing Board. They will be electronically signed by the Chair in GovernorHub and physically signed as soon as is possible under COVID meeting restrictions.</p> <p>15/7/2020: This was the last FGB of the 2019/2020 academic year. There were no issues of accuracy raised. Actions were reviewed by the Chair:</p> <ul style="list-style-type: none"> • Mental health resources had not been forwarded to the Head – ongoing. • details of the recovery curriculum had been shared via GovernorHub • The staffing structure had also been shared via GovernorHub • The implementation of the new RSE curriculum has been pushed back due to COVID-19. Action to be carried forward to a future date. • Governing Board self-evaluation is not completed – Ongoing • Governor meeting schedule dates will be reviewed as the year progresses as changes are expected to allow response to the ongoing health crisis. • Chair wrote a letter to thank staff for their hard work at the end of the academic year. <p>The minutes of the FGB meeting held on 15th July 2020 were accepted as a true record by the Governing Board. They will be electronically signed by the Chair in GovernorHub and physically signed as soon as is possible under COVID meeting restrictions.</p>
4	<p><u>Matters Arising.</u> There were no matters arising.</p>
5	<p><u>Chair’s report.</u> The Chair verbally reported to the Board that he had signed off the payment of an invoice for the new CCTV and lockdown system which was over the 15K signing limit. The Chair also informed the Governing Board that due to his wife retiring next year he would not be remaining as Chair beyond July 2021 (although he may remain as an Associate to the Board in an advisory capacity). He had therefore amended the Standing Orders to allow for an additional Vice Chair this year to assist in the transition of the Chair’s role.</p>
6	<p><u>Financial Probity.</u></p> <p>a) Register of Business Interests. Previously Governors would physically sign paper copies of this register which would be kept by the school. The facility to make Declarations and sign them</p>

	<p>electronically is available in GovernorHub and Governors were talked through how to locate this and complete it with advice given on what to declare. The SBM has been advised by the LA that electronic signatures are now being accepted on all documents due to the health crisis. The system also has a variety of reports available making this data easy to export and post on the school website – which is mandatory requirement. ACTION: all to complete Declarations of Interest in GovernorHub.</p> <p>b) Register of Certifying Officers.</p> <p>Governors were informed that the Head, Deputy Head and SBM have the authority to sign payments (except payroll) up to a £15K limit. Beyond this the Chair of Governors has to countersign to make sure that Governors are aware of large expenditure by the school. The SBM informed the Board that the Register of Certifying Officers has been amended in that the signing limit for monthly payroll has been raised to £225K in line with Auditor recommendations. Should the monthly payroll figure rise higher due to pay increases (this is not anticipated at this stage) the Register may need to be amended again. The Governing Board unanimously approved the Register of Certifying Officers. ACTION: Chair to electronically sign this document.</p>
	<p>7.15pm – at this point Yota Dimitriadi joined the virtual meeting.</p>
<p>7</p>	<p><u>Keeping Children Safe in Education.</u></p> <p>A number of documents regarding KCSIE had been circulated in advance of the meeting. These included the Part one KCSIE document which is a mandatory read for Governors and also a summary of the information, list of changes made since the last publication date and advice on monitoring how schools are fulfilling their duty to keep children safe. ACTION: Governors were reminded that they need to read Part one and complete the declaration to that effect on Governor Hub.</p> <p>Disqualification Declaration: This is another annual update to check that since being appointed and a DBS check being made on a Governor, nothing has changed that would now prevent them from holding a Governor position. The form was circulated in advance of the meeting via GovernorHub. ACTION: Clerk to see if this can be added as another Declaration to sign electronically via GovernorHub. ACTION: All Governors to complete the form and sign it.</p>
	<p>Section two – Organisation of the Governing Board.</p>
<p>8</p>	<p><u>Standing Orders:</u></p> <p>This document had been previously circulated to Governors and the Chair informed the Board that the only change was to allow for two Vice chairs, as previously discussed. It was expected that this academic year the normal committees would run, but they would meet virtually (at least until after Christmas).</p> <p>Standing Orders for 2020/21 were unanimously approved by the Board.</p>
<p>9</p>	<p><u>Decision Planner.</u></p> <p>This document had been previously circulated to Governors and the Chair informed the Board that this document was unchanged. This document sets out the decision levels with most tasks allocated to Committees and not individual Governors.</p>

	The Decision Planner for 2020/21 was unanimously approved by the Board.
10	<p><u>Committee Terms of Reference.</u></p> <p>All the TORs for all the Committees had been circulated in advance of the meeting and the Chair explained that they are all unchanged from last year. This includes all the statutory committees covering such matters as Appeals and Complaints which are called when necessary. Governors were informed that should such committees need to be formed the first available Governors with no knowledge of the matter to be raised would be asked to serve. Governors were asked to inform the Clerk if they did not wish to sit on Statutory Committees.</p> <p>It was noted that because of the disruption to the normal meeting schedule last academic year, the active business committees may not have had a chance to review their TORs prior to this meeting. If they wished to review them, Committee chairs were advised to review them at their first meeting this academic year and bring any recommended changes before the FGB for discussion/approval at the next available FGB meeting.</p> <p>All committee TORs were unanimously accepted by the FGB.</p>
11	<p><u>Election of an additional Vice Chair.</u></p> <p>Governor Question: Why is this proposal being made? This Governor had missed the start of the meeting where the reason why a second Vice Chair was considered advisable was explained to the Board. The Chair recapped the reasons and also explained that sometimes outgoing Chairs become Vice Chairs (i.e. a role “swop” is carried out) so that advice and support can be more easily sought.</p> <p>The Board was reminded that Adedayo Benson holds the position of Vice chair already and the Chair nominated Dave Dymond to become a second Vice Chair. Self-nominations were invited from any other interested parties but there we no other nominations.</p> <p>Dave Dymond was duly elected unopposed and by a unanimous vote to the role of Vice Chair.</p> <p>At this point the Chair reminded Governors that there are virtual training opportunities being run by Governors Services and this included training for aspiring and newly appointed Chairs and Vice chairs. ACTION: Clerk to circulate training information and dates.</p>
	Section three – Policies
12	<p><u>Delegation of Policies.</u></p> <p>This document had been previously circulated to the Board and the Chair explained that this document outlines which policies are delegated to which committees. It was pointed out that should any committee be unable to meet, the FGB can take responsibility for any policy. Should the approval of a policy be urgent and the relevant committee is not due to meet for some time, the FGB can also step in to discuss/approve policies.</p> <p>The Delegation of Policies was approved by the Governing Board.</p>
13	<u>Polices for approval.</u> (All had been circulated in advance of the meeting.)

	<p>A) <u>Governors Allowance Policy</u>. It was explained that this policy is unchanged from last year and this exists to make sure that everyone has the opportunity to serve as a Governor regardless of personal circumstances. It allows for Childcare and travel costs etc. to be refunded. The childcare allowance of £10 an hour was discussed but no one present knew current babysitting costs. It was pointed out that being able to attend meetings virtually might mitigate this issue for some. It was also pointed out that some might need the loan of laptops to participate in virtual meetings. This policy was approved unanimously.</p> <p>B) <u>Nursery Admissions</u>: This policy is unchanged from last year and was unanimously approved.</p> <p>C) <u>Safeguarding Policy</u> – it was pointed out by the Head that this is a draft policy and that recent changes have focused on mental health and GDPR. The Appendix to the Policy covering COVID-19 remains in place but has been updated should the school have to go into mixed teaching should a class/year group have to be sent home to isolate.</p> <p>Governor Question: Does the COVID appendix cover online teaching and learning? There is a meeting with the local authority soon to discuss this so we expect changes to be made again. We will update you again at the next FGB meeting.</p> <p>The Safeguarding Policy was unanimously approved.</p>
14	<p><u>Other Policies.</u></p> <p>The new <u>CCTV Policy</u> had been circulated in advance of the meeting.</p> <p>Governor Comment: I have heard no adverse comments from parents about the CCTV system.</p> <p>The SBM informed the board that the school’s DPO had approved and signed off the Policy and the impact on Data Protection had been assessed and signed off. The policy sets out the locations of the cameras, how the data recorded is controlled and who has access to it.</p> <p>Governor Comment: There is a typo regarding the location of Camera 6. This will be changed.</p> <p>Governor Question: Can we have a plan of the locations of the cameras? We will upload this to GovernorHub.</p> <p>Governor Comment: The Policy seems useful yet suitably lightweight. Yes – we are confident it covers what we need it to and it has been approved by the DPO.</p> <p>The CCTV Policy was unanimously approved.</p>
	Section four - Objectives
15	<p><u>Head Teachers Verbal Report.</u></p> <p>The Head began his report to Governors by thanking the entire staff for their huge effort in ensuring the September back to school for all pupils worked well. This required changes to operations such as manning gates and marshalling pupils. The Head felt that communications with parents in the run up to the start of term and since had been smooth.</p>

Governor Comment: As a parent of pupils at the school I feel that you have managed the resumption of school well and also reacted to any issues by making quick adjustments – for example to tackle bottle necks at gates. You have demonstrated that you are prepared to make modifications to procedures quickly when necessary.

The Head reported that children are excited to be back in school but that teachers are mindful of wellbeing. The Head reported a parental comment that the school feels settled. The whole SLT are pleased with the way the term has started and the efforts the staff have made. There were some early issues with lunchtimes as new Lunchtime Controllers settled into their roles, but some adjustments have been made and lunchtimes are now running smoothly. The school are very proud of the whole staff.

There has been some anxiety but this is now waning as the term settles down. Daily absences are however running very high. Parents can report the absence of their child via a number of ways – Weduc, email and phone call so there is a vast amount of processing absences needed due to the volumes involved.

The school have set up a spreadsheet to track children showing COVID-19 symptoms which tracks the isolation days although it is proving hard to weed out those with COVID-19 symptoms from those who, for example, may have a common cold or sore throat which is usual when children return and mix after a substantial break away. The Head informed the Governors that on Friday 11th September there were 200 children absent and today (Wednesday 16th September) there were 130 off school. The school are confident in their tracking system for COVID-19 symptoms.

Governor Question: Are you finding you are having to educate parents about COVID and are parents asking for support? The office is certainly swamped with phone calls, many asking if they should have their child tested. We are referring parents to the NHS website and we have sent a letter to parents outlining COVID-19 symptoms. At the moment many are absent with sickness & diarrhoea and sore throats.

Public Health England (PHE) have issued flowcharts which schools should follow when cases are suspected/reported but there is some uncertainty about these. The decision on what schools should do in any given situation rests with PHE and schools can't give details of children who have tested positive or who are waiting the results of a test. Parents need to trust that schools and PHE are making the appropriate decisions on who to send home to self-isolate should the situation arise. These decisions are made case-by-case as there is no "one size fits all" solution.

The Head reported that the wellbeing of staff is a priority for the school with staff anxiety being acknowledged. The school are making every effort they can to support staff.

Governor Question: You mentioned a problem with lunchbreaks – are staff now able to take breaks? Yes – the new lunchtime controllers have settled into their roles.

Governor Question: Are you confident in your Risk Assessment? I have heard that LAs can make random phone calls to school to discuss Risk Assessments – is this right? Our Risk Assessment is a working document that we re-examine regularly and any visitors into school have to provide their own Risk Assessments (e.g. music

	<p>teachers) so that we and they remain COVID secure. We are confident we have a robust Risk Assessment and we have regular and transparent dialogue with the LA to keep this updated.</p> <p>Governor Question: Has the Risk Assessment been shared with Governors? Yes – it has been circulated and Governors should be aware of it.</p> <p>Governor Question: Have you been told about the 4 tiers of isolation/lockdown? No – at the moment a local lockdown is not part of our Risk Assessment as we are doing what we have been asked to do by the LA.</p> <p>Governor Question: Is staff absence part of your Risk Assessment? Yes – and we have two staff members per bubble to try to mitigate the risk of staff absence.</p> <p>Governor Question: How are you preparing to deliver online teaching and learning to pupils staying at home in the future? We have regular meetings with our teams to make sure they are preparing to teach bubbles online should we have to send a bubble home. Phase leads have been tasked with producing work that is ready to go if needed and we have been having discussions about live streaming teaching versus recorded lessons.</p> <p>Governor Question: Are you confident that you have the technology in place to support online teaching and learning provision? Yes – the Learning Platform proved to be strong when we used it during lockdown earlier this year and we have had many comments of thanks from parents and positive feedback on the experience. We are continuing to look at this area however.</p> <p>Governor Question: Live streaming lessons will provide problems for those pupils with no access? Yes – and we are producing an audit of our pupils so we know who has no access to technology at all. The LA did provide some laptops earlier this year which we distributed and we are considering purchasing our own set of chrome books but we do have to make sure that parents take some responsibility to ensure these resources are being used by the children and for their intended purpose. We have plans in place and are making progress on this.</p> <p>Governor Question: Your staff have had to take on additional tasks (marshalling etc.) – how are they coping with the additional pressures involved? The staff are coping remarkably well but they are very tired by the end of the week and it does feel as if we have worked a full term in just two weeks. However, there is a lovely atmosphere in school and the school does feel settled.</p> <p>Governor Comment: I had heard that the children are enjoying being back in school and we should be capitalising on that while it lasts.</p> <p>Governor Question: Should we be sending another letter of thanks to the staff for how they have managed the back-to-school routines? This would be most welcome (as would chocolate!). Staff do miss the social side of working in school but they are resilient.</p> <p>ACTION: Governors to send the Chair any comments they wish to be included in a letter of thanks for their response to the changes needed which the Chair will send to staff.</p>
16	<p><u>Reopening/Staffing update:</u> There was nothing additional to add following the Head’s report.</p>
17	<p><u>2020/21 Priorities:</u></p>

	This will be discussed at a future meeting.
18	<p><u>School Development (Recovery) Plan:</u></p> <p>The SDP had been shared with Governors shortly before the meeting and the Board was informed that there is no separate recovery plan as this is part of the SDP. The detail of how the Government's catch-up funding will work is still awaited so it is felt that discussing the SDP when this is known would be better as then the school can talk about their plans according to a known financial basis. It was therefore decided to change the meeting calendar to put in a meeting on Wednesday 21st October to discuss the SDP and recovery plan.</p>
	Section five – Work plan
19	<p><u>Governor Monitoring and Evaluation:</u></p> <p>The Head informed the Board that the current school priorities are managing absence and the wellbeing of staff and children. It would be best to discuss the curriculum when the Board meets to look at the SDP in a few weeks' time.</p> <p>Governor Question: Are Ofsted now resuming inspections? No – inspections are not resuming yet. What they are doing is discussing how the reopening is going with a small group of key staff in schools. This is to find out what lessons can be learned from COVID-19, what the barriers are to the reopening of schools and closing the education gaps formed by lockdown. Governors will not be involved in this discussion with Ofsted and only one lead HMI is visiting any individual school.</p>
20	<p><u>Roles and Responsibilities.</u></p> <p>Committee membership had been circulated prior to the meeting and this was discussed. Lead Governors were confirmed / appointed:</p> <ul style="list-style-type: none"> • Health & Safety – Dave Dymond with Adedayo Benson • Safeguarding – Dave Dymond • Pupil Premium – Adedayo Benson with David Close • SEN – Yota Dimitriadi with Sara Fincham-Majumdar • Governor Development – Faruq Bilbe <p>It was pointed out that the school has two vacancies for co-opted Governors and members were asked if they knew anyone they would recommend for a role.</p> <p>The Head pointed out that the Community Engagement Committee would have an important role this year (with an item to be discussed later).</p> <p>The Chair of the Performance Enrichment Committee pointed out that a Vice Chair is needed for this committee and it was recommended that this be discussed at the first meeting of the PEC.</p> <p>It was also pointed out that a date need to be agreed for the HTPM panel to meet shortly and that there is training on offer very soon for the whole of this panel.</p>
21	<p><u>Governor Meeting Schedule.</u></p> <p>This had been circulated in advance of the meeting but it was already agreed that a change was needed. The meeting schedule would remain tentative as it was expected that dates would need to be flexible in order to respond to the changing health crisis.</p>
	Section six – Any Other Business

Any Other Business:School Streets.

Information about RBC's School Streets proposal had been circulated to Governors that day. Apologies were made for the late circulation but the information had only just been received by the school.

The Head verbally summarised the historical situation with regard to local traffic. Crescent Road is a particular problem with a number of educational establishments adjoining this road and in the past a variety of parental groups had patrolled the road to try to ensure child safety. Matters had improved slightly since parking permits were introduced.

RBC has been given a pot of money that they wish to use to promote the School Streets scheme and the local heads have had virtual meetings to discuss this. The proposal is to close Crescent Road to motor traffic for 45mins at each end of the school day. However, there are many issues to consider – the nature of physically closing the road (bollards etc. and how robust these are), how barriers would be staffed (volunteer parents and establishing a reliable rota for this), demarcation of the road between the different schools, training volunteers in safety aspects and handling potential angry drivers etc.

The Head assured the Board that the school was in favour of the scheme but that the school is keen to make sure plans are well thought out with the involvement of all interested parties and that they should feel confident it will succeed before putting it in place. Time in school to devote to the planning of this is very short with the school having to focus on COVID-19 management. There needs to be a local consultation which should happen very soon.

Governor Question: The money RBC have is not to spend on marshals then? No – the money is to run the pilot scheme and will be used to pay for the legal changes to road use, planning officers time and the physical barriers etc.

Governor Question: Can we seek funding from local companies? Local businesses have also suffered during COVID and it is unlikely there will be any sponsorship locally but volunteers donating their time might be possible.

Governor Question: Is there a successful scheme we can look at to see what lessons they have learned? Yes, there are a number of these schemes running around the country.

Governor Comment: Finding a suitable time slot of 45mins that covers all three schools might be difficult. We have discussed this and think we have found workable times. 8.15 – 9am would suit all schools on the road and then from 2.40pm onwards would help alleviate problems at the end of the day.

The local consultation is needed very soon and it was discussed whether moving forward the date of the CEC meeting would be useful. **ACTION:** It was agreed to set up a working group which DD would lead and would set a meeting date for. The Working group would consist of: DD;SFM;RH;RW;ARS;IC.

Training.

	Governors were reminded that there are a variety of training opportunities available (most online at the moment) including Safeguarding which is mandatory for all Governors. ACTION: Clerk to re-send training information. <u>Treats for Staff:</u> The school had discussed the possibility of funding Dominos pizzas for the staff for one day and it was agreed that the GB had funds available and could sponsor that.
23	<u>Issues for parents/confidentiality.</u> There were no issues for parents or issues of confidentiality.
24	Date of Next Meeting: Wednesday 23 rd October via Zoom.

The meeting closed at 8.55pm.

New Actions:

Action:	Owner:
Governors to complete Declarations of Interest in GovernorHub	ALL
Chair to Electronically sign Register of Certifying Officers	FB
Governors to read Part One KCSIE and declare completed on GovernorHub	ALL
Possibly add Disqualification Declaration to GovernorHub	Clerk
Governors to sign Disqualification Declaration.	ALL
Circulate training course information and dates	Clerk
Send any comments for a letter of thanks to staff to FB/Clerk	ALL
Local traffic consultation working group to meet	DD at al
Send letter of thanks to staff	FB

Ongoing Actions:

Action:	Owner:
Check the Financial Procedures Handbook has been updated to reflect SFVS changes.	SBM
Mental health resources to be forwarded to the Head	YD
Governing Board self-evaluation to be completed.	FB

Items circulated to the Governing Board since 15th July 2020

- Governor Services Newsletter
- Checklist for full school re-opening
- NGA guidance on full school re-opening
- NGA guidance on continuity and recovery
- Updated school Risk Assessment
- PHE flowchart of actions to be taken in suspected/confirmed COVID case(s) in schools
- APSP new school website information

- First Quarter Financial Report
- RGA Virtual meeting information
- HTPM training information
- Training events brochure

Attendance at FGB meetings 2020/21 (One virtual meeting to date)

Faruq Bilbe	One of one meeting
Robert Howell	One of one meeting
Adedayo Benson	One of one meeting
Dave Dymond	One of one meeting
Ian Church	One of one meeting
David Close	One of one meeting
Yota Dimitriadi	One of one meeting
Sara Fincham-Majumdar	One of one meeting
Attia Rafiq-Sharif	One of one meeting
Richard Watson	0 of one meeting
Julia Wordsworth	0 of one meeting
Laura Kerr (maternity leave)	N/A