



All Saints' Church of England Primary School
Governing Board Meeting
23 September 2020, 6.30pm

Shelisha Bent (SB)	LA Governor		Absent
Ivana Brskovska (IB)	Parent Governor	Present	
Chris Chikwendu (CC)	Foundation Governor	Present	
Josephine Copeland (JC)	Head Teacher	Present	
Patrick Flack (PF)	Foundation Governor	Present	
Diane George (DG)	Staff Governor	Present	
Hilary Grainger (HG)	Foundation Governor	Present	
Elizabeth Grimes (EG)	Foundation Governor		Absent
Chris Kent (CK)	Co-opted Governor		Absent
Sarah Ganger (SG)	Parent Governor	Present	
Father Leonard Marsh (LM)	Foundation Governor	Present	
Aaron Porter (AP)	Foundation Governor	Present	
Janice Rawlins (JR)	Staff Governor		Absent
Arthur Williams (AW / CoG)	Foundation Governor / Chair	Present	
Jonas Wontumi (JW)	Foundation Governor	Present (from 7.15pm)	

In attendance:

Rosemary Oram - Octavo Clerk

AGENDA ITEM	MINUTES	ACTION NO:
	<p>Opening Prayer LM led the meeting in an opening prayer.</p> <p>LM spoke about the extraordinary times we are all in, with unprecedented challenges. He said that Governors have a great responsibility for the care and nurture of the children. The Archbishop of Canterbury and Bishop of London have spoken about the importance of local communities, parishes and schools to address local problems.</p>	
1	<p>Welcome and Apologies for absence AW welcomed everyone to the meeting, which was being conducted virtually due to Covid 19 restrictions.</p> <p>Apologies were received from SB, EG and JR and were accepted. CK attempted dialling in but had IT issues.</p> <p>The meeting was confirmed as quorate.</p>	
2	<p>Declaration of interest There were no declarations of interest in any items on the agenda.</p> <p>Action: Governors to send completed Pecuniary Interest forms to RO and ZP.</p> <p>Action: Governors to sign and return the SDBE Code of Conduct to ZP.</p>	<p>1</p> <p>2</p>

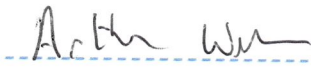
3	<p>Election of Chair and Vice Chair for 2020/21</p> <p>The Full Governing Board unanimously voted for AW to continue as Chair, and HG and AP to continue as Vice Chairs.</p> <p>AP advised the Board that he will complete the final year of his second term as Governor and then stand down.</p>	
4	<p>Governing Board business</p> <p>SB's term of office as LA appointed Governor has expired, and AW has requested an extension. He will chase this up with Octavo.</p> <p>Action: AW to contact Octavo with regard to SB's re-appointment as LA Governor.</p> <p><u>Committee membership and Governor responsibilities</u></p> <p>The following was confirmed:</p> <ul style="list-style-type: none"> Resources – SB, IB, CC, JC, PF, AW, JW, (ZP co-opted) Education, Curriculum & Pupil Voice – SB, IB, JC, SG, DG, HG, EG, CK, AP, JR, AW Welfare, Parents and External Relations – SB, JC, SG, HG, CK, AP, AW Admissions – SB, JC, HG, LM, AW Faith – JC, SG, LM, JR, (Chantal Doffoh co-opted) Pay – CC, AP, AW, JW Sex & Relationships Curriculum – J, SG, HG, EG, AW, (Hani co-opted) Headteacher's Performance Review – SB, PF, HG, AW, (LM Co-opted) Complaints – Governors to be selected depending on the nature of the complaint Health & Safety – CK (plus one other) Treasurer of Governors' Account – CC Governor Visit Co-ordinator – HG, SG Governor Training Co-ordinator – AW Website – IB <p>IB will speak with AW and ZP to ensure that the website has the statutory information and that all Governor related information is up to date.</p> <p>Action: AW to approach EG with regard to taking on the Safeguarding responsibility.</p> <p><u>Governor Training</u></p> <p>An invoice has been received for training that took place in July, but it does not state who attended. AW will follow this up with ZP.</p> <p>HG suggested that co-ordination of training was needed, and records kept. AW agreed to do this and asked Governors to advise him of any courses that they complete.</p> <p><u>DBS checks</u></p> <p>ZP has confirmed that all checks are up to date.</p> <p><u>Committee Terms of Reference</u></p> <p>AW asked that all committees review their ToRs at the first meeting of 2020/21, especially in light of Covid, and strengthen them if necessary. The ToRs should then be presented at the next FGB for approval.</p> <p>Action: Committee Chairs to ensure that Terms of Reference are reviewed for recommendation to the FGB.</p>	<p>3</p> <p>4</p> <p>5</p>
5	<p>Minutes of meeting 15 July 2020</p> <p>The minutes of 15 July 2020 were agreed as a true and accurate record of the meeting. They will be signed by the Chair at the earliest opportunity.</p>	

	All actions have been completed.	
6	<p>Headteacher's report</p> <p>JC had not prepared a formal report, due to current circumstances. She said that there has been a smooth transition for the children returning to school. With five available entrances, staggered start and end times have not been necessary and parents have designated areas to wait for their children.</p> <p>Attendance has dropped recently, with children suffering from colds which is normal for the Autumn term, which is happening across the borough. Parents have been advised to look for Covid symptoms of high temperature, loss of sense of smell and a continuous cough. Some children have been sent home with high temperatures and parents told that, if this continues for more than five days, they should be tested. The school has been assisting with the admin required for the test. The school is fully staffed at present.</p> <p>Small groups are working with TAs in the mornings to address the need to catch up, grouped around prior knowledge and potential. The children will be moved around if necessary. The groups are concentrating on Reading, Phonics, Writing and Maths. Small groups are working well, as the children are receiving the attention they need.</p> <p>In the afternoons, a broad and balanced curriculum is followed. A good package is in place, taking heed of Equality & Diversity and technology. MS Teams is being used in school to ensure that children and staff are familiar with it to work from home should a bubble need to go into isolation.</p> <p>Behaviour has been very good across the school. Being in small groups not mixing across the bubbles has helped with this.</p> <p>Year groups have different lunch times, which have been shortened by 15 minutes to allow for handwashing. All children go outside at playtime, lunchtime and for PE lessons.</p> <p>Q – Governor asked if lunch is eaten in the classrooms. A – JC said that the children eat in the hall, at their designated time, and the tables and chairs are cleaned in between the groups. Meals have been adapted to minimise the amount of "touching" that is needed, eg salad is served in pots. If necessary, meals can be served in classrooms. Kitchen staff are providing hot meals, wear masks and gloves and stay in the kitchen. Other staff are not permitted to enter the kitchen.</p> <p><i>(JW joined the meeting at 7.15pm)</i></p> <p>Children with particular difficulties have been gradually transitioned back to school to help them cope with the changes. Parents seem happy with the arrangements so far.</p> <p>The school roll is an issue this year, with only 292 out of a possible 420. A PAN variation to 30 in Reception has been agreed for 2020/21. This will impact the budget as funding is based on Census Day in October, with an expected reduction of one third due to low numbers.</p> <p>Assemblies are being conducted virtually by JC on Mondays and DG on Fridays for the whole school. Class assemblies are held on the remaining days, following the SDBE set themes and Respect. Prayer and Praise assemblies are held on Thursdays.</p> <p>HG congratulated JC on the newsletters that have been sent out, which have been uplifting and positive and provided parents with information about the positive action that has been taken. JC said that it is important to stay positive, and that the newsletters were sent out all through lockdown.</p>	

	<p>DG said the return to school has been very positive, the learning behaviour is very strong, and the children were happy to come back into school. The curriculum work and CPD carried out by the staff is coming to fruition. The focus has been on Teaching & Learning as usual, but using the lessons learnt from the partial closure of the school and lessons can be structured. Teachers can quickly identify what the children know at the beginning of the lesson and what they have learnt by the end.</p> <p>There will not be so much reliance on end of term assessments going forward, but on assessment at the end of topics and in the short term, with the staff's assessment capabilities being sharpened.</p> <p>HG said that Robin Hammerton, SDBE School Improvement Partner, had visited on 09 September 2020. He had been very impressed with the school, as on previous visits, and said that All Saints Primary is now securely Good.</p> <p>AW said that the atmosphere in school is very positive, and he has been very impressed with how individual anxieties are being addressed.</p>	
7	<p>Finance</p> <p>AW said that a £150K deficit had been forecast in April, and the budget will be further impacted by the PAN reduction. The Resources Committee will be looking at the issues at the Q2 meeting (14 October 2020). Extra funding is expected from grants applied for, and the committee will go into the details with ZP.</p>	
8	<p>PAN variation</p> <p>AW said that, if the Reception numbers had gone above the legal limit of 30, two classes may have been needed with the extra staff required. A variation was applied for, supported by the LA and SDBE. The school was notified of the DfE approval in the first week of term.</p> <p>AW thanked ZP for the work she had carried out for the application.</p>	
9	<p>Chair's action and related Governor business</p> <p>AW attended a recent meeting at All Saints Church, which acknowledged the work of the school.</p> <p>The Year 6 end of term celebrations went well, and they were all able to be together for the Leavers' service at the church.</p> <p>JC advised that the Bridge newspaper has asked the school to submit an article about how they dealt with lockdown and the support that has been given.</p>	
10	<p>Policies</p> <p>AW advised that no changes to the Admissions policy are required, in relation to families applying to the school being regular attendees at All Saints Church.</p>	
11	<p>Dates of future meetings <i>(Wednesdays, 6.30pm, unless indicated)</i></p> <ul style="list-style-type: none"> • <u>Full Governing Board</u> <ul style="list-style-type: none"> – 03 February 2021 – 28 April 2021 – 14 July 2021 	

	<ul style="list-style-type: none"> • <u>Resources</u> <ul style="list-style-type: none"> – 14 October 2020 – 20 January 2021 – 27 April 2021 – 06 July 2021 (<i>Tuesday</i>) • <u>Education, Curriculum & Pupil Voice</u> <ul style="list-style-type: none"> – 04 November 2020 – 03 March 2021 – 30 June 2021 • <u>Welfare, Parents & External Relations</u> <ul style="list-style-type: none"> – 25 November 2020 – 30 March 2021 (<i>Tuesday</i>) – 19 May 2021 	
12	<p>Any other business</p> <p>AW said that the Faith Committee has already met this term, and the minutes were circulated prior to this meeting. SG said that it had been a very positive meeting, discussing assemblies and how Communion classes could be held under Covid guidelines.</p> <p>LM said that the classes are usually held in November, with the First Communion mass held in school shortly after. All of KS2 normally attend, but it will have to be just the candidates and a few extra people this year.</p> <p>Harvest Festival will take place on 11 October 2020, with donations being collected by the Manna Society.</p>	
13	<p>Confidential business</p> <p>DG left the meeting at this point, as there was a Confidential item to be discussed. This has been recorded in the Part B minutes.</p>	

The meeting ended at 7.45pm.

	
Signed: _____ Chair of Governors / Trustees	Print Name: _____
Date: <u>3/2/2021</u>	