

**Minutes of meeting held via ZOOM on line  
on Thursday 3 December 2020 at 7.00pm**

<b>Head Teacher Governor (1)</b> Jo Sassienie (HT) (JS)	<b>Community Governors (8)</b> Stephen Frosh (Chair) (SF) Emma Cravitz (Vice-Chair) (EC) Lawrence Bloom (LB) +Paul Dossett (PD) Steve Miller (SM) Brian Lerner (BL)	<b>Co-opted Governors (3)</b> Jennifer Gerber (JG) Julia Alexander (JA) <b>Present</b> Helen Graff (DHT) (HG)  <b>Also Present</b>  Chris Lambert (Clerk, HEP) (CL)
<b>Staff Governor (1)</b> Moses Kiro Singh (MK)		
<b>Parent Governors (2)</b> Keren Querfurth (KQ) Amelia Lasserson (AL)		
+denotes absence		

**Part 1 – Public matters**

**0. DVAR TORAH**

0.1 The meeting commenced with the Dvar Torah given by Julia Alexander

**1. Welcome, Introductions and Apologies for Absence**

1.1 The Chair welcomed all to the meeting which commenced at 7.10pm. Paul Dossett had sent his apologies for absence which were accepted.

**2. Declarations on Interest, Pecuniary or otherwise in respect of items on the Agenda**

2.1 None were made.

**3. Minutes of the Meeting of 22 September 2020**

3.1 The Minutes were accepted as being an accurate record of the meeting and were **Approved**. The Chair will sign the Minutes and return them to the school for filing

**3.2 Matters Arising for the meeting of 22 September**

6.1 Clerk to check that the circulated Code of Conduct was the updated version: **confirmed**

6.2 Governors to read KCSiE Pt1 and Appendix and confirm action to DO (SBM) : **completed**

7.1 Governors were asked to complete the issued Register of Interests form and return it signed to DO (SBM): **completed, on the website**

8.1 Governors to read the Memorandum and Articles of Association to remind themselves of the school's constitution Gov's: **in progress**

9.4 Governors to give feedback on the Risk Assessment as it evolves to address the changing situation at school Gov's: **in progress**

9.7 Achievement Committee will review the SDP at its meeting on 12 October and report to FGB on 3 December Committee: **on the Agenda**

9.8 Achievement Committee to review the SEND agenda; outgoing Inclusion Lead to be invited to the Committee meeting on 12 October Committee: **completed**

9.9 Parent survey to be circulated after October: completed ; **on the Agenda**

10.3 Governors to contact the Chair if they wish to volunteer support to DO on the catering contract tender exercise: **on the Agenda**

11.2 Subject to any comments received from Governors by 5pm on 25 September the six named policies were APPROVED : **Noted as Approved**

15.3 A report to FGB on BAME issues to FGB on 3 December: **on the Agenda**

#### **4. Minutes of the meeting of 26 November 2020**

4.1 The Minutes were accepted as being an accurate record of the meeting and were **Approved**. There were no matters arising from the Meeting

#### **5. Achievement Committee**

5.1 AL reported on the Committee meeting of 12 October:

Policy review cycle discussed

- Safeguarding and CP Policy – **Ratified**
- Remote Learning Policy – **Ratified**
- On Line Safety Policy – **Ratified**
- Special Needs Policy – **Ratified**
  
- Behaviour Policy completed – on the FGB Agenda: **to be ratified**
- Target setting without data for 2019/20 was discussed
- Agreed that the School Development Plan could incorporate the actions taken towards Recovery (post Lockdown)
- Considered how to review, evaluate and monitor issues of staff wellbeing as part of SDP
- Considered how Link visits could proceed in line with aims of SDP
- The Curriculum Development Plan had been updated and would be presented to staff on 8 December;  
**Action: the final version of the Curriculum Development Plan will be circulated by JS.**
  
- Pupil Premium and Sports Premium discussed; PP to be publicised on website. PP all spent ; Sports Premium to be spent this Term. There are no PP children on roll at present.
- **Action: School to promote the opportunity for parents to apply (to LBH) for Pupil Premium funding**

#### **6. Finance Report**

6.1 In the absence of the Chair of the Audit, Finance and Staffing Committee (AFS) DO reported on the outcome of the Financial Audit 2019 / 20 for the year ended 31 August 2020.

6.2 Governors were asked to read the key Audit documents: the financial statement, the Post Audit Letter, The Management Letter and the Presentation Pack submitted by the Auditors (Azets – formerly Wilkins Kennedy).

6.3 Key outcomes:

- A surplus of £39k recorded at year end
- No call required on Reserves: the Policy is that £100k Reserves to be held over three year period to cover possible deficit. Reserves at 31/08/20 were £480k
- Risk Register has been reviewed: available for inspection
- There were no changes to be made to accounting policies
- Capital commitments of £16k – to fund a cabin in the playground
- There was no evidence of Fraud in the accounts

6.4 Concerns raised by the Auditors stated in the Management Letter:

- Contrary to the Financial Handbook alcohol was purchased on one occasion
- A register of Gifts is required
- Bank account reconciliations are incomplete; some uncleared cheques still on the system
- The school kitty (for sundry purchases) must not show on the balance sheet
- Chair of Governors and Chair of AFS used Chair's authority to approve a Tender document; this was deemed acceptable but not recorded in the Minutes

6.5 Outstanding points from 2018 /19

- No KPI's or cashflow forecast in the monthly management accounts
- No formal fixed asset register
- Cheques issued after year end

6.6 DO confirmed that these points had been reported to the AFS Committee and actions were being taken to address them. DO to meet PD, Chair of AFS, in w/c 7 December to further address the issues.

6.7 Governors noted that at AFS it had been agreed that the school would contract with an external Agency, to provide additional financial month end support to DO. This cost would be reflected in the revised financial forecast.

6.8 DO reported on the statement prepared by PD as Chair, AFS in which he confirmed he was comfortable with all of these financial statements. He confirmed that in his view, a financial surplus of 39k represents a good outturn for the year and the school's reserves position remains strong. He acknowledged that there were some control weaknesses raised by the auditors which need to be addressed. He asked that the Governing Body approve the accounts; DO would then submit them to ESFA.  
**Action: Governors Approved the Financial Accounts for y/e 31 August 2020 and the Management Letter**

6.9 DO reported that the required actions were:

**Actions: PD to sign the Letter of Representation; JS to sign the Statement by the Accounting Officer. The FGB had approved the Management Letter.**

6.10 DO gave a financial update on the re-opening of school in September 2020. It was noted that additional GAG funding and some reimbursement of Covid relating costs had increased income; this was offset by additional costs in managing the Covid impact and at present there was a forecast deficit of £20k at year end. It was noted the school still expects to receive £16k of Covid related funding (£80 per pupil), which was not in the forecast.

6.11 A query was raised as to the wording on the statement on Sports Premium and Governors were asked to contact DO with suggested amendments to ensure clarity of message on this fund.

6.12 JS thanked DO for her significant work in preparing the financial accounts and in support of the Audit.

6.13 EC reported on recent discussions with parents about a celebration of the 10<sup>th</sup> anniversary of the Tree of Knowledge project. The parents were looking for a Governor as a Funding Link person to support and mentor the project

**Action: BL volunteered to support the Tree of Knowledge project as a Funding Link Governor.**

## **7. Safeguarding**

7.1 SM reported that he had met with JS and HG in preparing a proposal on Safeguarding. Governors were reminded of the detailed discussion they had on the Safeguarding Review at its meeting of 26 November. SM suggested that three key themes emerged from the review:

(i) **Improving written policies:** these must be more consistent, integrated, and easy to read. They must be current with government policies and reflect current practice in the school; any model policy received from LBH or the KEY or other source must be tailored to reflect the school experience.

(ii) **Improving the real time recording of events:** to record all events at school however minor; to implement CPOMS on line incident recording system.

(iii) **Improve monitoring and evaluation:** this activity should be contained within each policy; clear procedure be developed and means identified so issues can be triangulated with evidence gained from different sources.

7.2 JS acknowledged that this was a good summary of the Review; it was stated that CPOMS has been launched; the Inclusion Lead and SLT are involved in the implementation. It was noted CPOMS would provide an overview as data numeric reports and analysis of all forms of behaviour, including bullying. It was suggested that the school practice was better than that reported in the Policy. It was suggested that there was a capacity issue in school to ensure policies were regularly updated and consistent with practice. It was noted that the public access the FGB Part 1 Minutes but not the Confidential Pt 2 Minutes.

7.3 Governors noted that a function of their role was to question, challenge, monitor and evaluate the effectiveness of any actions taken in the school but in terms of Safeguarding it was unclear as to an effective process that would provide evidence. SM suggested that as a solution the Safeguarding Agenda could be split into different tasks and delegated to appropriate Governors. It was noted that Parent Governors and Parents were discounted from the core tasks on grounds of potential conflicts of interest but other roles within the Safeguarding brief could be considered eg:

(i) apply the skills of the Health and Safety Link Governor in a cross over role (BL)

(ii) apply the skills of another (possible parent Governor) in redrafting of policies as this should not generate a conflict of interest

**Action: SM to speak to BL in joining him in taking a lead role on the Safeguarding Agenda**

7.4 After a detailed discussion it was accepted that no conclusions could be reached at this meeting. A plan was to be drafted and presented to the FGB at the earliest opportunity. The urgency of this issue was accepted, such that action was required before the next scheduled FGB in March 2021. It was noted that in the interim if the school required specific advice on safeguarding issues it would contact HEP or LBH. It was noted that there was no Behaviour Management Link Governor and this additional role would be considered as part of the wider safeguarding and governance review.

**Action: A Safeguarding Action Plan to be drafted by JS, HG and at least 1 Governor to describe key actions, participants, and means for the monitoring and evaluation process across the safeguarding agenda.**

7.4 It was noted that at the Governors Awayday, 15 January 2021 they would focus on issues of Governance including Safeguarding, on the size and composition of the Governing Body and the range of skills and knowledge that would best serve the school. A question remained as to the case for recruiting a new Governor who had specific and substantial safeguarding experience.

## **8. Admissions**

8.1 It was noted that the Admissions Policy had been reviewed and revised in the recent past and Governors agree that there was no cause to make any changes at this time.

8.2 EC raised the issue of the LBH In Year Fair Access protocol under which children are placed in school during the academic year on an agreed basis. It was suggested that the school consider the option to join the scheme and confirm as such to LBH by Jan 2021. It was suggested that the school would benefit if it had vacancies and the additional pupils would be included on a Census, for future funding but there may be some disadvantages in taking mid-year entrants. It was agreed that this proposal required further consideration and would be deferred to the March meeting.

**Action: The In Year Fair Access Scheme to be on the Agenda for the March 2021 meeting**

## **9. Headteacher's Report**

9.1 Governors had received the HT's detailed written report prior to the meeting. Key points were noted:

**Covid -19:** the impact of managing the school under Government Covid restrictions was considerable for all staff; further restrictions had been imposed on site access to Term end to minimise the risk of contagion prior to Xmas. The school was assessing the risks on a daily basis and changing its recovery plans as required.

**Staff:** there was some frustration among staff at the lack of appreciation shown by Government as to the service schools were providing under Covid; staff were relieved that changes had been announced by the DfE as to the exam and test expectations of schools for 2020 / 21 as this would reduce the pressure on staff and pupils. Ofsted inspections have also been scheduled to now start in Summer Term.

**Pupil roll** at 26 November was 193 (104 boys and 89 girls) with 17 vacancies; parental applications were being received which should lead to further enrolments.

**Exclusions:** 2 children for 1 day each and 1 child for ½ day. This was noted as being consistent with past patterns.

**GDPR** – nothing to report

The Governors thanked JS and her SLT for their detailed report.

9.2 **Personnel:** it was noted that staff were stable and doing well; a long term staff member had been on long term sick leave.

## **10. Catering Review**

10.1 It was noted that recent priorities in managing the financial year end and Audit had delayed drafting the Catering Tender. It was suggested that with other more immediate priorities the Tender

exercise be postponed to 2021/22. Governors acknowledged the additional pressure this exercise would currently impose on the staff and the catering team and agreed to defer on the basis that the exercise be completed in 2021/22. In the interim it was suggested that the catering team review its daily menu to provide more choice.

**Action: Catering Manager to review pupil choice of menu  
DO to prepare a Tender timetable for 2021/22**

## 11. BAME

11.1 Governors noted the recent activities led by JA in advancing the BAME agenda. A plan was being developed by JA, HG and JS which would include staff training on Unconscious Bias and Racism and training with children on the impact of language. It was noted that the concept of Black History month was being replaced by a more holistic approach with black history becoming better embedded in a more inclusive curriculum with a focus on both past and present influential individuals as role models. The school was also extending invitations to influential persons from across the community to visit the school and meet the pupils. It was noted that HEP Adviser, Marva Rollins, had been asked to provide her expertise as a former Headteacher in developing the BAME agenda.

**Action: presentation at March 2021 FGB on issues of Racism**

11.2 Governors asked to receive the newsletters to be more informed of the school activities on the BAME agenda. It was noted that as the school has only one black child its focus would be less on the issue of attainment and more focused on integration, collaboration, support and community. BAME to be a standing item on the Agenda.

## 12 Parent Survey

12.1 Governors noted that an anonymous on-line survey had been circulated to all parents using Survey Monkey with a closing date of 14 December. The replies will provide both quantitative and qualitative data and be collated by FGB and SLT. It was expected that the next step would be to arrange some parent focus groups to review the outcome.

**Action: Report to FGB in early 2021 on the results of the parent survey**

## 13. Policies

13.1 Peer to Peer Abuse Policy **APPROVED**  
Behaviour Management Policy **APPROVED** (subject to some minor revisions)

13.2 Governors asked that an Exclusion Policy be drafted that cross references to the Behaviour Policy; it would include a section on internal exclusions. The Anti Bullying Policy was being revised.

**Action: Behaviour Policy to be circulated once revisions made. The Policy would be subject to an annual review.**

## 14. Health and Safety

14.1 BL, H&S Link Governor reported on his review of DfE guidance on H&S in schools:

- All governors jointly responsible for H&S in school noted
- Schools required to have a H&S policy in place
- Need to monitor H&S policy noted; BL link Governor
- Risks should be reflected in assessments noted
- Consider how issues of H&S might affect annual performance noted

14.2 It was noted that staff are trained in issues of H&S at the INSETs, at staff meetings, and staff updates. MK and DO both receive external training on H&S issues. DO reported that further staff training would be advisable to ensure the school met all the requirements of the Policy. It was noted that LBH offer a H&S Consultancy service through a Service Level Agreement by which a review and report is made on all

aspects of the school's H&S programme. Governors supported the proposal to engage an LBH external adviser and asked the school to pursue the SLA.

**Action: To enter into an SLA with LBH on H&S management and to provide key staff further training on H&S matters.**

14.3 Governors were concerned that they received no information as to how effective the H&S procedures were in terms of meeting statutory standards. They asked for at least an annual report on H&S activity and its effectiveness.

**Action: JS to report to FGB annually on the H&S programme and activity**

14.4 BL proposed that the clause on security in the Behaviour Policy be extracted and expanded into a separate Security Policy. It was suggested CST (Security) be asked to advise on the model policy.

14.5 Governors asked as to the occupational health support available to staff. It was noted that the staff structure was used so that each management layer supported another and the Headteacher received external mentoring and support. It was suggested that further programmes be considered that would provide a staff support and wellbeing programme.

## **15. Governance**

15.1 No items to consider

## **16. Governor visits and Awayday**

16.1 AL suggested that a permanent record of governor visits to the school be maintained with a written visit report filed as record of attendance. It was suggested that Governorhub be used to indicate dates of visits and for the filing of visit reports. No visits were now expected in this Term but it was suggested that virtual visits could commence in the Spring term and on-site visits might resume in Summer 2021 term. The aim would be for each Link Governor to visit once per Term.

16.2 Governor Awayday – 15 January 2021: It was noted that the draft Agenda had been circulated.

**Action: Governors were asked to respond in next week on the Agenda to the Chair**

16.3 It was suggested that a survey of the Governors would also be useful as a means of informing the Chair of significant issues, prior to the Awayday. A volunteer was asked to undertake this action.

16.4 KQ stated that the draft of the Governors handbook should be available before 15 January 2021, for discussion at the Awayday.

## **17. Publications**

17.1 Nothing to report

## **18. Term Dates**

18.1 JS reported on the proposed Term dates for 2021/22; using Chair's authority these dates were **approved.**

## **19. Any Other Business**

19.1 It was suggested that it would be timely to undertake a skills audit of the Governing Body. This was noted but not yet to be actioned.

## **20. Date of Next meeting**

The next meeting of the FGB will be at **7pm on Monday 22 March 2021.**

There being no further items for Part 1, the meeting closed at 10.16pm.

There were matters to be considered under Part 2 – Confidential matters

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Signed:

Stephen Frosh

Date: 03.12.2020

**CHAIR OF THE GOVERNING BODY**

**Actions from the meeting of 3 December 2020**

<b>Item</b>	<b>Action</b>	<b>Who</b>
5.1	the final version of the Curriculum Development Plan will be circulated	JS
5.1	School to promote the opportunity for parents to apply (to LBH) for Pupil Premium funding	SLT
6.8	Governors Approved the Financial Accounts for y/e 31 August 2020 and the Management Letter	FGB
6.9	PD to sign the Letter of Representation; JS to sign the Statement by the Accounting Officer. FGB had approved the Management Letter.	PD JS FGB
6.13	BL volunteered to support the Tree of Knowledge project as a Funding Link Governor	BL
7.3	SM to speak to BL in taking a lead role on the Safeguarding Agenda	SM/BL
7.4	A Safeguarding Action Plan to be drafted by JS,HG and at least 1 Governor to describe key actions, participants, and means for the monitor and evaluation process across the safeguarding agenda	JS,HG , Governor
8.2	The In Year Fair Access Scheme to be on the Agenda for the March 2021	FGB
10.1	Catering Manager to review pupil choice of menu prepare a Tender timetable for 2021/22	DO DO
11.1	presentation at March 2021 FGB on issues of Racism	FGB
12.1	Report to FGB in March 2021 on the results of the parent survey	FGB
13.2	Behaviour Policy to be circulated once revisions made. The Policy would be subject to an annual review.	JS
14.2	To enter into an SLA with LBH on H&S management and to provide key staff further training on H&S matters.	JS
14.3	FGB to receive an annual report on the H&S programme and activity	JS/FGB
16.2	Governors were asked to respond to the Chair next week on the Awayday Agenda	FGB