

**PERIVALE PRIMARY SCHOOL**  
**The 4<sup>th</sup> Full Governing Body Meeting for 2019 – 2020 was held on Friday 12 June 2020**  
**The meeting was held via Zoom**

**MINUTES**

<p><b>Attendees:</b>  Paul Adair (PA)  Sean Bennett (SB)  Audrey Daley (AD)  Pinder Gomez (PG)  Chris Green (CG)  Rabiaa Khairoun RK)  Saira Malik (SM)  Trudy Papafio (TP)  Rohini Shah (RS)  Faiza Subhani (FS)  Edmond Yeo (EY)</p> <p><b>Also in attendance:</b>  Orla Brady (OB)  Nigel Cook (NC)  Amanda Deery (Ade)  Naomi Dowd (ND)  Therese McNulty (TM)</p>	<p><b>Actions</b></p>
<p><b>1. Welcome</b>  FS welcomed Nigel Cook and Therese McNulty from the LA who were attending for specifically agenda item 8.</p>	
<p><b>2. Apologies for absence</b>  N/A – all Governors were in attendance.</p>	
<p><b>3. Authorised / Unauthorised absence</b>  N/A.</p>	
<p><b>4. Declaration of any other business</b>  FS declared that she had one item of other business.</p>	
<p><b>5. Declaration of interest in any agenda items</b>  There were no declarations of interest in any agenda items.</p>	
<p><b>6. Headteacher's Report</b>  a) Covid 19 update  The Headteacher's Report was pre-circulated.</p> <ul style="list-style-type: none"> <li>• We have had an average of 6 vulnerable / key worker children attending.</li> <li>• We have implemented a range of measures to check the safety of our vulnerable children and to signpost families to the support that is available.</li> <li>• Various policies have been updated – see below.</li> <li>• Children will be provided with a packed lunch if they are entitled to FSM. <ul style="list-style-type: none"> <li>○ Children not entitled to FSM can also request a packed lunch.</li> </ul> </li> <li>• AD said that she will need to approach Bursarial Services for support in the short term as the interim SBM is no longer available.</li> <li>• Of the 10 staff members living with or caring for a vulnerable adult, 5 will be returning.</li> <li>• Following e-mails and follow up with parents we are currently expecting the following numbers to return: <ul style="list-style-type: none"> <li>○ Reception: 23 (39%).</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ Year 1: 23 (38%).</li> <li>○ Year 6: 25 (43%).</li> <li>○ Total: 71 (40%).</li> <li>● TP asked what would happen if additional children subsequently decided they wanted to return. <ul style="list-style-type: none"> <li>○ They will be asked to return the following week, giving us time to make arrangements.</li> </ul> </li> <li>● PA stressed that we need to actively encourage Reception, Year 1, and Year 6 to return.</li> <li>● We will have an additional cleaner on site from 10AM Monday to Thursday when we have the Reception, Year 1, and Year 6 pupils on site. <ul style="list-style-type: none"> <li>○ Key Worker and Vulnerable children will continue to attend for 5 days per week.</li> </ul> </li> <li>● The Risk Assessment has been sent to the NEU – no feedback.</li> <li>● Staff have been told that they can wear PPE if necessary e.g. vulnerable teachers.</li> <li>● PA asked about parents experience with the Eden Red vouchers; are they able to access them? <ul style="list-style-type: none"> <li>○ In the main they have been able to access.</li> <li>○ Some have had issues downloading and we have supported them</li> </ul> </li> <li>● PA then asked about food poverty in Perivale. <ul style="list-style-type: none"> <li>○ SM said that families are accessing the Food Bank.</li> <li>○ SM added that Sian Vaux is speaking weekly to our FSM families weekly.</li> </ul> </li> <li>● PA suggested that the Headteacher should have discretion, in extreme cases, to provide support to vulnerable families e.g. families facing eviction. <ul style="list-style-type: none"> <li>○ With an overall cap of £500 or £1,000. <ul style="list-style-type: none"> <li>▪ AD said that she was not aware of any families in this category.</li> <li>▪ <b>AD asked OB to check for a funding stream for this.</b></li> </ul> </li> <li>○ <b><u>It was suggested that we could approach local businesses to provide support for our vulnerable families.</u></b></li> <li>○ <b><u>It was also suggested approaching the Felix Project.</u></b> <ul style="list-style-type: none"> <li>▪ <a href="https://thefelixproject.org/">https://thefelixproject.org/</a></li> </ul> </li> </ul> </li> </ul> <p>b) Risk Assessment</p> <p>The current version of the Risk Assessment was pre-circulated.</p> <ul style="list-style-type: none"> <li>● PA pointed out that there was now a clear protocol (flowchart) on EGFL re confirmed cases. <ul style="list-style-type: none"> <li>○ <b>PA asked that this be included in the Risk Assessment.</b></li> </ul> </li> <li>● PA stressed that the GB must be advised of any changes to the Risk Assessment etc.</li> <li>● PA added that he would encourage Governors to take an active interest in the Risk Assessment.</li> <li>● CG asked whether “Hidden Harm” had been considered. <ul style="list-style-type: none"> <li>○ Yes.</li> <li>○ ND will be attending DSL Meetings about this.</li> </ul> </li> <li>● PA asked about the fact that the Headteacher and Deputy Headteacher will not be on site, pointing out that Governors should have been aware of this. <ul style="list-style-type: none"> <li>○ AD pointed out that she had already informed the Chair of Governors.</li> <li>○ AD said that she had sought guidance from the LA – HR and ELP (NC). <ul style="list-style-type: none"> <li>▪ They confirmed that this was not a problem so long as the Headteacher and Deputy Headteacher were contactable by phone.</li> </ul> </li> <li>○ AD added that she will actually be on site for 2 days per week.</li> </ul> </li> <li>● PA asked if there had been questions from parents re online learning <ul style="list-style-type: none"> <li>○ Some have had problems accessing.</li> <li>○ In some cases we have provided paper packs.</li> <li>○ There have been motivation issues.</li> <li>○ We are supporting parents.</li> </ul> </li> <li>● PA asked about Year 6 transition <ul style="list-style-type: none"> <li>○ We have spoken to Madhu Bhachu about the transition booklet.</li> <li>○ 1 or 2 children do not yet have a place because they were late applying.</li> </ul> </li> </ul>	<p>OB</p> <p>AD</p> <p>AD</p> <p>AD</p> <p>AD</p> <p>AD</p>
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<ul style="list-style-type: none"> <li>▪ We are supporting them.</li> </ul> <p><b>Governors approved the Risk Assessment subject to the changes referenced above.</b></p> <p>c) Updated Policies The following documents were pre-circulated for approval:</p> <ul style="list-style-type: none"> <li>○ Behaviour Policy – Coronavirus Addendum. <ul style="list-style-type: none"> <li>○ PG refenced step 4 and questioned whether the children will still have lunch. <ul style="list-style-type: none"> <li>▪ Yes.</li> </ul> </li> <li>○ ND pointed out that we have limited sanctions available. <ul style="list-style-type: none"> <li>▪ We really only have the sanction of missing play available to us.</li> </ul> </li> <li>○ CG pointed out that there were references to social distancing of 1M, 1.5M and 2M.</li> <li>○ <b><u>ND to review and update, as necessary.</u></b></li> <li>○ <b>Approved.</b></li> </ul> </li> <li>○ Child Protection Policy Annex – version 1.0. <ul style="list-style-type: none"> <li>○ <b>Approved.</b></li> </ul> </li> <li>○ Remote Learning Rules. <ul style="list-style-type: none"> <li>○ <b>Approved.</b></li> </ul> </li> <li>○ Safeguarding and Online Safety Policy AUP Addendum. <ul style="list-style-type: none"> <li>○ CG asked if this had ben issued to staff – Yes.</li> <li>○ PA asked if there was any video contact with children – No.</li> <li>○ <b>Approved.</b></li> </ul> </li> <li>● CG asked if any updates to the risk assessment / policies would be version controlled? <ul style="list-style-type: none"> <li>○ Yes.</li> </ul> </li> </ul> <p>d) Establish GB working party GB proposed establishing a GB Working Party to monitor implementation of the Risk Assessment.</p> <ul style="list-style-type: none"> <li>○ P:robably 2 Governors.</li> <li>○ Members of the working party will have regular contact with the Headteacher and then update the GB.</li> <li>○ PG said that was interested, but with others.</li> </ul>	ND
<p><b>7. Teaching and Learning Update</b> The Safeguarding and Child Protection Report was pre-circulated.</p> <ul style="list-style-type: none"> <li>○ TP asked if the children would have the same learning whether they were in school or at home? <ul style="list-style-type: none"> <li>○ Yes.</li> </ul> </li> <li>○ Our focus will initially be on wellbeing. <ul style="list-style-type: none"> <li>○ The Healthy Schools team are developing PSHE activities.</li> <li>○ There will be lots of outdoor activities e.g. Art and Craft.</li> </ul> </li> <li>○ PA suggested that we will need to consider blended learning. <b><u>PA requested an update at the next meeting.</u></b></li> </ul>	AD
<p><b>8. Governing Body Matters</b></p> <p>a) Letter from Julie Lewis dated 23 April 2020. ○ The letter was pre-circulated.</p> <p>b) Wellbeing Report  See Confidential Minutes.</p> <p>c) Governor newsletters FS will draft the Summer Term newsletter.</p> <ul style="list-style-type: none"> <li>○ <b><u>Governors to provide input by Friday 19 June.</u></b></li> <li>○ TP suggested Governors sharing their experience of working in Lockdown.</li> </ul>	All

<ul style="list-style-type: none"> <li>○ TM suggested adding Governor Experience of remote meetings.</li> </ul>	
<p><b>9. Ealing Schools Catering Consortium</b> AD / OB explained that the ESCC had gone out to tender and had awarded the contact to a new provider (previously Harrisons).</p> <ul style="list-style-type: none"> <li>○ The original intention had been for the new contract to start from September, however due to Covid 19 this will not be possible.</li> <li>○ The recommendation is to extend the contract by 12 months.</li> </ul> <p><b>Governors agreed to the contract extension.</b></p>	
<p><b>10. Agree the minutes of the Full Governing Body Meeting on 15 May 2020</b></p> <ul style="list-style-type: none"> <li>● These were agreed as a true and accurate record of the meeting.</li> <li>● There were no matters arising.</li> </ul>	
<p><b>11. Matters arising from the Full Governing Body Meeting on 06/12/2019</b></p> <p>a) OB to advise AON of new Governors.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>b) CG to provide OB with his bio.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>c) Decision re Governor newsletters.</p> <ul style="list-style-type: none"> <li>● Closed – see agenda item 8 (c).</li> </ul> <p>d) AON to send welcome packs etc. to AJ and CG.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>e) Governor Visit Reports.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>f) Information on Integrated Curriculum Financial Planning tool.</p> <ul style="list-style-type: none"> <li>● <b><u>Carried forward.</u></b></li> <li>● This has been deferred due to lack of capacity.</li> </ul> <p>g) Attainment and Progress for PP children to be reviewed at Teaching and Learning.</p> <ul style="list-style-type: none"> <li>● <b><u>Carried forward.</u></b></li> </ul> <p>h) AD to clarify if the Headteacher needs to report to Governors on pupil medical conditions.</p> <ul style="list-style-type: none"> <li>● Closed.</li> <li>● AD advised that it is only necessary to provide an outline; as included in the Headteacher’s Report today.</li> <li>● <b><u>PA asked that numbers are included.</u></b></li> </ul> <p>i) Management Committee to review the Teacher Appraisal and Capability Policy.</p> <ul style="list-style-type: none"> <li>● <b><u>Carried forward.</u></b></li> </ul> <p>j) LA HR to review the Teacher Appraisal and Capability Policy.</p> <ul style="list-style-type: none"> <li>● <b><u>Carried forward.</u></b></li> <li>● AD advised that HR have not got back to her yet due to other priorities i.e. Covid 19.</li> </ul> <p>k) Scheme of delegation to Governors for approval.</p> <ul style="list-style-type: none"> <li>● Closed.</li> </ul> <p>l) OB to send details of Governor Learning Visits pilot to Governors.</p>	<p>OB</p> <p>T&amp;L Committee</p> <p>AD</p> <p>Mgt. Committee</p> <p>AD</p>

<ul style="list-style-type: none"> <li>• Closed.</li> </ul>	
<p><b>12. Any Other Business as agreed above</b></p> <p>FS advised that she will be standing down as Chair of Governors and as a Co-opted Governor effective the FGB meeting on 10 July.</p> <ul style="list-style-type: none"> <li>• FS added that she was proud to have been part of the journey to drive Perivale to Outstanding over the last 9 years. She also added that it had been a privilege to work with the amazing team of Governors and wonderful staff at Perivale.</li> <li>• FS thanked everyone for their support.</li> </ul> <p>PA said that he will also be standing down as a Co-opted Governor effective the FGB meeting on 10 July.</p> <ul style="list-style-type: none"> <li>• PA said that FS had been a strong Chair of Governors.</li> <li>• PA added that FS had provided tremendous support.</li> </ul> <p>TP said that she will also be standing down as a Co-opted Governor effective the FGB meeting on 10 July.</p> <p>SB said that he will also be standing down as a Co-opted Governor effective the FGB meeting on 10 July.</p> <ul style="list-style-type: none"> <li>• SB reminded Governors that he had said earlier this year that he would be standing down this year due to work commitments.</li> <li>• SB thanked everyone for their support.</li> </ul> <p>SM said that this was a great loss.</p> <p>ND added that this was a massive loss for Perivale.</p> <p>AD thanked FS, PA, TP, and SB for their commitment to the school over the years. The Leadership Team will continue this hard work to ensure that Perivale Primary School maintains its Outstanding status.</p>	
<p><b>13. Date and time of next meeting</b></p> <p>Friday 10 July 2020 at 9:30 AM</p>	

Meeting closed at 11:20 AM