

**PERIVALE PRIMARY SCHOOL**  
**The 1<sup>st</sup> Full Governing Board Meeting for 2020 – 2021 was held on Friday 18 September 2020**  
**The meeting was held via Zoom**

**MINUTES**

<p><b>Attendees:</b>  Audrey Daley (AD)  Pinder Gomez (PG)  Chris Green (CG)  Rabiaa Khairoun RK)  Saira Malik (SM)  Rohini Shah (RS)  Edmond Yeo (EY)</p> <p><b>Also in attendance:</b>  Amanda Deery (ADe)  Naomi Dowd (ND)</p>	<p><b>Actions</b></p>
<p><b>1. Welcome</b>  CG welcomed everyone to the first full meeting of 2020 – 2021.</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>  There were no items 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) Update on return to school  The headteacher’s Report was pre-circulated.</p> <ul style="list-style-type: none"> <li>• PG asked what will if families are shielding and do not have access to a device / internet connectivity. <ul style="list-style-type: none"> <li>○ We applied for 3 devices under the Government scheme. <ul style="list-style-type: none"> <li>▪ 2 applications were rejected as the families do not live in Ealing (Brent).</li> </ul> </li> <li>○ We have 29 old laptops which have been upgraded and are available to lend to children.</li> </ul> </li> <li>• PG suggested that the number of children without access to a device / internet connectivity will probably increase.</li> <li>• CG asked if we know how many children / families do not have access to a device / internet. <ul style="list-style-type: none"> <li>○ AD said that we will send out a survey which will need to check about connectivity at home.</li> <li>○ ADe is investigating Mobile Hotspots. <ul style="list-style-type: none"> <li>▪ We will look at running a workshop(s) for parents which could cover: <ul style="list-style-type: none"> <li>• The use of Google Classroom.</li> <li>• How to find sources of funding for devices.</li> <li>• How to find connectivity.</li> </ul> </li> </ul> </li> </ul> </li> <li>• AD explained that the Half term break may be extended to 2 weeks.</li> </ul>	

<ul style="list-style-type: none"> <li>• EY asked if staff are provided with masks. <ul style="list-style-type: none"> <li>○ Yes, all staff have also been issued with visors.</li> <li>○ Masks are also available at the gates for parents.</li> </ul> </li> </ul> <p>b) Future Planning – Tiers 1, 2, 3, 4</p> <ul style="list-style-type: none"> <li>• Tier 1: <ul style="list-style-type: none"> <li>○ Schools remain open i.e. as now.</li> <li>○ Staff are currently wearing masks / visors.</li> </ul> </li> <li>• Tier 2: <ul style="list-style-type: none"> <li>○ Local Restrictions</li> </ul> </li> <li>• Tier 3: <ul style="list-style-type: none"> <li>○ Local Restrictions</li> </ul> </li> <li>• Tier 4: <ul style="list-style-type: none"> <li>○ School only open to vulnerable children and children of Key Workers.</li> <li>○ Bubbles of 15 only.</li> <li>○ Blended approach via Google Classroom. <ul style="list-style-type: none"> <li>▪ Staff are being trained in Google Classroom.</li> </ul> </li> <li>○ Mixture of activities.</li> <li>○ Weekly discussions with Teachers.</li> <li>○ In preparation we are training children in using Google Classroom.</li> </ul> </li> </ul>	
<p><b>7. Governance Matters</b></p> <p>a) Review / Update declarations of pecuniary interests</p> <ul style="list-style-type: none"> <li>• <b><u>It was agreed that AON would send the forms in the post for completion by Governors and return to AON.</u></b></li> </ul> <p>b) Governor Vacancies</p> <ul style="list-style-type: none"> <li>• In addition to the applications that are in the Governor Room, CG has received 2 more but these were received too late for inclusion.</li> <li>• CG / AD will shortlist 4 / 5 prospective Governors, interview them and if appropriate invite them to the next meeting to meet Governors and for a decision to be made.</li> <li>• It was noted that the majority have a finance background.</li> <li>• It was agreed that two key factors to consider were location commitment to attend meetings.</li> <li>• CG pointed out that Governors do not need to come from an educational background as training will be available.</li> </ul> <p>c) Governor Training</p> <ul style="list-style-type: none"> <li>• AD and CG met with Simon Prebble (Retired Headteacher) last week to discuss a program of training for Governors. <ul style="list-style-type: none"> <li>○ There will be a program of 6 / 7 sessions over the next 12 months.</li> </ul> </li> <li>• <b><u>If Governors have any suggestions for topics they should send them to CG.</u></b></li> <li>• If Governors attend training courses they should advise AON and forward the course materials to AON for uploading to the Governor Room.</li> </ul> <p>d) Allocation of link Governor Responsibilities</p> <ul style="list-style-type: none"> <li>• It was agreed to formally allocate roles at the next meeting when we have more Governors on board. In the meantime the following allocations were made: <ul style="list-style-type: none"> <li>• Finance: Not allocated</li> <li>• Governor Induction / Training; CG</li> <li>• Health &amp; Safety: EY</li> <li>• Pupil Premium: RK</li> <li>• Safeguarding: RK</li> <li>• Single Central Record: RK</li> <li>• Sports Premium: Not allocated.</li> </ul> </li> </ul>	<p>AON / All</p> <p>All</p>

<p>e) Governor e-mail addresses</p> <ul style="list-style-type: none"> <li>• CG asked that all Governors use their LGFL (Perivale) e-mail addresses.</li> <li>• AON will send all papers to the above e-mail addresses going forward.</li> <li>• <b>It was agreed that AON would set up a Governor Whats-App group</b> and that Governors will be prompted if items are sent to their LGFL (Perivale) account.</li> </ul> <p>f) Vice Chair of Governors</p> <ul style="list-style-type: none"> <li>• RS was elected as Vice Chair of Governors.</li> <li>• <b><u>AON to advise the LA.</u></b></li> </ul> <p><b>It was agreed that AON would circulate a copy of Keeping Children Safe in Education (September 2020).</b></p> <ul style="list-style-type: none"> <li>• <b>All Governors should familiarise themselves with Parts 1 and 2.</b></li> </ul>	<p>AON</p> <p>AON</p> <p>AON</p> <p>All</p>
<p><b>8. Securing Good Program</b></p> <p>a) Review LA Wellbeing Report</p> <ul style="list-style-type: none"> <li>• Nigel Cook has provided an update report which AON has subsequently posted in the Governor Room.</li> <li>• CG pointed out that this was very positive.</li> <li>• PG asked about the way forward. <ul style="list-style-type: none"> <li>○ There will be 2 review meetings.</li> <li>○ AD and CG have been invited to the first review in November.</li> </ul> </li> </ul> <p>b) Feedback from the Wellbeing Working Party (CG, RK, EY)</p> <ul style="list-style-type: none"> <li>• NC will arrange a meeting with the working party.</li> <li>• <b><u>CG to prompt NC.</u></b></li> </ul> <p>c) Action Plan to build Governor Capacity and Success</p> <ul style="list-style-type: none"> <li>• The Action Plan was circulated at the strategy meeting.</li> <li>• <b><u>Governors were asked to provide feedback to CG RK in the next 14 days.</u></b></li> </ul> <p>d) Relationship Building Strategy</p> <ul style="list-style-type: none"> <li>• Chair &amp; Headteacher <ul style="list-style-type: none"> <li>○ CG / AD communicate on a regular basis via Whats App, e-mail, or phone. <ul style="list-style-type: none"> <li>▪ These are fairly wide ranging discussions.</li> </ul> </li> </ul> </li> <li>• Governing Board <ul style="list-style-type: none"> <li>○ Governors were encouraged to use the new Whats App group for informal communications</li> <li>○ Governors were also encouraged to look at the Governor Room which has been updated.</li> </ul> </li> </ul>	<p>CG</p>
<p><b>9. Teaching &amp; Learning Matters</b></p> <p>a) How do we address the gaps from the summer term.</p> <ul style="list-style-type: none"> <li>• ADe said that the children are happy to be back and have settled in well.</li> <li>• Initial focus is on English and maths.</li> <li>• We are using the Recovery Curriculum.</li> <li>• Some children are ready to learn.</li> <li>• We are identifying the gaps. <ul style="list-style-type: none"> <li>○ Fill the gaps and move on.</li> </ul> </li> <li>• There is a focus on wellbeing for all children.</li> <li>• Children with EHCP's have come back calmer.</li> <li>• Children's dialogue with adults has improved.</li> </ul> <p>RK asked about the gap in reading / writing for disadvantaged pupils.</p> <ul style="list-style-type: none"> <li>• Supporting our disadvantaged pupils will be a priority.</li> </ul>	

<ul style="list-style-type: none"> <li>• Lots of assessment for learning.</li> <li>• We have a strong culture of supporting our vulnerable children.</li> <li>• We are looking at how we will use the additional Government funding of c. £80 per child.</li> <li>• ND suggested that the biggest impact of Covid 19 is in nursery.</li> </ul> <p>Staff have received training from a Counsellor.</p> <p>b) Pupil Premium – End of Key Stage Report The report was pre-circulated.</p> <ul style="list-style-type: none"> <li>• The data is not Statutory and is based on Teacher Assessment to March 2020.</li> <li>• The School 2020 data is to March 2020. <ul style="list-style-type: none"> <li>○ The Pupil Premium figures include a number of SEND Pupils.</li> </ul> </li> <li>• The Ealing 2019 data is based on the 2019 summer SATS.</li> </ul> <p>c) SEND and Safeguarding Update The report was pre-circulated.</p> <ul style="list-style-type: none"> <li>• ERSA's are applications in process. In addition to the 4 ERSA's we have another 4 applications that we have just started.</li> <li>• 2 Years ago we had 2 EHCP's, with those being processed we could have 15 by year end.</li> <li>• The "leavers" referred to in the report take their SEND status with them to High School.</li> <li>• PG asked if we look at figures for Brent. <ul style="list-style-type: none"> <li>○ No.</li> <li>○ <b><u>ND said that she would obtain the Brent Figures.</u></b></li> </ul> </li> </ul> <p>d) Destination of Leavers</p> <ul style="list-style-type: none"> <li>• A detailed breakdown was included in the Headteacher's Report.</li> <li>• 22 children went to Brentside.</li> <li>• Less children went to Ellen Wilkinson this year as it was a boy heavy year group (36 v. 19).</li> </ul>	ND
<p><b>10. Resources Matters</b></p> <p>a) Financial Impact of Covid 19</p> <ul style="list-style-type: none"> <li>• A claim has been submitted for £11,331.</li> <li>• The majority of expenditure related to Premises, PPE Equipment, Meal vouchers.</li> </ul> <p>b) Budget Monitoring report</p> <ul style="list-style-type: none"> <li>• We have arranged for support from Bursarial Services while we recruit an SBM.</li> <li>• Bursarial Services will be reviewing the budget.</li> <li>• A report will be available for the next meeting.</li> </ul> <p>c) Update on Summer Works</p> <ul style="list-style-type: none"> <li>• The 2 water heaters have been installed and are up and running.</li> <li>• Some light bulbs have been converted to LED.</li> <li>• 11 Whiteboards have been installed <ul style="list-style-type: none"> <li>○ This has improved Teaching and Learning.</li> </ul> </li> <li>• Carpets have been deep cleaned.</li> <li>• The school has been deep cleaned.</li> </ul> <p>d) Staffing Update</p> <ul style="list-style-type: none"> <li>• It is hoped to fill the SBM Vacancy by Christmas.</li> <li>• CG asked about the cost to the school for overseas Teachers Visas. <ul style="list-style-type: none"> <li>○ <b><u>AD to check.</u></b></li> </ul> </li> </ul>	AD

<ul style="list-style-type: none"> <li>• PG questioned the use of agency staff for Disadvantaged Pupils. <ul style="list-style-type: none"> <li>○ They get lots of support and training.</li> <li>○ We have arranged an ASD course for next week.</li> </ul> </li> </ul>	
<p><b>11. Feedback from Wellbeing Working Party</b> See agenda item 8(b).</p>	
<p><b>12. Agree the minutes of the Full Governing Body Meeting on 10 July 2020</b> These were agreed as a true and accurate record of the meeting.</p>	
<p><b>13. Matters arising from the Full Governing Body Meeting on 10 July 2020</b></p> <p>a) AD to arrange circulation of the Governor Newsletter.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>b) AON to advise Nigel Cook of membership of the Wellbeing Working Party.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>c) OB to identify a budget line for a discretionary hardship fund.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• Bursarial Services have said that this would not be an appropriate use of public funds.</li> </ul> <p>d) OB to provide information on integrated curriculum financial planning tool.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried Forward.</u></b></li> </ul> <p>e) Attainment and progress for PP children.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>f) Teacher Appraisal and Capability policy.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>g) Attendance and Punctuality Policy to be updated (Covid 19).</p> <ul style="list-style-type: none"> <li>• Closed (see below).</li> </ul>	AD
<p><b>14. Policies / Documents for Approval</b> All Policies / Documents were pre-circulated.</p> <p>a) Policy Review Schedule (for Information)</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>b) Attendance &amp; Punctuality Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>c) Child Protection &amp; Safeguarding Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>d) Child Protection &amp; Safeguarding Policy Covid 19 Addendum</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>e) Pupil Premium Strategy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>f) SMSC Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><b>For information:</b> Guidance for Visitors</p>	

<ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p>SEND Information Report</p> <ul style="list-style-type: none"> <li>• Noted</li> </ul>	
<p><b>15. Any Other Business as agreed above</b></p> <ul style="list-style-type: none"> <li>• There were no items of other business.</li> </ul>	
<p><b>16. Date and time of next meeting</b></p> <p>a) Friday 23 October 2020 at 9:30 AM – to be held via Zoom.</p> <p>b) Updated Meeting Dates 2020 - 2021</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul>	
<p><b>17. Farewell to PG</b></p> <p>PG advised at the last meeting that she would have to stand down as a parent Governor due to a change in commitments.</p> <ul style="list-style-type: none"> <li>• CG thanked PG on behalf of the Governing Board for her contributions.</li> <li>• AD added that PG has been absolutely amazing in her support and focus.</li> <li>• PG said that she had learnt a lot but that due to the impact of Covid 19 she had to reduce her commitments.</li> </ul>	

Meeting closed at 11:25AM