

**PERIVALE PRIMARY SCHOOL**  
**The 3<sup>rd</sup> Full Governing Board Meeting for 2020 – 2021 was held on Friday 22 January 2021**  
**The meeting was held via Microsoft Teams.**

**MINUTES**

<p><b>Attendees:</b>                      Jahangir Alam (JA)                      Sandip Bhalsod (SB)                      Audrey Daley (AD)                      Chris Green (CG)                      Rabiaa Khairoun RK)                      Saira Malik (SM)                      John Mickleburgh (JM)                      Rohini Shah (RS)                      Edmond Yeo (EY)</p> <p><b>Also in attendance:</b>                      Amanda Deery (ADe)                      Naomi Dowd (ND)                      Anne Reilly (AR) – Agenda item 6</p>	<p><b>Actions</b></p>
<p><b>1. Welcome</b></p>	
<p><b>2. Apologies for absence</b>                      No apologies were received from Hetal Joshi (HJ).                       All other governors were in attendance.</p>	
<p><b>3. Authorised / Unauthorised absence</b>                      The absence for HJ was not authorised.</p>	
<p><b>4. Declaration of any other business</b>                      There were no items for 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. Resources Matters</b>                      a) Budget monitoring Report – December 2020                      The Finance report was pre-circulated.</p> <p>AR provided the following update:</p> <ul style="list-style-type: none"> <li>• The budget has been reviewed on a prudent basis.</li> <li>• The December salaries are included (this includes the uplifts).</li> <li>• We are allowed to carry forward a maximum of 8%.                             <ul style="list-style-type: none"> <li>○ Last year was the first time that the LA clawed back any excess carry forward.                                     <ul style="list-style-type: none"> <li>▪ We had a minor clawback last year (£3K / £5K).</li> <li>▪ The clawback is a % of any excess.</li> </ul> </li> </ul> </li> <li>• AD and AR will agree a date to review the 3 year budget plan.                             <ul style="list-style-type: none"> <li>○ The short term focus is on the 1 year forecast, with the 3 year plan required with the budget setting.</li> <li>○ SB and AR will review the budget spreadsheet.</li> </ul> </li> </ul>	

<p>b) Update - SBM Vacancy</p> <ul style="list-style-type: none"> <li>• AD and AR will be agreeing a timetable for the recruitment – Summer term.</li> </ul> <p>c) Update – Premises</p> <ul style="list-style-type: none"> <li>• We currently have 1 site manager.</li> <li>• Currently doing W &amp; M checks.</li> <li>• The LA have asked if the shutters have a CE sticker? <ul style="list-style-type: none"> <li>○ No.</li> <li>○ If they have to be replaced it will cost c.£6K.</li> </ul> </li> </ul> <p>d) Update – Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• A legionella risk assessment has been completed. <ul style="list-style-type: none"> <li>○ Report awaited.</li> </ul> </li> <li>• PPE stocks are high.</li> <li>• EY asked if the fire extinguishers / sprinklers have been reviewed. <ul style="list-style-type: none"> <li>○ Yes, weekly.</li> </ul> </li> <li>• JA asked if there was a record of H&amp;S training. <ul style="list-style-type: none"> <li>○ AR said that this was not required. <ul style="list-style-type: none"> <li>▪ JA suggested it was good practice if there was a record of training.</li> </ul> </li> <li>○ All staff have a copy of the H&amp;S Risk Assessment.</li> </ul> </li> <li>• Fire safety is the responsibility of the site team.</li> <li>• AD stressed that we are meeting all statutory requirements.</li> </ul> <p>e) Update – Staffing</p> <ul style="list-style-type: none"> <li>• We reopened on 5 January.</li> <li>• We have 35 / 40 children on site.</li> <li>• Nursery re-opened yesterday. <ul style="list-style-type: none"> <li>○ 7 children.</li> </ul> </li> <li>• We had a Covid outbreak just before Christmas with 11 staff testing positive. <ul style="list-style-type: none"> <li>○ We had to close 2 days early.</li> <li>○ We reported this outbreak to Public Health England who said that we had gone above and beyond.</li> <li>○ Governors asked what the position is if staff breach the guidelines. <ul style="list-style-type: none"> <li>▪ Disciplinary matter.</li> </ul> </li> <li>○ Staff are conscientious.</li> <li>○ All staff had read the code of conduct and signed to confirm that they had read it.</li> </ul> </li> <li>• The Staff Absence Data report was pre-circulated. <ul style="list-style-type: none"> <li>○ RS asked about the impact on children’s learning. <ul style="list-style-type: none"> <li>▪ Staff who are shielding are supporting children.</li> </ul> </li> <li>○ The LA has confirmed that any Covid related absence does not count for performance.</li> </ul> </li> </ul> <p>f) Update – GDPR</p> <ul style="list-style-type: none"> <li>• There was one incident in the autumn term. <ul style="list-style-type: none"> <li>○ A letter was given to the wrong parent.</li> </ul> </li> </ul>	
<p><b>7. Headteacher’s verbal update – Covid 19</b></p> <p>a) Update on Return to School (January).</p> <ul style="list-style-type: none"> <li>• Bubbles are a maximum of 15.</li> <li>• The Risk Assessment has been updated.</li> <li>• The big issue is the availability of devices. <ul style="list-style-type: none"> <li>○ A large number of pupils are using mobile phones.</li> <li>○ We did a second survey on 4 January.</li> </ul> </li> </ul>	

- 55 devices were offered.
  - 51 devices have been issued.
  - 2 are on the waiting list.
- We have no stock of chrome Books left.
- The 32 devices from the DfE are in use.
- We are still waiting for the LGFL devices.
- JA said that the school had done a good job.
- JA asked if additional devices are available.
  - We are currently at the maximum of DfE provision.
    - JA said that we may be able to apply again.
- AS has told the LA that we need an additional 200 devices; 4,000 are needed across Primary.
- JA asked about the policy re devices.
  - All devices are set up by our IT providers.
  - Families are required to sign a loan agreement (like an AUP).

b) Pupil attendance, Exclusions, and progress.

- We are maintaining daily registers from google classroom and spreadsheets. We are monitoring as best we can.

c) Update on Remote Learning.

- We are using Oak Academy for Maths.
- Teachers are teaching Reading and Writing.
- A website has been set up for early years.
- Staff are following the curriculum where possible, moving e.g. time to later in the year.
- We are providing 1:1 lessons for SEND children.
- We did a parent survey this week:
  - 75% / 80% say that the pitch is correct.
- RK stated that the remote learning is fantastic.

d) Update on identifying the gaps in pupil education.

- SM advised that both SATs and KS2 tests have been suspended.
- SM also advised that SLT are monitoring by dropping into Zoom lessons.
- We had an INSET on Tuesday on sharing / learning.
- Weekly quizzes.
- Teachers are to select 6 6 children each day for detailed feedback.
- Pupil self-assessment.
- Staff have gone above and beyond.
- AD suggested that parents are providing c. 2 hours support per day.
- SM added that we are providing interventions / differentiation if children are falling behind.

e) SEND Update.

- RS asked how SEND parents are coping.
  - Children of Key Workers / vulnerable children are in school.
- 5 children with EHCPs are in school.
- 6 children with EHCPs are at home.
- Children are receiving strong support differentiated work.
- We are maintaining routines.
- RK asked if we are engaging with families – yes:
  - Provision of devices.
  - Phone calls to families.
  - Speaking to Social workers.
- Have children moved up a level.

<ul style="list-style-type: none"> <li>○ Yes, some have.</li> <li>● RK asked whether, if children have no technology available and families cannot support are we encouraging the children to come into school.</li> <li>● EY asked about school meals. <ul style="list-style-type: none"> <li>○ Initially we provided hampers / vouchers until the DfE voucher scheme started.</li> <li>○ We have now moved to the voucher scheme which started today.</li> </ul> </li> </ul> <p><b><u>CG asked for an update at the next meeting on how we are going to capture progress and tell parents.</u></b></p> <p>f) Safeguarding Update.</p> <ul style="list-style-type: none"> <li>● 2 additional CP cases; <ul style="list-style-type: none"> <li>○ Domestic violence.</li> <li>○ Neglect.</li> </ul> </li> </ul>	<p>ND</p>
<p><b>8. Governance Matters</b></p> <p>a) Update on additional prospective Governors.</p> <ul style="list-style-type: none"> <li>● We sought applicants with certain skills.</li> <li>● We interviewed 5 prospective Governors yesterday; some really strong candidates.</li> <li>● We will interview more next week.</li> <li>● <b><u>AON to upload the CV's to the Governor Room.</u></b></li> <li>● Shortlisted prospects will be invited to the March FGB.</li> </ul> <p>b) Update on Action Plan to build Governor Capacity and Success</p> <ul style="list-style-type: none"> <li>● <b><u>Carried forward.</u></b></li> </ul> <p>c) Feedback on Governor training.</p> <p>d) Chair Appraisal</p> <ul style="list-style-type: none"> <li>● CG thanked Governors for their input.</li> <li>● The summary feedback was pre-circulated.</li> </ul>	<p><b><u>AON</u></b></p>
<p><b>9. Governor Visit Reports</b></p>	<p><b><u>Carried forward</u></b></p>
<p><b>10. Feedback from Wellbeing Working Party</b></p>	<p><b><u>Carried forward</u></b></p>
<p><b>11. Agree the minutes of the Full Governing Body Meeting on 4 December 2020</b>  These were agreed as a true and accurate record of the meeting.</p>	
<p><b>12. Matters arising from the Full Governing Body Meeting on 4 December 2020</b></p> <ul style="list-style-type: none"> <li>a) ND to prepare a summary, in EHAP form, of current / proposed EHAP's.</li> <li>b) AD / CG to interview prospective Governors.</li> <li>c) ADe to set up the Governor Action Plan on Google docs.</li> <li>d) AON to prepare the Work Planner for the Spring &amp; Summer terms.</li> <li>e) AON to upload the Volunteer Induction Protocol to the Governor Room.</li> <li>f) All Governors to complete and return the Volunteer induction Protocol.</li> <li>g) AON to upload the Governor Inductor Process to the Governor Room.</li> <li>h) All Governors to advise AON if they book training.</li> <li>i) All Governors to forward any training materials to AON.</li> <li>j) All Governors to send input to CG for the newsletter.</li> <li>k) AON to upload the Governed training materials to the Governor Room.</li> <li>l) AON to submit the revised IOG.</li> <li>m) AD to arrange a staff consultation re DBS checks.</li> <li>n) RK to liaise with AD re changes to the DBS process.</li> </ul>	<p><b><u>Carried forward</u></b></p>

<p>o) AON to update the GB ToR. p) ADe to update the Sports Premium report on the website.</p>	
<p><b>13. Policies / Documents for Approval:</b></p> <p>a) Finance Handbook</p> <p>b) Pupil Premium Impact report</p> <p>c) Risk Assessment</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>d) Terms of Reference – Governing Board</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><b>The following Policies have been updated / approved by the Headteacher:</b></p> <p>a) Dance</p> <p>b) Drama</p> <p>c) Green Procurement Policy</p> <p>d) Lockdown</p> <p>e) Music</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul>	<p><b>Carried forward</b></p> <p><b>Carried forward</b></p>
<p><b>14. Any Other Business as agreed above.</b> There were no items of other business.</p>	
<p><b>15. Date and time of next meeting</b> Friday 5 February 2021 at 9:30 AM (carried forward items from 22 January). Thursday 25 March 2021 at 9:30 AM.</p>	