

MINUTES

<p>Attendees: Audrey Daley (AD) Chris Green (CG) Rabiaa Khairoun RK) Saira Malik (SM) Rohini Shah (RS) Edmond Yeo (EY) Also in attendance: Amanda Deery (ADe) Naomi Dowd (ND) Anne – Bursarial Services Prospective Governors: Jahangir Alam (JA) Sandip Bhalsod (SB) Hetal Joshi (HJ) John Mickleburgh (JM)</p>	<p>Actions</p>
<p>1. Welcome Prospective Governors</p>	
<p>2. Apologies for absence None – All members and guests were in attendance.</p>	
<p>3. Authorised / Unauthorised absence N/A</p>	
<p>4. Declaration of any other business There were no declarations of other business.</p>	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>6. Headteacher’s Update & Contingency Report The Headteacher’s Update & Contingency Report was pre-circulated.</p> <p>a) Attendance.</p> <ul style="list-style-type: none"> • The attendance target for 2020 – 2021 is 96.5%. <p>b) Remote Access for Pupils / Mobile Hotspots.</p> <ul style="list-style-type: none"> • We have some old laptops that can be used by pupils. <ul style="list-style-type: none"> ○ Our preference however is to provide Chrome Books. ○ Our IT supplier has quoted £128 per Chrome Book, however the lead time is 8 / 12 weeks. We can use the school Chrome Books temporarily. • We have been allocated 32 devices by the DfE in the event that we go back into lockdown. • We have surveyed parents via Survey Monkey to establish if: <ul style="list-style-type: none"> ○ They have a device ○ They have sufficient devices (siblings) ○ Internet access <ul style="list-style-type: none"> ▪ Survey Monkey can be accessed by a mobile phone which all of our families have. 	

- We have received 133 responses covering 163 children:
 - 19 have no devices
 - 43 do not have enough devices
 - 66 have devices
 - 4 have no access to Broadband.
 - As we had only had 133 responses we followed up at the Open Evenings on Wednesday and Thursday. We will also follow up with those that either did not complete the survey or attend the Open Evenings.
 - This feedback is now being collated.
 - **CG asked AD to identify a list of families who will need a device and / or internet connectivity.**
 - AD proposed purchasing a further 30 Chrome Books for use by children in the event of lockdown or isolation.
 - 30 x £128 = £3,840.
 - It was agreed that these could be funded from our Devolved Capital of c. £18K.
 - **A budget of £4K was agreed.**
 - Accessing the internet is an issue for some families.
 - The Government are trialling Hotspots with BT, but not in our area.
 - ADe is talking to BT about options.
 - There are hotspots at Golds and Tesco, but they are currently each limited to 2 connections.
- c) Update on implementation of Google Classroom.
- The DfE guidance is for a blended approach:
 - Google Classroom
 - Websites e.g. Oak Academy, BBC etc.
 - Packs
 - CG asked how long it would be before we could implement a blended approach.
 - We are ready.
 - We allocated additional PPA time to Teachers this week to prepare.
 - SM advised that every year group has prepared packs.
 - ND advised that we have had to close 1 bubble effective today.
 - WE will identify which families need a device.
 - Chrome Books will be issued today.
 - We will be asking families to collect or arrange for someone to collect.
- d) Update on identifying the gaps in pupil education.
- This half term we have focused on the objectives from last year.
 - Assessments
 - Diagnostics
 - Teachers have already identified the 20% of disadvantaged children to focus on.
 - We have started interventions in most year groups.
 - Year 4 are focusing on times tables.
 - SM pointed out that the children are keen to learn.
 - There will be detailed assessments for years 2 – 6 after half term.
 - CG asked if the tests would give us a National Baseline
 - Yes, PiXL will give us a National Comparison
 - EY asked about the Catch Up funding from the DfE.
 - This will be received in 3 tranches (Autumn, Spring and Summer.
 - AD pointed out that we have looked at the National Tutoring Program
 - Our preference would be to use our most experienced Teachers for interventions.
- e) SEND Update.
- We are seeing an increasing number of children with Autism.
 - We have so far identified 11 with possibly another 4.

AD

<ul style="list-style-type: none"> • Our Speech and Language practitioner is saying that we many children for the caseload. • Several children are finding it difficult to settle in. <p>f) Safeguarding Update.</p> <ul style="list-style-type: none"> • We now have 1 family moving to a Child Protection Plan following a referral we made. • We have signed up to “My Concern”. <ul style="list-style-type: none"> ○ There has been very positive feedback from other schools about “My Concern”. ○ Ofsted are very keen on this. • CG asked if we had looked at other options. <ul style="list-style-type: none"> ○ Yes. • CG then asked if it fits with our current systems. <ul style="list-style-type: none"> ○ Yes, it is fully compatible. • The Safeguarding Group will be meeting after half term. 	
<p>7. Governance Matters</p> <p>CG asked all Governors not introduce themselves.</p> <p>CG then asked each of the prospective Governors to introduce themselves.</p> <p><u>Jahangir Alam</u></p> <ul style="list-style-type: none"> • Was previously an accountant. • Finance and Lettings Officer for Villiers High School. • Wants to support the school. <p><u>Sandip Bhalsod</u></p> <ul style="list-style-type: none"> • Lives in Harrow. • Has been in Financial Services for 7 years. • Involvement in children’s charities. • A family member who is already a school Governor suggested becoming a school Governor. • Wants to help the local area. • Employer is very flexible. <p><u>Hetal Joshi</u></p> <ul style="list-style-type: none"> • Is a Careers Consultant with the Harris Federation. • The role includes: <ul style="list-style-type: none"> ○ Safeguarding ○ Data Management ○ Marketing ○ Social Media ○ Staff Retention. <p><u>John Mickleburgh</u></p> <ul style="list-style-type: none"> • JM has known CG for a few years. • JM said that he wants to get involved in the community. • JM has a background in IT; strategy. <p>At this stage, the 4 prospective Governors were asked to leave the meeting.</p> <p>CG advised that he and AD had met each of the 4 prospective Governors for 15 minutes each via Zoom.</p> <ul style="list-style-type: none"> • It was agreed that the 4 prospective Governors provided a good mix of skills. • EY asked about each candidate being able to commit the time. <ul style="list-style-type: none"> ○ CG confirmed that this had been discussed in the interviews. 	

<ul style="list-style-type: none"> • A vote was taken, and all 4 prospective Governors were approved unanimously. <p>CG said that he and AD had 5 more prospective Governors to interview.</p> <ul style="list-style-type: none"> • <u>AON to provide the new Governors with:</u> <ul style="list-style-type: none"> • Access to the Governor Room. • Induction pack. • Access to the Governors WhatsApp group. <p>a) Agree Governor Training program. CG advised that he had discussed the Governor training requirements with Simon Prebble a retired Ealing Headteacher who now works as a consultant.</p> <ul style="list-style-type: none"> • CG proposed that we ran these as “twilight” sessions rather than in the mornings. • Each session would run for 1 hour. • There will be 6 sessions between now and July 2021: <ul style="list-style-type: none"> ○ Data ○ Finance ○ Health & Safety ○ Performance ○ Pupil Premium ○ Safeguarding <p>b) Allocation of link Governor Responsibilities: Governors discussed the areas requiring Link Governors and the allocation of responsibilities:</p> <ul style="list-style-type: none"> • Finance & Sports Premium <ul style="list-style-type: none"> ○ SB • Governor Induction / Training <ul style="list-style-type: none"> ○ CG and HJ • Health & Safety <ul style="list-style-type: none"> ○ EY and JA • Safeguarding <ul style="list-style-type: none"> ○ RK and SB • SEND & Pupil Premium <ul style="list-style-type: none"> ○ RS and JM • Single Central Record <ul style="list-style-type: none"> ○ RK 	AON
<p>8. Securing Good Program</p> <ul style="list-style-type: none"> • CG explained the background and stressed that this has no reflection on the current Governing Board. • AD pointed out that Nigel Cook and There McNulty have only met with the Leadership Team once this half term. • CG stressed that we have made it very clear to the LA that we are opposed to being part of the securing good program. • Our entry into the Securing Good Program should end in December and we will be stressing that we should exit. • CG added that we are here to support the school. • CG also added that we should focus on our priorities. <p>a) Meeting with the LA.</p> <ul style="list-style-type: none"> • This meeting has been scheduled for 17 November. • Attendees from the LA: Nigel Cook, Therese McNulty, Julie Lewis. <p>b) Action Plan to build Governor Capacity and Success</p> <ul style="list-style-type: none"> • <u>CG asked all Governors to review the Action Plan which is in the Governor Room.</u> 	All

<p>9. Resources Matters</p> <p>The Finance report and the Budget Monitoring report were pre-circulated</p> <ul style="list-style-type: none"> • 67 Ealing Schools are using the budget planning tool. • Anne stressed that this was the first monitoring in 6 months although there was no need to be overly concerned. • The Budget Monitoring report is based on live figures at the date of the report. • The Budget Monitoring report has been reviewed by AD, YM and Anne. • The budget is very similar to last year. • Early Years numbers are reported monthly and paid monthly. • We are currently showing an in-year deficit of £102,612. • The carry forward from 2019 – 2020 was £212,735. • Following the initial budget review has reduced the TA's by 1. <ul style="list-style-type: none"> ○ Agency Supply. • We will need to monitor closely the High Needs costs and income to ensure that they balance out. • <u>CG asked for a headline summary of the 3 year plan for the next meeting.</u> • <u>Anne suggested providing the budget figures for the Finance Governor on a monthly basis.</u> <p>a) Staffing Update</p> <ul style="list-style-type: none"> • See separate confidential minutes. • SBM Vacancy <ul style="list-style-type: none"> ○ Anne will be supporting us to January. ○ We will be advertising for a substantive SBM after half term. ○ This will be a more strategic role going forward. ○ Probably 3 or 4 days per week. 	<p>AD AD</p>
<p>10. Feedback from Wellbeing Working Party</p> <ul style="list-style-type: none"> • The Wellbeing Working Party will be meeting after half term. • Membership is CG, RS, EY. 	
<p>11. Agree the minutes of the Full Governing Body Meeting on 18 September 2020</p> <p>These were agreed as a true and accurate record of the meeting.</p>	
<p>12. Matters arising from the Full Governing Body Meeting on 18 September 2020</p> <p>a) AON to send Governor Declaration of Pecuniary Interest forms to Governors.</p> <ul style="list-style-type: none"> • Closed. <p>b) All Governors to review/update/sign their Pecuniary Interest forms and return to AON.</p> <ul style="list-style-type: none"> • Closed. <p>c) Governors to advise CG of proposed topics for training.</p> <ul style="list-style-type: none"> • Closed. <p>d) AON to set up a Governor Whats-App Group.</p> <ul style="list-style-type: none"> • Closed. <p>e) AON to update the LA on appointment of the VCOG.</p> <ul style="list-style-type: none"> • Closed. <p>f) AON to circulate KCSIE.</p> <ul style="list-style-type: none"> • Closed. <p>g) KCSIE - All Governors to acknowledge receipt and confirm that they read Parts 1 & 2.</p>	

<ul style="list-style-type: none"> • Closed. <p>h) CG to prompt Nigel Cook about arranging a meeting of the Wellbeing Committee.</p> <ul style="list-style-type: none"> • Closed. <p>i) All Governors to provide feedback on the Action Plan to build Governor Capacity.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>j) ND to obtain Brent Figures for SEND.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>k) AD to establish costs for Overseas Teacher Visas.</p> <ul style="list-style-type: none"> • Closed. • £99 per visa. <p>l) AD to provide information on the integrated curriculum financial planning tool.</p> <ul style="list-style-type: none"> • Closed. • This is similar to the LA Tool that we are using. 	<p>All</p> <p>ND</p>
<p>13. Policies / Documents for Approval Policies were pre-circulated.</p> <p>a) Exclusion of Pupils</p> <ul style="list-style-type: none"> • Approved. <p>b) Harassment & Bullying Guidelines.</p> <ul style="list-style-type: none"> • Approved. <p>c) Relationships education Policy.</p> <ul style="list-style-type: none"> • Approved. <p>d) School Journeys and Residential Trips.</p> <ul style="list-style-type: none"> • Approved. <p>e) Statement of Behaviour Principle.</p> <ul style="list-style-type: none"> • Approved. <p>f) Terms of Reference - FGB.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>g) Terms of Reference – Pay Committee.</p> <ul style="list-style-type: none"> • Approved. <p>For information: Data Protection Policy.</p> <ul style="list-style-type: none"> • Noted <p>Data Retention Policy</p> <ul style="list-style-type: none"> • Noted. <p>Freedom of Information act Publication Scheme.</p> <ul style="list-style-type: none"> • Noted. <p>Remote Learning Policy.</p> <ul style="list-style-type: none"> • Noted. 	<p>AON</p>

<p>School Behaviour Policy.</p> <ul style="list-style-type: none"> • Noted. <p>Sports Premium.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	AD
<p>14. Any Other Business as agreed above</p> <ul style="list-style-type: none"> • The Learning Improvement Plan (LIP) was pre-circulated. • We now have 2 Governor vacancies: <ul style="list-style-type: none"> ○ 1 x Parent Governor. ○ 1 x Co-opted Governor. 	
<p>15. Date and time of next meeting Friday 4 December 2020 at 9:30 AM</p>	