

PERIVALE PRIMARY SCHOOL
The 3rd Full Governing Board Meeting for 2020 – 2021 was held on Friday 4 December 2020
The meeting was held via Zoom

Minutes

<p>Attendees: 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>Also in attendance: Amanda Deery (ADe) Naomi Dowd (ND)</p>	<p>Actions</p>
<p>1. Welcome</p>	
<p>2. Apologies for absence Apologies were received from Hetal Joshi (HJ)</p>	
<p>3. Authorised / Unauthorised absence The absence for HJ was authorised.</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. Resources Matters</p> <p>a) Budget Monitoring report – October 2020</p> <ul style="list-style-type: none"> • AD provided a brief update: • We are currently projecting a year end surplus of £166,929. • We budgeted for the annual pay award being 3%, it was actually only 2.75%. • <u>A detailed budget report and 3 year forecast will be presented at the January FGB.</u> <p>b) Update - SBM Vacancy</p> <ul style="list-style-type: none"> • We are currently reviewing the Job Description. • We will advertise in January. • We have Bursarial Support to March. <p>c) Update – Premises</p> <ul style="list-style-type: none"> • Covid: <ul style="list-style-type: none"> ○ Stock levels of PPE equipment are fine. ○ We have seen prices of PPE equipment start to come down. • We have had a range of plumbing issues. • There have been some issues with the sprinkler monitoring equipment. <ul style="list-style-type: none"> ○ EY asked how often the sprinklers are checked. <ul style="list-style-type: none"> ▪ Weekly, by Matthew. ○ <u>AD will forward details of all checks (weekly, monthly, annual) to EY.</u> 	<p>Agenda</p> <p>AD</p>

<ul style="list-style-type: none"> • There have been some snagging issues with the heating system. <p>d) Update – Health & Safety</p> <ul style="list-style-type: none"> • A notice has been served on the school in respect of the kitchen shutters. <ul style="list-style-type: none"> ○ This is partly due to the type of shutters and new legislation. ○ The LA are involved and reviewing the way forward. ○ This new legislation affects a number of schools. ○ The cost to correct could be £6K. • The only PAT tests have been delayed due to Covid. The annual tests have now been arranged for 21 / 22 December. <ul style="list-style-type: none"> ○ CG asked if despite the delays we are compliant. <ul style="list-style-type: none"> ▪ Yes. <p>e) Update – Staffing</p> <ul style="list-style-type: none"> • SBM vacancy – see above. • No teachers have left. • The Site Manager has left. • The Covid absence report was pre-circulated. <p>f) Update - GDPR</p> <ul style="list-style-type: none"> • AD advised that not all of the original Governors have completed their GDPR training. <ul style="list-style-type: none"> ○ <u>AD asked Governors to complete.</u> ○ <u>AD will send details of the link for the GDPR training to the new Governors.</u> • AD advised that there had been one GDPR breach. <ul style="list-style-type: none"> ○ We followed the guidance and the ICO said that it did not need to be recorded. 	<p>AD AD</p>
<p>7. Headteacher’s update The Headteacher’s Report was pre-circulated.</p> <p>a) Pupil attendance, Exclusions, and progress.</p> <ul style="list-style-type: none"> • Children who are isolating are not counted as absent. • Some families are nervous about Covid which has an effect on our attendance. • Whilst attendance is below last year at 94.4% it is well above the national average of 85%. • If children leave we have to keep them on roll until they start at their new school. <ul style="list-style-type: none"> ○ CG asked how many children this applies to. <ul style="list-style-type: none"> ▪ 11. ○ JA asked if these 11 children have access to online learning while they are waiting to join their new school. ○ CG said that his understanding was that we can take them off roll if the receiving LA has accepted them. <ul style="list-style-type: none"> ▪ <u>ND to check.</u> ○ ADe pointed out that for pupils preparing to join the school we are providing paper packs. <p>b) Update on Remote Learning.</p> <ul style="list-style-type: none"> • 3 Classes have had to isolate. • The classes who are isolating are accessing learning remotely. • We provide devices where required and where the child cannot use a device (Wi-Fi) we provide paper copies. • At the start of the day there is a Zoom call where the Teacher sets the timetable for the day. <ul style="list-style-type: none"> ○ There is then a follow up Zoom call in the afternoon to re-cap on the learning. • SM pointed out that the quality of the year 6 work was amazing. • Staff who are isolating can provide support, either 1:1 or in small groups. • RK, who has had experience of her children using the Remote Learning and said that it 	<p>ND</p>

had worked really well. RK added that the Zoom sessions were very helpful. Delivery was good.

- Guidance notes on the use of Google Classroom have been distributed to all families.
 - RS asked if children are sitting in front of a device for 4 hours+ every day.
 - No, nearer to 2 hours.
 - We have signed up to Ed????? Which links us with a school in East London that is experienced in remote learning.
 - There will be a staff INSET on 15 December.
 - AD expressed her thanks to ADe for setting up all of our Remote Learning procedures.
- c) Update on identifying the gaps in pupil education.
- CG stressed the importance of communicating with the school community so that they know how we are addressing this issue.
 - CG asked XXX
 - Interventions:
 - Booster Clubs are having a great impact.
 - Neli is used in EYFS for spoken language – includes free training.
 - We have trialled Reading plus previously.
 - Speed Reading.
 - Comprehension.
 - Some teachers already have experience of Read Write inc.
 - JM asked if training is included with the packages.
 - It is included with some e.g. Neli.
 - Other packages we negotiate and pay.
 - We also have to take into account cover costs (agency supply).
 - AD pointed out that a number of changes were announced yesterday:
 - Year 4 Tables Check will be non-statutory this year.
 - Grammar Punctuation and Spelling will also be non-statutory.
 - In KS1 Reading, Writing and Maths will be subject to Teacher Assembly.
 - Phonics is still going ahead in Year 1.
 - We do however have more time for this.
 - SB asked about how many children require interventions.
 - This is identified through Pixl.
 - If Pixl indicates RED for all children the topic will be re-taught for the whole class.
 - If however Pixl indicates RED for say 5 children this will be addressed via interventions.
- d) SEND Update.
- Our figures are in line with the LA. There is an increase in Autism.
 - We currently have 4 ERSAs in progress and another 5 in the pipeline.
 - We will probably see an increase in referrals to 20 by the end of term.
 - ND has been able to get some comparative data with Brent.
 - Brent have more children than Ealing.
 - In 2018 Brent had twice as many EHCPs as Ealing. By 2019 the numbers were level.
 - There are a number of children who Teachers are finding challenging.
- e) Safeguarding Update.
- We are now using MyConcern to track cases.
 - SAFE is the lowest level of support.
 - CG said that he would have expected to see more EHAPs.
 - ND said that others were under consideration.
 - ND agreed that there were other areas that could be included under EHAP.
 - Counsellor involvement; we could get data from the Counsellor's annual report.

<ul style="list-style-type: none"> ○ Attendance Officer. ○ Parent Support Officer. ○ Community Police. ● <u>ND will pull together a summary, in EHAP format; we do so much.</u> <ul style="list-style-type: none"> ○ CG said that MyConcern will help with this. <p>f) Staff and Pupil Wellbeing</p> <ul style="list-style-type: none"> ● The Wellbeing Committee is led by ND and provides support to staff. ● RK asked about the position now compared to September. <ul style="list-style-type: none"> ○ Children are still coping well. ○ There are some behaviour issues. ○ Children are missing things that they looked forward to e.g. Fireworks, Halloween etc. 	<p>ND</p>
<p>8. Governance Matters</p> <p>a) Update on additional prospective Governors.</p> <ul style="list-style-type: none"> ● We have 3 prospective Governors. ● <u>AD and CG will interview via Zoom.</u> <p>b) Action Plan to build Governor Capacity and Success</p> <ul style="list-style-type: none"> ● Governors discussed the best way to track progress and update the Action Plan. <ul style="list-style-type: none"> ○ It was agreed that this should be on a shared drive where governors can make changes to the document. ○ <u>ADe to set up this on Google.</u> ● SB suggested that we allocate responsibility for each task. <ul style="list-style-type: none"> ○ CG agreed that it would be better to allocate individual responsibilities rather than collective responsibility. ● JA suggested that we could approach our suppliers to sponsor a staff wellbeing function. <ul style="list-style-type: none"> ○ This is something he has arranged something similar at Villiers High School ○ AD said that we have lots of local businesses. ● JA also suggested that we should consider e.g. seeking sponsorship for a school minibus. <ul style="list-style-type: none"> ○ Again this is something that Villiers High School did in partnership with the Variety Club of Great Britain. ● RK asked if we had scheduled meetings to support submissions to the LA. <ul style="list-style-type: none"> ○ AON confirmed that meetings were scheduled around key submission dates e.g. SFVS, Budget etc. ○ <u>AON to prepare the GB Work planner for the Spring and Summer terms.</u> <p>c) Proposed Volunteer induction Protocol.</p> <ul style="list-style-type: none"> ● This was pre-circulated. ● APPROVED ● <u>To Governor Room.</u> ● <u>All Governors to sign and return to AON.</u> <p>d) Governor Induction Process.</p> <ul style="list-style-type: none"> ● This was pre-circulated. ● APPROVED. ● <u>AON to upload to the Governor Room.</u> ● CG advised that we as a Governor get together on a Saturday in the Spring. <ul style="list-style-type: none"> ○ This will help all Governors to get to know each other. ○ SB agreed that coming into school will help. ● CG advised Governors that any ELP training is free as it is pre-paid. <ul style="list-style-type: none"> ○ <u>Governors were asked to advise AON of any training that they book.</u> <p><u>AON asked all Governors to forward any training materials / handouts that they receive to</u></p>	<p>AD / CG</p> <p>ADe</p> <p>AON</p> <p>AON All</p> <p>AON</p> <p>All All</p>

<p>AON so that they can be uploaded to the Governor Room for other Governors to access.</p> <p>e) Governors newsletter.</p> <ul style="list-style-type: none"> • Governors discussed whether there should be a termly newsletter to Parents or whether it would be better to have a Governor section in the School Newsletter which is sent out every 2 weeks. • It was agreed that a section in the School Newsletter would be better. <ul style="list-style-type: none"> ○ The first section will cover a general introduction and a 3 line intro from each Governor. To include a picture for each Governor in Christmas attire. <ul style="list-style-type: none"> ▪ All Governors to send a draft plus photograph by 11 December. ○ Going forward there will be updates on the structure of the GB and the Link Areas. <p>f) Feedback on Governor training.</p> <ul style="list-style-type: none"> • Also see comments above. • An introduction to Ofsted has been added to the schedule. • JM has registered for the Govern Ed Leadership and Development Programme and has attended the first 2 of 3 sessions. <ul style="list-style-type: none"> ○ AON to upload the training materials to the Governor Room. <p>g) Review of the Instrument of Government.</p> <ul style="list-style-type: none"> • We currently have vacancies for 1 Parent Governor and one Co-opted Governor. • AON proposed that we amend the IOG to provide for two additional Co-opted Governors which will give us more capacity. • APPROVED. • AON to submit the revised IOG to the LA. 	<p>All</p> <p>AON</p> <p>AON</p>
<p>9. Governor Visits</p> <p>a) Review of the Single Central Record</p> <ul style="list-style-type: none"> • RK met with Yvonne McDonald to review the Single Central Record. • RK pointed out that we were undertaking DBS reviews every 3 years but that this stopped earlier this year on cost grounds (£1K / £1.2K per annum). <ul style="list-style-type: none"> ○ There is no statutory requirement to review DBS checks. ○ It was also pointed out that a DBS Certificate was only good for the day that it was issued; any subsequent issues are not recorded. ○ It was suggested that rather than the school request a standard DBS that we move to Auto Renewal DBS. <ul style="list-style-type: none"> ▪ The key benefit would be that at any stage the school can check for any updates. ▪ Auto renewal costs £14 per annum. ○ It was suggested that this applies to Staff, Governors and Volunteers. <ul style="list-style-type: none"> ▪ JA said that this is what happens at Villiers where the school paid for the initial check and that staff etc. are responsible for the annual review cost of £14. ▪ SM and ADe thought that this was a good idea, and that staff would support it. ▪ It was pointed out that the DBS certificate is the property of the individual and not the school. ○ AD said that she will arrange a staff consultation. ○ RK to liaise with AD re the changes with an intention to move forward in the New Year. <p>b) Health & Safety</p> <ul style="list-style-type: none"> • JA has had an initial conversation with Matthew. <p>c) Safeguarding</p>	<p>AD</p> <p>RK</p>

<ul style="list-style-type: none"> • RK and SB met with AD and ND • RK stated the processes were very robust. • SB said that he found the meeting a good introduction. • SB added that meeting provided a good degree of reassurance. • RK asked whether there was an annual self-evaluation report. <ul style="list-style-type: none"> ○ ND confirmed that this is monitored via the Safeguarding Group and the Self-Evaluation form. • <u>It was agreed that Governors would benefit from an overview on My Concern, rather than detailed training.</u> <p>d) SB has had a call with ADe re Sports Premium and will have a follow meeting in the New Year.</p> <p>e) Making contact with the School contacts</p> <ul style="list-style-type: none"> • Details of Link Governor responsibilities and their opposite numbers in school were pre-circulated. • Governors were asked to make contact with their opposite numbers. 	<p>Agenda</p>
<p>10. Securing Good Program</p> <p>a) The meeting with the LA was with Nigel Cook, Therese McNulty, and Julia Coop.</p> <ul style="list-style-type: none"> • CG said that he and AD were at odds with being an Outstanding School in the Securing Good Program. • There will be one more meeting in March following which we will hopefully exit the Securing Good Program. • The LA had no concerns with the Governing Board and were impressed with the progress we have made. • Overall a positive meeting. 	
<p>11. Feedback from Wellbeing Working Party</p> <p>The Wellbeing Committee met with Nigel Cook (NC) from the LA prior to the meeting with the LA (see above).</p> <ul style="list-style-type: none"> • NC was happy with the progress being made. 	
<p>12. Agree the minutes of the Full Governing Body Meeting on 23 October 2020</p> <p>These were agreed as a true and accurate record of the meeting.</p>	
<p>13. Matters arising from the Full Governing Body Meeting on 23 October 2020</p> <p>a) AD to identify a list of families who will need a device / internet connection.</p> <ul style="list-style-type: none"> • Closed – AD confirmed that we now have a spreadsheet detailing all families that require a device in the event that their child’s class is isolating. <p>b) AON to set up new Governors with access to the Governor Room, Induction Pack, WhatsApp Group, School e-mail address.</p> <ul style="list-style-type: none"> • Closed. <p>c) All governors to review the action plan to build Governor Capacity.</p> <ul style="list-style-type: none"> • Closed – see agenda item 8(b). <p>d) AD to provide a headline summary of the 3 year budget plan.</p> <ul style="list-style-type: none"> • <u>Carried forward to the January meeting.</u> <p>e) Governors to be provided with budget figures on a monthly basis.</p> <ul style="list-style-type: none"> • <u>Carried forward to the January meeting.</u> <p>f) ND to obtain SEND figures for Brent.</p> <ul style="list-style-type: none"> • Closed – see agenda item 7(d). 	<p>Agenda</p> <p>Agenda</p>

<p>g) AON to review the FGB Terms of Reference.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>h) Sports Premium Report</p> <ul style="list-style-type: none"> • Closed – see agenda item 4(b). 	AON
<p>14. Policies / Documents for Approval</p> <p>a) Scheme of Delegation</p> <ul style="list-style-type: none"> • The original Scheme of Delegation for 2020 – 2021 and an updated Scheme of Delegation for 2020 – 2021 (December 2020) were both pre-circulated. <ul style="list-style-type: none"> ○ The original Scheme of Delegation was approved by the previous Governing Board when we have a committee structure. <ul style="list-style-type: none"> ▪ NOTED. ○ With the move to a flat structure with no committees AON has updated the Scheme of Delegation. <ul style="list-style-type: none"> ▪ APPROVED. <p>b) PE and Sports Premium Report</p> <ul style="list-style-type: none"> • The report 2019 – 2020 was pre-circulated. • We receive £16K plus £10 per pupil. • The funding has to be used to fund activities outside of the PE Curriculum. • CG questioned how we can track the increased time spent on physical activity. The report indicates that that pupils actually do an extra 30 minute exercise per day but there is no evidence. ADe advised:- <ul style="list-style-type: none"> ○ The daily mile: 15 minutes per day. ○ Additional activities at lunchtime with a sports coach. • ADe advised that the report was written by the Willow Street Partnership. <ul style="list-style-type: none"> ○ CG stated that with this report having to be on the website (which it is) we need to caveat that it was written by a third party i.e. Willow Tree Partnership. ○ <u>ADe to update the entry on the website.</u> <p>c) Terms of Reference FGB</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	ADe AON
<p>15. Any Other Business as agreed above There were no items of other business.</p>	
<p>16. Date and time of next meeting Friday 22 January 2021 at 9:30 AM</p> <ul style="list-style-type: none"> • The meeting was held via Microsoft Teams. 	

The meeting closed at 12:15