

**PERIVALE PRIMARY SCHOOL**  
**A Full Governing Board Meeting for 2020 – 2021 was held on Thursday 25 March 2021**  
The meeting was held via Zoom

**MINUTES**

<p><b>Attendees:</b>  Jahangir Alam (JA)  Sandip Bhalsod (SB)  Audrey Daley (AD)  Chris Green (CG)  Hetal Joshi (HJ)  Rabiaa Khairoun RK)  Saira Malik (SM)  Rohini Shah (RS)  Edmond Yeo (EY)</p> <p><b>Also in attendance:</b>  Amanda Deery (ADe) – Agenda items 1-8  Naomi Dowd (ND) – Agenda items 1-8  Yvonne MacDonald (YM) – Agenda items 1-7</p> <p><b>Prospective Governors:</b>  George Collins (GC)  Robert Hawkes (RH)  Duncan Partridge (DP)  Sharine Tyndale (ST)</p>	<p><b>Actions</b></p>
<p><b>1. Welcome</b>  CG opened the meeting by welcoming our 4 prospective Governors.   CG then asked both our current and prospective Governors to introduce themselves.</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 declarations 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. Election of Prospective Governors</b>  <u>George Collins</u></p> <ul style="list-style-type: none"> <li>• GC works for the Metropolitan Police and has experience of Safeguarding and Child Protection.</li> <li>• GC said that from experience Safeguarding is more of a challenge in Primary.</li> </ul> <p><u>Robert Hawkes</u></p> <ul style="list-style-type: none"> <li>• RH is a School Improvement Manager for Governance; Northamptonshire County Council.</li> <li>• RH has worked in Education since 2013.</li> <li>• RH facilitates training and supports projects.</li> <li>• RH said that he wants the best for children and selected PPS because of the aspirations.</li> </ul>	

### Duncan Partridge

- DP is an Educator and works with Education charities.
- Debating / Public Speaking / Teacher Training.
- DP said that he wanted to be a Governor at a local school.
- Primary is DP's passion.

### Sharine Tyndale

- ST is an AHT at a school in Wembley. This was a 2 form entry school which increased to 4 form
- ST works in Nursery and Reception.
- Has experience of Safeguarding and Teaching and Learning.
- ST wants to help and support PPS.

After the introductions, all 4 left the meeting while Governors discussed their election.

EY asked what the gender split would be if we elected the 4 prospective Governors.

- 7 Male
- 6 Female

A vote was taken, and all 4 prospective Governors were elected. The vote was unanimous.

## **7. Resources Matters**

The Finance Report was pre-circulated the night before.

### a) Budget Monitoring report – February 2021

- We will end the year in a very healthy position.
  - The carry forward is c. 10.4% of the budget.
    - We are only allowed to carry forward 9%.
    - We will need to allocate the excess of c. £36K.
      - ICT trolleys.
      - Fire Doors.
      - Decoration.
      - Narrowing the gap.
    - SB asked if the catch up funding is included in the total.
      - Yes, apart from the summer block.
      - We have not so far been able to use the catch up funding.
      - CG asked if this was protected or not.
        - **YM to check.**
  - We have made a lot of savings e.g. copying.
- ### b) Budget Planning – 2021/2022
- SB asked about the Budget planning process.
    - The school will draft the budget.
    - The school will also draft the 3 year budget plan.
      - Both will then need to be reviewed by SB with the school.
    - The FGB will then be required to agree the budget for 2021 – 2022 and the 3 year budget at the FGB meeting on 29 April 2021.
- ### c) Update - SBM Vacancy
- We interviewed 5 candidates; there were 15 applications.
  - We will now re-advertise through the LA and TES.
  - We will reinterview in May.
- ### d) Update – Premises
- Covered in Headteacher's Report

AD

- e) Update – Health & Safety
- The LA have inspected the shutters.
  - The LA have now confirmed that our shutters are safe.
    - We have an e-mail confirming this.
  - It has been recommended that the shutters are linked to the alarm system.
- f) Update – Staffing
- The gardener has resigned.
    - We are currently looking at options.
    - AD will provide an update at the next meeting.
  - There have been no Occupational Health referrals.
  - We have one overseas teacher who will need to extend her visa in 2022.
  - The Performance Management review has been completed.
  
  - 6 staff are shielding – they are all support staff.
    - Shielding ends on 1 April.
    - AD will arrange a risk assessment for these 6 staff.
  
  - 5 staff are currently isolating:
    - 1 Teacher
    - 4 support staff
      - This is due to one child.
- g) Update - GDPR
- There has been one breach which has been recorded.

## 8. Headteacher's Report

The Headteacher's Report was pre-circulated.

- The Risk Assessment has been updated and circulated.
- All rooms are well ventilated.
- Masks must be worn in communal areas.

EY asked if there were any plans to increase playtime.

- We did for the first few days.
- We are now back to normal.

### a) Update on Return to School (8 March)

- See Headteacher's Report.
- 3 children are still abroad.
  - 2 are joining lessons via Zoom.
  - We have been unable to make contact 1.
    - This has been referred to the LA Attendance Officer.

### b) Pupil attendance, Exclusions, and progress.

- Attendance 8 March to 18 March:
  - Reception: 96.9%.
  - Overall 96.3%.
- Exclusions: there have been none.

### c) SEND Update.

- The SEND update was pre-circulated.
- We have received 1 additional EHCO since January.
- We have 2 ERSA's in progress (1).
- EHCP summary:
  - ASD – Most

<ul style="list-style-type: none"> <li>○ SMEH – 3</li> <li>○ Other – 3</li> <li>● ND met with RS yesterday re future reporting.</li> </ul> <p>d) Safeguarding Update.</p> <ul style="list-style-type: none"> <li>● The Safeguarding update was pre-circulated.</li> <li>● Some children have forgotten the rules.</li> <li>● Children have forgotten how to socialise.</li> <li>● The children really like to play outside.</li> <li>● We have built fun activities into lessons.</li> <li>● We have seen an increase in Safeguarding concerns.</li> <li>● AD advised that the LA is facilitating the sharing of best practice.</li> <li>● The safeguarding committee met this week. <ul style="list-style-type: none"> <li>○ RK and SB both attended.</li> </ul> </li> <li>● There have been more referrals this week.</li> <li>● 1 parent came in regarding Domestic Violence.</li> <li>● Lots of families are struggling.</li> <li>● Lots of cases involve Domestic Violence and neglect.</li> <li>● ND is looking at reports from My Concern.</li> </ul> <p>e) Wellbeing</p> <ul style="list-style-type: none"> <li>● DP suggested that it would be good to show the balance between wellbeing and catch up.</li> <li>● <b>ND to circulate the wellbeing plan.</b></li> <li>● The 3 sessions we ran for the staff were well received.</li> <li>● We arranged for a number of staff to receive Covid vaccinations at the centre in Harrow.</li> <li>● Staff are encouraged to leave the site by 4:30PM.</li> </ul> <p>f) Term Dates 2021/2022 and 2022/2023</p> <ul style="list-style-type: none"> <li>● These were agreed.</li> </ul> <p>g) Learning Improvement Plan (LIP)</p> <ul style="list-style-type: none"> <li>● The LIP was pre-circulated.</li> <li>● ADe said that we are currently unpicking the curriculum to ensure that it meets our children’s needs.</li> <li>● HJ offered to help with career development aspects in the curriculum.</li> <li>● The LIP has been RAG rated for the autumn and spring terms.</li> <li>● Outstanding issues have been carried forward to the spring term.</li> </ul> <ul style="list-style-type: none"> <li>● Priority 2. <ul style="list-style-type: none"> <li>○ CG asked how many students had been identified. <ul style="list-style-type: none"> <li>▪ Progress meetings are planned for next Monday / Tuesday.</li> <li>▪ We do not think these will be as concerning as we expected.</li> </ul> </li> <li>○ ND advised that: <ul style="list-style-type: none"> <li>▪ 1:1 reading for the lowest children.</li> <li>▪ 1:1 reading recovery.</li> <li>▪ Guided reading for year 1. <ul style="list-style-type: none"> <li>● AD is confident the children will catch up on reading.</li> </ul> </li> <li>▪ PIXL Interventions.</li> <li>▪ Catch up literacy.</li> </ul> </li> <li>○ AD stated that she wants the Phase Leaders to be accountable.</li> </ul> </li> <li>● Priority 3. <ul style="list-style-type: none"> <li>○ A lot of work was done on this in the last 2 terms.</li> </ul> </li> </ul>	<p>ND</p>
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<p><b>9. Governance Matters</b></p> <p>a) John Mickleburgh</p> <ul style="list-style-type: none"> <li>CG advised that John Mickleburgh resigned 6 weeks ago as he did not feel that this was the right role for him.</li> </ul> <p>b) Governing Board Action Plan</p> <ul style="list-style-type: none"> <li><b><u>CG to circulate.</u></b></li> </ul> <p>c) Vice Chair of Governors</p> <ul style="list-style-type: none"> <li>CG reminded Governors that RS kindly stood in as Vice Chair of Governors (VCOG).</li> <li>RS has said that she would now like to stand down as VCOG. <ul style="list-style-type: none"> <li>The VCOG position is therefore now open.</li> </ul> </li> <li>RS said that this is good experience for a Governor.</li> <li>CG confirmed that: <ul style="list-style-type: none"> <li>There is a job description.</li> <li>LA training is available.</li> <li>The position would be open to our new Governors if they had the necessary skills.</li> </ul> </li> <li>EY stated this would suit someone who aspires to be a Chair of Governors.</li> <li><b><u>There will be a vote at the next meeting.</u></b></li> </ul> <p>d) Proposed Structure 2021 – 2022</p> <p>Details of the proposed structure were pre-circulated.</p> <ul style="list-style-type: none"> <li>The new structure will revert to an FGB and Committees; Resources and Standards T&amp;L.</li> <li>The new structure will be effective from 1 September.</li> <li>The FGB will meet 5 times a year; once each term plus an extra meeting in September for GB admin and one in the summer term to agree the budget.</li> <li>The resources committee will meet 4 times a year; once each term with an extra meeting in the summer term to agree the budget.</li> <li>The Standards, Teaching &amp; Learning committee will meet 3 times a year.</li> </ul> <p><b><u>The membership of the Committees will be agreed at the meeting on 18 June.</u></b></p> <p><b><u>The committee chairs and vice chairs will also be agreed at the meeting on 18 June.</u></b></p>	<p>CG</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p>
<p><b>10. Governor Visit Reports</b></p> <p>Governors have attended a number of visits in the last week.</p> <ul style="list-style-type: none"> <li>Subject Leaders <ul style="list-style-type: none"> <li>HJ and RK.</li> <li>This was found to be very inciteful.</li> <li>We are now looking at including careers in the curriculum.</li> </ul> </li> <li>Wellbeing Assembly <ul style="list-style-type: none"> <li>SJ.</li> <li>Very impressive.</li> <li>All children could participate.</li> <li>This is a very important topic.</li> </ul> </li> <li>Pupil Parliament <ul style="list-style-type: none"> <li>BB and RS.</li> <li>There were lots of questions from the children. <ul style="list-style-type: none"> <li>SM confirmed that none of the questions were pre-planned.</li> </ul> </li> <li>This was well organised.</li> <li>EY reminded Governors that he can arrange a visit to the Houses of Parliament.</li> </ul> </li> <li>Parent Forum <ul style="list-style-type: none"> <li>CG and EY.</li> <li>Parents feel well supported.</li> <li>There will be another round after Easter.</li> <li>There were presentations from Pupils and Subject Leaders.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• <b><u>AD will share another calendar of events that Governors may attend.</u></b></li> </ul>	AD
<p><b>11. Update Wellbeing / Securing Good</b></p> <ul style="list-style-type: none"> <li>• AD and CG attended the last meeting with the LA.</li> <li>• CG explained the background to the Securing Good program for the benefit of our new Governors.</li> <li>• The LA acknowledged that things were much improved.</li> <li>• The LA stressed that they are here to support the Headteacher and Team.</li> <li>• The LA confirmed that in acknowledging the progress made that PPS is no longer part of the Securing Good Program.</li> <li>• There will be a review of the School (not Governing Board) on the 23<sup>rd</sup> of June.</li> </ul>	
<p><b>12. Agree the minutes of the Full Governing Body Meetings on 22 January 2021 and 5 February 2021</b></p> <p>These were both agreed as true and accurate record of both meetings.</p>	
<p><b>13. Matters arising from the Full Governing Body Meetings on 22 January 2021 and 5 February 2021</b></p> <p>a) Update on how we will monitor progress and tell parents.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• This will be addressed at the parent evenings on 5 &amp; 6 May.</li> </ul> <p>b) AON to upload the CV's to the Governor Room.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>c) Update on the Governor Action Plan.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• Agenda item 9(b).</li> </ul> <p>d) Governor Visit Reports.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• Agenda item 10.</li> </ul> <p>e) Feedback from Wellbeing Working Party.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>f) Matters arising from 4 December.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>g) Finance Handbook.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>h) Pupil Premium Impact report.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• Agenda item 14.</li> </ul> <p>i) AD to send the link to RK for the Wellbeing Assembly.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>j) CG to provide a schedule of events that Governors could attend.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>k) AD to follow up with Sian Vaux re Parent Forum.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul>	

<p>l) ND to prepare a summary in EHAP format of current / proposed EHAP's.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• Agenda item 8.</li> </ul> <p>m) All Governors to complete and return the Volunteer Induction Protocol.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>n) AD to arrange a staff consultation re DBS checks.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• 80% agreed to the change.</li> <li>• AD will now arrange to implement.</li> </ul> <p>o) RK to liaise with AD re changes to the DBS Process.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>p) ADe to update the Sports Premium report on the website.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• Willow Tree Sports Partnership cannot change for this year.</li> <li>• It will be updated next year.</li> </ul>	<p>RK</p>
<p><b>14. Policies / Documents for Approval:</b> All Policies / Documents were pre-circulated.</p> <p>a) Behaviour Policy Covid Addendum</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>b) Child Protection and Safeguarding Covid Addendum</p> <ul style="list-style-type: none"> <li>• <b><u>Approved subject to including reference to the worry button.</u></b></li> </ul> <p>c) Pupil Premium Impact report</p> <ul style="list-style-type: none"> <li>• Approved.</li> <li>• CG asked why there was no allocation of costs.</li> <li>• ND said that this can be included going forward.</li> </ul> <p>d) Pupil Premium Strategy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>e) Work Life Balance</p> <ul style="list-style-type: none"> <li>• Approved.</li> <li>• This was sent to staff.</li> </ul> <p>f) Lettings Policy</p> <ul style="list-style-type: none"> <li>• CG asked about the lettings report. <ul style="list-style-type: none"> <li>○ We currently only have 2 lettings.</li> </ul> </li> <li>• JA suggested reviewing when the new SBM starts.</li> </ul> <p><b>The following Policy has been updated / approved by the Headteacher:</b></p> <p>a) Art</p>	<p>ND</p>
<p><b>15. Any Other Business as agreed above</b> There were no items of other business.</p>	
<p><b>16. Date and time of next meeting</b> Friday 29 April 2021 at 9:30 AM</p> <p>a) Budget b) SFVS</p>	

Meeting closed at 11:30AM