

PERIVALE PRIMARY SCHOOL
A Full Governing Board Meeting was held on Friday 17 September 2021 at 9:30AM
The meeting was held at the School

MINUTES

<p>Attendees: Sandip Bhalsod (SB) Audrey Daley (AD) Chris Green (CG) Robert Hawkes (RH) Rabiah Khairoun RK) Saira Malik (SM) Duncan Partridge (DP) Sharine Tyndale (ST) Edmond Yeo (EY)</p> <p>Also in attendance: Wendy Chambers (WC)</p>	<p>Actions</p>
<p>1. Welcome CG welcomed Wendy Chambers our new SBM.</p>	
<p>2. Apologies for absence Apologies were received from Rohini Shah (RS).</p> <p>No apologies were received from Jahangir Alam (JA).</p>	
<p>3. Authorised / Unauthorised absence The absence for RS was authorised.</p> <p>The absence for JA was not 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. Headteacher's Verbal Update – To include updates on:</p> <p>a) Return to School</p> <ul style="list-style-type: none"> • We have had a positive return to school. • We ran a summer club for 1 week. <ul style="list-style-type: none"> ○ The focus was on drama. ○ We received positive feedback. ○ We will probably run again at half term. • We had a 2 day staff INSET with a focus on: <ul style="list-style-type: none"> ○ The Challenge Partners review. ○ Consistency of behaviour across the school. ○ GDPR training. ○ Process for reviewing policies. • AD reminded Governors that they needed to complete GDPR training. <ul style="list-style-type: none"> ○ <u>All governors to advise AD if they have not completed the GDPR training.</u> <p>b) Updated Risk Assessment</p> <ul style="list-style-type: none"> • The Risk Assessment has been updated. 	<p>All</p>

<ul style="list-style-type: none"> • Ventilation is key. • Windows are kept open. • CO2 monitors are being provided for all classrooms. • We no longer operate bubbles. • We are maintaining the staggered start and finish. • Staff are asked to ideally wear masks in communal areas. • RK asked about the position if a teacher were to test positive for Covid 19. <ul style="list-style-type: none"> ○ We would send a letter home. ○ Children to undertake a Lateral Flow Test (LFT). <ul style="list-style-type: none"> ▪ EY asked if we have a supply of LFT's. <ul style="list-style-type: none"> • Yes. ○ Children would be in school. <ul style="list-style-type: none"> ▪ If a parent decides to keep their child at home we would follow the normal absence procedures. <p>c) Pupil Numbers</p> <ul style="list-style-type: none"> • Reception: Full 60 • Year 1: Full 60 • Year 2: 2 vacancies 58 • Year 3: 1 vacancy 59 • Year 4: 5 vacancies 55 <ul style="list-style-type: none"> ○ Impacted by mobility. ○ Places are being offered – 2 new starters so far • Year 5: 1 vacancy 59 • Year 6: 1 vacancy 59 <ul style="list-style-type: none"> ○ Overall 10 vacancies. <p>d) Staff Wellbeing</p> <ul style="list-style-type: none"> • There continues to be a high focus on wellbeing. • We have a number of staff and families affected by the problems in Afghanistan. <ul style="list-style-type: none"> ○ We ran a parents meeting for our Afghan families. • Workload continues to require focus. • Staff clubs have restarted e.g. Kickboxing. • The Wellbeing committee will be discussing a staff Christmas event. <p>SM confirmed that assessment is back on this year.</p>	
<p>7. Premises Update</p> <p>a) Summer Works</p> <ul style="list-style-type: none"> • Routine Maintenance was completed. • We undertook a deep clean. • New Early Years furniture. • Pest control (foxes). • Pedestrian gates. • We now have a new gardening contract. <p>b) Outstanding Works</p> <ul style="list-style-type: none"> • We have experienced some issues with G20: <ul style="list-style-type: none"> ○ Removal of rubbish. ○ Plumbing. ○ Not responding to e-mails. <ul style="list-style-type: none"> ▪ It was agreed that Matthew should chase G20. ▪ If necessary we should consider breach of contract / early termination. • The LA have not completed replacement of the Heat Pump. <ul style="list-style-type: none"> ○ They are going back to tender. 	

Page 3

<p>a) RH to circulate details of LA training courses and e-learning training.</p> <ul style="list-style-type: none"> • Closed. <p>b) RH to circulate a training survey for Governors to complete.</p> <ul style="list-style-type: none"> • Closed. <p>c) CG to draft a summary for the School Newsletter.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>d) Governor Visit Reports.</p> <ul style="list-style-type: none"> • Closed. <p>e) AD to refer the question of DBS checks for catering staff to the ESCC.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>f) WC to review the Lockdown Policy</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> • WC explained that the first step will be to arrange a practice drill. 	<p>CG</p> <p>AD</p> <p>WC</p>
<p>15. Policies / Documents for Approval:</p> <p>a) Updated Policy Review Schedule</p> <ul style="list-style-type: none"> • The updated policy Review Schedule was pre-circulated. • AON has updated the Policy Review Schedule to reflect our new structure. • <u>AD said that she would re bringing forward the review of:</u> <ul style="list-style-type: none"> ○ School Behaviour Policy ○ Complaints Procedure 	<p>AD</p>
<p>16. Any Other Business as agreed above</p> <p>a) Visit to the Houses of Parliament.</p> <ul style="list-style-type: none"> • EY asked AD if she would like him to arrange a visit this Academic Year. <ul style="list-style-type: none"> ○ Yes. ○ Representatives from Years 2 to 6. ○ Spring / Summer term 2022. <p>b) Keeping Children Safe in Education (KCSIE).</p> <ul style="list-style-type: none"> • RH reminded Governors that they need to read KCSIE and particularly Annex A. • <u>AON to circulate with a proforma for governors to confirm that they have received a copy and read annex A.</u> 	<p>AON</p>
<p>17. Date and time of next meeting</p> <p>FGB: Friday 3 December 2021 at 9:30AM at the School.</p> <p>Pay Committee: Friday 1 October at 8:30AM at the School.</p> <ul style="list-style-type: none"> • CG, EY, SB + AD as an advisor. <p>Resources Committee: Friday 1 October at 9:30AM at the School</p> <p>Headteacher Performance Management Committee: Friday 8 October 2021 at 8AM at the School</p> <ul style="list-style-type: none"> • CG, EY, SB. <p>Standards Teaching and Learning Committee: Friday 12 November 2021 at 9:30AM via Zoom</p>	