# 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**

Attendees:	Actions
Sandip Bhalsod (SB)	
Audrey Daley (AD)	
Chris Green (CG)	
Robert Hawkes (RH)	
Rabiaa Khairoun RK)	
Saira Malik (SM)	
Duncan Partridge (DP)	
Sharine Tyndale (ST)	
Edmond Yeo (EY)	
Also in attendance:	
Wendy Chambers (WC)	
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1. Welcome	
CG welcomed Wendy Chambers our new SBM.	
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2. Apologies for absence	
Apologies were received from Rohini Shah (RS).	
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No apologies were received from Jahangir Alam (JA).	
The apologies were received from sanding in riliam (571).	
3. Authorised / Unauthorised absence	
The absence for RS was authorised.	
The absence for its was authorised.	
The absence for JA was not authorised.	
The absence for 3A was not authorised.	
4. Declaration of any other business	
There were no declarations of other business.	
5. Declaration of interest in any agenda items	
There were no declarations of interest in any agenda items.	
6. Headteacher's Verbal Update – To include updates on:	
a) Return to School	
We have had a positive return to school.	
We ran a summer club for 1 week.	
The focus was on drama.	
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We will probably run again at half term.  We had a 2 does to # INSET with a feature and.	
We had a 2 day staff INSET with a focus on:  The Challenge Partners review.	
The Challenge Partners review.	
<ul> <li>Consistency of behaviour across the school.</li> </ul>	
o GDPR training.	
<ul> <li>Process for reviewing policies.</li> </ul>	
AD reminded Governors that they needed to complete GDPR training.	
<ul> <li>All governors to advise AD if they have not completed the GDPR training.</li> </ul>	All
b) Updated Risk Assessment	
The Risk Assessment has been updated.	

- 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.
  - We would send a letter home.
  - Children to undertake a Lateral Flow Test (LFT).
    - EY asked if we have a supply of LFT's.
      - Yes.
  - o Children would be in school.
    - If a parent decides to keep their child at home we would follow the normal absence procedures.

## c) Pupil Numbers

- Reception: Full 60
- Year 1: Full 60
- Year 2: 2 vacancies 58
- Year 3: 1 vacancy 59
- Year 4: 5 vacancies 55
  - Impacted by mobility.
  - Places are being offered 2 new starters so far
- Year 5: 1 vacancy 59
- Year 6: 1 vacancy 59
  - o Overall 10 vacancies.

#### d) Staff Wellbeing

- There continues to be a high focus on wellbeing.
- We have a number of staff and families affected by the problems in Afghanistan.
  - o 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.

SM confirmed that assessment is back on this year.

# 7. Premises Update

- a) Summer Works
- 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.

### b) Outstanding Works

- We have experienced some issues with G20:
  - o Removal of rubbish.
  - o Plumbing.
  - Not responding to e-mails.
    - 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.
  - They are going back to tender.

We are still trying to establish whether the Fire Shutter in the dining hall is compliant. We are seeking support from the LA. Fire drill scheduled for 27/09. We are getting quotes for an additional bike shed. CG asked if there were any concerns? Legionella. Should be addressed by G20. o If necessary we will probably approach a specialist company. 8. External Reviews a) Challenge Partners The Challenge Partners report was pre-circulated. The review took 1.5 days. The review team met with the Leadership Team, Phase Leaders and Curriculum Leaders. The judgement of Leading is the equivalent of Outstanding. The Lead reviewer was impressed by the team. b) Securing Good The report was pre-circulated. We have been working on the behaviour issues and this is still work in progress. • There has been a huge change which is visible when walking around the school. There is also a notable change in the classroom We focused on consistency at the recent INSET. We have introduced ClassDojo. Staff asked for this. We have staff buy in. Children had forgotten the rules. The response letter from Julie Lewis was pre-circulated. o CG and AD are meeting with Julia Coop from the LA on Monday. CG has drafted a response to Julia Lewis which he will be sending on Wednesday 22 September. Refuted the findings. Asking that the letter be retracted. We should have received confirmation that we were exiting the Securing Good Programme. CG has circulated the draft letter to Governors for comment. All Governors to feedback to CG by COB Tuesday 21 September. ΑII 9. Governance Matters a) George Collins CG advised that as GC had been unable to attend any meetings due to work commitments was asked to stand down as a Governor. b) Governors with Term of Office Ending We have 2 Governors with their term of office shortly. Edmond Yeo – Local Authority Governor EY confirmed that he would like to stand again. AON o AON to prepare the LA paperwork. Saira Malik - Staff Governor

SM confirmed that she would like to stand again.

This vacancy will need to be advertised.

o AON to prepare an advert and nomination form.

AON

**Governor Vacancies** c)

We have the following vacancies:

	• 1 x Parent Governor	
	• 2 x Co-opted Governors	
	<ul> <li>SB asked what skill set we should be looking for.</li> </ul>	
	<ul><li>Possibly HR.</li></ul>	
	<ul> <li>CG and AD will try to identify potential candidates.</li> </ul>	CG / AD
d)	Update Business Interest Forms	
•	AON circulated the updates for confirmation by Governors.	
•	All Governors, who were in attendance, completed their forms.	
•	AON to follow up with JA and RS.	AON
e)	Agree the membership of a First Committee	
•	See separate confidential minutes.	
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10.	Resources Committee	
a)	Plans for 2021 – 2022	
•	Finance monitoring.	
•	Premises.	
•	Health & Safety.	
	Risk assessments.	
	Nisk discosments.	
b)	Terms of Reference	
•	AON to prepare draft Terms of Reference.	AON
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11.	Standards Teaching and Learning	
a)	Plans for 2021 – 2022	
•	RH will be looking for ideas from the committee at the first meeting.	
•	Review the SEF and LIP.	
•	RH to draft a monitoring schedule for Governor visits.	RH
b)	Terms of Reference.	
•	RH has reviewed the draft ToR.	
•	RH to forward the draft ToR to AON for circulation to the committee.	RH
12.	Governor Visits	
a)	Priorities 2021 – 2022	
•	Priorities will include:	
	Reading – Early Years	
	o Interventions	
	o Inclusion	
	SEND (Ealing pilot)	
	Behaviour	
	Reading – Whole School	
	Curriculum	
	o Pupil Premium	
	Health and Safety	
	CG agreed that we need to have a schedule for / of visits.	
	AD to circulate the Governor visit Policy.	AD
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•	RH proposed Governor Visit Training.	Agenda
	o Next FGB?	Agenua
12	Agree the minutes of the Full Governing Body Meeting on 9 July 2021	
12.		
•	These were agreed as a true and accurate record of the meeting and were signed by CG.	
11	Matters arising from the Full Governing Body Meetings on 9 July 2021	
14.	iviations arising from the run doverning body ividetings on 3 July 2021	

a) •	RH to circulate details of LA training courses and e-learning training. Closed.		
b) •	RH to circulate a training survey for Governors to complete. Closed.		
c) •	CG to draft a summary for the School Newsletter.  Carried forward.	CG	
d) •	Governor Visit Reports. Closed.		
e) •	AD to refer the question of DBS checks for catering staff to the ESCC. <u>Carried forward.</u>	AD	
f) •	WC to review the Lockdown Policy <u>Carried forward.</u> WC explained that the first step will be to arrange a practice drill.	WC	
	Policies / Documents for Approval:  Updated Policy Review Schedule  The updated policy Review Schedule was pre-circulated.  AON has updated the Policy Review Schedule to reflect our new structure.  AD said that she would re bringing forward the review of:  School Behaviour Policy Complaints Procedure	AD	
	Any Other Business as agreed above Visit to the Houses of Parliament.  EY asked AD if she would like him to arrange a visit this Academic Year.  O Yes. O Representatives from Years 2 to 6. O Spring / Summer term 2022.  Keeping Children Safe in Education (KCSIE).		
•	RH reminded Governors that they need to read KCSIE and particularly Annex A.  AON to circulate with a proforma for governors to confirm that they have received a copy and read annex A.	AON	
	17. Date and time of next meeting  FGB: Friday 3 December 2021 at 9:30AM at the School.		
Pay •	Committee: Friday 1 October at 8:30AM at the School. CG, EY, SB + AD as an advisor.		
Res	sources Committee: Friday 1 October at 9:30AM at the School		
	Headteacher Performance Management Committee: Friday 8 October 2021 at 8AM at the School  CG, EY, SB.		
Sta	ndards Teaching and Learning Committee: Friday 12 November 2021 at 9:30AM via Zoom		