

MINUTES

<p>Attendees: Jahangir Alam (JA) Sandip Bhalsod (SB) Audrey Daley (AD) Chris Green (CG) Robert Hawkes (RH) Rabiah Khairoun RK) Saira Malik (SM) Duncan Partridge (DP) Rohini Shah (RS) Sharine Tyndale (ST) Edmond Yeo (EY)</p>	<p>Actions</p>
<p>1. Welcome CG thanked governors for providing questions in advance.</p>	
<p>2. Apologies for absence No apologies were received from George Collins (GC). All other Governors were in attendance.</p>	
<p>3. Authorised / Unauthorised absence The absence for GC 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. Resources Matters a) Budget Headlines May 2021 <ul style="list-style-type: none"> The budget monitoring reports were pre-circulated. 8150 – PE Sports Premium. <ul style="list-style-type: none"> Additional funding has now been confirmed. b) Update – Premises <ul style="list-style-type: none"> The LA have agreed to fund a new Ground Source Heat pump. <ul style="list-style-type: none"> This should lead to savings. There is still confusion over the kitchen fire shutters. <ul style="list-style-type: none"> G20 (our maintenance contractor) say they are condemned. The LA have previously said they are OK. SBM to follow up and get quotes if appropriate (£6K?). Other summer works: <ul style="list-style-type: none"> Legionella works. Convert corridor lamps to LED. Safety works to the automatic gates. Refurbishment of reception play equipment. Replacement flooring in one classroom. General maintenance / safety tests. Deep clean. </p>	

7. Headteacher's Report – To include updates on:

- Attendance
 - In response to the question from DP regarding persistent absence AD explained:
 - Persistent absentees are classified as having attendance below 90%.
 - The family has to meet with the attendance officer.
 - There is a parental attendance contract.
 - If necessary we phone the parents.
 - If the absence is for medical reasons we ask for evidence.
 - Some families are still abroad.
- Challenge Partners
 - The Challenge Partners review was last week.
 - This was a virtual review.
 - There were 4 reviewers.
 - They had a 10 minute review with the CoG.
 - They interviewed Subject Leaders, Middle Leaders, and Senior Leaders.
 - They looked at reading, remote learning etc.
 - Feedback was that the curriculum was on track.
 - The judgement was Leading.
- LA Health Check
 - The report is awaited.
 - They observed various lessons.
 - They found that there was some inconsistency in SEN provision.
 - There were behaviour issues in class
 - We have reviewed the Behaviour Policy.
 - The Behaviour Policy will be re-launched in September.
 - Behaviour has been slipping due to Covid.
- Covid 19
 - EY asked how much we had spent on PPE equipment
 - Matthew to check.
 - EY also asked if we have adequate supplies.
 - Yes.
 - A year 3 teacher tested positive
 - 3 Teachers, 2 Support Staff and a class bubble had to isolate.
 - A year 4 child tested positive
 - 1 Teacher and 1 Teaching Assistant and a class bubble had to isolate.
 - The Risk Assessment will be updated from 19 July.
 - We have an outbreak management plan.
- Data – Summer 1
 - Draft Data for the Summer Term was pre-circulated.
 - All data has been submitted to the LA.
 - We should have comparative data in September.
 - Our Pupil Premium children have performed really well.
- DBS Checks
 - We will be starting to move to the Auto Renew system in September.
- Exclusions
 - There have been no exclusions.
- GDPR
 - We are due for an audit by September.

<ul style="list-style-type: none"> • Health & Safety <ul style="list-style-type: none"> ○ No issues. • Number on roll <ul style="list-style-type: none"> ○ We are in a good position with only 4 vacancies. • Safeguarding <ul style="list-style-type: none"> ○ The DfE guidance “Keeping Children Safe in Education” has been updated – effective 1 September. <ul style="list-style-type: none"> ▪ There will be training for staff in September. • Staffing <ul style="list-style-type: none"> ○ We are interviewing for a Year 1 Teacher for a 1 term contract. <ul style="list-style-type: none"> ▪ We will be interviewing next week. • Staff Wellbeing <ul style="list-style-type: none"> ○ There has been positive feedback from both staff and Challenge Partners. • Presentation by children on writing. <ul style="list-style-type: none"> ○ Governors had presentations from Amelia, Sam, and Tariq. ○ AON reminded Governors that we used to present a certificate to pupils who presented to Governors. <ul style="list-style-type: none"> ▪ <u>AD to arrange certificates.</u> 	
<p>8. Governance Matters</p> <p>a) Re-election of Chair of Governors</p> <ul style="list-style-type: none"> • CG confirmed that he would be happy to stand again. • There were no other nominations. • CG was proposed by AD and seconded by SM. • A vote was taken, and CG was elected unanimously. <p>b) Meetings 2021 – 2022</p> <ul style="list-style-type: none"> • Timing <ul style="list-style-type: none"> ○ DP pointed out that it was important to be in school when the children are there. ○ There was a suggestion that we should meet at 5PM, however this would mean that Governors would not “see the school in action” and would not benefit from presentations from the children. ○ CG pointed out that employers should allow staff time for Governance duties. ○ It was agreed that both FGB and committee meetings would start at 9:30 am. • Virtual / Face to face <ul style="list-style-type: none"> ○ FGB: <ul style="list-style-type: none"> ▪ FGB meetings will be held in school. ▪ RH pointed out that this gives Governors an opportunity to undertake monitoring visits before or after the meeting. ▪ It would also give Governors the opportunity to both attend assemblies and to meet parents at the school gate as they drop their children off. ○ Committees: <ul style="list-style-type: none"> ▪ Committee meetings will be held online. <p>c) Governor Training</p> <ul style="list-style-type: none"> • <u>RH said that he would re-circulate details of the LA training courses for 2021 – 2022, the e-learning modules that are available plus a survey for Governors to complete and return to him.</u> 	<p>RH All</p>

<p>d) Governor Appraisal</p> <ul style="list-style-type: none"> A proforma for Governor Appraisal was pre-circulated. Additionally an example was also circulated. <ul style="list-style-type: none"> This can be used to inform the “Fireside chats” with the CoG. <p>e) Governor Newsletter Summer 2021</p> <ul style="list-style-type: none"> <u>CG will draft a summary for the newsletter.</u> 	CG
<p>9. Governor Visit Reports</p> <ul style="list-style-type: none"> <u>Awaited.</u> 	Agenda
<p>10. Agree the minutes of the Full Governing Body Meeting on 18 June 2021 These were agreed as a true and accurate record of the meeting.</p>	
<p>11. Matters arising from the Full Governing Body Meetings on 18 June 2021</p> <p>a) AD to check if we have submitted a Covid Sickness Claim.</p> <ul style="list-style-type: none"> Closed. AD confirmed that we have now submitted a claim. <p>b) ADe to arrange for a couple of children to present at the next FGB – Writing.</p> <ul style="list-style-type: none"> Closed. <p>c) AD to refer the question of DBS checks for catering staff to the ESCC committee</p> <ul style="list-style-type: none"> <u>Carried forward.</u> AD has been advised that the DBS checks will be completed on transfer and then every 3 years. <u>AD will go back to the ESCC to ask why the future DBS checks cannot be aligned with our annual checks.</u> <p>d) Decision to be made between option 1 and Option 2 for DBS checks</p> <ul style="list-style-type: none"> Closed. 	AD
<p>12. Policies / Documents for Approval:</p> <p>a) Finance Handbook</p> <ul style="list-style-type: none"> This was approved at the April meeting. <p>b) Lockdown</p> <ul style="list-style-type: none"> <u>Carried forward.</u> This will be reviewed by the new School Business Manager. <p>The following Policies have been updated / approved by the Headteacher:</p> <p>a) Procedures for dealing with allegations of abuse against staff.</p> <ul style="list-style-type: none"> Noted. 	Agenda
<p>13. Any Other Business as agreed above</p> <ul style="list-style-type: none"> CG asked AD to pass on Governors thanks to YM. CG thanked AD and her Leadership Team for everything they have done this year. CG wished both staff and Governors a restful summer. AD thanked Cg for his support this year. 	
<p>14. Date and time of next meeting Friday 17 September 2021 at 9:30AM.</p> <ul style="list-style-type: none"> The meeting will be held at the school. 	