

**BOUNDS GREEN SCHOOL
VIRTUAL FULL MEETING OF THE GOVERNING BODY
ON 12 NOVEMBER 2020 AT 6PM
PUBLIC MINUTES**



Staff (2)

Will Wawn (Headteacher)
Deborah Alexander 21-11-21

Parent (2)

Olivia Brown 14-12-20
Anna Volkmer 31-12-23

LA (1)

*Patrick Berryman 29-10-23

Also present

Corinne David (Clerk)
Helen Chrysafi-Bartp (DHT)
Liz Luka (AHT)
Marcos Read (AHT)
Faye Papinin (SMB)

Co-opted (10)

Makeda Clunis 08-11-20
Matthew Crome 08-07-23
Mark Chapman 29-10-23 (Chair)
David Joseph 29-10-23
Mohammed Jimale 29-10-23
Anne Keleghan 08-11-20
Deborah Cohen 10-03-24
Aliona Chakhvadze 10-03-24
Claire Wright 10-03-24
*Denotes absence

PART 1

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 No apologies for absence were received.
- 1.3 The Clerk noted that the meeting was quorate with 13 Governors present.

2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 Register of Interests Forms – Those governors who had not yet done so were reminded to complete register of Interest forms for 2020/21. Governors to note that the School has a statutory duty to publish register of interests and for this to be made available on the School's website.

ACTION Will Wawn to chase Governors who were yet to complete and return the forms.

- 2.2 There were no declarations of interests made in respect of any of the agenda items.

3. ELECTION OF CHAIR/VICE CHAIR

- 3.1 The Clerk sought a determination on the term of office to be served by the Chair and Vice-Chair, noting this could be between 1 to 4 years.

AGREED **The term of office for Chair and Vice Chair to be 1 academic year.**

- 3.2 Election of Chair for the 2020/2021 academic year.
Nominations for Chair for the academic year 2020/21. Mark Chapman informed Governors that he would be willing to stand as Chair, no other nominations were made.

UNANIMOUSLY AGREED **Mark Chapman was elected Chair for 2020/21.**

- 3.3 Election of Vice-Chair for the 2020/2021 academic year.

Nominations for Vice-Chair for the academic year 2020/21. Olivia Brown informed Governors that she would be willing to stand as Vice-Chair, no other nominations were made.

UNANIMOUSLY AGREED **Olivia Brown was elected Vice-Chair for 2020/21.**

4. MEMBERSHIP OF THE GOVERNING BODY AND COMMITTEES AND LINK GOVERNORS

4.1 The Chair informed Governors that Bruce McLachlan (Co-opted Governor) and Deborah Alexander (Staff Governor) had stepped down from the GB. Makeda Clunis term of office had concluded and had chosen to not to continue for a further term of office.

4.1.1 Noted that the School would undertake a Staff Governor election. Further noted that a member of staff from Bounds Green would fill the position vacated by Makeda Clunis. The Clerk noted that a maximum of ¼ of the Governing Body could be filled through staff members.

4.1.2 Chair provided thanks to Bruce McLachlan, Deborah Alexander and Makeda Clunis for their work and commitment to the School and GB.

ACTION Chair to circulate a skills audit and keep the GB updated on co-opted Governor recruitment.

4.2 Governors **AGREED** that the GB should continue with 2 Committees; with the Committee membership the same as 2019/20.

<u>Resource</u>	<u>Teaching, Learning & Curriculum</u>
Mark Chapman	Mark Chapman
Will Wawn	Will Wawn
David Joseph	Olivia Brown
Anne Keleghan	Patrick Berryman
Aliona Chakhvadze	Mohammed Jimale
Matthew Crome	Claire Wright
	Anna Volkmer
	Deborah Cohen

AGREED **The Pay Committee functions to be undertaken by the Resource Committee.**

4.3 Headteacher's Performance Review Panel.

Mark Chapman
Matthew Crome
David Joseph

Noted the Panel will convene before the end of term.

4.4 Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2020/21, then the membership would comprise of three eligible and available Governors.

4.5 **The GB ratified the Terms of Reference for the following Committees:**

- **Resource Committee including the Pay Committee.**
 - **scheme of delegation**
- **Teaching, Learning & Curriculum Committee.**

4.4 Link governors' positions.

The Chair took the GB through the discussion paper 'Link Governor Programme 20/21'. Noted that the work was to compliment and inform committee work through more depth engagement between school leadership on specific aspects of the work of the school:

- To allow Governors better understanding and appreciation of specific school activity, and to become more knowledgeable of the school as a consequence
- To allow school leadership the opportunity to share insight on specific initiatives and work at greater depth than is possible in committee and to seek Governor feedback

Team	Governors	SLT lead	Possible topics
Safeguarding	Aly, Mark	Will? Helen?	Stat compliance monitoring
Teaching & Learning	Olivia, Mark	Liz, Jess	Curriculum development/changes during Covid, remote learning, Covid catchup plan
Pastoral <i>Black Lives Matters raising awareness of racial inequality in our community</i>	Mohamed, Pat, Anna	Helen	Behaviour, attendance, Recovery, Pupil wellbeing, BAME, RSE
SEND	Deborah, Claire	Marcus	SEND, PPG, Dis
Site, finances, staff	Matthew, David	Will Faye	Staff wellbeing, Covid site & RAs

4.4.1 Meetings will be held termly with topics to be fixed by the team, but informed by:

- Policy work (renewal, review or new)
- SDP priority
- At the direction of formal committees/subcommittees

4.4.2 All meetings to be arranged through SLT lead and agreed by HT, either Zoom or face to face at SLT lead direction. All work to be minute and reported at relevant subcommittee.

4.5 Governors' Role Profile and Code of Conduct. Governors' reviewed and **AGREED** the Governor Role Profile and Code of Conduct for Bounds Green GB. Governors to complete the forms and return them to the School.

5. **PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING**

5.1 The minutes of the full GB meeting held on 1 July 2020 were **AGREED** and **RATIFIED** as a correct record; subject to the following amendment:

- Deborah Cohen had been in attendance at the meeting

The Chair AGREED to go to the School to sign one set of minutes.

5.2 Matters arising.

There were no matters arising.

6. **MINUTES OF SUBCOMMITTEES**

The Chair encouraged other governors to become Chairs of the subcommittee.

6.1 Resources Committee.

The Clerk noted that the Chair of Governors should not be the Chair of the Resource Committee.

The GB noted receipt of the minutes from the Resource Committee held on 23 June 2020 and 22 October 2020. The Chair provided summary of the meeting, the highlights were:

- a) Covid 19 continues to be a moving picture, school is still waiting for an announcement regarding reimbursement amount for Covid 19 expenditure.
- b) There continues to be pressure on the budget, with a slight in-year over spend; however there is confidence that the school will balance the budget by the end of the financial year.
- c) Further detail information to be provided in quarter 3 (end of January).

6.1.2 Annual Review of Financial Documents

The Governing Body received and ratified the following documentation:

- **Internal Scheme of Financial Delegation.**
- **Review scheme for financing schools (financial regulations).**
- **Review of best value statement.**
- **Review office manual (financial procedures).**

6.1.3 The SBM informed the GB that the 19/20 SFVS had been submitted in June 2020.

6.1.4 The GB noted that the SFVS must be approved and submitted to the LA by 30 April 2021.

6.2 Teaching & Learning Committee.

The GB noted receipt of the minutes from the TLC Committee held on 18 June 2020 and 1 October 2020. A summary of the meeting was provided by staff members, the highlights were:

- a) Year groups that have had to self-isolate have received access to remote learning.
- b) A Home learning survey has been completed. The School now knows which families have access to resources and internet and those children that would require a hard pack of resources. The majority of children can access online resources.
- c) The School received 7 laptops from the DfE.
- d) The School is in contact with Bowes community charity committee and received a further 7 laptops.
- e) A message will be sent out to the Bounds Green school community to ask for spare laptop donations.

The Headteacher thanked hard work of Faye Papinin and Liz Luka for hard work in securing the additional laptops and moving forward with homelearning. Noted that when the school receives the laptops they have to be reconfigured ready for home learning.

Marcus Read leaves the meeting at 7pm.

7. CHAIR'S ITEMS

7.1 No Chair's items were received.

8. HEADTEACHER'S ITEMS

8.1 The Headteacher took Governors through the Headteacher's report; the highlights were:

- a) The whole School COVID-19 Risk Assessment has stood up well. On evaluation, corroborated by local PHE, 2 pupil cases and 1 staff case did not result from transmission within school. Staff were reminded of key aspects of the RA on the INSET day to emphasise their importance to maintain diligence.
- b) Furniture with the staff room and the timetabling of the staffroom during lunchtime has been rearranged. Areas are being ventilated with open windows.
- c) Pupils are responses well to online learning.

- d) A priority has been the development and improvement to remote learning. There has been significant training and time set aside for teachers to gain familiarity and competence with Google Classrooms as a learning tool.
- e) Total of 5 vacancies across Reception – Year 6 in the October PLASC
- f) FSM was higher than the previous year for every year group. Possibly due to mobility, but likely impact of Covid-19 on employment.
- g) Attendance across all year groups was above 94%.

8.1.1 Q: With bubbles self-isolating, what are the aims for teaching and learning?

A: Work is kept as relevant as possible to the work undertaken within the classroom. The Year 4 team are working hard to support each other, however it is very difficult to plan quality work for classes that are both in school and at home. Teachers will identify what work is more appropriate for online; it's not possible to mirror everything. In time the facilities to record quality sessions will be available. 25 out of 29 pupils have been accessing online learning. Children will be tested when they return to physical classroom environment to see where they are.

8.1.2 Teacher absence related to covid-19 was noted.

8.1.3 The Headteacher thanked, Alan Wright for his work over the half term to facilitate the required works.

8.1.4 The priorities from 2019/20 remain and so the full SDP of last year will carry forward to 2020/21, alongside a few key additional priorities. The key additional focus being:

- Develop and improve Remote Learning provision as a tool for the highest quality home learning
- Ensure Recovery Curriculum:
 - a) Evaluates lost learning, identifies robust curricular delivery planning for recovery over time and ensures accelerated pupil catch up for 20/21 within the core subjects.
 - b) Supports pupils' behaviour, attitudes and well-being.
- Improve Teaching & Learning through whole school engagement in 'Teaching Walk Thrus' model which will embed 'Instructional Coaching' as practice to have clear, shared understanding of evidence-based best teaching techniques.

8.2 Governors noted receipt of the most up to date risk assessment information.

8.3 School Development Plan (2020/21).

Governors noted discussion in 8.1.4. Governors requested a consolidated document which contained all the working priorities for 2020/21.

ACTION School to circulate the 2020/21 SDP by the end of autumn term.

9. GOVERNORS' VISITS AND TRAINING (Standing item)

9.1 Governors' Visits.

a) Protocols for future Governor Visits.

ACTION a) Clerk to circulate NGA guidance for governor visits / dos and don'ts of Governor Visits.

b) The Headteacher to circulate link governor visit protocols during the current pandemic.

9.1.1 No Governor visits were reported since the previous meeting. See item 4.4 for the new structure for link governor work.

9.2 Governors' training

The Clerk noted that all HEP training was being delivered online (Zoom) and could be booked through Governor Hub.

9.2.1 Noted that all governors should undertake safeguarding training, which will be recorded on the SCR.

- ACTION**
- a) Clerk send list of HEP SG training to all Governors.
 - b) Governors to provide the School with evidence of safeguarding training.
 - c) Governors to submit outstanding paperwork for DBS into the School.

10. POLICIES

10.1 **The GB ratified the following policies:**

- a) **Charging & Remissions Policy**
- b) **Lettings Policy during Coronavirus**
- c) **Haringey Pay Policy**
- d) **Bounds Green Safeguarding and Child Protection Policy; included procedures for managing allegations**
- e) **Bounds Green SEND Policy.**

10.2 The GB AGREED for the updated Complaints Policy to be circulated and approved via email with ratification at the next Full GB meeting.

11. SAFEGUARDING (Standing Item)

11.1 Keeping Children Safe in Education 2020

Governors noted receipt of KCSIE 2020 and were reminded to read section 1.

12. DATE AND TIME OF FUTURE MEETINGS FOR THE AUTUMN & SPRING TERM

12.1 Governors noted the dates for the Governing Body & Committee meetings during the autumn/spring term 2020:

- Full GB 11 February 2021
- Resources 28 January 2021
- TLC 15 December 2020 [TBC]

ACTION Headteacher to confirm the date for the next TLC Committee.

12.2 **Agreed for meetings during the spring term to continue to be virtual.**

13. ANY OTHER URGENT BUSINESS

13.1 The GB was informed that some teachers had reported that the new lock down had brought back memories for children of the first lockdown. To address this there is a PSHE lesson every day with a covid related question. The benefit of the PSHE team working close together means issues can be raised and plans adapted accordingly.

13.1.1 **Q: How are teachers' workloads?**

A: The School are trying to alleviate pressure on staff and support staff as best as possible.

The Headteacher provided thanks to all the staff for their resilience and support during this difficult period.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8pm.

Sign: Date:
Mark Chapman, Chair of Governors