

**BOUNDS GREEN SCHOOL
VIRTUAL FULL MEETING OF THE GOVERNING BODY
ON 11 FEBRUARY 2021 AT 6PM
PUBLIC MINUTES**



Staff (2)

Will Wawn (Headteacher)

Parent (2)

Olivia Brown 13-12-21 (Vice Chair)
Anna Volkmer 31-12-23

LA (1)

Patrick Berryman 29-10-23

Co-opted (10)

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
Aliona Chakhvadze 10-03-24
Claire Wright 10-03-24

*Denotes absence

Also present

Corinne David (Clerk)
Helen Chrysafi-Bartp (DHT)
Liz Luka (AHT)
Marcus Read (AHT)
Faye Papini (SBM)
Jess King
Michelle Gallagher (Clerk observer)

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 confirmed the meeting was quorate with 9 Governors present.

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

- 2.1 Register of Interests Forms. Governors were reminded that if they had not yet done so, they were required to complete register of Interest forms for 2020/21 and return it back to the School for file.
- 2.2 There were no declarations of interests made in respect of any of the agenda items.

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

- 3.1 The Clerk confirm that the GB had two Co-opted Governor vacancies. Noted that one of the positions was ring fenced for a BG staff member.

AGREED School to undertake actions to fill the staff co-opted position.
Recruitment to the second position would be frozen until the GB could meet face to face.

4. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

- 4.1 The minutes of the Full Governing Body meeting held on 12 November 2020 were **AGREED** and **RATIFIED** as a correct record; subject to the following amendment:
 - Jess King was in attendance at the meeting.

ACTION Chair to either physically or electronically sign a copy of the minutes and send them to the school for file.

4.2 Matters arising.

4.2.1 Item 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 GB to review 2020/21 during the summer term.

4.2.2 Item 9.1 Protocols for future Governor Visits.

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

Item 9.2.1 Governors DBS.

ACTION Headteacher to liaise with School Office regarding Governors outstanding paperwork for DBS checks.

5. **MINUTES OF SUBCOMMITTEES**

5.1 Resources Committee.

Mark Chapman inform Governors that the Committee had reviewed the budget, noting that there had been an underspend due to the current lockdown, resulting in a surplus carry forward position for 2021/22. Noted that the School was continuing to operate within an in-year deficit position.

5.1.2 The GB noted that the SFVS must be approved and submitted to the LA by 28 May 2021.

5.2 Teaching & Learning Committee.

Governors noted receipt of the minutes from 15 December 2020. The following was noted:

- a) The Committee discussed how the school was operating during the current lockdown; remote learning and key worker learning.
- b) There was confidence that the teacher assessment data received by the Committee was accurate and provided a reliable baseline point.
- c) Pupils had begun to make accelerated progress during the autumn term, before the second lockdown.
- d) The gap in learning becomes less as pupils are older.
- e) Focus for the committee will change to review what has been the impact of the remote offer on the development of pupils.

5.2.1 **Q: Is the School still on target to reach the end of year targets?**

A: Had there not been a second lock down then the December data indicated that the pupils were on course to reach the targets. However, with the current lock down it is unlikely that the pupils will reach those targets. The lockdown has had an impact on pupils learning and progression. The School won't know the true impact of this until all the pupils can come back in and an assessment undertaken. Further announcements should be forthcoming on 22 February. Based on previous experience the gap between younger and older pupil of where they are and where they should be may have widened even more.

5.2.2 **Q: Has the change of personnel/teachers affected children's learning?**

A: Teachers that are replacing class teachers are very experienced staff members and it is unlikely that the change a teaching personnel has been felt by the children. The School has not received any feedback to suggest a detrimental impact.

ACTION Committee papers to be circulated to members minimum of 5 working days prior to the meeting

6 CHAIR'S ITEMS

6.1 No Chair's items were received.

7. HEADTEACHER'S ITEMS

7.1 The noted receipt of the Headteacher's report prior to the meeting.

7.1.1 School Context

The School roll stood at 618 (5 Feb 21). For September the school received 95 first place applications and 62 second place preferences for 90 reception places. Noted that reception applications have declined from the previous year with a number of schools looking to reduce their PANs.

7.1.1a Q: Has the quality of the virtual tour and reputation of the school supported the high number of reception applications?

A: The investment in the virtual tour and updated information on the website has supported families to make an informed choice, however there is no substitute for a physical tour of the School. The reputation of the School within the local community has also been key.

7.1.2 Onsite provision

The numbers of pupils onsite have steadily increased from 109 to 153. SEND/Vulnerable children either remain with their Year or phase 'bubble' with inclusion team support or attend the 'Upper School'. Due to increasing demand the School has moved to year group bubbles with a maximum of 15 pupils.

7.1.2a Q: Is the School able to include further pupils on site?

A: Yes, some year groups are nearing capacity. Currently there are Three members of staff in Year 1 and Year 2, which provides the School with capacity to open further bubbles if required. However, if more bubbles have to open it will require additional staff at school which will affect the remote learning offer.

7.1.3 Nursery Update

The Nursery was initially only open to children of critical workers and those identified as vulnerable, largely due to staff availability. Following a further review the school was able to offer places to all parents who wanted their child (34/58) to return from 3 February. The School has not been able to accommodate extended day top-up sessions currently.

7.1.3a Q: Why was it not possible to open the Nursery earlier?

A: The Nursery wasn't able to open during the first two weeks of the spring term due to limited numbers of staff available to work on site. An additional staff member was able to return back to work W/B 18 January, this allowed the School to redeploy staff from Reception to Nursery allowing additional children to attend the provision. It has been a difficult balancing act between the legal staff ratios and the need for the children to be in school. The Chair noted that a lot of other schools had followed the same phased reopening of their Nursery.

7.1.4 Remote Learning Offer

The results of the remote learning offer survey undertaken with parents was shared with the GB. The School will be reviewing next steps of how to review the impact of the learning that has taken place, during lockdown.

7.1.4a Q: Has there been any changes to the remote learning offer following the parent's survey?

A: Remote learning has been a steep learning curve. Most technical issues have been overcome. The School has facilitated and shared best practice regarding

remote learning. Teachers have been undertaking smaller group and 1:2:1 teaching for identified children.

7.1.4b Q: Which year groups participated in the survey?

A: The survey was sent to all families across the whole school. There were more responses from the younger year groups (50 response) and with 8 responses from families with children in Upper KS2.

7.1.4c The GB noted that the survey may not have reached some of the harder to reach group. The School noted that they were in regularly contact with families from harder to reach groups. Noted that the School works hard to support families trying to get engagement with the school work. Noted that there has been a variety of reactions and different coping strategies from families during the current lock down. The School has been providing emotional support for families and staff. Those children that have been identified as vulnerable are being encouraged to attend school.

7.1.4d Governors commended staff for their hard work with the remote and in school offer and the work with vulnerable families.

7.1.5 Premises and Health & Safety

The following was noted:

- Required snow guard works were fitted October half term.
- Site Manager has carried out redecoration & painting of priority areas during non-occupation periods.
- Temporary boiler remains in place.
- PE equipment annual maintenance and remedial works have been carried out.
- All statutory H&S compliance checks & servicing conducted and up-to-date.
- All teachers now have been assigned to DSE training and Ras.
- Annual Legionella remedial works to be undertaken during February half term.

ACTION Matthew Crome to arrange a premises link governor visit during spring 2 term.

7.1.6 SEF/SDP

The GB reviewed the SEF/SDP summary. Noted that the GB would review the revised school vision and mission statement during the summer term.

7.1.6a Q: Is it realistic for the school to be focusing on all the priorities with the current lock down?

A: The main priority will be getting the pupils and staff back to school, focusing on catch up and wellbeing. Some of the priorities are statutory requirements like SRE and RSHE. There will be priorities carried over to next year.

7.1.6b Governors requested a revised version of the SDP that would only cover the main priorities for the remaining of the school year predominantly focusing on how the pupils would return to school and the priorities once they were back to school

ACTION Revised SDP to be reviewed at TLC and May Full GB meeting.

7.2 Risk Assessment.

The GB noted that there was continual communication between the SLT and Chair regarding any updated to the Risk Assessment.

7.3 Staffing Update

The GB received detailed information of the survey prior to the meetings noted that 45 (of 139) members of staff had responded to the survey.

7.3.1 Q: Is there an understanding why the response rate was low?

A: The survey has been useful, it has prompted discussions and built confidence with staff that it is safe to talk and share information. Teaching staff also knew that there were opportunities to discuss matters at performance management or 1:2:1 meetings. All staff raised concerns regarding supervision, workload, feelings of isolation and wellbeing issues. The School will be undertaking supervision meetings for support staff after half term.

7.3.2 **Q: How much feedback have the staff received regarding the outcome of the survey and action plan?**

A: The action plan is a work in progress. There will be an INSET session on wellbeing. The survey outcome and action plan will be shared with all staff; making it clear what can / can't be done. The action plan is an evolving document as staff needs will change as time progresses. It is important to acknowledging staff feelings. The nature of the appraisal will be changed to supervision to incorporate wellbeing.

7.3.3 The GB requested the school to share good news stories and celebration this with the community, like what's working well with in remote learning and the acquisition of laptops. Governors suggested the weekly newsletter to start again.

ACTION School to publish good new stories to the school community.

7.3.4 Governors noted that there had been no discussion regarding staff relationships with their line manager / day to day management. The School noted that it was an area that required further attention within the current lockdown climate.

ACTION Line management relationship to be reviewed at the next TLC meeting.

7.4 January SIP report.
Governors noted receipt of the SIP report.

7.5 School Website.
The School had published the remote learning offer on website by 25 January 2021. Noted that the Governors were continuing to review the website for statutory compliancy.

8. GOVERNORS' VISITS AND TRAINING (Standing item)

8.1 Link Governor Program and other Governors' Visits.

The Chair noted that work from the Link governor programme would be received at Full GB through reports.

8.1.1 SEND. Governors commended the work of combining vulnerable and SEND children and the support provided to the pupils and families. Governors noted that they were reassured by the detailed record keeping and practice undertaken. Noted that attendance has increased. There had been further conversation with families about putting them on the vulnerable list and for their children to return to school, due to a variety of reasons.

8.1.2 BAME. The working group with a focus on BAME, meet 4 times last term and will be meeting during the second half of the spring term. An underlying thread throughout Bounds Green work was to raise BAME achievement.

ACTION Link governors to write up minutes from their meetings.

8.2 Governors' training

The Clerk reminded Governors that all training could be book through Governor Hub. Noted that the School had brought Governor Hub, which is a repository of information and documents for GBs.

- ACTION**
- a) Clerk to populate Governor hub for Bounds Green
 - b) Clerk to provide a brief tour of Governor hub at the next meeting.

9. POLICIES

9.1 No policies were received for Full GB approval.

10. SAFEGUARDING (Standing Item)

10.1 No safeguarding matters were reported.

11. DATE AND TIME OF FUTURE MEETINGS FOR THE SPRING/SUMMER TERM

11.1 The dates for the Governing Body & Committee meetings during the Spring/Summer terms 2021 were noted as:

- TLC 18 March 2021
- Resources 4 March 2021
- Full GB 27 May 2021

12. ANY OTHER URGENT BUSINESS

12.1 The GB provided their thanked to all Bounds Green School staff thanking them for the efforts, hard work and commitment during the current lock down.

ACTION Mark Chapman to write to all staff on behalf of the GB thanking them for their hard work over the current lock down period.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:05pm.

Sign: Date:
Mark Chapman, Chair of Governors