



Priority agenda items during Covid 19

Governors		
Tim Jervis ('TJ')	Parent Governor (Elected)	30 April 2024
Chair of Governors		
*Ammar Ahmed ('AA')	Foundation Governor LDBS	13 Jan 2023
Vice Chair of Governors		
Allan McLean ('Headteacher')	Headteacher	Ex Officio
Monica Marcou ('MM')	Staff Governor (elected)	30 June 2023
Nikola Novčić ('NN')	Foundation Governor LDBS	30 June 2023
*Jean-Luc Eberlin ('JLE')	Foundation Governor PCC <i>St John At Hampstead Church</i>	23 Sept 2023
Jenny Lupa ('JL')	Foundation Governor PCC <i>St John At Hampstead Church</i>	8 Jan 2021
Anne Diack ('AD')	Foundation Governor HDS	12 Jun 2024
David Rue ('DR')	Foundation Governor HDS	20 May 2023
Evelina Hinovska-Barbier	Parent Governor (Elected)	30 April 2024
Rev Jeremy Fletcher ('RJF')	Incumbent of the St John At Hampstead Church	Ex Officio
*Andrew Parkinson ('AP')	Local Authority Governor	11 June 2021
In attendance		
Emma Ingles (DHT)	Deputy Headteacher	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

<i>Action list this meeting</i>		
54.1	<i>[9.1]Governors to submit brief 'child accessible' bio for the reception [9.1] Skills audit- 5 received to date passed to AA by the Clerk for further action</i>	<i>Clerk AA</i>
57.5	<i>Safeguarding training- NN to share certificate</i>	<i>NN/DHT</i>
58.4	<i>Governor's Capitation Account- Chair to facilitate new account and signatory EH-B with the SBM</i>	
61.3	<i>Draft new model Complaints policy- to be amended as detailed</i>	<i>DHT/Clerk</i>

53. **FGB was convened- all were welcomed**

- 53.1. Attendance, apologies and declarations update for joiners. AA, JLE and AP were noted not to be present.
[Clerk's note AA sent apologies post meeting]
- 53.2. Declarations -there were no declarations made against items on this agenda

54. **Approval of the minutes** from the previous Full Governing Body meeting (Budget focused) held on **Tuesday 28 April 2020 by Zoom**. The minutes were **AGREED** to be a true and accurate record of accounts and would be signed at the next physical meeting.

- 54.1. Any urgent matters arising not on this agenda

Urgent Action only- List this meeting, on hold items recorded at end of minutes

24.1	<i>[9.1]Governors to submit brief 'child accessible' bio for the reception area and Skills audit/ (5 received to date) Passed to AA by the Clerk for further action</i>	<i>Clerk (shared 290420)</i>
25.2	<i>CPO Covid agenda items- Transitions/ Impact on home learning in outcome and progress</i>	<i>on CPO agenda</i>
28.5	<i>Governance SDP- rag-rating to move to green</i>	<i>Completed</i>

43.2	<i>CPO Committee – Minutes from 4 February 2020 to be circulated after the meeting</i>	<i>Clerk (shared 290420)</i>
44.1	<i>CPOMs documents to be shared</i>	<i>Completed</i>
44.2	<i>DHT to request staff include BBC/Oak Academy links where possible in remote learning lessons. Completed</i>	<i>Resolved</i>
47.2	<i>SBM to source boiler quotes from LDBS and directly</i>	<i>On this agenda</i>
47.6	<i>Bank capitation account- signatory to be agreed offline</i>	<i>On this agenda</i>
48.0	<i>SFVS and Recommended Polices shared post meeting by the Clerk, APPROVAL noted subject to post meeting review</i>	<i>Clerk (shared 290420)</i>

55. Committee minutes to be received for information- Committee Chairs

55.1. Resources Committee – Minutes from 28 April 20 were received without comment.

56. Executive Headteacher’s Report to the Governors

56.1. Staffing update—A staffing organigram was shared, changes were noted that included;

- Alice R was seconded to another Camden Primary for two terms
- The SENDCO (shared with St Luke’s) was seen increased to 2 days/week, this arrangement working well. The SENDCO had continued over the lockdown with progressing EHCPs and assessments.
- New staff members were noted, including an additional staff member who had been recruited to address catch up recovery needs.

Staff morale was reported to have remained high during the lockdown, the EHT had worked with staff to address concerns about the use of public transport.

It was noted that Ofsted had announced that there would not be usual inspections for next term, with plans to start from Jan 21.

Governors were pleased to hear that the EHT continued to support both St Paul’s Winchmore hill, St Luke’s Finchley and one day at the LDBS, sharing his leadership expertise and pedagogical approach that was evidenced by the high standards Hampstead Parochial with other local schools, in this way.

56.2. Curriculum- Leaders had worked with staff members to develop a new curriculum map, building on skills, that included history topics in chronological order, with clear literacy planning and high-quality texts to support. This was thematically linked and had been designed with Teacher work/life balance for lesson planning in mind.

- New maths guidance had recently been released and would be included.
- PE and sports premium now confirmed for 2020-21. Waiting on further updates.

Q A Governor ASKED if there had been any changes to the curriculum that was being provided online? It was confirmed that home learning had continued with the existing curriculum map, with work provided for each subject however recently this had been revised in order to revisit and recap knowledge and embed understanding, with no new concepts being added.

57. Safeguarding report

57.1. A new format report was shared with Safeguarding updates noted. The DHT reported- Staffing-

- CPD and training would be added, the new KCSIE 2020 had been shared with staff.
- MM was joining the Safeguarding team as an additional DSL to extend the team capacity.
- Prevent training had been completed as a whole staff body.

Governors noted that there were currently 2 vulnerable pupils with no LAC pupils at the school.

57.2. Attendance monitoring was noted to be problematic at this time of disruption, however of those who had said they were returning, 97.8% attendance was recorded.

Q A Governor ASKED how the school was monitoring pupil engagement? The DHT explained that teachers were analysing Google classroom feedback, any concerns teachers would contact families and children.

Q Another Governor ASKED if it was possible to monitor downloading from the website, rather than work completed? It was acknowledged that this was not possible to see if a document had been opened. The DHT added that Google classroom made those who were accessing lessons clear and support with iPad loans had been made where there was an issue of accessibility raised. A few pupils not seen to be engaging had been invited into school as part of the vulnerable and key worker provision.

57.3. Persistent absences-a review had taken place and it was noted that different pupils had been absent rather than trends seen, punctuality was being tracked. The Chair noted that the current data could not be reflective due to the difficulties this year, the school was however aware of those attending at the school site and those engaging with Google.

57.4. Referrals and incidents- one Child protection (CP) case had now moved to Child in Need (CIN) for monitoring purposes.

57.5. Safeguarding Training- in addition to the staff safeguarding training, it was noted that

- The Chair had completed the Andrew Hall safeguarding course, and Camden Learning Safeguarding 26 February 2020
- NN had attended safeguarding training in Feb, and would send certificate February 2020

Action NN to share certificate

58. **Finance and Premises update**

58.1. Any urgent Premises issues during partial closure- The EHT reported that the school was working with Caterlink and providing vouchers and food numbers on site, that were tricky to manage, packed lunches were made available but not hot meals. For September an enhanced packed lunch was being planned with hot items to be included. Enhanced cleaning had been contracted with new a cleaning supplier and this would attract additional costs.

The EHT thanked John Day for repairing the shed in the playground and improving after school club outdoor space, and a parent volunteer for the work on the school gardens that greatly improved the playground area. Yr 6 roof maintenance and tree surgeon work for the bamboo was noted to be required.

58.2. Summer works for approval-

Boilers- 3 options had been considered. Replacement option 2 was agreed	£10,896
Classroom flooring to be improved and replacing flooring in others.	£7,527
Lighting- LED lighting throughout school for the entire school.	£29,747
Y3, 4 and 5 looking at having teaching walls, to create more floor space. This would include a redesign of the classroom	£22,412
Damp proofing	£4285
	£74866

Governors agreed that this money was better spent on projects will greatly enhance the school for the benefit of pupils than sitting in the account and a strategic recommendation from the resources committee to access these funds for such works had previously been agreed.

RESOLVED; Total £74866.74 to be funded through the extended schools service account APPROVED

Roofing works- It was noted that the LCVAP (now LDBS) bid to replace roofing for the school house at £152k had been approved.

Works to the Church house side to take place at the same time was felt to be prudent and was being considered, awaiting approval. This would further support HPS, by enhancing the quality of the living provision for those teachers that resided

58.3. Remote working issues – Camden training support for staff for Google classroom had been appreciated. The school had provided laptops for teachers just before lockdown.

58.4. Bank capitation account- The Capitation account was explained as the ‘Governor’s Trust account’. This was currently held at the Nationwide, and for which Gift Aid could be reclaimed for donations used for capital projects at the school. Governors were mindful that this account funded 10% of the total cost of any approved capital project, with the balance costs being paid by the LDBS.

The account was treated as a Charity account and was managed by, or on behalf of the Governors and audited externally. The current treasurer Angela Gardner had contacted the Chair to note that the bank account currently used was being discontinued, and an alternative account would need to be opened (recommended to be a Barclays Community Account). In addition, she would be resigning the post as no longer a parent at the school, and another signatory would be required for the new account.

A new parent Governor Evelina Hinovska-Barbier was approached during the meeting regarding this responsibility and agreed to undertake this role. The SBM would be requested to make the account arrangements for change over.

Action Chair to facilitate with the SBM

59. **Chair’s report**

59.1. Risk Assessment endorsement for wider opening- It was noted that this had been circulated by email to Governors 21 May 20 for comment and review and subsequently endorsed. A new risk assessment would be required for full September opening.

59.2. Camden Chairs networks- The Chair reported that discussion at this event has included conversations around Teacher issues regarding ‘live’ remote lessons, for which Teaching Unions were noted to be resistant.

Q A Governor ASKED if there had been Union advice at HPS? The EHT noted that staff had worked well to quickly adapt teaching approaches and to support home learning during the period of disruption, however a small number of parent feedbacks had been received regarding live teaching and why this had not been made available.

Issues such as accessibility for all, teacher home working arrangements, and potential for bullying and safeguarding issues (for pupils with the ‘wrong’ home/toy/bedroom/sibling in the background etc’) all impacted. In addition, feedback from pilot projects elsewhere had been that Zoom classes in larger groups were not working well, however small group interventions could be effective.

New ways of working using the technology were under consideration, robust policies and procedures would be required.

60. **Governance**

60.1. Constitution and membership- Anne D had been re-appointed by the Denary Synod for a four-year term to 12 June 2024, based on a shielding role and virtual meeting basis. Governors were more than happy to facilitate arrangements to do so in order to retain AD’s knowledge, experience and skills on the Governing Board.

RATIFIED

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<p>60.2. <u>Annual meeting dates 2020-21</u> and planning (supplied) The Chair explained that a 2 committee model had been initially planned with the Clerk, with a consideration for this model to be potentially adjusted for improved effectiveness later in the year, possibly by detailed CPO meetings being held prior to the FGB business. AGREED</p>
<p>61. Recommended Policies for FGB level approval (reviewed by delegated Governors as indicated)</p> <p>61.1. <u>SEND information report</u> (annual update required), update noted. APPROVED</p> <p>61.2. <u>RSE- Relationships and Sex education Policy</u> Recommended from the CPO held prior APPROVED</p> <p>61.3. <u>Complaints Policy</u> A draft had been shared for review, based on the LDBS model, taking into account the Best Practice guidance released in 2019. The EHT thanked the DHT for her work to adapt. It was noted that the new guidance limited complaints to within 3 months of the incident. Governors discussed and agreed an amendment- to retain the option not to expend resources for the use of current pupils at the school on complaints for pupils who had since left (to use wording from the existing Aug 2017 policy). APPROVED subject to the above amendment</p>
<p>62. Any other urgent business (to be agreed at the start of the meeting with the Chair)- none noted for this meeting.</p>

There being no further business in Part 1 of the meeting closed at 19.05, the DHT was thanked and left the meeting and matters turned to Part 2 business.

Signed by the Chair.....Dated.....