

Full Governing Body Meeting Minutes



Hampstead Parochial Church of England Primary School
Tuesday 28 April 2020, from 5.00pm Via Zoom link

Governors (*not present)		
Tim Jervis ('TJ')	Parent Governor (Elected)	30 April 2020
Chair of Governors		
Ammar Ahmed ('AA')	Foundation Governor LDBS	13 Jan 2023
Vice Chair of Governors		
Allan McLean ('Headteacher')	Headteacher	Ex Officio
Robert Nesbitt ('RN')	Parent Governor (elected)	30 April 2020
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 23
Jenny Lupa ('JL')	Foundation Governor PCC <i>St John At Hampstead Church</i>	8 Jan 2021
Anne Diack ('AD')	Foundation Governor HDS	12 June 2020
David Rue ('DR')	Foundation Governor HDS	20 May 2023
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		
Evelina Hinovska-Barbier	Elected Parent Governor -from 1/5/20	
Monwara Sikder ('SBM')	School Business Manager	
Emma Ingles (DHT)	Deputy Headteacher	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

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)</i>	<i>All Clerk (shared 290420)</i>
25.2	<i>CPO Covid agenda items- Transitions/ Impact on home learning in outcome and progress</i>	<i>Clerk CPO agenda</i>
28.5	<i>Governance SDP- rag-rating to move to green</i>	<i>EHT</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>DHT</i>
44.2	<i>DHT to request staff include BBC/Oak Academy links where possible</i>	<i>DHT</i>
47.2	<i>SBM to source boiler quotes from LDBS and directly</i>	<i>SBM</i>
47.6	<i>Bank capitation account- signatory to be agreed offline</i>	<i>Chair/SBM</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>

Part 1 – Based on recommended Standing agenda items during Covid 19 closures

Following guidance from DfE and taken from NGA- <https://www.nga.org.uk/getmedia/08682f90-7df0-4af3-9de4-f7712bf0d129/Covid-19-Guidance-on-decisions-and-meetings-March-2020.pdf>
<https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020>

FGB Items	
41.	Attendance, apologies and declarations update from Resources meeting held prior-
41.1.	Apologies had been received from NN and these were ACCEPTED by those present. It was noted that AP, and JLE were not present at the start of the meeting.
41.2.	There were no declarations raised against items on this agenda

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42. **Approval of the minutes** from the previous Full Governing Body meeting, held on **Monday, 2 December 2020**. The minutes were **AGREED** to be an accurate record of accounts and would be signed in the meeting by the Chair at the next physical meeting.

42.1. Any urgent matters arising not on this agenda, **in Blue on hold to September, summarised at end of minutes.**

<i>Action List this meeting</i>		
24.1	<i>[9.1]Governors to submit brief 'child accessible' bio for the reception area to the Clerk</i>	Governors were encouraged to update their bios and photos
24.1	<i>[9.6] Vice Chair to circulate skills audit/all to return-</i>	Clerk to review and recirculate
24.1	<i>[9.7] Class temperature- On going monitoring in committee, covered later in the agenda</i>	<i>On hold</i>
25.1	<i>SBM/Extended services PP access review/ PP reminder for the school newsletter</i>	<i>Completed</i>
25.2	<i>CPO agenda -SIAMs outcomes from full report, Transitions. Covid issues MM to circulate PPT (mental Health training)</i>	Next agenda Completed
28.4	<i>HT to enquire availability of Phonics shared resources with Helen Ridding- carried over Clerk/ Extended services budget (Phonics) Resources cmtte agenda item Clerk/CPO Phonics update and reading focus agenda items</i>	<i>Clerk cmtte agendas on hold</i>
28.5	<i>Governance development plan (part of the SDP) Chair to review SDP 4b, Governance items on the SDP were resolved or on-going.</i>	EHT to update Rag-rating to green
29.2	<i>Parent election planned end of January</i>	<i>Completed</i>
29.3	<i>Governor Monitoring- ▪ Clerk to circulate link Governors, visits policy and templates, Chair/Vice Chair to consider Governor visit day</i>	<i>Completed</i>
33.0	<i>Policy schedule and delegation proposal-2020/21 planning</i>	<i>Clerk</i>
33.1	<i>Equalities policy- review of objectives</i>	<i>Resolved</i>
33.4	<i>Brexit planning- staffing to be checked</i>	<i>On hold</i>

43. **Committee minutes to be received for information**

43.1. Resources Committee – Minutes from 28 January 2020 Shared to this meeting without further comment.

43.2. CPO Committee – Minutes from 4 February 2020 omitted in error by the Clerk
Action Clerk to be circulated after the meeting/ Impact on home learning in outcome and progress next CPO agenda see action 25.2

44. **Headteacher's Report to the Governors (NGA priority items)**

44.1. Care of students (EHCP, Key worker children and Vulnerable)-
Governors noted that one pupil with an EHCP was attending the provision, key worker children had been identified following clarification of criteria from the government – numbers had now settled to around 3-5 pupils a day. Vulnerable pupils had been identified and contacted. The school leaders were working with social services to ensure pupil safety.

A number of documents had been supplied to the meeting for information;

- A full chronology detailing actions taken by the school during the fast-changing advice for school closures making clear the 3 phases that the school had worked through, during the pandemic.
- An addendum to the safeguarding policy specific to Covid 19 arrangements, and contingency plan for Covid 19.
- Family support guide check-in script
- Guidance for staff working from home
- Online and home learning safeguarding guidance for staff and parents

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- CPOMS – documents to be shared with Governors post meeting.

The HT thanked the DHT for the additional work to ensure pupil safeguarding during this difficult time (discussed under Part 2, recorded here)

Action DHT/CPOMs documents to be shared

A staff rota had been drawn up that included a Designated Safeguarding Lead (DSL), one support staff member, and a Health and Safety person. Staff were called regularly to support well-being.

44.2. Support for home working

Support offered to parents had changed over time, a full timetable had been shared as practices were being developed.

Parent Governors feedback to staff was that provision was seen to be positive, however some parents had struggled to keep pupils engaged more than others, and uptake was variable.

Another Governor agreed that the tone of communication from the school had been supportive, zoom meetings to keep contact with staff had proved to be helpful.

It was suggested that there was a lot of work supplied for parents, who may have more than one child to manage however parents present noted their appreciation for staff and structure was noted to be useful for pupils.

Q A Governor ASKED about support for those pupils who didn't have access to the internet? The EHT had offered iPad loans to families, with 10 taking up the offer. Paper packs had been shared with some families, and those not attending zoom were being followed up and support was provided.

A Governor suggested use of online classrooms? The EHT explained that this had been considered, however a number of safeguarding issues had been raised, and teaching unions had advised against this approach. Zoom meetings to support parents were noted to be proving helpful, and many lessons were available online- the BBC and Oak Academy were noted.

Q A Governor requested that links to these resources could be included by the school in lessons and this was agreed to be a good idea.

Action DHT to request staff include BBC/Oak Academy links where possible

Q A Governor ASKED about the gap for disadvantaged pupils, as some pupils will not have received the same amount of support at home? The EHT agreed that looking at support staff for interventions may be needed depending on when schools would return.

Q A Governor ASKED about repeating the term? The EHT noted that teachers were used to changing and adapting lessons as required to suit retention and understanding- the learning would be adapted as required and the school would address the situation to readdress any gaps.

44.3. The EHT noted thanks to the staff for the enormous amount of work to recreate ways of teaching. A parent agreed that staff had been amazing during this period of disruption.

The Chair noted that Camden had communicated to pass on thanks to the school for acting under such difficult circumstances.

45. **Governance**

45.1. Well-being- monitoring for Students, staff and stakeholders- discussed earlier and detailed in documents supplied to the meeting.

46. **Safeguarding-** Governors noted updated guidance during Covid 19 school closures;
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

47. **Finance and Premises update**

47.1. Budget recommended earlier- to be agreed. The budget had been discussed during the Resources Committee, where Governors had discussed in detail prior.

RESOLVED- Outturn/Budget 2020/21 and 3-year plan were all APPROVED

- 47.2. Boiler update (action Res meeting) It was noted that the boiler replacement would not be possible to take place this year through the LDBS, however the school could manage and pay for this through the extended schools account. The LDBS had offered to manage this project at a cost of 10%.

Q A Governor queried the added value of this management cost? The SBM agreed that the school could approach suppliers directly. Both quotes would be requested for comparison.

Q A Governor queried what was now to be funded through the LCVAP? The SBM confirmed that windows to school and house repairs, were required. 3 phases were planned throughout the summer- 1. Roof to house, 2. Roof to reception class, 3. Repairs to guttering to new Y6.

Boilers could not now be added to the LCVAP bid and could therefore only be replaced next year in next year's LCVAP funding round. This would mean the school would need to get through another winter.

Action SBM to source boiler quotes from LDBS and directly

- 47.3. LED Lighting approval required (action Res meeting)- £30k to replace all lighting had been proposed as detailed in the last minutes.

Q A Governor ASKED about funding? It was explained that this was proposed to be a strategic use of the extended services reserves for the benefit of school staff and pupils for an urgent need.

RESOLVED- RATIFIED Action SBM/ AGREED to take place asap whilst the building is quiet.

- 47.4. Any urgent Premises issues during partial closure- The EHT explained that a number of areas were being addressed whilst the school was on partial closure- an outside store was being cleared out, and a replacement roof (£2k) needed to be replaced.

The Rose Foundation for the school hall floor had been submitted. A new cleaning contract had commenced, and a deep clean in the kitchen had taken place.

- 47.5. Remote working issues (if any)- covered earlier

- 47.6. Bank capitation account- A proposed change was required by a current signatory (Angela Gardener)

Action Chair/SBM to be agreed offline

48. **Recommended Policies for FGB level approval**

- 48.1. Safeguarding Policy addendum (Covid 19) **ADOPTED.**

A Governor reminded the school about safeguarding for teachers during this time including them using school emails only. and zoom safe practices.

- 48.2. Virtual meeting Policy- Draft supplied by the Clerk **AGREED**

From Resources committee

- 48.3. SFVS (annual- recommended), submitted by Chairs action under Covid 19 issues

From CPO committee

- 48.4. Supporting pupils with medical conditions (to include pupils with health reason who cannot attend school) TJ recommendation from CPO delegation

- 48.5. EYFS Policy – (DR recommendation from CPO delegation)

- 48.6. SEND Information report (annual- AA recommended from CPO delegation)

Action Recommended Polices shared post meeting by the Clerk, APPROVAL noted subject to post meeting review

- 48.7. Brexit Plan (action last meeting)- *held over to September*

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49. **Any other business**

- 49.1. The Vice Chair AA was thanked for producing a detailed website audit, actions being addressed by the school
- 49.2. Rev Jeremy was thanked for providing online reflective worship during these challenging times.

Part 1 of the meeting closed at 19.00 and attention moved to Part 2 business

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

Dates of next meetings	
Governors agreed to reschedule the CPO immediately prior to the FGB	
(9) Curriculum, Progress & Outcomes Committee (was 18 May)	NOW 07 July 2020 (5:00pm)
(10) Full Governing Body	07 July 2020 (6:00pm)

<i>Recovery plan actions- Autumn term</i>		
24.1	<i>[9.7] Class temperature- On going monitoring in committee, covered later in the agenda</i>	<i>On hold</i>
28.4	<ul style="list-style-type: none"> ▪ <i>HT to enquire availability of Phonics shared resources with Helen Ridding</i> ▪ <i>Extended services budget (Phonics) Resources cmtte agenda item</i> ▪ <i>Phonics update and reading focus agenda items CPO</i> 	<i>Clerk cmtte agendas on hold</i>
33.0	<i>Policy schedule and delegation proposal-2020/21 planning</i>	<i>Clerk</i>
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