



Full Governing Board

Monday 18 January 2021 at 6.00pm

Held via Zoom

Governors (*not present)		
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
Vacancy	Foundation Governor PCC St John At Hampstead Church	
Vacancy	Foundation Governor PCC St John At Hampstead Church	
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		
Jenny Lupa ('JL')	Previous Foundation Governor PCC	Term concluded
Monwara Sikder ('SBM')	School Business Manager	
Emma Ingles (DHT)	Deputy Headteacher	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Action list last meeting

54.1	[9.1] Governors to submit brief 'child accessible' bio for the reception Two awaited -NN and EHB, to be summarised for the website. Carried over [9.1] Skills audit summary Carried over	Clerk/AA AA/Clerk
58.4	Governor's Capitation Account- New account required Carried over.	SBM/Chair
14.1	Chair to contact AP regarding membership	Chair
22.2	Safeguarding training -EI to share with Clerk for circulation.	DHT/Clerk
24.1	CW county washrooms (£38.5K) AGREED subject to specification review at Resources	Clerk/Resources

FGB items

14. **Welcome- Rev J opened the meeting in prayer.**
- 14.1. Attendance and apologies for absence- No Apologies had been received.
It was noted that AP was not present at the start of the meeting. The the Chair remarked that AP's term of office as LA Governor was becoming due, and it was noted that attendance for this Board member during the previous year had been very low. The Chair would write regarding membership.
Action Chair to contact AP regarding membership
- To note 2 PCC vacancies.
- Governors noted a resignation since last meeting- Jean Luc E had been in contact with the Chair and confirmed that he was not able to commit to the role as had been hoped.

- End of term of office- Jenny Lupa's term had concluded and she had previously advised that she wished to step down. The Chair noted this with regret, all agreed her wise consul over the years had been of great benefit to the Board. A gift had been delivered in recognition and appreciation.

Rev J noted that 2 church members had been identified and approached for the two vacancies and these were expected to be ratified at the PCC meeting Feb 22.

14.2. Declarations of Interest

- Annual Pecuniary interests- The Clerk noted that whilst all members had notified via email or on Zoom chat that their interests had not changed since the pervious year, the Clerk had updated accordingly on Governor Hub. It was however recommended that those who had not done so themselves could confirm via their profile on Governor Hub. This would give a greater sense of transparency for the audit trail.
- Interests for this agenda -there were no declarations made or additions to the register.

15. **Approval of the minutes** from the previous Full Governing Body meeting held 14 September 2020- **The minutes were AGREED to be a true and accurate record of accounts and would be signed at the next physical meeting.**

15.1. Any matters arising not on this agenda

<i>Action list last meeting</i>		
1.2	<i>Clerk- Pecuniary declarations- asking to reaffirm online, covered earlier</i>	<i>Clerk</i>
54.1	<i>[9.1] Governors to submit brief 'child accessible' bio for the reception Two awaited -NN and EHB, to be summarised for the website. Carried over [9.1] Skills audit- 5 received to date passed to AA by the Clerk for further action. Carried over</i>	<i>Clerk/AA AA/Clerk</i>
58.4	<i>Governor's Capitation Account- Chair to facilitate new account and signatory EH-B with the SBM, SBM to do an Introductory email to facilitate EHB updated. A new bank account was required, difficult with Covid but working towards moving it over in one go. The SBM added that the new signatories would be approached, with a Barclays community account was recommended, but issues during lockdown to get set up. Carried over.</i>	<i>SBM/Chair</i>
5.2	<i>SBM and Chair to facilitate an expression of thanks to both Miss Scarr and Mr Tuffley. This would be presented in person and of year service.</i>	<i>Closed</i>
6.5	<i>Chair to draft formal letter of thanks to staff, actioned before Christmas.</i>	<i>Completed</i>
7.0	<i>Next agenda mental health assessment process CPO</i>	<i>Resolved</i>
8.4	<i>Brexit planning arrangements next FGB</i>	<i>Completed</i>
9.3	<i>Behaviour policy and remote learning policies to CPO</i>	<i>Completed</i>

16. **Committee minutes to be received-** for information

16.1. Resources (3 Nov 20) – NN reported. A detailed premises report, with works and building projects over the summer had been discussed. Governors were pleased to hear that the boilers had been replaced. The Extended services account was reviewed, and the SBM added that due to Covid income was reduced and in addition the loss of the bulge class funding would impact.

16.2. CPO (30 Nov 20)- Rev J reported that a presentation on SEND had been well received containing useful and detailed information form the SENDCO. Learning on-line was discussed in advance of the current lockdown and a class had been required to self-isolate last term- in itself a useful preparation for the current situation.

17. **Headteacher's Report to the Governors- the EHT reported.**

17.1. The Quality of Education- The situation over the Christmas holiday was fast changing, and schools had been expected to open as usual, however a New Year's Day emergency meeting had been held by Camden regarding the increasing R rate and new variant that resulted in the Government announcing school partial closures after only one day back for the new term.

The strategy developed for online learning had included input from stakeholders, PFA, Governors and staff and therefore was ready to roll out immediately.

- Group sessions of 5 online live with teachers gives contact. These guided focus groups for Maths, and English work, were for 15 mins, and echoed activity in a class.
- Each child would have this time once a week, clear expectations had been shared with staff.
- Zoom class meetings were held Monday and Wednesdays allow time to gather as a class.

Use of Loom videos by staff had been found to be working well, allowing for pupils to learn at their own pace and to fit around family life and circumstances.

Q A Governor ASKED about issues with digital poverty? The HT explained that 20 iPads and chargers had been made available, monitoring was ongoing regarding attendance to online learning with all pupils confirmed to be able to connect. Only 2-3 absences per day were recorded, parents sending apologies if pupils were not signing on to remote lessons.

Q Another Governor ASKED about the DfE laptop scheme? It was noted that 12 New iPads had been ordered to replace aging stock, but these had not yet been received.

17.2. Key worker groups were attending on-site school, with the school opened to staff on a rota. This was felt to be a positive approach to keep all in touch. In response to a question from a Governor it was confirmed that the closure was expected to be until half term.

- 33 total pupils were attending with KS1 and KS2 bubbles in place, 15 maximum. Number were confirmed to be similar to last time, with the aim to encourage parents where possible to keep numbers low to reduce risk if at all possible for all concerned.
- Support staff were 3 days a week in school and 2 days at home with intervention work. Structure was in place to pick up vulnerable pupils.
- Catering and cleaning sorted out, office staff working alternating days

17.3. Staff well-being Q A Governor ASKED about support for teaching staff- were they technically ready? The HT explained that leaders had been working with staff to upskill last year regarding delivering the curriculum differently. All staff had received new laptops last year and TAs had iPads if required.

Q A Governor ASKED about the staff day and workload? The HT added that this had been a concern and leaders had been mindful a significant change to include an extra 15 minute live zoom session with groups of pupils. A staff member responded that the teaching day included making Loom videos, developing lessons and marking, which was all taking time, however on the whole was working out well and was happy with the format. Senior leaders were checking in with staff regarding workload during this time.

Q A Governor ASKED about testing and vaccination for staff? The HT explained that TAs were working with some of the more vulnerable pupils so this was a concern for them. DfE had mentioned that teaching staff may move up the priority list for vaccinations, but this was yet to be announced.

Q Another Governor ASKED about cover arrangements, should a teacher become unwell? It was planned that senior leaders would need to cover in this instance and it was suggested that a plan should be shared to enable those staff that were unwell to take time out to recover.

The HT thanked his staff for the work taking place.

17.4. Remote learning strategy This had been available on the website for some time. It was confirmed that a Governor had reviewed and reported that in comparison with other schools offer it was found to be a good robust plan and compliant with DfE guidance.

The Chair added that there had been a lot of positive feedback from the recent delivery, and only one negative - the evolution to deliver the curriculum differently had been amazing, under appalling circumstances, and was seen to be working very well, giving a sense of the classroom, and picking up interventions.

A governor who was also a parent added that having a PDF had been useful to support their child, and a resources list for lessons- a big improvement to last year, however the changes required each child to have their

	<p>own device to access live calls. Another governor who was also a parent agreed that it was an effective school day, and less stressful for parents than last year. It was added that the choice of options allowed some flexibility to tailor things. All agreed that the Looms were working very well.</p>
17.5.	<p><u>SDP/SEF for formal agreement</u> (action CPO)- This was noted and AGREED, however due to the changing circumstances would be reviewed between half term, and Easter.</p>
18.	<p>Data analysis from Autumn Term- shared during the CPO. The HT reported that it had been expected that ends of term pupil review meetings would have been held at this stage- these had been postponed to January and then cancelled, therefore updated data was not available at this time.</p> <p>The HT added that;</p> <ul style="list-style-type: none"> ▪ Pupils were uploading an increasing amount of work ▪ teachers were gaining useful feedback about learning and knowledge through the additional zooms and end of day feedback. ▪ Small number groups allowed for better follow up for those not showing engagement. ▪ Gaps on return were to be expected due to differing personal circumstances. Formal assessments would take place when pupils were back in school.
19.	<p>Safeguarding report- the DHT reported.</p>
19.1.	<p><u>Safeguarding training</u> was noted and Governors training had been included in the report. It was noted that Rev J had completed the Diocese of London Level 3 refresher training (now valid for 3 years) – 20.8.20 (1 day refresher course) which would be added to the record by the DHT.</p> <ul style="list-style-type: none"> ▪ 2 EHCP pupils were attending their key worker bubble group.
19.2.	<p><u>Attendance</u>-for last term was reviewed in detail, however comparison with other years was difficult with sickness and Covid.</p> <ul style="list-style-type: none"> ▪ Those with less than 90% attendance had been identified, and background stories informed. ▪ 2 persistent absences were noted and staff were working with parents regarding this. ▪ Those not attending or uploading work were being followed up. <p>All safeguarding concerns were being identified and dealt with, home access for devices ensured for pupils and respite bubble attendance offered where need was identified. CPOMs was being used by staff to record and collate.</p> <p>In response to a CHALLENGE it was confirmed that the DSL was confident that processes were working well and it was confirmed that a DSL was always on site when the school had pupils present.</p> <p>The Risk assessment was constantly being reviewed in line with guidance,</p>
20.	<p>Finance and Premises items To record prior virtual ratification- shared 12 Nov 20 on Governor Hub- recommended from the Resources committee 3 Nov 20)</p>
20.1.	<p>School Financial Value Standard (SFVS)- benchmarking tool APPROVED</p>
20.2.	<p>Annual STPCD uplift RATIFIED</p>
21.	<p>Chair's report-</p>
21.1.	<p><u>Membership and remote learning</u> covered earlier</p>
21.2.	<p><u>LDBS zoom with the Bishop of London-</u> 'what does a good relationship with the church look like?' The Chair felt that Hampstead Parochial was a good example of this, where a pupil at school can recognise the Vicar in the street out of the school context and feel comfortable to approach and greet him. The Vicar, Father Jeremy, was present and indicated agreement.</p>
21.3.	<p><u>Diversity talk</u> from Camden at the end of AGM, Governors encouraged to attend</p>
21.4.	<p><u>Capitation appeal</u>- the SBM updated. The appeal for funding was going well, given that the school was in lockdown, £8082 was noted so far, including a few significant donations. This was as much as might be usual for the entire year. Reminder letters would be sent this week as 40% of the parent body had not as yet contributed. It was commented that a contribution of the cost of a cup of coffee would help the school and encourage engagement.</p>

21.5.	<u>Website and Governor profiles</u> a reminder for those outstanding and for the website.
22.	Governance
22.1.	<u>Staff survey feedback</u> (from CPO)- The HT reported that a survey planned was not held due to the disruption before Christmas, however a staff well-being meeting had been held. MM reported that this had been led by Camden, and had included strategies to build resilience for staff, which had been helpful.
22.2.	<u>Safeguarding training</u> (action from CPO). Action EI to share with Clerk for circulation.
22.3.	<i>Term/Inset dates for ratification (from recommendation at Nov CPO),</i> RATIFIED
23.	Policies To record prior virtual ratification- (recommended from Resources 3 Nov 20, approval shared on Governor Hub 12 Nov 20)
23.1.	<u>Pay Policy</u> - Camden model, includes new uplift
23.2.	<u>Health and Safety</u> - Camden model
23.3.	<u>NQT induction</u>
23.4.	<u>Admissions Policy 2021-22</u> consultation completed, to record 'determination' of criteria. APPROVED
23.5.	To confirm compliance with Remote learning requirements (DFE update 17 Dec 20) to be on website by 25 Jan 21- confirmed
24.	Any other urgent business (to be agreed at the start of the meeting with the Chair)
24.1.	The SBM added that renovations to disabled, staff and girls' toilets were required. Quotes had previously been sourced in 2019- £38,531. As the PTA had funded some of the works last summer, this had released an unexpected £30k- that could be put towards these works, proposed for summer or Easter. Action CW county washrooms AGREED subject to full review of specifications at Resources committee
25.	To decide if any item from Part 1 is to be recorded under Part 2 minutes- none noted

There being no further business Part 1 of this meeting closed at 19.31.

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

Thursday 11 Feb 2021 5:30pm	RESOURCES COMMITTEE	
Monday, 1 March 2021 5:30pm	C.P.O. COMMITTEE	
Easter		
Tuesday, 4 May 2021 5:30pm	RESOURCES COMMITTEE	Budget recommendation
Monday, 10 May 2021 6:00pm	FULL GOVERNING BODY (Budget approval)	