

Darell Primary and Nursery School

Minutes of the Meeting of the Governing Body held virtually by Zoom on
Tuesday 1st December 2020 at 6.30pm

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	Peter Hewer (PH)	Sep 23
Parent (2)	Election	Matthew Beale Alan Hamilton (AH)	Nov 24 Mar 21
Headteacher		Joe Porter (JP)	N/A
Staff (1)	Staff Elected	Ravi Shankar (RS)	Dec 23
Co-opted (9)	Governing Body	Janet Deboo (JD) Luke Martyr (LM) Jenny Mikkelsen (JM) Joanne Winship (JW) Fiona Booth (FB) Jennifer Powers (JenP) <i>Vacancy</i>	Dec 22 Dec 21 Dec 23 Dec 22 Feb 22 Nov 24
Associate Members	Governing Body	Susanna Zotov (SZ)	
		Emma Claridge (EC)	
		Paul Gilbert (PG)	

bold = absent

Also present: Rebecca Herle (RH) (Clerk)

		ACTION
1.	Welcome, apologies for absence	
1.1	Formal welcome to new governor members Jennifer Powers and Matthew Beale.	
1.2	Apologies: Susanna Zotov, Peter Hewer and Jenny Mikkelsen Jenny Mikkelsen is taking a leave of absence until spring 2021.	
2.	Declarations of interest No new declarations of interest at the meeting Action: RH to send a blank declarations of interest form to all governors to complete, sign and return. An updated summary will then be included on the school website	RH
3.	GB membership update	

3.1	<p>New member appointments:</p> <p>Jennifer Powers as co-opted member and Matthew Beale elected unopposed as parent governor, both roles were approved by the full governing body via email on 23rd November 2020. Both terms of office are 4 years.</p> <p>Emma Claridge and Paul Gilbert are officially appointed as associate governor members. JD confirmed that associate members do not have voting rights and are not duty bound to attend every meeting.</p> <p>AH raised that PH is sitting in as LA contact – he wondered if we could appoint a LA Councillor. JD confirmed that we are still open to this opportunity if we can find a Councillor who can commit to this.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Minutes of previous meetings</p> <p>Draft Minutes of FGB meeting 22nd September 2020</p> <p>Minutes of the last FGB meeting were approved.</p> <p>JD raised that one of the actions from these minutes was for the EYFS policy to be reviewed – JP raised that we are currently reviewing all policies and the EYFS one was only written in 2019 and the new framework is out in September 2021 so it seems more sensible to just review this one now and update it fully in September 2021 when the changes come into force.</p> <p>FB asked if review cycle for statutory policies is 1 year – RH confirmed that whilst best practice is 1 year for most statutory policies it is at the discretion of the school to review the most critical for annual review and then agree the schools review cycle for the rest.</p> <p>Draft minutes of the EFG meeting 8th October 2020</p> <p>Minutes of the EFGB meeting were approved.</p> <p>Action: To recruit a new clerk in the new year – RH is stepping down.</p>	JP/JD
<p>5.</p> <p>5.1</p>	<p>Governing body arrangements for 2020-21</p> <p>To agree committee membership including chairs and vice-chairs</p> <p>Matthew Beale was voted in as Chair of Resources Committee.</p> <p>Current committee membership agreed as below: All governors to consider if there are committees they would like to join and to express their interest to the chair of that committee.</p> <p>Pupils and Community – Alan Hamilton (Chair), Peter Hewer (Vice Chair), Jennifer Powers, Janet Deboo</p> <p>Achievement and Curriculum – Fiona Booth (Chair), Joanne Winship (Vice Chair), Janet Deboo</p> <p>Resources – Matthew Beale (Chair) Luke Martyr, Janet Deboo</p> <p>Pupil Premium Working Group – currently reporting to A&C Following a brief discussion it was agreed that this group should report directly to the board. This needs to be changed on the terms of reference.</p>	

<p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Action: Update Terms of Reference of Pupil Premium Working Group</p> <p>Instrument of Governance</p> <p>JD made the proposal that we change the total number of governors from 14 to 12 – by reducing the co-opted down to 9. We still have one vacancy remaining.</p> <p>JP concurred that he feels it is right to reduce the numbers given the size of the school.</p> <p>An online poll took place and the decision was agreed unanimously.</p> <p>Action: JD to confirm the change with Governor Support and request they action the change</p> <p>FGB Code of Practice</p> <p>JD advised that she would like to review this document as it is fairly verbose and she would like to tighten up some of the responsibilities and actions – JD will work on this and email to everybody to review and agree.</p> <p>FGB Terms of Reference</p> <p>Likewise to 5.4 – JD would like to review and update this.</p> <p>Action: JD will work on both the code of Practice and Terms of Reference and circulate to the governing body for review and approval.</p>	<p>JW</p> <p>JD</p> <p>JD</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Committee and working groups update</p> <p>To receive a brief verbal report from each;</p> <p>Pupils & Community Committee</p> <p>AH gave an overview of current work:</p> <ul style="list-style-type: none"> : New website – currently auditing against the mandatory guidance : AH welcomed feedback : Want to develop a short term plan to welcome more families to the school: some ideas on this – to contact local nurseries – JP and JenP to work on the marketing value proposition of the school to prospective parents: <p>Resources Committee</p> <p>MB gave a brief update on meeting RH and JP – he felt that RH and JP have a very good understanding of our finances and flexible to change to improve.</p> <p>A positive first step into reviewing where Darell is with the budget details etc.</p> <p>Achievement & Curriculum Committee</p> <p>FB had first meeting this year in September – agreed that the real objective this year was to support the reading plan and the SDP priority of the development of the curriculum.</p>	

6.4	<p>EYFS and KS1 & 2 phase leaders have been having zoom meetings – to gain a real understanding of the drives and initiatives in place.</p> <p>Development of curriculum – primary curriculum teachers handbook purchased by JP and given to the governors to help understand the curriculum requirements.</p> <p>Changes to Ofsted focus will mean more emphasis on qualitative evidence around development of the curriculum plus achievement.</p> <p>FB feels now that things are far clearer from government around what is expected. It's far less intimidating.</p> <p>Pupil Premium Working Group</p> <p>JW gave a brief overview on PPG and the current strategy document which is on the school website.</p> <p>The priorities set out were:</p> <ul style="list-style-type: none"> • High quality teaching • Academic interventions – teacher led • Support children – pledges, clubs – enhancing the children's life experience <p>JW advised that there was no data available on the figures at the time of the meeting.</p> <p>FW mentioned that the SIP report recommended that an audit of the PPG strategy would be worthwhile. EC confirmed that they feel it is worth waiting till Spring when we have the full data information to include.</p> <p>PPG for Christmas – EC confirmed that we do holiday packs for Christmas and wrap up presents. JP advised that they are hopeful to get a media donation and get luxury hampers for these children and maybe invite them in for Christmas Eve to make an event of this for the families as a community event. PG has been chasing this donation.</p> <p>JW asked if governors wanted to add a donation – or come in to wrap presents.</p> <p>AH requested an email regards wrapping up details – EC will send this.</p> <p>Actions: Emails to be sent to governors requesting help with wrapping Christmas presents and/or donations</p>	EC/JW
7. 7.1	<p>Headteachers report</p> <p>JP presented the Headteacher's report, following the new format</p> <p>Celebration of success/continuing challenges</p> <p>JP began by celebrating our attendance figures. Current is 96% which is the same as last September. LA average is 92%</p> <p>JP relayed the story that recently a nurse came in to the school and confirmed that she thought we had the best handwashing process she has seen across the borough and he believes this is a contributing factor to the school not needing to close a bubble as yet.</p>	

	<p>A member of staff who was shielding has recently returned to the school and also commented how safe she feels in our environment.</p> <p>JP celebrated the remote learning policy which has been crafted by PG – he recounted an example today that a child in class watched a live lesson from home. The challenge will come when testing whole bubbles accessing live learning.</p> <p>All the Chromebooks are in and being utilised. Children who are self isolating are using Chromebooks at home.</p> <p>JP articulated that one of the key drivers for the school and SDP is that every child in KS2 has access to a chromebook.</p> <p>Update on the PSA – (<i>Name redacted</i>) has been appointed and is doing an amazing job of galvanising the parent body – there were 7 movie nights this week. This is also bringing in a good income stream for the school.</p> <p>JP commented that he felt there was truly remarkable work being done around the consistency of teaching in reading across the school.</p> <p>There has been a large investment in the books this year to support the reading objective.</p> <p>Continuous Provision – (<i>Name redacted</i>) has done an amazing job with the two rooms and outside area and this is working so well already.</p> <p>Nurture room has become part of the fabric of the school. The morning groups were due to start just across 1-2 year groups however after completing the Boxall Profile it was identified that there was a greater requirement and it would be better to run across 3 year groups.</p> <p>Challenges</p> <p>School numbers are showing a net loss of 2 now this term – another child left today – JP identified that it is our job to turn around the perception of the school but this is not a short term job. It will require longevity in its approach.</p> <p>Financial</p> <p>JP confirmed that there has been no money spent on supply cover this year this is a huge cost saving and has largely been covered by the SLT – this is a direct benefit of having a larger SLT.</p> <p>JP commented that RH was successful in gaining a COVID claw back. - where other schools were unsuccessful in getting anything. The Government have announced further funding although this is means tested by the type of school and the financial situation they are in.</p> <p>JD asked about the government catch up funding and how it is being spent? EC gave an overview of the catch up funding – it is £80 per child and it comes in 3 tranches across the year. The school has looked at giving the children that needed extra support by giving interventions. This takes place early morning so the children don't miss time out of the school day – TA's are covering these led by teachers.</p>	
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	<p>A few families have struggled to attend these but EC confirmed that they are continuing to work with them on this.</p> <p>RS confirmed that this has had transformational effects on children in his class – confidence in children that were formally very shy, and more engagement in the text and the children can keep up with the pace.</p> <p>Staffing</p> <p>JP confirmed that the Site manager has resigned and is leaving at Christmas</p> <p>JP advised that there is currently a very Confidential HR issue going on that cannot be disclosed at this time but he wanted to advise just how time consuming and complex this has been. This has had a direct impact on the extent to which JP has been able to move forward on some of his objectives.</p> <p>Marketing</p> <p>JP confirmed that there is still work to be done but a good start has been made on this in various ways.</p> <p>Curriculum</p> <p>JP met with every curriculum lead and confirmed that good plans have been formulated for the year. He also advised that PG and JP were going to work off site to create some exemplar modelling</p> <p>School context</p> <p>Numbers have gone down due to losing a whole year 6 class and reducing from a two form entry to a one form entry this year.</p> <p>Due to COVID all the schools in the area are losing children due to families moving out of the area etc and he confirmed that schools that have had huge waiting lists in the past are now having places to offer, some children have been on waiting lists for years and are now getting places.</p> <p>JP confirmed that the aim of the school is to get to 30 into Reception this year.</p> <p>JP confirmed that 4 tours are booked in the next week, since lockdown has finished.</p> <p>FB asked if other schools are doing face to face tours. JP advised that no most are not. JP feels that once parents are in the building he is confident that we can win them over – the challenge is getting the parents in the door.</p> <p>Sickness</p> <p>JP confirmed that there has been no teacher sickness at all this term.</p>	
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	<p>Behaviour and attitudes</p> <p>Attendance is very good 96% - this shows confidence from parents.</p> <p>JP confirmed that they have pushed for a change of our EWO and this has been honoured – there is now a much better EWO in place.</p> <p>JP advised that the value statements are up in all classes now and are referred to consistently.</p> <p>FB asked a question about value statements around behaviour and whether we still have things around ‘golden crown’?</p> <p>RS answered this – explaining that we had a traffic light system for reward and sanction system. Each teacher has a certain amount of freedom as to how they implement this. RS does a blue star system, and rewards and it works very well and when one child responds the others follow suit.</p> <p>JP commented that he feels he has an incredible leadership team here – a big thank you to them.</p> <p>JP also thanked JD for stepping up and felt her calm and methodical approach has been very much appreciated.</p> <p>AH asked will the school council be involved in the new catering choices?</p> <p>JP answered that he wants to get much more student participation involved in the spring term and would like to get children in as part of the tasting panel.</p> <p>JW asked about the nurture group whether there has been any sign of concern that parents may have seen the early morning interventions as a negative thing ?</p> <p>JP fed back that AB interviews each parent before the child joins and the feedback has been tremendous. JP feels that the two staff members in place are very good.</p> <p>JD thanked JP and the SLT on the report and all the hard work of the team particularly during a pandemic.</p>	
<p>8</p> <p>8.1</p>	<p>Policies and Reports: To note the following</p> <p>School Improvement Partner (SIP) report Autumn Term</p> <p>JD gave an overview of this for the governors, SIP is part of our AFC package SLA and Karen Feeney is our partner who comes in to visit for 4-5hrs a term to monitor and report back on the findings with recommendations.</p> <p>JP commented that it was valuable to have the external validation from SIP. KF is going to write a testimonial for the website on how well Darell has coped with the pandemic.</p>	

8.2	<p>JD advised the governors would like to be more involved and shadow some of this. JP said this would be very welcome.</p> <p>Action: To explore governors participation in future SIP visits</p> <p>SEND Report</p> <p>JD advised that to produce full reports as for previous meetings is time consuming and had asked that AB just cover the critical points she feels are necessary for governors to see each month. This was agreed.</p>	JP/JD
9 9.1	<p>Any Other Business</p> <p>Ventilation in School</p> <p>AH commented that when he visited the school yesterday and saw everybody is in coats and hats and wondered whether heaters would be good?</p> <p>JP advised that he has done much reading on the matter of ventilation and the impact it has on reducing the spread of COVID he feels that ventilation is really key to battling this virus.</p> <p>RS and PG have advised that children seem to be coping ok and SLT and staff feel that they will be ok.</p> <p>Date of next Full Governing Board Meetings</p> <p>23rd March 2021 agreed as the next meeting.</p>	

The meeting ended at 8pm

Signed by the Chair



Date 23/3/21

Full Governing Body Actions

Updated as of 23rd March 2021

Meeting/ Minute	Action	Assigned to	Update	Target date or DONE?
1.12.2020 2.0	All governors to complete Declarations of Interest form for clerk to update/collate for website	RH/Govs	Newly appointed clerk to complete	
1.12.2020 4.2	To recruit a new clerk in the new year – RH is stepping down.	JD/JP	Clerk appointed 19.03.21	
1.12.2020 5.1	To update Terms of Reference of PPG Working Group	JW		
1.12.2020 5.2	Re-issue Instrument of Governance to reflect changes agreed	JD/Gov Support		Completed
1.12.2020 5.3	Agree revised FGB Code of practice	JD/Govs		
1.12.2020 5.4	Agree revised FGB Terms of Reference	JD/Govs		
1.12.2020 6.4	Email govs to request help with wrapping Christmas presents/donations	EC/JP/Govs		Completed
1.12.2020 8.1	Governors to participate in future SIP visits	JD/JP		Completed