

London Borough of Richmond upon Thames

Darell Primary and Nursery School

**Minutes of the Meeting of the Governing Body held virtually by Zoom on
Tuesday 22nd September at 630pm**

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	Peter Hewer (PH)	Sept 23
Parent (2)	Election	Vacancy Alan Hamilton (AH)	- 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) Jane Spencer (JS) Wendy Pitt (WP) Vacancy Vacancy	Dec 22 Dec 21 Dec 23 Dec 22 Feb 22 Nov 22 Mar 23 - -
Associate Members	Governing Body	Susanna Zotov (SZ)	Sept 20

bold = absent

Also present: Emma Claridge (EC) (Assistant Headteacher), Paul Gilbert (PG) (Assistant Headteacher), Rebecca Herle (RH) (Clerk), Amanda Blunden (AB) (SEnCo), Corinne Thomas (CT) (EYFS lead), Kathryn Hayward (KH) (KS1 lead)

		ACTION
1.	Welcome, apologies for absence	
1.1	Jane explained that all governors have been made essential visitors so they can go in to do work but with new guidance it seemed better to have FGB offsite.	
1.2	Apologies: Jenny Mikkelsen is taking a leave of absence until spring 2021. Susaana Zotov tried to join but couldn't access zoom. RH to check the zoom settings again as the meeting was set to automatically allow people in. Wendy Pitt absent as she has stepped down from the role.	
1.3	Action: RH to update the membership list and Governor Hub JS advised that we are looking for new governors, this has been put in the school newsletter she asked all to speak to recommend anybody they knew to come forward, we need parent governors too.	RH

<p>2</p> <p>2.1</p>	<p>Declarations of interest</p> <p>Action: RH to send last year's declarations of interest document to the JS to sign and return – a scanned version to be emailed, signed and returned via email.</p>	<p>RH</p>
<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>Minutes of previous meetings</p> <p>Draft Minutes of FGB meeting 23rd June 2020</p> <p>Minutes of the last meeting were approved.</p> <p>JS advised that governors need to be responsible for setting up their own meetings and these should be virtual for now on zoom. RH is only clerk for the FGB meetings but can be contacted to set up zoom meetings for people as and when required.</p> <p>AH to do the advert for parent governor – he advised that 'The Key' advised to wait till Sep out the way before approaching parents as it's a busy time.</p> <p>JP gave an update of Critical Incident Plan (CIP) - an evacuation plan was begun pre-COVID –this needs to be continued but JP doesn't feel he wants to do a practice run yet as it would be distressing for the children in what is already an unsettling time. JS suggested he touch base with SZ on this as it's her governor remit.</p> <p>Actions:</p> <ul style="list-style-type: none"> • A review of the actions from the previous minutes took place and these have been updated in this set of minutes. • Minutes to go up on Darell website 	<p>RH</p>
<p>4.</p> <p>4.1</p>	<p>Verbal Headteachers update</p> <p>JP gave a brief Update on the following items in his Headteachers update:</p> <ul style="list-style-type: none"> • Staffing • Pupil numbers and reasons for leavers he showed the new numbers as a 1FE school totaling 222. He gave a summary of key feedback and parents comments for the leavers. The reasons were various as follows: <ol style="list-style-type: none"> 1. Location 2. Waiting list at Queens very long but this was original first choice 3. Perception of the school in the community <p>JP showed a leavers question sheet that the SLT are currently asking parents that leave-to complete. He shared some of the key indicator responses mainly these seem to be around perception and OFSTED results, there was some feedback that the other schools had better resources and more money.</p>	

<p>4.2</p>	<p>JP displayed some analysis on the Reception intake numbers for 2019 versus 2020 – the conversion numbers on the intake and the smaller size school are better this year.</p> <p>JP confirmed that Darell will be a 1 form entry school this year as part of the 3-year SDP.</p> <p>AB gave update on the nurture group and room – she confirmed that Darell has joined a pilot Nurture group with two other Kingston schools. The idea of this is that a small group is taken into the nurture room for 4 sessions a week for the duration of between 2-4 terms, to do their learning in a very settled environment to enable progress.</p> <p>She confirmed that herself and the two staff members in the Nurture Team were taking part in training provided by nurture UK – this will be evidenced based training demonstrating the early intervention benefits to building resiliency and progress.</p> <p>AB confirmed that the timescale for this to be set up and in place for the children is after the October half term.</p> <p>JP added that we have guinea pigs in the Nurture Room and these are being received very well by the children and they are responding well to them.</p> <p>FB asked whether the morning groups will be curriculum based as well as nurture group? AB responded that it will be a mixture of both. The objective is to get them in to help them feel safe and settled then to bring in the curriculum work once children are settled.</p> <p>AB confirmed that one-year group at a time will take part so that the nurture lead and nurture practitioner can work with the teacher to ensure they have the correct delivery output for each year group.</p> <p>JS commented that JD will link in with this group. JD asked AB to contact her with regards to how she could be most useful in this role.</p>	<p>AB</p>
<p>4.3</p>	<p>JP showed some pictures of the new building and development work that has taken place during summer.</p> <p>The stairs have been removed which has opened up the KS1 room classroom for the continuous provision area which has opened the KS1 really well.</p> <p>The new outdoor surface area – is not the underneath the play equipment is not as green as anticipated but the quality is great and it's doing the job.</p> <p>Sheds were removed and this has opened up the previous area for a garden area for vegetables and flower beds.</p> <p>The outdoor toilets are in the process of being refurbished.</p>	
<p>4.4</p>	<p>JP gave an update on the COVID practicalities with a fully opened school.</p> <p>This included:</p> <ul style="list-style-type: none"> • Lunchtimes are now staggered over a 2-hour session to comply with the COVID regulations for each year bubble – this has proven very resource heavy but is working • The COVID numbers for Richmond are still relatively low however every school must have a fully functioning remote learning offering in place – PG will be 	

leading this continuing the use of Google Classroom as a learning platform and offering a blend of Oak Academy and White Rose Math's as materials.

- Attendance update - in week 1 the attendance rate was 97% which for the borough was very high. This week is slightly lower as we have a few suspected COVID cases whereby children are having to self-isolate.
- A staff bubble plan has been introduced for the SLT and admin teams

JW asked how children that are self-isolating are receiving learning at home. JP explained that we have packs that are sent home delivered by staff, these will cover two days-worth of work – then Google Classroom work will kick in using OAK academy which offers live teacher training sessions for the children as part of its offering.

JS asked is OAK Academy a real school that has gone virtual or a virtual school? JP responded that it's a totally virtual school that has been sponsored by the government to deliver learning for the whole curriculum.

JP advised that OFSTED have run some pilot exercises over the last few weeks and they can come in to any school at any time to do a COVID check on safety and curriculum running. There is lots of pressure around the SATs.

FB asked would it be expected that a Governor comes along to these OFSTED inspections? JP responded that no he didn't think this was a requirement.

4.5

JP demonstrated the new website – this should be live by the end of the month. JP advised that he has some parents writing some good testimonials for the site.

AH asked will the testimonials have a SEN parent in there?

JP responded that he thought that this would be a good idea plus he would like some children testimonials too to ensure we have a good variety on there.

4.6

JP showed the work that is being done on the SEF document and that a RAG rating has been applied to each area. He confirmed that the approach to this was to take an honest view as there are areas for improvement required. Some of these are around the curriculum in terms of the overall quality of education however he added that the response to COVID has been amazing; the school has demonstrated great strength in this area.

JP finished by saying that he felt the school is now in a good place, staffing is settled, JP is teaching one day a week now too for year 5 which he is enjoying very much.

Questions:

PH said he felt the update was very helpful. PH asked about staff morale and how JP plans to keep staff settled and maintained. JP responded that he has approached the whole COVID process in dealing with everybody as individuals and supported everybody according to circumstance.

JP shared that when he did the risk assessment and shared it with all the staff for comments and collaboration – he received a huge response with input from all staff which he feels demonstrates the intelligence and buy in from the staff at Darell.

JP thinks it's important to keep communication key and keep working with individuals as everybody has different circumstances.

	RS concurred that he feels staff morale is good, that COVID has been handled well and safely – staff are frustrated about the hindrance to teaching that some of the COVID measures mean.	
5.	<p>SDP</p> <p>5.1 JS advised that a meeting with JP had highlighted that the SDP plan needs ongoing monitoring and that the Governors should be proactive in looking at this, monitoring the key areas and asking questions to the SLT rather than the emphasis to be solely on the written document provided by JP, it requires ongoing engagement from the governors themselves.</p> <p>JS said we need to decide a day of the week that is suitable for Governors to come in and monitor the areas applicable to their working group.</p> <p>JP identified that a Wednesday morning would be best. 9-11 am and to have a booking system in place offering 1-hour slots for the Governors of each working group.</p> <p>FB suggested that we have a template document that can be put on gov hub to minute their evidence. JS suggested that we have an area on Governor Hub for the SDP and for all Governors to get in to the habit of uploading documents on to Governor Hub.</p> <p>Actions: RH to create an area on Governor Hub entitled SDP RH to put a redacted copy of the SDP on to the website (all names removed)</p>	RH
6.	<p>Safeguarding</p> <p>6.1 Governor safeguarding training (Paul Gilbert)</p> <p>6.2 PG introduced this session by identifying the changes to KCSiE 2020 and asked all governors to confirm that they have read part 1 (appendix 3), he reminded everybody that this is a legal requirement.</p> <p>PG gave a summary indicating that there are not many changes abreast, this is due to COVID– changes have only been made where there has been a change to legislation.</p> <p>He identified the key themes as</p> <ul style="list-style-type: none"> • Mental health – there has been a change here whereby it used to say ‘<i>children’s ill health</i>’ it has been changed to say ‘<i>children’s mental health</i>’ • Whole school safeguarding culture – it is a requirement that all staff not just nurture staff are trained to a level 2 safeguarding • Children who have a social worker • Response to allegations – there has been a change in the wording about managing allegations against staff this has an addition that says ‘<i>behaved or may have behaved in a way that indicates they may...</i>’ • Role of the DSL – this has been changed and now says ‘<i>help promote</i>’ this suggests that DSL should share information about the welfare and safeguarding of the children. 	

	<p>PG went through the promoting education outcomes slides.</p> <p>He advised that there is a heightened focus on child exploitation and sexual exploitation. There are concerns around the county lines.</p> <p>There has been a change to 'Honour Based Violence' making it 'Honour Based Abuse' – this allows for a broader picture.</p> <p>There have been changes to peer on peer and child on child – with more emphasis on online bullying especially due to all the online learning.</p> <p>PG advised that a change to the procedures in school – that Darell are now using an online platform called CPOMs this enables a quicker and better chronology of events. The system can be used to alert staff about child logged concerns. It's secure, its online – it doesn't replace a face to face conversation but it builds a whole picture for each child.</p> <p>Questions:</p> <p>JD asked about the regular safeguarding staff training does this take place on an inset day?</p> <p>PG advised we always have a mandatory half day safeguarding level 2 for all staff and generally this id done on inset days.</p> <p>JS advised all governors have to confirm that they have read the KCSiE.</p> <p>FB stated that we need to update our Safeguarding Policy – PG advised that he has done this using the AFC template. PG advised he would circulate the policy by email as it needs signing off quickly.</p> <p>A draft of this has been circulated and approved since this meeting.</p> <p>JD asked if they could read the KCSiE and the policy together?</p> <p>Action: PG said he would share via email and JS suggested that all Governors email him back to confirm that this has been read.</p>	PG
7.	<p>Governing body arrangements for 2020-21</p> <p>7.1 To elect a Chair and Vice Chair (roles will be determined by majority vote)</p> <p>7.2 To confirm committee membership including chairs and vice-chairs and agree to co-opt any new governors or associate members.</p> <p>7.3 To consider three documents and agree any changes:</p>	

1. Instrument of Government **Appendix 4**
2. FGB Code of Practice **Appendix 5**
3. FGB Terms of Reference **Appendix 6**

7.3.1

Polling took place for appendix 4,5,6 and KCSiE appendix – two parties voted no for the KCSiE and will email their confirmation to PG

Polling took place for governing body arrangements. *(Polling results have been exported and are saved as a report document in the FGB folder)*

RS asked about the item in the terms of reference document that refers to the single central register and vetting. JS confirmed that the SBM is responsible for this file and it is regularly updated at school as it is a legal requirement. This file should be spot-checked by a governor every term.

Action: JD will arrange a visit to spot check the SCR at Darell.

JD

DRAFT

8	<p>AOB</p> <p>JS advised that JP, RH, JS will meet monthly to run the resources meeting to run through the finances.</p> <p>JS asked all chairs and leads to set up their relevant dates for their working group meetings and to email all involved.</p> <p>JS noted to remove Wendy Taylor from their distribution lists.</p> <p>JW asked about Governor training – JS advised that there is a full list on the AFC CPD website.</p> <p>Action: RH to circulate the Governor support CPD schedule to all.</p> <p>JP asked all to follow us on twitter!</p>	RH
9	Date of next Full Governing Board Meetings	
9.1	8 th December 2020	

The meeting ended at 8pm

Signed by the Chair _____ Date _____

Full Governing Body Actions

Updated as of 10 December 2019

Meeting/ Minute	Action	Assigned to	Update	Target date or DONE?
27/03/18 4.4	Propose a streamlined SEF format which is based on the new Ofsted framework.	JP/PG	To come to FGB meeting in September	Completed in HT update on 22.9
28.03.19 3.1.1	Discuss the new HT data report template.	JP/JS	To be agreed between Joe P and Mark Hartley	Completed
28.03.19 7.1	EYFS Policy to come to A&C Committee for approval.	FB	To go to A&C Committee	9/20
10/12/19 9.2	Set committee meeting dates and frequency	Committee Chairs, JP, JS	To be done by email before end of term	Ongoing - Completed
10.12.2019 3.2.7	Check if Membership records have been updated	RH	RH can check with Lyn Barnes	
10.12.2019 3.2.9	Parent governor election to take place	AH	To be advertised in early September	Ongoing vacancy
10.12.2019 9.1	Testing of Critical Incident Plan	JP		September 2020-ongoing due to covid?
23.6.2020	Update on the high leaver numbers from year 3	EC		Completed
23.6.2020	JP to provide a closure report/SEF for governors.	JP		September 2020 Is this duplicate???
23.6.2020	JP to chase upstairs contractors	JP		Completed
23.6.2020	SDP plans for sep mtg	JP		Completed