



MINUTES – FGB Committee

Thursday 17th December 2020, 18:30hrs

| Attendees | Role |
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| Geraldine Chadwick (GC) | Chair |
| Helen Mooney (HM) | Headteacher |
| Lana Frederick (LF) | Governor |
| Karen White (KW) | Governor |
| Mary Desmond (MD) | Governor |
| Angie Kirby (AK) | Governor |
| Vera Patel (VP) | Governor |
| Antonia Ifeanyi-Okoro (AIO) | Governor |
| Basma Elshayyal (BE) | Governor |
| Nassim Mughal (NM) | Governor |

| Apologies |
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| Stephen Mullings, Lesley Daisley, Eileen Sabur, Nimoa Hashi |

This meeting was clerked by Deepti Bal, Clerk to Governors

| Item | Action |
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| 1. Welcome and Introduction | |

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| <p>GC welcomed attendees.</p> | |
| <p>2. Declaration of Interests</p> <p>HM and BE declared that they are members of SACRE.</p> | |
| <p>3. Review of Previous Minutes and Matters Arising</p> <p>HM has spoken with Geraldine Murphy (GM) about being able to come on board as a Co-opted Governor.</p> <p>ACTION: GM to be invited to the first meeting of the year.</p> <p>It was agreed that HM reach out to ES and NH to see if they would like to continue. HM explained she had spoken to NH and she now works in the evening so is unlikely to be available. ES wished to resign.</p> <p>ACTION: HM to contact Eilieen and Nimoa in January to ask if they wish to continue.</p> <p>GC confirmed that she has undertaken a safeguarding visit. She will complete a literacy visit next - this being by Zoom and by the summer term.</p> <p>GC was happy to complete a numeracy and target setting visit next term.</p> <p>It was agreed to wait until GM was on board before conducting a SEND visit.</p> <p>LF and NM each agreed to conduct a visit.</p> <p>AIO agreed to a visit in Spring Term for SEND.</p> <p>HM thanked Governors for their support.</p> <p>HM confirmed she would report on pupil progress at the curriculum committee</p> | <p>GM to be invited to first meeting of the year.</p> <p>HM to contact ES and NH in January.</p> <p>Governors to note visits to be conducted.</p> |

Minutes of the previous meeting were approved as a true and accurate record.

4. Headteacher's Report

The correct re. AHT was noted.

HM confirmed that the school monitors absence closely. A large part (25 days) of absence is attributable to a single staff member.

It was noted that , where needed, staff are referred to occupational health.

Re. school roll, this is now 78 as three children are moving out of the area - there is high mobility.

HM noted that once the new buildings are populated more children will follow. The LA are capping figures at 30 children for financial viability.

Attendance is now 92%. In the context of Covid-19, this is strong.

Term dates have been agreed by Kilburn Park for 2021-22. There are only 189 days as there is an extra day of leave given for the Queen's Jubilee.

Re. the review of standards, HM felt the school has done well.

Applications for children in Nursery for Early Help have been made. There is one child who needs special support – he has an additional person to support his catch-up needs.

Re. policies and other determinations, HM confirmed she would put this to SACRE in January for determination. BE explained that, due to Covid-19, schools were advised to pause this. The school has now reconsulted with parents. One parent who has only just started with the school has signed a paper to object to the determination. BE offered translation support, given the parents lack of ability to speak English.

Governors approved the SACRE application and asked HM to submit this so that the school's Determination could be renewed.

HM to submit SACRE application.

Re. Subject leader workshops with parents, these will take place next year via Zoom. Families have been provided with devices, where possible.

Re. stay and learn, this has been suspended for the time being – though HM may allow parents to join virtually.

In relation to parent view, 32 responses have been received (44%). VP explained that, overall, families appear to be happy. 100% of responders felt their child was safe, and most parents have read the Risk Assessment and were confident about the measures. Two parents are not and the school will pick this up with them. Overall, this was a positive survey. Children are engaging with Google Classroom, with around 80% able to access this. Workshops in January will support parents in accessing and loading this.

VP shared some parental comments:

“They have improvement in every aspect”

“The school gives updates about everything which is going on”

“Staff are friendly, communicate well and are very helpful and organised.” , etc.

GC enjoyed hearing the comments.

LF agreed with the comments noting that activities such as the nativity and choir are beautiful. LF felt teachers were doing an amazing job. Children are happy, and couldn't wait to learn.

GC asked about the 20% of children who do not have access.

VP explained that they need more help with access. Three were Reception parents and this may be because they are new to the school. VP explained that the school has recently signed up with Wand which acts as a safeguarding tool. VP confirmed that other educational applications would be added.

Re. the healthy schools and arts mark, MD provided a verbal update:

The arts exhibition will be held in March, due to Covid-19. VP and MD are meeting in January to discuss a plan to work towards the engagement of children in artistic activities from January to the end of the year.

The school has achieved both the bronze and silver arts mark award. MD is analysing data and writing a report and hopefully the school will then gain the gold award.

HM explained that trips remain very challenging. Some trips, (Mary Seacole's grave and Paddington Rec) took place between lockdown periods, however. Lucas Jet has attended school following a risk assessment.

HM explained that the PE grant will be received by January.

GC explained that she has circulated a draft memorandum. The process was halted in September and GC has been liaising to unblock this since. It will continue from 4th February. HM will act as interim Headteacher until the schools become federated.

GC explained that there would be a Committee (GC, BE and LD) and any decisions will be brought back to the FGB for ratification. GC was hopeful that at the start of next term this could be finalised.

GC confirmed that both boards, as well as finances, would remain separate during this period.

HM noted GCs hard work and very much looked forward to a new start together.

ACTION: Governors to review the Memorandum and share views with GC. This will then need to be formally agreed in the new year.

GC asked about attendance.

HM explained that the national average was 88% for attendance. Secondaries have been significantly affected and this is starting to work its way through to lower age groups also. At CVI, some children have isolated.

HM congratulated the staff on managing this, noting that 28 out of 80 pupils have had 100% attendance. Many schools have had to send home whole year groups and large numbers of staff. HM felt this was also a credit to the parents for keeping children safe and keeping them informed.

GC asked if there were any updates on the risk assessment.

HM explained that the risk assessment has been updated.

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| <p>HM explained that the announcement regarding testing relates to exam year groups, vulnerable children and children of critical workers who attend in person from the start of term, as will all students in primary, special and alternative provision schools and colleges.</p> <p>GC thanked the school community for managing in such difficult times.</p> | <p>Governors to review memorandum and share any feedback with GC.</p> |
| <p>5. Governor visits</p> <p>GC updated on the safeguarding visit, explaining that she has been in to do a review of standards with LD. She met with HM and Neil Farmer to review the school standards. Items on remote learning and how well children were doing were also picked up on. It is difficult to measure progress this term but NF was very positive about the school and felt that the data was thorough – it was a good outcome in a difficult term.</p> <p>In criticism, the school knew the data very well but could do more to market and promote this.</p> <p>Normally, there would be a review of standards followed by the headteachers performance management (HTPM) - one target always being around standards. GC asked to hold the Pay Committee in January so that she could seek clarification from the LA. HM was aware that it would be delayed and was content with this.</p> <p>HM confirmed that the statement on the remote curriculum was available on the website.</p> <p>The school has received money for internet connected devices. AK explained that the school has gone through how to use the devices.</p> <p>ACTION: Governors to take note of future meeting dates.</p> | <p>Governors to take note of future meeting dates.</p> |
| <p>6. Policies and other document approval</p> <p>The SACRE application was presented and approved unanimously by Governors.</p> | |

HM noted the Relationship Policy was circulated in March and has been consulted upon. There was a typing error which has since been corrected.

HM confirmed that the Child Protection Policy has been reviewed with staff.

HM noted the Capability Policy from 2018 was the Brent Policy and the GB had decided to adopt all Brent policies. HM suggested that the cover sheet should note that this is the current version.

Re. SEND, KW provided an update:

There are 81 children on roll. In March there were six children on EHCP and two children came in during lockdown. Children were supported to learn remotely. Each pupil had an individual risk assessment and, in February, each child had an annual review. Remaining children had their reviews in November. During lockdown, external agency face to face sessions were suspended. KW has been keeping in touch with these agencies.

One child on an EHCP PLAN has moved to junior school. Two other children with an EHCP in Y2 have left. There are three children with EHCPs now in school. One has hypoglycemia and will have a medical EHCP referral in January. HM noted that in her doctor's letter, it says that she should have already had an EHCP before she started school.

All external agency visits are now taking place in school – including visits from educational psychologists, occupational therapists, speech therapists and language therapists.

A summary of referrals was provided:

Nursery -

Five children are currently being seen by the speech and language therapist.

Four children are being referred for speech and language therapy.

Four children are being referred for an Early Help Assessment (EHA) due to their needs. One with possible Global Development Delay and three with possible communication and Autistic Spectrum Disorder (ASD).

Reception -

Two children are being referred for speech and language therapy.
Two EHCP referrals are being made.
One referral was made to Brent Child Development Services for an assessment. This has moved to a Child and Adolescent Mental Health Services (CAMHS) referral for possible Attention Deficit Hyperactivity Disorder (ADHD).

Year 1 -

One child has an EHCP.
One child has been referred for speech and language therapy and is waiting for an assessment.
Three children have an Individual Support Plan including the two above.

Year 2 -

Two children have EHC Plans.
One child has a Child and Adolescent Mental Health Services (CAMHS) referral and is waiting assessment. This child is being referred to the inclusion team to support us with his behaviour.
Seven children have an Individual Support Plan including the three above.

GC asked how receptive agencies are.

HM confirmed that these generally get picked up quickly but then there is a delay after the panel stage. With external agencies, they have been quick - Speech and Language referrals in particular. Wider referrals take longer and can be challenging to chase multiple sources.

HM noted that KW had done a good job chasing these, adding that there have been a lot of cases raised during Covid-19.

MD also complemented KW in her role – she has been extremely supportive in terms of advising and observing.

All policies were approved.

GC asked that from now on, policies should be brought more regularly.

7. AOB

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| <p>GC felt that term has been successful, despite Covid-19, and acknowledged how tough it had been. Governors were very appreciative of the support and commitment of parents and teaching staff.</p> | |
| <p>8. Dates</p> <p>Visit for NH - Thursday 4th Feb at 10.00am</p> <p>HM took an action to email NH regarding content in January.</p> <p>BE is looking to take leave in the second week of January and will confirm with HM as soon as this is finalised. HM to speak with LF and AIO re. dates.</p> | <p>HM to email NH.</p> |
| <p>9. Part 2 - Confidential Items</p> <p>Restructure update: Governors met to review the structure and approve it. HM noted the importance of consistency and cohesion of that role. The Admin Assistant has received notification of redundancy and will receive a letter from the LA. HM noted that this was something which Governors had raised pre-Covid-19. HM felt that it would be useful to have better reporting for Governors and that the change will ensure that financial items are coded properly. The change will ensure better financial planning.</p> | |

Signed as a True and Accurate Record by the Chair, Geraldine Chadwick _____

Dated: _____