



## MINUTES – Full Governing Body Meeting, Harlesden Primary School

Monday 14<sup>th</sup> December 2020, 5.30pm via Zoom

Attendees	Role
Sarah Wawn (SW) - HeadTeacher	Headteacher
Narinder Nathan (NN)	Chair
Jonathan 'Jon' Daly (JD)	Governor
Lydia Pichurski (LP)	Governor
Charlene Foxen (CF)	Governor
Gifty Obeng (GO)	Governor
Mark Malcolm (MM)	Governor
Hooda Sabah (HS)	Governor

Apologies
Mark Culmer (MC)
Umesh Raichada (UR)
Anwar Khan (AK)

This meeting was clerked by Deepti Bal, Clerk to Governors

Item	Action
1. Welcome and Introduction	

<p>NN welcomed attendees.</p> <p>Mark Malcolm (MM) introduced himself. He works for Croyden Council as an exclusions and attendance manager in the learning access team. This will become an 'inclusions' team shortly. He manages a team of people working in Croyden's schools to review standards and exclusions, interfacing with children's social care and early help to prevent exclusions and mitigate poor attendance. He oversees C&amp;E children who are missing education and electively home educated children, licencing, etc.</p> <p>NN - Chair  HS - Co-opted governor with curriculum responsibility. She oversees safeguarding, also.  JD - Has been a governor for one and a half years, is involved in wellbeing and sits on the finance committee.  LP - Is new to the governing board having started in September. She sits on the teaching and learning and curriculum committees.  CF - Is a parent governor.  GO- Works at Harlesden Primary and is a teaching and learning governor.  SW - Headteacher</p> <p>Governors co-opted MM.</p>	
<p><b>2. Apologies</b></p> <p>Apologies were received from Mark Culmer, Umesh Raichada and Anwar Khan.</p>	
<p><b>3. Declaration of Interests</b></p> <p>None noted.</p>	
<p><b>4. Review of Previous Minutes and Matters Arising</b></p> <p>SW asked for governors approval that they have read KCSiE and pass this on to Elle McArthur (EMA) and DB.</p> <p>DB to send a copy to MM.</p>	<p>DB to send a copy to MM.</p>

NN noted Simeon John's resignation. SW explained that this would be dealt with in the new year.

Minutes were approved as a true and accurate record.

NN explained that there are generally two meetings. Curriculum, then Finance. NN asked that he attend at least one of these and MM indicated that he would like to attend Curriculum if possible.

#### **5. Headteacher's Report**

SW gave an update:

The school roll is falling with 346 children currently on roll. Three more wish to join and two of these have EHCPs. One is newly arrived in the country and has no English. He/she also has Down's Syndrome. This is roughly 45 down on last year, which will have budget implications.

As of 4th December, attendance is 94.4% which is above national average (90%). Brent have not issued education penalty notices this term and these will restart after Christmas. The EWO has been engaged to target certain families and ensure provision of medical notices, etc.

Persistent absence is 13.6% which is ok given the current Covid-19 situation.

If a child is absent as a result of Covid-19, they are not classified as absent. Two bubbles have had to be closed and this is causing an increased level of anxiety.

Some children have moved out of the area and remain on roll until educational welfare have completed their checks.

Nick Butt's visit report has been provided to Governors. He met with Marcel and Hannah to discuss curriculum, the science / humanities lead, EMA re. inclusion and Gemma re. Early Years.

This meeting was useful and he was very complimentary. He has advised on certain curriculum areas. e.g. One of the schemes of work for humanities is not sufficiently strong. The curriculum has been improved as a result of this feedback and the new version will go to Nick for quality assurance (QA) once complete.

Re. reading, a report has been included. The school invested in Destination Reader and it has proved not to be suitable for the school. Some aspects have been maintained (language stems, for example) and the rest has been removed. Comprehension is an issue and guided reading has been implemented with each child receiving targeted books.

Nick has explained that at the end of KS SATs, all children do the same test. In English, all children get the same texts, therefore.

Re. safeguarding, there are a large number (28) of pupils with a social worker. 4 are on an EHCP plan. 9 early help, 4 looked after, 3 assessments in progress.

At the latest Rapid Improvement Group (RIG) meeting, a document was produced to evidence how these pupils are being supported and how attendance and progress are being monitored.

NN noted that John had commented on the quality of this document.

CPOMS is in use as a way to record safeguarding and behaviour incidents. In the event of a concern, the designated safeguarding lead is informed and CPOMS is updated. The number of incidents is lower than this period last year because the two worst offending children have now left the school. One was taken into care and the other has been moved by his/her parents to another school. The quality of staff incident recording has improved.

NN noted the number of incidents (100) and asked for an explanation.

SW confirmed that 100 incidents have been logged. If the incident relates to multiple pupils, each of these would get their own entry.

Three children were excluded (fixed term) last year. Two have since left and the other has settled down. There have been no exclusions this year.

SW noted that pupils have been messaging each other on Discord and their behaviour was deemed inappropriate. The police were engaged and the school is now working with families and the relevant year groups. This has had a positive impact and there have been no recently reported online incidents.

All staff have received safeguarding training from EMA, and 'train the trainer' training has been completed so a member of staff can complete level 3 safeguarding training. NN has also passed this certification.

Re. SEND, 14 children have EHCPs which is very high (4% vs 1.6% national average). Two more will join, and likely a third, so this number will go up further in due course.

Two bubbles have been closed since the return in September, both in Y1. A child had Covid-19 and seven members of staff subsequently contracted Covid-19. SW explained that holding of the child's hand was legitimate and necessary in the circumstances, despite the risk of infection. The first bubble closure highlighted the necessity of social distancing, however.

The next RIG meeting is on 3rd February, and there will be one final meeting.

HS asked about the risk assessment update, re. Covid-19. She asked if things were assessed differently if the child is SEND.

SW confirmed that it is not, but they have their own individual risk assessments. She gave the example of a child with a low immune system.

LP asked whether there is differentiation within the English curriculum to help with SATs.

SW confirmed that there is. When they are investigating the text at the start of the lesson, this will be addressed.

LP asked if it is teachers offering differentiated reading.

SW confirmed that it is either the teacher or support staff member.

LP approved of this.

SW invited LP to observe a meeting.

JD noted that there are 40 pupils fewer than this time last year and asked what the process is for planning and mitigating the impact. He asked whether the governors would see this ahead of time.

SW noted that Reception has 41 and Y1 38 pupils. She wondered if this should be three classes from September. She considered writing to the LA to ask them not to assign additional pupils into Y1. Half of the TAs are agency staff and making cuts will therefore be relatively straightforward. She will be writing to Brian Grady in January to ask for a cap on Y1.

JD asked whether 50% agency TAs represents a concern. He appreciated the flexibility but asked whether there is an impact on quality.

SW explained that she is happy with the arrangement, noting that poor staff will not be rehired from the agency in future.

JD noted re. persistent absentees that there is a significant fall. He asked why 2019/20 is not in the comparison table on pg1.

SW explained that it is on pg2.

JD asked if the school is getting the required support to provide online learning.

SW confirmed that the support visits have taken place and this is only the review. The safeguarding aspect of the LA review is complete. The SEND review is also complete. They would like to attend to observe lessons and this is not appropriate at the current time.

NN noted that Karen has completed walks around the classes and could see an improvement in the learning environment, especially with respect to reading. The work in the books has also improved.

JD noted his approval of Karen's feedback. He asked whether fixed term exclusions are included in the report.

SW confirmed that there have been none this year. The ones referred to earlier took place last year.

SW took an action to circulate the updated SIP. It has been updated since the September meeting and five priorities are included. Four of these have been worked on this term.

- ☐ Pupils develop a broad range of knowledge.
- ☐ Continue to improve attendance - a success this term.
- ☐ School leaders to have a grasp of effectiveness.
- ☐ Early years curriculum ensures rapid progress.
- ☐ Pupils to be provided with a range of opportunities to become resilient, confident learners.

The school has been accepted onto the NAHT trailblazer project from January.

The SEF will be circulated once fully complete.

SW noted that the school needs to apply for a determination from SACRE every 5 years. The school will apply not to teach a mainly Christian education given it is not reflective of the local community.

Governors voted in favour of the determination application and were happy to support this.

<p><b>6. Covid-19 Update</b></p> <p>Discussed as part of the headteachers report.</p>	
<p><b>7. Outcomes</b></p> <p>Baseline assessments have been completed. All children have regressed, excepting one or two pupils. End of Autumn data is currently being analysed to assess progress.</p> <p>JD noted that this comes out heavily in Nick’s report and asked if this is of concern.</p> <p>SW explained that it is an ‘unfortunate reality’ and is not uncommon across the local area.</p> <p>JD asked at what point the school will be measuring again.</p> <p>SW confirmed that this has just been done and another round will take place in the Spring term. 20% were at the right point at baselining. The focus in the new year will be the ‘just below’ children to get them to ‘achieving’.</p> <p>NN asked for an update in the next meeting.</p>	<p>Outcomes update to be provided at the next meeting.</p>
<p><b>8. Remote Curriculum</b></p> <p>A survey has been sent to parents to gather feedback on the remote curriculum.</p> <p>Staff have tried hard during lockdown but the two teachers who were required to isolate are the least capable re. IT use.</p> <p>Teachers have delivered phonics, literacy, etc remotely - however there is a learning curve. SW noted that it doesn’t suit all pupils to have a computer open at all times.</p> <p>HS asked if all pupils had the relevant equipment.</p>	



<p>SW confirmed that all computers have been handed out to address this issue, where possible. All parents who have explained that they have no access have received a laptop.</p> <p>Money from a go fund me campaign (currently £350) will go towards funding additional devices. She noted that multiple devices per family are not permitted, regardless of the number of children in the family.</p> <p>MM asked whether this offer was extended to all children, regardless of whether or not they should have been in school (e.g. key worker pupils).</p> <p>SW confirmed that it was.</p>	
<p><b>9. Funding Update</b></p> <p>Pupil premium and sports report are both up to date and details available on the website.</p> <p>PP is based on the year before last's data.</p> <p>Catch-up funding of £28,880 has been provisionally allocated, of which £7k has been received. Online resources will be purchased (maths factor and literacy planet).</p> <p>NN asked when the balance would be received.</p> <p>SW confirmed that the next batch would be after the holiday and final payment in April.</p> <p>One to one tuition is also being considered, as is targeting pupils with a full time equivalent of a TA (in small groups), paid for from the catch-up funding.</p> <p>LP asked which pupils would be targeted.</p> <p>SW explained that this would be the ones which are capable of the biggest level of progression. e.g. Not the lowest performing SEND children but rather those who have regressed the most.</p>	

JD noted that not all families are claiming the PP grant. He asked what governors could do to support this, and what the school is doing.

SW explained that families don't understand the benefit to them of applying, particularly when they are already in receipt of free school meals (FSM). They are being actively called, and the parents are being encouraged to complete the application. Brent is giving vouchers over Christmas and this is encouraging families to apply so they can get the food/fuel vouchers.

NN asked if this is obviously highlighted on the school's website, noting that the eligibility requirements have changed slightly.

#### **10. Governor visits update**

NN explained that Ofsted training took place last week. Six areas were identified.

NN and HS have completed a virtual visit.

HS explained that the visit took place last Friday and went well. Eight Y6 pupils were engaged on topics such as online bullying. HS felt that they were very comfortable discussing this in the presence of the Headteacher, and this is positive.

NN explained that the most important thing is that children feel that they can talk to teachers about bullying without being 'brushed away'. The children expressed how they felt that the school was a calm and safe place to learn, which was very reassuring.

HS explained she had had a query regarding low numbers of reporting bullying incidents and that DB's report had clarified the definition of bullying which the school uses as bullying being persistent and targeted – hence the figures.

DB confirmed that the following were reviewed by Governors:

- Safeguarding policy
- Online safety policy
- SEND policy
- Staff code of conduct

An anonymised case study was shared and reviewed.

Use of CPOMS

Staff training

SCR updates

Mental health support programme

Challenges of safeguarding re. Covid-19

DB confirmed that all students engaged were happy talking, felt safe online, felt that school was a calm place to learn, etc. They also knew about Childline and other 3rd party support agencies.

HS noted the rise in domestic violence and the strategies in place for the school to identify children where there are concerns and act appropriately in working with the relevant agencies. This was particularly important during COVID and SW had gone into lots of detail on how the school works with partners to support children. HS felt this was a strength of the school.

DB summarised the visit confirming that the school meets statutory requirements and HS/NN were pleased with the rigour and quality of the provision. Governors had also gone through the Safeguarding Policy and ensured that the last updates in KCSIE were included.

JD thanked DB for the report – he found it very useful to have an indepth review of aspects such as safeguarding. He asked if she had picked up on any areas of concern. DB explained that Governors were impressed and reassured by the systems in place. The school was aware of the areas identified in Nick Butt's report and it was clear steps were being taken to address this.

HS noted that SW has completed training for her staff re. the use of CPOMS.

NN thanked DB for the quality of the report. SW confirmed that it was helpful, from the school's perspective.

HS noted the children's ideas for improvement and suggested a 'school council'. SW confirmed that this already exists and added that it is difficult to manage given the requirement for bubbles. However, this could be developed further in the future.

<p>Both HS and NN thanked SW for facilitating the visit – they found it reassuring to be able to spend focused time looking at the documentation, case studies and having an opportunity to understand the systems better. They also found speaking with the children invaluable in providing further assurance that the schools systems were robust.</p> <p>Governors agreed to conduct other supported visits focused on Quality of Education and Behaviour &amp; Attitudes in the Spring Term.</p> <p>DB asked for guidance from SW re. staff workload. She suggested that the quality of education (remote curriculum aspect only) behaviour and attitudes, and leadership and management be the focus.</p> <p>SW agreed to suggest the appropriate dates.</p> <p>NN confirmed the next FGB as being on 24th March and so it would be good to have this visits conducted by then.</p>	<p>SW to circulate proposed dates.</p>
<p><b>11. AOB</b></p> <p>DB asked for confirmation from Governors that Simeon should be removed as he had not attending three successive meetings or shared apologies.</p> <p>Governors voted in favour of removal.</p> <p>SW left the meeting for Part Two matters.</p>	

*Signed as a True and Accurate Record by the Chair, Narinder Nathan* \_\_\_\_\_

*Dated:* \_\_\_\_\_