

Mora Primary School
Full Governing Body Meeting
18 November 2020 at 6pm



Minutes

In attendance:

Sue Lowidt – Co-opted Governor (SL)
Alex Saklow – Parent Governor (AS)
Simon Hay – Parent Governor (SH)
Craig Rajgopaul – Co-opted Governor (CR)
Barry Creasy – Chair of Governors (BC)
Kate Bass – Interim Headteacher/Staff Governor (KB)
Jessica Feldman – Parent Governor (JF) (18:45 onwards)

Also in attendance:

Lillian Caller – Clerk to the Governing Board (LC)
Preeya Patel – Interim Deputy Headteacher (PP)

Documents circulated in advance:

- Headteacher's Report
- School Development Plan 2020-21
- Minutes of the Achievement and Standards Committee (15 October 2020)
- Minutes of the Staffing and Pay Committee Meeting (9 September 2020)
- Minutes of the Finance Committee Meeting (24 September 2020)
- Minutes of the previous Full Governors Meeting (24 June 2020)

ITEM NO.	ITEM	ACTION
1.	Welcome, Introductions and Apologies for Absence	
	There were no absences. All governors were welcomed and introduced themselves to PP.	
2.	Declarations of Interest	
	There were no declarations of interest.	
	GOVERNANCE	
3.	Election of Chair and Vice-Chair(s)	
	BC was elected Chair of Governors. As of next year, BC will be standing down as Chair.	

	AS and JF were elected as Co-Vice Chairs.	
4.	Appointment of New Governors	
	<p>The board still has one parent governor vacancy. For parent governor applications, the board has sought candidates; three have put themselves forward. The governors agreed that this should go to a vote. JF will run the election for that, possibly electronically.</p> <p>Governors discussed the interim vacancy created for the staff governor. KB is the current staff governor but is now assuming the place of PB who is a governor ex-officio. It was agreed that as staff governors provide a different perspective, governors will invite staff to join the board. KB was asked to canvass the staff to see if there was interested in an interim staff governor position for the year.</p>	<p>JF</p> <p>KB</p>
5.	Committee Terms of Reference for the Year (for approval)	
	The Terms of Reference will be circulated.	
6.	Committee Membership for the Year	
	<p>The committee membership for the year was confirmed as follows:</p> <p>Staffing and Pay: Craig Rajgopaul Sue Lowidt Barry Creasy</p> <p>Finance: Alex Saklow Simon Hay Jessica Feldman</p> <p>Achievement and Standards: Barry Creasy Sanjana Karnani Jessica Feldman Sue Lowidt Kate Bass</p>	
7.	Governors Declarations of Interest Forms and Code of Conduct	
	LC is to email these to the governors.	LC
8.	Link Governor Roles	
	There has previously been discussion of the governors supporting specific subjects.	

	<p>External people are not allowed into the school at the moment so it is hard for the governors to spend the time coming into the school.</p> <p>Subject leaders are a big focus for Ofsted now and the school has got a lot of work to do to show progression across the year groups.</p> <p>The governors need an idea of the subjects and what is going on. It was suggested that subjects could be allocated to the governors, but the school does not want to drive something that governors are not committed to do as they cannot resell it.</p> <p>It may be easier to do this on Zoom, providing a crib sheet of the sort of questions to ask as this acts like a mini Ofsted inspection.</p> <p>The intention of linking the governors to a subject is to support the teachers so that at a full governing board meeting the link governor can talk about the feedback. This involves putting the effort in through feedback or observations and having half a dozen questions to ask.</p> <p>The achievements and standards committee are due to come in and the governors agree that they be presented to.</p> <p>KB will assign individual link roles.</p>	KB
9.	Governor Training	
	<p>SH will do a safeguarding course on 23rd November. SH enrolled on New Governor Induction in March 2020 but is has been postponed due to the pandemic until 2021. SH will also undertake a Child Protection Course.</p>	
10.	Chair Actions (if any)	
	There were no Chair Actions to discuss.	
11.	Minutes of the Meeting of 23rd June 2020 and Matters Arising	
	<p>The minutes were approved as an accurate record.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • SH is now PP governor. • Basma Yaslem explained that she does still want to be involved; she was told that she could stand in the next round of parent election. • There are three candidates for the position so this could go out to an election. 	

	<ul style="list-style-type: none"> • BC has not yet contacted local companies. • The Disciplinary Policy has been updated. 	
SCHOOL IMPROVEMENT		
12.	Verbal Update from the Achievement and Standards Committee Chair	
	BC highlighted key aspects of the meeting, attendance was low this term because of Covid.	
13.	Pupil Numbers and Published Admission Numbers	
	<p>There are 431 pupils are on roll.</p> <p>The school are waiting for five children to be off-rolled as it is taking the borough a long time to off roll them.</p>	
14.	Attainment and Progress	
	<p>The school is still having problems with Year 3 so will look at how to manage that.</p> <p>GQ: In regard to the Headteacher Report, are all Special Educational Needs children are making accelerated progress? The school are using a system called Parak which focusses on smaller steps of progress and not age-related progress.</p> <p>GQ: How is that being benchmarked? The school SENCo has brought in a new assessment this year and she is using it in conjunction with the school that developed the system and will be working with them.</p> <p>Children are being baselined at the moment and at the beginning of next term the school will do moderation with the other school.</p> <p>GQ: Is there a governor that gives feedback on the data? Not specifically; The board are not expected to be experts in teaching and learning. Governors would need guidance from the school SENCo on how the school are assessing children with specific needs.</p> <p>KB confirmed that one key action of the second school development involves setting targets and challenging outcomes. Also, Subject leaders will have targets and share these with the governors; this needs to be shared with the board along with an action plan so that the governors know where the school are going.</p> <p>A suggestion was made that the school can show governors that they are comparing the school's targets with national and local targets by giving the governors that data.</p>	

	<p>Actions:</p> <ul style="list-style-type: none"> • PP can draw up a table that compares national and Brent targets with the school's targets. • PP/KB to circulate the targets for each year group • All governors to email back comments • The board will hold a meeting after that if necessary <p>KB confirmed that 70% of Health and Safety Targets have been met. The board asked for clarification on what that means; KB will clarify.</p> <p>GQ: Some children are back in the school now – how is the challenge of the lockdown being addressed? The school decided quickly to identify the children that needed help. Due to the bubbles, teaching assistants cannot move around different classes so if the school receives catch-up funding, an extra teacher who will qualify at Christmas can be used and the school can look at smaller groups to help the children make rapid progress.</p> <p>Teachers have identified areas of concerns within their own bubbles at the beginning of the year as they are specific to each class. The teachers can then plug these gaps as they know the school best and can move the children on when they have reached their targets.</p> <p>The school will look at the children for next terms and how to bring them on further.</p> <p>GQ: Was the school surprised after baselining the children, in terms of their attainment after the summer? Some children have gone backwards and not many have moved forward whilst some stayed where they were. Not many children have accelerated but the gaps have been identified and the children are doing reading, writing and maths each day.</p> <p>Initially, to catch up with some of the elements that are missed, the school meet with teach and identify the gaps in their classes and then have discussions to see where the children are and what needs to happen next such as bringing people in.</p> <p>GQ: Are the children working hard? Yes, they are very happy to be back at school. They are working in a very different way so no longer working in groups and now sitting on desks in rows but they quite like it and the use of the rows means the children are very focussed.</p> <p>GQ: How is the childrens' mental health? Twenty children are having counselling and 50 are having informal support that they self-refer to.</p>	<p>PP</p> <p>PP KB</p> <p>ALL</p> <p>KB</p>
15.	Progress on Teaching and Learning	
	See the above section.	

16.	Leadership and Management	
	<p>It was noted that this is a very hard time to be a Headteacher as it is like running a new school each week.</p> <p>GQ; How can the governors help to support the leadership? It was noted that the biggest issues at the moment is that of the site manager as the impact of that on the school was enormous. There is currently a temporary man in the role so not a permanent site manager so the school wants to move on with the recruitment.</p> <p>The major issues for the school at present were highlighted as:</p> <ul style="list-style-type: none"> ○ Flooded roof ○ Covid risks ○ Vulnerable child climbed over a fence and escaped school ○ Was featured in the Guardian to ensure that families were fed over half term ○ No permanent business manager whilst Aga is off ○ Site Manager <p>The school leaders are managing a lot of relationships as there is so much anxiety in teachers and community.</p> <p>The governors offered to support leaders and suggested local parents can help to open it. KB stated that it was hard to support the teachers as a group to make sure they do not feel isolated. The school is relying on the staff coming to leaderships to say it is getting too much.</p> <p>GQ: Can the school start recruitment for a permanent site manager? Yes, the Health and Safety report said that the role may not be suited for one person; this is an opportunity to consider what role they want the site manager to do.</p> <p>It was suggested that using Social Value Funding, the school could appoint a local person to become an apprentice such as someone coming to the school as an apprentice site manager.</p> <p>GQ: Will the school have to pay for any of the flooding damage? No, following the flood, major repairs are being paid for by contractors.</p>	
17.	Pupil Attendance	
	<p>GQ: Are targets for attendance realistic? If a child is off because they are off/shielding – does that count towards figures? No, if a bubble goes home that does not affect attendance figures.</p> <p>GQ: If one child has to shield does that count towards absence? No, they have a different code.</p>	

	<p>GQ: To what extent is the school counting a parent refusing to send their child in?</p> <p>Some parents have said they are home schooling and taking their child off roll. One other family is clinically extremely vulnerable but this is not recorded as a usual absence because it is Covid related. The school has been given particular codes to</p> <p>The school want to have as many children in as possible. 20 children were out today so attendance is at 94/95%.</p>	
RESOURCES		
18.	Budget Update	
	<p>The school are ahead of where they thought they would be with the budget and will now potentially have £93,000 in reserves. This is higher than anticipated at around £38,000 better off. The school have made a number of savings and should end the year around £300,000 better off. This included not replacing the assistant headteacher or Senco who both left.</p> <p>KB highlighted that credit was due to Aga the school business manager. AS was also thanked for the work that he had put into the finance committee.</p> <p>Additional Funding</p> <p>Friends of Mora have stated that it will fund some resources for the children.</p>	
19.	Verbal report from Finance Committee chair	
	<p>GQ: Has there been any Covid funding received from the DFE? No - This has not yet been received.</p> <p>GQ: Will there be catch up funding? Yes, but that has not been received. The plan is to use it for additional staffing, or to give some time in lieu. The school are looking at how that can be saved.</p> <p>School House</p> <p>This will be taken to the finance committee so they can decide how best to use that for the school's benefit. (See discussion at item 20 below).</p>	
20.	Verbal report from Staffing and Pay Committee chair	
	<p>Dave Ross was dismissed and his appeal was rejected.</p> <p>The Council's property lawyers and employment lawyers have been used and, in the event that he wins at a tribunal they have ruled out that a house can be part of a reparation.</p> <p>CR gave a legal opinion:</p>	

<p>In compensation the maximum he can get at tribunal is one-year salary. Even if a tribunal orders re-engagement they cannot create that part of the job again and there is no way that reinstatement will include forcing the school to give him the house back.</p> <p>DR House</p> <p>KB has the keys and went to house to read the meters; work needs to be done to it before it could be let out. The house has been vacated but the bathroom needs to be redone so the committee could make plans and present the council with them.</p> <p>GQ: Does the house belong to school to be able to rent out? The school have asked Brent who is responsible for deciding the future of the house, and what happens under cases like these.</p> <p>The finance committee are operating on the assumption that the house belongs to the school.</p> <p>A notification from ACAS has not yet been received and so that process has not yet started. He will have three months from the date of dismissal to do so.</p> <p>GQ: What is to be said to the parent community about him? Just that David Ross left and do not engage with that conversation.</p> <p>GQ: Does the school need the house for classroom space? No, it is better rented out for income in the school.</p> <p>Finance Committee were told to meet to discuss this.</p> <p>CR left at 20:00</p> <p>It was suggested that the house could be offered to the school's own teachers or other Brent teachers. It could be a recruitment incentive at the moment. KB to gauge whether there would be demand to incentivise them to stay. It is a three-bed house and there are options on how to configure it.</p> <p>BC stated the dates next week for a meeting with Matt Cochrane and Brent Legal to resolve queries on what the school is permitted to do with the house now that the caretaker has vacated.</p> <p>LC to send out dates for the finance committee to meet to discuss this.</p> <p><u>SL presented on the Staffing and Pay report.</u></p> <p>Performance management has not been completed.</p> <p>The Teach First teachers who only had experience up until March were not strong enough in March but have come back and it looks like they will finish the</p>	<p>KB</p> <p>LC</p>
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	<p>course and pass well. They are happy to be back and getting support from senior leadership team.</p> <p>GQ: Does the surplus include the pay increase? Yes.</p> <p>GQ: Is there still a teacher covering the teaching assistant role? No, she left to go back to Australia as soon as she could get a flight.</p> <p>The unqualified teacher in Year One is now qualified.</p> <p>GQ: Is there a new administrator on the staff role or are they still on agency? Yes, the school will make this permanent. There have been some training issues but these are being resolved.</p>	
	OTHER	
21.	<p>Policies for approval</p> <ul style="list-style-type: none"> ○ Pay Policy ○ Pupil Premium Report ○ Complaints Procedure ○ Sacre letter 	
	<p>These were all approved.</p>	
22.	<p>Any Other Business</p>	
	<p>Vision of the School</p> <p>The board is looking to update the wording of the ethos that has not been looked at for a long time with a view to incorporating intent and implementation. SL and SH to contribute.</p> <p>KB advised that children will do an online concert as one-year group is invited to sing for the BBC natural history program. This will be an online concert and governors will be invited.</p> <p>SK was thanked for her contribution as 100 meals were delivered to the school each day over half term and each delivery of meals went in 20 minutes. There is to be a meeting on Friday as there is a worry for the children who do not yet qualify for the Free School Meals. SK advised that the person would be happy to contribute towards the cost of meals again but could not donate the same amount as before.</p> <p>Headteacher Performance Management</p> <p>KB to contact Alison Loffler to set up a day.</p> <p>Pupil Premium</p>	<p>SL/SH/KB</p> <p>B</p> <p>KB</p>

There is a push to help families to sign up to Pupil Premium. It was on 54 which is 20% of the school.

The school has worked hard with families to see the barriers to them signing up and have now unpicked that children did not have equipment. The school will provide families who get PP with a £100 tablet and so far have bought 10. The school is doing this as families sign up as the school gets £1300 per pupil so it is a good investment. The school may now have as many as 120 pupil premium children. The numbers are now going to go up so pupil funding will increase and the school want to get as many on register as possible.

Governors commented that giving the children a tablet is good as it helps them at home to do their homework. KB said that another factor behind that was the fact that there is no after school activities so these children cannot be supported in wider development. At least the school can now give them something to do.

SK was thanked for organising for some Amazon Fire tablets to be donated.

All children will have equipment to access learning but WiFi is another problem.

SIP

If the school have not had school data there is no new national date to update against.

Areas for development include driving to being at national level.

All are assessed as before namely RWM KS1 parental engagement with the school.

The school is also looking at wider welfare and speech and language skills.

It was noted that children who need intervention and support should get it and there is many wider school benefits.

It was noted it was a good plan to be holding and to measure against the whole of the school year as so many families circumstances have changed.

23. Dates of Next Meeting

15 March 2021

Meeting Close - 20:34