

# Malorees Infant & Junior School Federation

Christchurch Avenue, London NW6 7PB

Ms. S. Davies  
Executive Headteacher



Ms H Smith  
Head of Infant School

Mrs S. Harris  
Head of Junior School

## Malorees School Federation

Full Governing Body Meeting – Chair: Rachael Newberry

SPRING 1– 3 February 2021 at 18:00 – held online

### DRAFT MINUTES

Attendance Record		
	Name	Present
Elected Parents (2):	Mr Giles Deards (GD)	Y
	Ms Elizabeth Silver (ES)	Y
Co-opted (5):	Ms Fiona Landes (FL)	Y
	Mr Angus Hislop	Y
	Ms Susan Harrison (SUH)	Y
	Ms Katherine Fieldgate (KF)	Y
	Mr Inigo Kelsey (IK)	Y
Local Authority (1):	Ms Rachael Newberry (RN)	Y
Executive Headteacher (1)	Ms Sian Davies (SD)	Y
Elected Staff (1):	Ms Rebecca Heath (RH)	Y
Partnership (2):	Mrs Michelle Anderson (MA)	Y
	Mr Ajay Kawa (AK)	Y
Observers (2):	Ms Helen Smith (HS)	Y
	Ms Sarah Harris (SH)	N
Associate Members (3):	VACANCY	
	VACANCY	
	VACANCY	
Clerk:	Lillian Caller (LC)	Y

Item Number	Item	Action
1.	<b>Welcome and Introductions</b>	
	<p>AH was welcomed to the board and introduced himself.</p> <p>Apologies were received from Sarah Harris.</p>	
2.	<b>Declarations of Interest</b>	
	<p>RH declared she was a teacher in the school.</p> <p>MA declared she was a teacher in another local school.</p>	
3.	<p>Governing Body Matters:</p> <ul style="list-style-type: none"> <li>(a) Membership</li> <li>(b) Link role</li> <li>(c) DBS checks</li> <li>(d) Skills Audit</li> </ul>	
	<ul style="list-style-type: none"> <li>(a) AH will join curriculum committee with a view of taking over the chairing of the committee from MA</li> </ul> <p>IK and RN met with a new prospective governor, Alison Loperena. She had been identified as a potential governor after a review of the skills audit. Her profile was shared with the board in advance of the meeting. IK and RN recommended her be admitted to the board. At present, no vacancy exists for any full members of the board, and so RN proposed that she be added as an associate member until a full vacancy arose.</p> <p><b>Governors appointed Alison Loperena as an associate member of the board for the period of one year.</b></p> <p>SD confirmed that she had chased Simon Pollard but had no response; SD will keep following up.</p> <ul style="list-style-type: none"> <li>(b) The list of governor link roles was circulated with the papers for this meeting.</li> <li>(c) LC to confirm from Clare Wood if there are outstanding DBS checks required and will advise governors as necessary.</li> <li>d) LC confirmed that the skills audit was complete. LC to circulate the final document.</li> </ul>	<p><b>SD</b></p> <p><b>LC</b></p>
4.	<b>Headteachers Report</b>	
	<p>The report of the headteacher was circulated in advance.</p> <p>SD highlighted the following aspects:</p>	

(1) The new recommendations and guidance regarding RSE Education consultation has opened to the school community. Parent Governors were encouraged to respond to it.

(2) The school has applied for a determination to the local authority's SACRE (Standing Advisory Council on Religious Education). Consultation. It wishes to be able to continue to offer assemblies and class-based discussions that reflect a multifaith and diverse approach in line with the school's core vision and values.

The school has completed a consultation with the parent community by sending out a Parent Survey in January. There has been a low response rate, which could be in part, a reflection of the current circumstances. No parent has disagreed with the proposal. Feedback comments from the parents in the survey indicated they felt the renewal of a determination is more aligned to the school values and more representative of the range of cultures, faiths and principles upheld by families within the school community. No parents have asked for their child to be removed from any aspect of assemblies in five years.

**Governors approved the school making the application to the SACRE board.**

Other questions on the HT report:

**GQ: Is there an update on the reopening of the School Council?** The school want to restart from the wider opening as it has been delayed due to the lockdown. The parent forum will be restarting in March

**GQ: In relation to online learning, have the classes been set targets to show engagement?** The target school-wide is 100% engagement from pupils. The school is able to track engagement using data from Google Classroom. When there is low engagement, the school follows this up with phone calls to parents. This gives a clear understanding of the barriers to opportunities where they exist, e.g. devices and data. The school has worked conscientiously to ensure these gaps are closing.

**GQ: When online attendance is low, is that due to IT reasons?** It is not only IT issues. Sometimes it is out of parental choice, as parents are finding this lockdown a genuine challenge. Some families don't have structures and routines to make children ready for learning. The school has adopted a balanced approach to ensure that we are being respectful of the mental and physical health challenges being highlighted and shared from some families.

**GQ: When the health of the parent is an issue, can you bring a child into school?** Yes, that is offered. The school is offering places to around 17% of children, the national average is 14%.

**GQ: Were there any developments with the national tutoring programme?** The school had that ready to start running with Jenny Bond. A group of children in Year 5 and Year 6 have been identified for targeted support.

**GQ: Is the school following Brent Guidance on Lateral Flow Tests?** The school is following Brent and DFE guidance and understands the limitations of the testing method, in that the accuracy is limited, and best used for testing

	<p>individuals with symptoms of Covid-19. The guidance is that if that test is positive then the staff member must get a PCR test. All staff with symptoms must self-isolate.</p> <p><b>GQ: Is the school monitoring the pupil role?</b> Yes. The school is aware that some families have left London and so numbers are likely to be lower once this lockdown ends. It has been noted that throughout the local school cluster, nursery applications are lower than average, which is an indicator of demand for places.</p> <p>GD and HS will be working together on a marketing strategy to promote the school's achievements.</p> <p>GD was thanked for his hard work for supporting the school in accessing devices for families as an urgent priority and for his assistance in distribution of the food parcels within the community. Parents have been extremely appreciative of this more personalised approach from the school.</p> <p>GD reported that there has been work from the PSFA in securing 60 data contracts via their fundraising of £7500. Governors were very pleased by these efforts.</p>	<p><b>GD/HS</b></p>
<p><b>5.</b></p>	<p><b>Child Protection Policy</b></p>	
	<p>The Child Protection Policy was circulated in advance. SUH confirmed that this has been updated in line with all statutory requirements. The policy gives greater prominence to mental health aspects. It has been scrutinised by SUH and at the SWC committee. <b>The child protection policy was formally approved.</b></p> <p>It was agreed that a separate email account will be set up for the governor safeguarding lead. <b>SD to arrange this.</b></p>	<p><b>SD</b></p>
<p><b>6.</b></p>	<p><b>Update from the Covid Contingency Group</b></p>	
	<p>The Report from FL was circulated in advance.</p> <p>FL highlighted that the group was formed from the SLT, computing leads, and governors. The focus of it was on the practical and operational issues of leading learning for all year groups online. The remote learning policy was reviewed. Engagement with online learning was reported on a weekly basis to the group.</p> <p>Assessments</p> <p>Children are being tracked at present. Teachers are RAG rating them in relation to their engagement and quality of work although more comprehensive assessments will be done when they return. It is not possible to do an assessment of progress when they are not in school; this is because they may be completing assignments with assistance from adults. The data shows that they have, on average, lost 2 months of learning. It was noted that it is challenging also to make assessments on reading when the children are out of school and not operating within a familiar context. Reading comprehensions were being factored in to KS2 initial assessments</p>	

7.	<b>Policy Cycle</b>	
	<p>The following policies were tabled for approval:</p> <ul style="list-style-type: none"> <li>• Governors Allowances</li> <li>• Whistleblowing</li> <li>• Staff Disciplinary</li> <li>• Staff Appraisal</li> </ul> <p>All of the above were approved. Governors asked the school to ensure that these are communicated fully to staff. In particular, staff should be advised that the whistleblowing policy is an indicator of a supportive culture which encourages staff to raise genuine concerns.</p> <p>A draft Biometric Information Policy was tabled. Governors deferred this in order to take advice on the scope of the school's obligations in respect of holding information.</p>	
8.	<b>Link Governors Visits and Training</b>	
	<p>(a) Visits</p> <p>IK reported that he had completed a link visit on 29/01 in respect of PE and IT.</p> <p>RN reported that she met with the school's SEND lead.</p> <p>Governors were reminded to complete a link visit before the end of term.</p> <p>(b) Training</p> <p>AH is due to complete training from the LA this term.</p>	
9.	<b>Finance update</b>	
	<p>KF reported that the school is unlikely to end the year in line with budget as finances were worse than projected. Expenditure is in line with budget but income is not. Currently the school is projecting a £200,000 deficit, against £145,000 which was budgeted.</p> <p>SD reported that the consultant used has been helpful, and the contextual reality of not being able to generate income has been problematic.</p> <p>The school's finances will be unlikely to recover in line with the deficit agreement in place with Brent.</p> <p>The school was asked to formulate a plan in relation to savings including restructuring TAs.</p> <p>SD confirmed that the school is working to produce a realistic budget model for after the half term. This will be produced by 26 February.</p>	

	<p><b>GQ: Is there a sense of other schools' financial position at the moment – is Malorees an outlier?</b> SD reported that she is aware of one or two other schools who have a deficit licence although others are applying for one. The drop in role is concerning as it results in less income. More families may apply for free school meals which may generate some income for the school.</p> <p>SD confirmed that the school business manager is working on cashflow projections. The LA have been kept informed of the school's financial position and the school will continue to update them. Cashflow is a problem although the school hopes to not get to the position where wages cannot be paid.</p> <p>Governors suggested that there is a meeting arranged with Brent Finance. <b>SD to arrange a meeting between her, AK and finance managers from the LA.</b></p>	<b>SD</b>
10.	<b>Verbal Update from the SWC Committee</b>	
	<p>GD reported that the committee met the previous week. The Child Protection Policy was reviewed. GD and HS will work on communication from the school.</p> <p>Staff morale has been affected by a number of bereavements within the school community and within families of staff, in addition to an unsettling time for everyone. The school community is finding this lockdown harder which mirrors a broader view. This has an impact on staff, for some more than others. It was noted that the media portrayal of teachers can sometimes be unhelpful. The staff network was being supportive, especially to staff members unable to work in school.</p> <p>Governors considered options to assist with this. It was agreed that a letter will go to staff body, thanking them for their efforts this term. <b>RN and FL to draft the letter to staff.</b></p>	<b>RN/FL</b>
11.	<b>Minutes of the Previous Meeting</b>	
	These were approved as an accurate record. All matters arising were addressed elsewhere in the meeting.	
12.	<b>AOB</b>	
	<p>AK reported that he will step down from the board with effect from the end of his term. AK was thanked for all his work to date. He will continue to support Clare Wood and SLT in operational matters relating to procurement and contracts. It was confirmed that he may continue to attend finance meeting although he will not have voting rights.</p> <p>RH, SD and HS left at this point.</p>	
13.	<b>Confidential Items</b>	
	<b>See separate confidential section.</b>	
14.	Meeting Close	20:08

