



**MINUTES** **DRAFT**

**BOARD:** Full Governing Board

**SCHOOL:** Elsley Primary School

**DATE:** 9 March 2021

**TIME:** 6pm – 8:25pm

**VENUE:** Elsley Primary School with provisions for Remote Meeting

**ATTENDED:**

Sue Knowler (SK)	Acting Chair
Raphael Moss	Headteacher
Davina Ajana (DA)	
Keisha Bellingy (KB)	
Geraldine Bourke (GB)	
Cleo de Jong (CdJ)	
Kandeeban Gopalakrishnan (KG)	
Cassie Lloyd Perrin (CLP)	

**ATTENDING:**

Tracy Brown	Clerk
Kaniz Mulji	Deputy Head
Shabiha Sayed	Deputy Head

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	<b>Welcome and Introductions:</b> Those present were welcomed by the Chair.
2	<b>Procedural items:</b> <b>2.1 Apologies for absence</b> Apologies were received from Neil Paul. <b>2.2 Confirmation of Quorum</b> The meeting was confirmed as quorate. <b>2.3 Declarations of interest</b> No pecuniary or personal interests were advised for any agenda item for this meeting.
3	<b>Any other business:</b> <b>Chair:</b> Parent Governors <b>HT:</b> Item for PART II Minutes
4	<b>Minutes:</b> The minutes of the previous Full Governing Board meeting on 24 November 2020 were approved and will be signed.

5	<p><b>Matters Arising from the Minutes:</b> Update on actions agreed at the meeting held on 24 November 2020.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>Reply to Brent confirming continued interest in ARP and requesting a feasibility study is carried out. Details of the school's requirements for facilities to be stated.</td> <td>HT</td> <td>Agenda item</td> </tr> <tr> <td>12</td> <td>Governors to provide any comments for consideration in the strategy planning for Catch Up Funding</td> <td>ALL</td> <td>Agenda item</td> </tr> <tr> <td>12</td> <td>Catch Up Funding Report for next FGB meeting</td> <td>HT/Clerk</td> <td>Agenda Item</td> </tr> <tr> <td>14</td> <td>Set a date for Review of Standards Meeting in January – distribute to Governors</td> <td>HT</td> <td>Ongoing</td> </tr> <tr> <td>15c</td> <td>Governors to attend appropriate training. Contact HT or Geraldine Sullivan for assistance with Best Brent.</td> <td>ALL</td> <td>Agenda item</td> </tr> <tr> <td>15c</td> <td>Governors to record all training on GovernorHub</td> <td>ALL</td> <td>Agenda item</td> </tr> <tr> <td>15c</td> <td>Clerk to distribute template for Skills Audit</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>15c</td> <td>Governors to complete Skills Audit and file on GovernorHub or return to Clerk</td> <td>ALL</td> <td>Several skills audits outstanding</td> </tr> <tr> <td>18</td> <td>Remote learning to be an agenda item for T&amp;L Committee</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>18</td> <td>Remote Learning Policy to be shared with the Governors</td> <td>HT</td> <td>Ongoing</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	9	Reply to Brent confirming continued interest in ARP and requesting a feasibility study is carried out. Details of the school's requirements for facilities to be stated.	HT	Agenda item	12	Governors to provide any comments for consideration in the strategy planning for Catch Up Funding	ALL	Agenda item	12	Catch Up Funding Report for next FGB meeting	HT/Clerk	Agenda Item	14	Set a date for Review of Standards Meeting in January – distribute to Governors	HT	Ongoing	15c	Governors to attend appropriate training. Contact HT or Geraldine Sullivan for assistance with Best Brent.	ALL	Agenda item	15c	Governors to record all training on GovernorHub	ALL	Agenda item	15c	Clerk to distribute template for Skills Audit	Clerk	Completed	15c	Governors to complete Skills Audit and file on GovernorHub or return to Clerk	ALL	Several skills audits outstanding	18	Remote learning to be an agenda item for T&L Committee	Clerk	Completed	18	Remote Learning Policy to be shared with the Governors	HT	Ongoing
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6	<p><b>Correspondence:</b> It was reported that no correspondence of any substance had been received.</p>																																												
7	<p><b>Report from Headteacher:</b></p> <p>7.1 It was agreed in advance of the meeting to receive a verbal report due to the increased workload due to Lockdown and the reopening of school.</p> <p>7.2 <b>HT:</b> Provided a summary of the reports to the T&amp;L Committee with regards to the remote learning and pastoral support for pupil and staff.</p> <p>7.3 <b>HT</b> reported during the first lockdown approx. 1%/2% of the pupil body attended school and were initially in one bubble of mixed ages which increased to two bubbles with staff volunteering on a rota basis.</p> <p>7.4 During Jan – March 2021; 15%/20% of the pupil body attended school; with a bubble for each year group. Staff volunteered on a rota basis to attend school. Some staff requested not to attend school which was supported.</p> <p>7.5 Live remote learning was conducted every day during lockdown and scheduled to minimize class clashes and maximise learning. Children in school participated with live remote learning to ensure the curriculum for all pupils was as similar as possible.</p> <p>7.6 During remote learning engagement for live lessons was approx. 90%. The rate for follow up work and work submitted was much lower. The quality of the work submitted was lower.</p> <p>7.7 Regular telephone calls were made to support children which assisted engagement.</p> <p>7.8 DfE reported devices would be supplied to all disadvantaged children, however the supply did not meet the needs.</p>																																												

7.9	The school purchased 200 Chromebooks which were offered to families on a monthly installment payment plan, approx. 100 families have taken this offer.
7.10	The remaining 100 Chromebooks will be used in school.
7.11	On 5/3/21 DfE confirmed a further 10 devices can be applied for and on 8/3/21 DfE confirmed a further 3 routers can be applied for.
7.12	Preparations were made for the reopening of school on 8/3/21 to ensure staff felt supported and that all Covid measures had been considered, to include staff returning during the previous week to reorientate.
7.13	The workload for staff has increased due to Covid. Staff have been phenomenal during these challenging times.
7.14	Guidance with regard to the return to school was sent to parents.
7.15	Attendance has been approx. 95%; a number of families have not been able to return from abroad. Contact has been made with these families, there is an expectation for the children to return to school; however, it is emphasized that guidelines must be followed.
7.16	Children and families have been keen to return to school.
7.17	Two Elsley graduate teaching assistants successfully applied for trainee teacher positions, the selection process was explained and that the Elsley candidates were the strongest.
7.18	The position with regard to RSE has been outlined to parents; FAQ will be provided and a Zoom meeting will be arranged.
7.19	The Finance & Resources Committee consider in detail the budget. This year has been financially difficult due to Covid. It is predicted that the carry forward at the start of the year of £100k will be eradicated. Elsley is in a good position as pupil numbers are increasing; resulting in an increase in income of £300k next year; therefore, the situation is not overly concerning. Budgets will be continued to be monitored carefully.
7.20	<b>Governor:</b> How has engagement and the return to school compared for SEN pupils?
7.21	<b>KM:</b> There are 8 pupils with EHCP; during lockdown 3 pupils were in school, 4 pupils were actively engaging remotely, 1 of which was shielding. There was 1 pupil whose engagement was lower, there were challenges at home, communication was maintained with the family. All 8 pupils on EHCP have now returned to school. Further information was provided by <b>KN</b> and <b>SS</b> with regard to remote intervention programmes.
7.22	<b>Governor:</b> Why were there more students in school during this lockdown?
7.23	<b>HT:</b> Provided three reasons; some families that were eligible to come into school during the first lockdown chose not to but were now struggling. Anxiety levels concerning returning to school are different now after having lived with Covid for a period of time. The main factor being that the government has widened the vulnerable category considerably giving the school more scope to offer places. The criteria for vulnerable was explained and now includes children who have difficulty accessing remote learning.
7.24	<b>Governor:</b> Thanked the school for the support offered to pupils and families.
7.25	<b>Governor:</b> What is happening due to the lack of national assessments?
7.26	<b>HT:</b> Explained that the lack of assessments affects secondary school children far more than primary school children. The effect of lack of assessments at primary schools affects the school and parents far more than the child. A further explanation was provided. It was confirmed that assessments were being discussed at the Review of Standards and at the T&L Committee and that online assessments are being explored which will give quicker access to results.
7.27	<b>SS:</b> Reported that Year 5 and Year 6 pupils will sit SAT papers which will validate teacher assessments.
7.28	<b>HT:</b> Reported that the school participates in a moderation process with other schools to include a secondary school.
8	<b>Update of ARP:</b>
8.1	<b>HT:</b> Reported that at the last FGB meeting it was agreed to ask Brent to proceed with a feasibility study taking into account the school's requirements. The study has been completed and recently presented to Brent. An arranged meeting for last week with Brent has been rescheduled for next week in order that the study can be considered. It

8.2	<p>was agreed that the outcome would be presented at the next T&amp;L and F&amp;R Committee meetings.</p> <p style="text-align: right;"><b>ACTION: CLERK</b></p> <p><b>HT:</b> Reported that he has been in contact with an associate of NP who has good experience with regards to children with special needs who works for an organisation named Sebda, which promotes the social and emotional well being of children. The meeting highlighted that the school's requirements for the building are fundamentally linked to outcomes, examples were provided.</p>
9 9.1 9.2	<p><b>Review Policies:</b></p> <p>9.1 It was confirmed that there were no policies to be reviewed at the meeting.</p> <p>9.2 It was agreed that copies of the school policies would be filed on GovernorHub and a policy chart compiled to show when policies are due for review.</p> <p style="text-align: right;"><b>ACTION: SS</b></p>
10 10.1 10.2 10.3 10.4 10.5 10.6 10.7 10.8 10.9 10.10 10.11 10.12	<p><b>Report on Catch-Up Funding:</b></p> <p>Elsley Primary School Catch up Funding Strategy Report 2020-21 was previously distributed on GovernorHub and shared on screen.</p> <p>10.1 <b>KM:</b> Presented the report and gave a summary.</p> <p>10.2 <b>KM:</b> Explained that the funding was provided by the DfE to support catch-up initiatives.</p> <p>10.3 The school's strategy was broken down into three elements; teaching, targeted academic support and wider strategies.</p> <p>10.4 Approx. £8k more had been received than calculated.</p> <p>10.5 <b>Governor:</b> Is there a risk that funds may be reclaimed?</p> <p>10.6 The calculation of the funding was discussed, it was agreed that it was unlikely that any funds would be reclaimed. <b>HT</b> confirmed that any money spent on these initiatives would be spent in any event, it is that the catch up funding has to be accounted for. It was agreed that enquiries would be made with regard to the funding calculation.</p> <p style="text-align: right;"><b>ACTION: HT</b></p> <p>10.7 <b>KM, SS</b> and <b>GB</b> gave further information on gaps in maths, reading and writing and the action plan in place; to include details of assessment programmes, interventions and online reading. It was reported that every child was given an age appropriate book at Christmas and the availability of book tokens from World Book Day.</p> <p>10.8 <b>Governor:</b> What is the strategy for children that are above the expected level?</p> <p>10.9 <b>SS:</b> Reported that the dynamic assessment process assesses the child's level and they will be pushed from that point onwards, their needs will be targeted.</p> <p>10.10 <b>Chair:</b> The action plan has been well thought through, how and when will you assess whether it is working?</p> <p>10.11 <b>KM:</b> The SLT regularly discuss the provision and impact, teachers are keen to track progress. There will be an overall review at the end of the summer, the impact is qualitative as well as quantitative. Many of the interventions are reviewed every six weeks although they will continue running into the Autumn term.</p> <p>10.12 <b>GB:</b> Reported that benchmarking is being carried out now and will be carried out again after Easter.</p>
11 11.1 11.2 11.3 11.4 11.5	<p><b>Review SFVS:</b></p> <p>11.1 <b>KG:</b> Shared the draft SFVS on screen and explained that the online form is completed and reviewed by the Governors annually prior to submission to Brent by 28/5/21.</p> <p>11.2 <b>KG:</b> Explained that parts of the form were dependent on figures and data provided by Brent which have not been received, these items were highlighted in yellow. The items highlighted in blue have been changed. Additions, mainly due to Covid are in red.</p> <p>11.3 The Governors discussed all additions and highlighted sections.</p> <p>11.4 It was agreed that <b>KG</b> would amend the draft following the comments of the Governors and file it on GovernorHub for Governors to review and forward any further comments to <b>KG</b>.</p> <p style="text-align: right;"><b>ACTION: KG</b> <b>ACTON: ALL</b></p> <p>11.5 The Governors agreed to delegate the F&amp;R Committee to approve SFVS for submission.</p>

	<b>ACTION: CLERK</b>
12	<b>Report from Finance &amp; Resources Committee:</b>
12.1	It was confirmed that the Minutes of the F&R Committee held on 23/2/21 are filed on GovernorHub.
12.2	Items from the F&R Committee were reported in the <b>HT</b> Report.
12.3	<b>Chair:</b> Summarised that it is forecast that there will not be a carry forward at the end of the year. The budgets are carefully monitored, the committee challenge any variances in the budget. A benchmarking exercise was conducted. A charitable donation was received.
13	<b>Report from Teaching &amp; Learning Committee:</b>
13.1	It was confirmed that the Minutes of the last T&L Committee meeting held on 9/2/21 are filed on GovernorHub.
13.2	<b>Chair:</b> Summarised that reports and updates were received for the Sports Grant, Pupil Premium, remote learning, provisions for key worker and vulnerable children, progress made and adaptations to the SDP, update on the RSE Policy and details of the one year TLR projects.
14	<b>Information Items:</b>
a	<b>Link Governors Reports</b> There were no link Governor reports.
B	<b>Chair's Report</b> It was confirmed that there was nothing further to report.
c	<b>Governors Training &amp; Development</b> Governor training and development was discussed. <b>Chair</b> encouraged all Governors to update their training records on GovernorHub. It was reported that training is available via Best Brent; Governors reported that several sessions have recently been cancelled. <b>Clerk</b> reminded the Governors that Judicium offer eLearning as part of their package. It was agreed that the <b>Clerk</b> would contact <b>GS</b> to ensure that the eLearning had been set up.
	<b>ACTION: CLERK</b>
15	<b>SACRE:</b>
15.1	<b>HT:</b> Explained that all schools have a duty to have a daily act of Christian worship. Elsley has opted out so that worship does not have to be predominately Christian in nature; this is due for renewal.
15.2	The Governors approved the school applying for a renewal of the determination from SACRE.
15.3	It was agreed that a formal letter would be written confirming that this was discussed and approved by Governors which will then be submitted as part of the application.
	<b>ACTION: HT</b>
16	<b>Communication for Governors:</b>
16.1	It was reported that due to data protection Judicium strongly recommend that all Governors use school email addresses.
16.2	It was agreed that school email addresses would be used on GovernorHub.
16.3	A Governors WhatsApp Group was discussed.
16.4	It was agreed that the need for another form of communication such as WhatsApp would be reviewed at the next FGB meeting.
	<b>ACTION: CLERK</b>
17	<b>Reporting of Minutes:</b>
17.1	It was discussed whether the Minutes should identify Governors.
17.2	It was agreed that the minutes should continue to be recorded in the same way with
17.3	Governors to be anonymous; except for recording actions and where information is given where a Governor has particular expertise and it is relevant to the matter being recorded.
18	<b>Security:</b> <b>Chair:</b> Confirmed there was nothing to report on security.
19	<b>Any Other Business:</b>
19.1	<b>Chair:</b> Highlighted the requirement for parent governors.

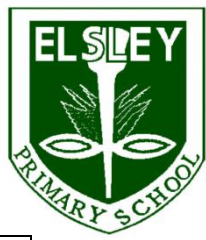
19.2	<b>HT:</b> Reported that the school has previously tried to recruit parent governors without success.
19.3	It was agreed that an information session would be arranged where Governors could provide information and answer questions to interested parties. <b>DA, CLP</b> and <b>CdJ</b> offered to assist.
	<b>ACTION: HT</b>
20	<b>Meeting Dates: 2020/2021:</b> <b>FGB:</b> 29 <sup>th</sup> June <b>T&amp;L:</b> 8 <sup>th</sup> June <b>F&amp;R:</b> 5 <sup>th</sup> May All meeting to commence at 6pm.
21	<b>Part II Minutes</b> Items were identified to be included in PART II Minutes.
22	<b>The meeting was closed by the Chair at 8:25pm</b>

### Matters arising from the minutes of the Full Governing Board held on 9 March 2021

Item	Action	Actionee	Status
8.1	Update on feedback from Brent on ARP agenda items for T&L and F&R Committees	Clerk	
9.2	File policies on GovernorHub. Compile and file a policy checklist detailing review cycle	SS	
10.6	Enquire with regard to calculation of Catch up funding	HT	
11.4	Amend draft SFVS and file on GH. Review all comments from Governors and report to F&R Committee	GK	
11.4	Review draft SFVS – report to GK with any comments	ALL	
11.5	SFVS – an agenda item for the next F&R Committee meeting	Clerk	
14c	Contact GS with regard to Judicium eLearning	Clerk	
15.3	Write a formal letter confirming that the determination of SACRE was discussed and approved by Governors which will then be submitted as part of the application.	NP	
16.4	Agenda item to review Governor communication – school email addresses – WhatsApp Group	Clerk	
19.3	Arrange an information session for recruitment of parent governors	HT	

### Outstanding items:

Item	Action	Actionee	Status
14	Set a date for Review of Standards Meeting in January – distribute to Governors	HT	Ongoing
15c	Governors to complete Skills Audit and file on GovernorHub or return to Clerk	ALL	Several audits outstanding
18	Remote Learning Policy to be shared with the Governors	HT	Ongoing



<b>SIGNED BY:</b>	
<b>DATED:</b>	