

Full Governing Board

Monday 14 September 2020 at 6.00pm

Held via Zoom

Governors (*not present)		
Tim Jervis ('TJ')	Parent Governor (Elected)	30 April 2024
Chair of Governors		
Ammar Ahmed ('AA')	Foundation Governor LDBS	13 Jan 2023
Vice Chair of Governors		
Allan McLean ('Headteacher')	Headteacher	Ex Officio
Monica Marcou ('MM')	Staff Governor (elected)	30 June 2023
Nikola Novčić ('NN')	Foundation Governor LDBS	30 June 2023
*Jean-Luc Eberlin ('JLE')	Foundation Governor PCC <i>St John At Hampstead Church</i>	23 Sept 2023
Jenny Lupa ('JL')	Foundation Governor PCC <i>St John At Hampstead Church</i>	8 Jan 2021
Anne Diack ('AD')	Foundation Governor HDS	12 Jun 2024
David Rue ('DR')	Foundation Governor HDS	20 May 2023
Evelina Hinovska-Barbier	Parent Governor (Elected)	30 April 2024
Rev Jeremy Fletcher ('RJF')	Incumbent of the St John At Hampstead Church	Ex Officio
Andrew Parkinson ('AP')	Local Authority Governor	11 June 2021
In attendance		
Monwara Sikder ('SBM')	School Business Manager	
*Emma Ingles (DHT)	Deputy Headteacher	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Action list this meeting		
1.2	Clerk- Pecuniary declarations	Clerk
54.1	[9.1]Governors to submit brief 'child accessible' bio for the reception [9.1] Skills audit- 5 received to date passed to AA by the Clerk for further action Carried over	Clerk AA/Clerk
58.4	Governor's Capitation Account- Chair to facilitate new account and signatory EH-B with the SBM SBM to do an Introductory email to facilitate	SBM/Chair
5.2	the SBM and Chair would facilitate an expression of thanks to both Miss Scarr and Mr Tuffley.	SBM/Chair
6.5	Chair to draft formal letter of thanks to staff	Chair
7.0	Next agenda mental health assessment process CPO	Clerk
8.4	Brexit planning arrangements next FGB	Clerk
9.3	Behaviour policy and remote learning policies to CPO	Clerk

FGB items	
1.	Welcome and opening prayer- the Clerk opened the meeting. Nominations for Chair had been invited by email prior to the meeting and Dr Tim Jervis had been nomination unopposed- Governors confirmed the appointment as unanimous. TJ took the Chair, welcomed all and asked Rev J to open the meeting in prayer.

1.1.	<p><u>Attendance and apologies for absence</u>- Apologies had been received from Cllr Andrew P due to another commitment and these were ACCEPTED by those present.</p> <ul style="list-style-type: none"> ▪ It was noted at the start of the meeting that Evelina H-B was not present but was expected to join. ▪ The EHT noted that the Deputy Headteacher, Emma I was unable to join due to a technical difficulty but would submit her report by email following the meeting. ▪ Jean-luc E was noted not to be present at the start of the meeting but was expected to join. 	
1.2.	<p><u>Annual Pecuniary Declarations</u> - Governors had been asked to review and confirmed their Pecuniary declarations on Governor Hub, due to the remote meeting. The Clerk thanked those who had reviewed and confirmed their declarations already would chase up the reminder of confirmations.</p> <p>Action Clerk- Pecuniary declarations</p> <p>There were no declarations made against items on this agenda.</p> <p><i>EH-B joined the meeting at 18.10</i></p>	
2.	<p>Election of Chair and Vice Chair Nominations had been requested by the Clerk prior to the meeting,</p>	
2.1.	<p><u>Chair</u>- nominations had been received for Tim J as Chair</p>	
2.2.	<p><u>Vice Chair</u>- nominations had been received for AA and EH-B to share the role as Co-Vice Chairs, with some discussion about the share of responsibilities to be facilitated by the Chair.</p>	
<p>There were no further nominations for either appointment and therefore candidates were elected unopposed, and unanimously as above, for a period of one year.</p>		
3.	<p>Approval of the minutes – the minutes from the previous Full Governing Body meeting held 7 July were AGREED to be a true and accurate record of accounts and would be signed at the next physical meeting by the Chair.</p>	
3.1.	<p>Any matters arising not on this agenda</p>	
<p><i>Action list this meeting</i></p>		
54.1	<p><i>[9.1]Governors to submit brief ‘child accessible’ bio for the reception</i> carried over, Clerk to chase <i>[9.1] Skills audit- 5 received to date passed to AA by the Clerk for further action-</i> carried over, Clerk to re-send</p>	<p><i>Clerk</i> AA</p>
57.5	<p><i>Safeguarding training- NN to share certificate</i></p>	<p><i>Completed</i></p>
58.4	<p><i>Governor’s Capitation Account- Chair to facilitate new account and signatory.</i> <i>The Chair had spoken to the SBM, and the SBM requested that EHB work with the outgoing signatory to open the new account,</i> Action the SBM to do an Introductory email to facilitate.</p>	<p><i>SBM/EH-B</i></p>
61.3	<p><i>New LDBS model Complaints policy- to be amended as detailed</i></p>	<p><i>Completed</i></p>
4.	<p>Headteacher’s Report to the Governors- the HT reported as follows;</p>	
4.1.	<p><u>Scorecard</u>- The school scorecard from the Borough was shared and discussed. This was a new document provided by Camden that summarised the school using a rag-rated system to audit. The following points were noted-</p> <ul style="list-style-type: none"> ▪ First preferences by pupils at 219% reflected the popularity of the school. ▪ Governance compliance on the website had been seen to be 86%, with the school working towards full compliance as a matter of urgency ▪ Governance was seen to be green on the risk register and overall. ▪ PSHE was noted to be strong at the school. ▪ HR issues were all recorded as green, finances were recorded as of concern, but this seemed inaccurate as the budget was balanced and carrying over less than 5% should be deemed good practice and therefore green. ▪ SEND looking positive, it was noted that there were 19% SEND pupils. 	
4.2.	<p><u>Staffing</u>- The HT reported that three new teachers had joined, working well. A strategic decision to appoint an additional member of staff in advance of expected catch up funding, allowed for the additional capacity to be</p>	

immediately deployed to support high quality interventions. All new starts were reported to be settling in well, with staff supporting.

In addition 3 new TAs had joined, all with aspirations to become teachers.

4.3. Curriculum- a full and broad curriculum was currently being offered despite the challenges this presented. Governors noted the following;

- PE was being held outside.
- Music was being supported, however group and indoor singing was still problematic and it was hoped that the guidance would change around this.
- SMSC including collective worship held in individual classrooms, Rev J had been supporting with services zoomed across other classes in the school and was thanked for his presence in the playground to support the return to school.

4.4. Assessment- Staff were making use of the usual summer term assessments to review where pupils were currently and these would be followed by pupil progress review meetings planned for later in the week with interventions and support going forward.

Phonics and early reading were both focus areas, pupils had already been assessed, and staff were picking up issues very quickly since the return to school to address.

Q A Governor ASKED about those pupils of higher ability, that had done well during lockdown- would they be stretched? The HT confirmed that pupils that had moved ahead during lockdown and over the summer would have their needs addressed as part of the assessment and review process to plan differentiation and offer stretch and challenge.

Q Another Governor ASKED if a wider band of ability was being seen following the pupils return to school? The EHT agreed that this was to be expected, however the school would address each individual child and their particular needs as usual.

Q One Governor ASKED about assessments, could parents get this information about their child's progress since the pandemic? The HT agreed that the parents would be updated and plans for the parent evening to be brought forward was in hand in order to hold these conversations, however sensitivity about how pupils had developed over the home learning period would be used and staff would be supported with correct use of language.

4.5. Plan B remote learning strategy- The HT had made use of the responses to the parental survey that had been held over the summer and had spoken to pupils and staff with regard to planning in the case of further lockdown or self isolation.

Issues as previously discussed around live zoom lessons were still unresolved, and these related to safeguarding concerns (reported elsewhere, including the potential for pupils to compare their home situations, access for pupils who did not have an identified own use device and concerns for staff home privacy).

The following strategy was proposed by the HT, to enhance the previous offer with the following;

- Teacher pre-recorded video addressing parents (5-10 mins) summarising work for the week.
- Short videos to demonstrate concepts for children
- Teachers being available at identified times of the day to respond to questions from pupils via Google classroom

In additional staff would be looking at more effective use of PowerPoints.

Q A Governor ASKED about including signposting to websites and other opportunities for learning? The EHT confirmed that this would be used.

Q Another Governor asked if Camden had put in structure to support well-being for staff members? It was acknowledged that materials from the DFE had been received and there was information available. The HT had spoken to staff about their mental health and well being during the inset days with Monica M adding that this would be monitored and update about well-being shared with staff.

Governors were pleased to hear it reported that students and staff were happy to be back at school, pupils attitudes seen to be good.

4.6. Q A Governor ASKED if there had been any narrowing the curriculum to focus on key areas? The HT responded that a wide Curriculum had been made available for parents to have a raft of options available, without pressure to complete everything. This had been reflected in the survey feedback, with some parents saying that there had been too much choice!

4.7. Q Another Governor ASKED about access to having a test, how could these pupils kept at home be supported? The HT reported that some pupils had been quarantined for the first weeks, and it was noted that access to testing had been problematic and issues were likely to continue,

- teachers were teaching full time in bubbles, but had shared the PowerPoints used and key objectives with websites signposted
- Times tables and spellings had been shared.

This offer would be further refined.

Q Another Governor asked about a reading list to be sent home, which would be helpful.

The Chair noted that the results of the parental survey had been wide-ranging but had yielded valuable feedback to build on and would be discussed under Chair's report on this agenda.

5. **Finance and Premises update- the SBM reported.**

The school house refurbishment had been taking place over the summer- improvements were reported to be looking good.

The house was managed by the Trustees of Holly Bush Vale and those involved were thanked for their efforts to facilitate the extensive refurbishment that had been required, to bring up to code. The Parish Church Council was noted to have helped the Trustees financially in support of the project for the school.

In addition-

- £106k funded from the school extended services account, and the HT was discussing with the PTA the potential to identify some financial support towards this spend.
- In addition, the LDBS had supplied funding for school house roof of £150k.

Q A Governor ASKED about communication to the parents about improvements? This had been included in the end of August letter to parents, but an update would be shared. It was the aim to use the property to give income by renting out the accommodation in order to support the school staff members.

5.1. Building work projects update

- New roofs on both school houses and roof repairs and flat roof replacements to the entire site had taken place, essential works which will maintain the condition of the school for many years to come.
- All of the windows have been replaced in the two school houses with new timber frames.
- Damp Proofing and treatment to brickwork, to protect the paintwork in the classrooms and avoid damp patches appearing in the future.
- New carpets and flooring in five of the classrooms, to improve the acoustics in the classrooms and the appearance.
- New fitted state of the art teaching walls had been fitted in all KS2 classrooms, enabling better storage for children and teachers and positioning the teacher in the optimum position in the classroom.
- New lighting across the entire site –all lighting now LED and more eco-friendly.
- Library –book characters painted onto the walls by Hugh Tuffley and Emily Scarr. Children's selected book quotations have been sketched and stencilled onto the walls.
- After School Club outdoor area has been completely redesigned with a new artificial grass surface.
- Two new sheds have been placed in the school garden
- Two new boilers have been installed in both KS1 & KS2 buildings.

Governors recorded thanks to those involved with the improvements- HT noting special thanks were due to the SBM who had been in school over the holiday overseeing works with Mr Day, and Governors recorded their gratitude to both.

Action the SBM and Chair would facilitate an expression of thanks to both Miss Scarr and Mr Tuffley.

6. **Chair's report**

6.1. Parent Summer feedback survey- The Chair reported back from the survey that was held at the end of term and over the summer to scope parental feedback to inform future provision and to assess the well-being of the school community.

- A good response had been seen with 75% of pupil represented. Governors were pleased to see that the majority of positive statements about the provision amounted to 61% on average, rising to 76% on average once neutral responses were removed.
- Some responses had expressed distress and disappointment, which may have been a reaction to the pandemic and lockdown itself and using an outlet to vent feelings, however on balance some 19% of views were negative, rising to 24% on average once neutral responses were removed. Leadership would unpack the issues arising and see if there were any lessons to be learnt.
- It was noted that home situations varied widely, with 20% of children reported to work without adult support, and only one child reported not having access to IT. iPads had been made available but due to the trolley charging dock used at the school, there had been no chargers to be shared with families.

The HT noted that responses overall demonstrated that the school had been seen to have worked well over the lockdown period, some of the negative replies had been duplicated by both parents from one household, and seemed to focus on one particular year group. The summarised information from pie charts had been shared with staff for learning points.

The responses reflected a positive view of the school community at how the school had managed the health risks in order to return to school, with 75% in favour and only 3% in disagreement, however it was understood that all bubbles in the school were connected by siblings and therefore mitigation measures could only go so far.

The Chair noted that following the sharing of responses with parents one letter had been received, criticising the lack of public praise for the staff, the timing of the feedback and the characterisation of the data in the attached pie charts. The letter also considered the feedback a missed opportunity to bring the community together. The Chair said the views were being carefully considered and reflected upon.

The Clerk noted that the Governors had recorded thanks to staff in the 28 April FGB minutes during the lockdown period, shared internally but this had not been shared publicly with parents.

The Chair took the opportunity to formally thank all staff for their work during the pandemic and Governors added thanks to all the work that had taken place, the EHT would pass this on.

6.2. Governors considered ways to move forward.

- Unpacking the feedback would take place, to look at the negative responses to see if any lessons could be learnt.
- Q Another Governor suggested that moving forward the situation would be constantly challenged and communicate Plan B clearly with the parents.
- It was noted that some feedback regarding zoom lessons were not reflective of the reality for the context at HPS with larger groups than private schools.

A shared approach to moving forward would be required from the whole school community, with an aim to bring the school together, and using the survey feedback in a positive fashion.

The Chair thanked the EHT- it had been a most exceptionally difficult time and he had worked tirelessly to follow constantly changing guidance, to navigate a diverse community through a highly uncertain and polarised environment, to close the school to most pupils while supporting their remote education, yet keeping the school

open to children of key workers, while ensuring safeguarding and care was in place for the most vulnerable in our school community, with limited resources and unprecedented constraints. The EHT had done an exceptional job and all affirmed the EHT and staff for what they were doing.

Action Chair to draft formal letter of thanks to staff

7. **Safeguarding-** report to be upload by EHT
Governors noted the changes to Keeping Children safe in education 2020 and their responsibilities under Part 2 prior to the meeting and confirmed [visit <https://www.safeguardingschools.co.uk/keeping-children-safe-in-education-2020-draft-for-consultation/>]
Action Next agenda mental health assessment process CPO
8. **Governance**
 - 8.1. *To note endorsement of Risk Assessment, as shared by email 1/9/20* **AGREED**
 - 8.2. Terms of reference-updated (Committee memberships- as last year) **AGREED**
 - 8.3. Governors Code of Conduct (NGA) to be adopted- **AGREED**
 - 8.4. Brexit planning arrangements (on hold action carried over from 280420 FGB), **carried over**
9. **Policies for FGB level approval**
 - 9.1. Safeguarding (to include KCSIE 2020 update)- **new policy AGREED**
 - 9.2. Behaviour (delegated, for information only) **to CPO agenda**
 - 9.3. Remote learning (policy to be in place by end Sept), **to CPO agenda**
10. **Any other urgent business (to be agreed at the start of the meeting with the Chair)** None noted
11. **To decide if any item from Part 1 is to be recorded under Part 2 minutes**

There being no further business this part of the meeting closed at 7.10pm

Signed by the Chair.....Dated.....

Dates of upcoming meetings	
Tues 3 November 2020 5pm Followed by 5:30pm	PAY Committee
	RESOURCES COMMITTEE
Monday, 30 November 2020 5:30pm	C.P.O. COMMITTEE
Monday, 18 Jan 2021 6:00pm	FULL GOVERNING BODY