



Governing Board Meeting
Tuesday 7th April 2020 at 6.30 pm
online via Zoom

DRAFT MINUTES

Name	Role	Present	Name	Role	Present
Chris Ampofo	Foundation	√	Will Leaf (Co-Chair)	Foundation	√
Dan Brandt	Foundation	√	Zoë Miller	Parent	√
Ralph Cator	Foundation	√	Anthony Richards	Ex officio	√
Kwamena Duker	Staff	√	Cristiana Silvaes	Parent	√
Victoria Heald- Barraclough	LA	√	de Melo*		
Lucas Janssen	Co-opted	√	David Sin	Foundation	√
Marianne Jenkins (Co-Chair)	Foundation	√	Peter Southwood	Foundation	√
			Joel Wolchover	Foundation	√

* Present for part of the meeting

Also present:

Nicola Christopher Deputy Head (advising)
 Katie Kilgallon Associate Member
 Janet Gordon Clerk

1. Opening Prayer, welcome and introductions

Revd Will Leaf led governors in a prayer.

The Chair (Co-Chair Marianne Jenkins, for this online meeting) welcomed governors, in particular new governors Zoë Miller and David Sin, thanking them for joining the Board.

The Chair informed governors that Peter Southwood had given notice that he will be standing down on 12 May. She thanked Peter for his incredible work as Safeguarding link governor.

2. Apologies for Absence

No apologies had been received in advance of the meeting.

Document:

- HT Report to Governors spring 2020.docx
- Princess Frederica Safeguarding Report Dec 2019.docx
- Safeguarding and Child Protection Policy 2019 COVID-19 Addendum.docx
- Safeguarding Review - Princess Frederica.docx

3. Declaration of Interests for items on this agenda

None.

4. Governing board and committee membership

Zoë Miller will observe the two committees before deciding which to join at a future FGB meeting, depending on the needs of the Board.

The Headteacher outlined how Peter Southwood has carried out his role as Safeguarding link. Peter offered to help with handover to the next Safeguarding link governor.

Governors were invited to express an interest in taking on the Safeguarding link role via the Clerk.

Action: Governors

5. Headteacher's report

The Headteacher explained that his report was a scaled down version, given the current circumstances. The summer term report will include the usual data, but this version includes core facts and figures (p1-2). Safeguarding information (p3) is up-to-date.

The building works (p3-4) will be key to consider, because the new budget is being set and relies on income which is outside funding from the Local Authority.

The Staffing and Monitoring and Self-evaluation (p4-5) cover the period until closure for the majority of pupils.

The Headteacher has provided governors with an overview of the meetings held with all staff before school closure (p5). The staff shared ideas and there was a sense of camaraderie. One of the Co-Chairs spoke to the staff at one of these meetings and the staff appreciated the support from the Board.

The COVID-19 update for governors (p6-7) covers the daily risk assessments and provision for children who are attending school. There are three vulnerable children (according to the government definition). The school consider two further children to be vulnerable, although they don't have a social worker, and there are two children with ECHPs. There are fifteen more children who have at least one parent who is a key worker.

As the advice has been for children to stay at home if possible, numbers have fluctuated from zero to seven, with nine children expected the following Monday.

The Headteacher explained that the school had closed for two days after a staff member displayed symptoms. DfE guidance was followed, including cleaning recommendations.

The Headteacher informed governors that although in normal circumstances, a Designated Safeguarding Lead (DSL) must be on site, the current guidance is that the DSL need not necessarily be on site at all times. The Safeguarding and Child Protection policy have been updated to reflect this.

The staff ratio on site is 1:15 and if there are less than 15 children, there are always two members of staff on site. If it were not possible to meet this ratio, the leadership team would have to consider closure.

One challenge has been providing a First Aider on site every day. Thirteen members of staff have had First Aid training, but some staff have had symptoms, are shielding for 12 weeks or have elderly relatives living with them. It is also important to keep a fair balance of workload for those staff who are able to be on site. The daily risk assessment contains emergency contact details for the Welfare Officer, who can be available during school hours. Medical information for the children on site is readily available, but held confidentially. All staff on site have been briefed on the processes.

The staff in school are working on a rota, keeping to the same teams who each work for two consecutive days. This strengthens the capacity to remain open.

Governors asked whether there are any online First Aid courses that the staff could take to increase the number of trained staff. Brent is looking at providing some online Emergency First Aid training, which the Headteacher would sign staff up for, if available, and members of staff who have already had training may be able to take booster training online.

Governors asked whether there is a legal requirement to have a trained First Aider on site. The Headteacher has been in touch with HR at the LDBS to explain the situation and they are going to confirm what is required. The staff have recently had training on administering epipens and how to handle an asthma attack or epilepsy. The Headteacher is ensuring that there is a member of staff who has completed Emergency First Aid training on site where possible.

A governor pointed to guidance from the Health & Safety Executive regarding reduced First Aid cover during the COVID-19 period. Completing daily risk assessments and stopping high risk activities provides some mitigation.

Governors asked what other schools are doing. There is a mixed pattern within the Kilburn cluster of schools. Some schools have trained their whole staff team on First Aid, other schools are in a similar position to this school.

Governors asked whether there are children attending who have particular health needs which might put them at greater risk. When parents register their child for the current provision, they provide full medical information and any medication is held safely, but fully accessible to staff members. The density of children has reduced dramatically and the types of activities the children are doing mean that risk is vastly reduced.

Governors asked whether the Kilburn Hub could be used if a First Aider is not on site. Until the end of the Easter holidays schools have agreed that they won't be transferring children between schools, as there is not full clarification about Safeguarding.

The Chairs offered the Board's support for the Headteacher and will discuss First Aid with him, following advice from the LDBS.

Action: Co-Chairs

[Cristiana Silvaes de Melo joined the meeting at 7.05 pm]

The Headteacher is working with other headteachers within the Kilburn cluster of schools to plan what schooling will look like after the Easter holidays. Brent are encouraging schools to consider working as a hub, sharing provision. At the moment, the headteachers would like to maintain provision for their own children in their setting, for a number of reasons: vulnerable children feel more secure in their own site; moving between sites may be difficult logistically for parents; safeguarding is stronger when the staff know the children and their families and any behavioural or SEND needs.

The Headteacher reported that before lockdown, it was made clear to the staff that the first priority was care of the children, ensuring that they are looked after and that Safeguarding and Health & Safety are in place. Home learning will be key in a longer lockdown. The leadership team considered what would be consistent and sustainable and decided on daily home leaning uploads that apply to a whole year group. This allows teachers to work together and takes into consideration the wellbeing of staff who are at home with their own children and when staff are unavailable because they are ill. Children can complete tasks that don't rely on parental input and computer use all day. Resources that the school already has are being used, to reduce spending on too many new initiatives or platforms. Members of staff favoured daily uploads which would help manage expectations of the children and also feel manageable for the teachers.

Home learning will continue after Easter, with a task sheet which gives an overview of what children should be learning in each area, to help support parents. Based on parental feedback, English home learning will be adapted so that there are standalone tasks each day, rather than having to build on prior activities. Parents would like teachers to have clearer contact with the children. The school will follow DfE and Brent guidance, but there is no plan for live synchronous teaching at the moment. The daily overview sheet will have a message from teachers, so that it is more personalised. For Foundation subjects, the children will be able to use Purple Mash. This allows teachers to provide feedback, which is something parents have asked for. All of the above will be reviewed regularly.

Governors asked whether teachers could record a short video at the start of a topic or week. The Deputy Head explained that the personalised message will be written, but this is something to consider. Governors who were parents felt that children would like to see their teachers, however some members of staff may find this technically challenging. The Headteacher explained that home learning is evolving and felt positively about the idea, but felt that it is important that expectations are clear and consistent for all year groups.

A governor suggested that a virtual assembly or recording might be appreciated, but stressed that governors don't want to put any further pressure on the staff. The Headteacher invited guidance and suggestions on technical aspects of sharing videos with the children.

Governors were encouraged to hear how the school is keeping in regular contact with vulnerable families, but asked whether there was a plan to find out how other families are faring in the longer term. The Headteacher explained that phone calls home are based on the school's knowledge of families, but this is something that could be discussed with class teachers. The frequency of this kind of contact will be discussed with teachers or phase leaders. The Staff governor explained that the teachers know which children might require some contact and the focus at the moment has to be vulnerable children. The Headteacher added that there needs to be a balance between the wellbeing of the staff and that of families, but the situation will evolve over the coming weeks.

Governors reported that parents found the recent letter home very reassuring.

6. Safeguarding update

Peter Southwood reported that since the last Board meeting, Helen Ridding from the LDBS visited the school on 10 December to follow up on her March visit. Reports from both these visits had been circulated to governors and Peter had made a brief report to the Teaching & Learning committee on 25 February.

Key points from the most recent report were that the Safeguarding culture has been further strengthened since last March. Helen Ridding was particularly complimentary about school leaders being very proactive in developing this culture. Key changes to supervision at the start of the day, communication and ongoing training were highlighted as very positive developments. Overall the report was very positive.

At the termly Safeguarding meeting on 6 March, the Headteacher, Designated Safeguarding Lead and Peter as Safeguarding link governor had discussed the report. There were two points on which the Headteacher sought clarification: the health questionnaire for new staff members and the need for Section 128 checks for governors. The health questionnaire is an opportunity for new members of staff to declare any medical needs and while it is not a legal requirement, Helen had explained that offering this questionnaire is an expectation for schools, so that they demonstrate a duty of care to new employees. The questionnaire goes directly to an organisation called Lincoln Health, who work closely with the LDBS. The school never sees the full questionnaire, but receives a slimmed down version regarding any adjustments that may be required. Section 128 checks are now needed for all Board members and staff in management positions at maintained schools. This is a check to see whether an individual is barred from being involved in the management of a school and is an easy check to carry out. The Headteacher has added this to the Single Central Record.

At the same meeting, the report was considered and as the recommendations were minor, it was felt that an action plan was not needed. On behalf of the Board, Peter extended thanks

to the DSL, Educational Visits Coordinator, Headteacher and other staff members who have played an important role in further strengthening the Safeguarding culture at the school.

Immediately after the meeting on 6 March, Peter met a small group of Year 3 and 4 children, as recommended by Helen Ridding in her report last year. The responses from the four children showed a good level of Safeguarding awareness, an understanding of bullying and importantly what to do about it. Peter will share his visit report once it has been checked for accuracy. A meeting planned for 27 March regarding Educational Residential visits could not take place, because of school closure. The overall Safeguarding picture is one for the Board to be pleased with, although there is no room for complacency and everyone has a role to play in continuing to develop the Safeguarding culture of the school.

The Chair thanked Peter for his detailed and helpful report.

Governors asked whether new members of staff have a choice about completing the health questionnaire. All new staff are expected to complete it. This is a recommendation from the LDBS, as described above. It is in a staff member's best interest to complete the questionnaire fully, so that reasonable adjustments can be made for day-to-day work.

Governors asked whether the opportunity to complete the questionnaire demonstrating duty of care. This can only be exercised by the school if they know about pre-existing conditions. Given the satisfactory response about confidentiality aspects, the Safeguarding link governor felt that this was in the employees' and school's best interest and recommended that on balance this is something that governors should accept.

Governors asked whether there was any indication when decisions will be taken about residential trips. The Headteacher explained that there is still a lack of clarity, but the school is looking at the options, as different centres are taking different positions and some parents have only paid deposits, while others have paid in full. The admin team are tracking the potential loss of income and additional COVID-19 related expenditure, as this will impact the budget significantly.

Governors discussed the fact that in the current circumstances some parents may want to stop their donations to the ABC Fund. It will be important to keep parents informed about what the ABC Fund provides for children.

The Chair of the Resources committee will initiate a communication to parents about the ABC Fund with assistance from Carys.

Action: Ralph

Ralph reminded governors that he will need to hand the ABC Fund over to someone else.

Governors suggested a separate communication to parents about residential trips, to explain that the school is actively considering what to do, to alleviate anxiety and to avoid further enquiries. They also suggested checking insurance policies in case there is cover for repayment of deposits if there is a government moratorium on travel. The providers may be

able to offer to transfer deposits to the following year. The school is hoping to be able to roll over payments to the following year for year groups apart from Year 6.

The Headteacher thanked Peter Southwood for his commitment to the Safeguarding link role. He has provided evidence for governors to be assured that the children are safe in the school. Peter expressed his thanks in return to the Headteacher and DSL.

7. Safeguarding and Child Protection policy

The Headteacher explained that all schools are introducing an addendum to their Safeguarding policy in response to COVID-19. The Headteacher has used a model from The Key and has cross-referenced this with guidance from Brent and other schools' policies. The addendum provides additional contacts and details of how Safeguarding is being maintained in the school with skeleton staffing. The Safeguarding email address goes to the Headteacher and DSL.

The policy will be reviewed approximately every 4-6 weeks, because of the changeable nature of the provision during lockdown.

Governors **approved** this update to the Safeguarding policy.

8. Any other urgent business

Governors asked whether parents will be informed about the outcome of the parent governor election. They will.

The Co-Chair thanked everyone for attending this rescheduled meeting during the Easter holidays, adding that the Board was very grateful to the Headteacher, Deputy Head and all staff for keeping the school going in the current difficult circumstances. The Headteacher thanked the Co-Chairs and governors for their support.

The Co-Chair closed the meeting at 8.10 pm.

Next meetings:

Wed 29 Apr Resources (6.30 pm) – year end / budget

Wed 13 May FGB meeting (6.30 pm) – budget approval