



**Extraordinary Governing Board Meeting
Wednesday 28th April 2021 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	x	Anthony Richards	Ex officio	√
Kwamena Duker	Staff	x	Cristiana Silvares de Melo*	Parent	√
Victoria Heald- Barraclough	LA	x	David Sin	Foundation	√
Lucas Janssen	Co-opted	√	Leandos Taliotis	Foundation	√
Marianne Jenkins* (Co- Chair)	Foundation	√	Joel Wolchover	Parent	√

* Present for part of the meeting

Also present:

Janet Gordon Clerk

1. Opening Prayer and welcome

Co-Vice Chair Zoë Miller, chairing this meeting, welcomed governors and invited Will Leaf to begin the meeting with a prayer.

2. Apologies for Absence

Apologies for absence had been received in advance from Victoria Heald-Barraclough, Ralph Cator and Deputy Head Nicola Christopher. Chris Ampofo had sent apologies for late arrival.

Documents:

- Complaints Policy.docx
- Disciplinary Policy.docx
- Grievance Procedure March 2020.docx
- HT Report to Governors sum 1 2021.docx
- PF FGB Draft Minutes 2021-03-24.doc
- PF End of Year Budget 2020-21 Gov Copy.xls
- Safeguarding and Child Protection Policy April 2021.docx

3. Declaration of interest for items on this agenda

There were no declarations of interest for items on this agenda.

4. Governing Board Matters

i. Membership update

The Co-Vice Chair explained that Leandros Taliotis had joined the Board, representing Reverend Graham from St Martin's.

Leandros joined the Teaching & Learning committee (once committees recommence), although he explained that he would be happy to join whichever committee the Board needs him on.

ii. Whole Board development session: actions to take forward

Governors had attended an online training session for the whole Board, led by the LDBS, on 20th April. During the session, governors had been prompted to evaluate their effectiveness in breakout groups. A Google Doc had been created to capture actions which the Board might take forward as a result of the session.

Governors discussed some of the points raised, such as following up on what the students' journeys look like after they leave Princess Frederica; explicitly linking financial priorities with the School Improvement Plan where there are opportunities to target expenditure; reviewing governor questions over the past year to 18 months to understand where governors have good impact and where they might improve their questioning.

Governors considered the Ofsted inspection section of the training session. They had discussed governors contributing to summary sheets to help share knowledge of the school gained through their various roles and responsibilities.

Governors were encouraged to put their name to any actions on the Google Doc that their skillset lends itself to or that they have the time and interest to complete.

Governors were invited to comment on the Google Doc documenting actions to take forward from the development session before the next meeting.

Action: Governors

5. Headteacher's report

The Headteacher explained that a focus of this report was the building works (page 3). The fire alarm system was complete and operational and staff training had taken place. This was financed through the LDBS Capital Programme.

Co-Vice Chair Lucas agreed to write to the LDBS on behalf of the Board to thank them for continuing to consider and work with the school.

Action: Lucas

The report contained a staffing update (page 2).

Governors had requested ethnicity data for pupils (shown on page 2 of the report) so that they could compare this with ethnicity data collected for governors.

Governors asked whether comparative ethnicity data was available for other local schools. The Headteacher agreed to enquire about this, as data is submitted to Brent on an annual basis.

Action: Headteacher

Governors discussed the fact that there are many different ethnicity categories - at least 30 for children at this school – and that London data would be different from national data, Kensal Rise would be different from Brent data, all of which is changing rapidly. They wondered where to obtain advice about how to navigate this well, so that they can be clear about their aspirations in being diverse and representative.

Under Safeguarding (page 2), the Headteacher explained that an action plan had been created to address issues raised on the “Everyone’s Invited” website linked to the updated Safeguarding policy and School Improvement Plan priority (items 6 and 8 on this agenda).

Governors thanked the Headteacher for his report.

6. School Improvement Plan update: Safeguarding

The Headteacher explained how important it was for governors to know what is happening at the moment, as this priority on the School Improvement Plan is about there being an effective Safeguarding culture visible at the school.

In his report, the Headteacher had explained that through the “Everyone’s Invited” website, children and young people had raised issues of sexual violence and peer-on-peer abuse that had occurred at various schools. In response, Ofsted are carrying out Safeguarding reviews to gather evidence about how schools have responded to historic incidents and the different mechanisms schools have put in place.

At this school, the Safeguarding team put together an action plan. They evaluated how historic incidents were dealt with to produce a case study illustrating the school’s response. They considered what is currently in place to ensure consistency across a number of different types of incidents. Staff training has been planned and the DSL made amendments to the Safeguarding policy to provide complete clarity about the different incidents that could occur and what the school’s response would be.

The school will write to parents to give them a clear idea of how incidents are responded to, so that the parent community can feel confident that this is something the school has addressed.

Governors considered the amendments to the Safeguarding policy. The Headteacher outlined the changes, which included the NSPCC helpline for pupils (p1) and the main changes on page 7 (section 7.3), defining clearly that peer on peer can include sexual harassment such as sexual comments, remarks and jokes; online sexual harassment; sexting and upskirting. The specific steps to be taken in response to an incident are laid out even more clearly than in the previous version of the policy to ensure a consistent approach. Section 7.3 finishes with the ways in which the school is pro-active in minimising risk of peer-on-peer abuse.

The Headteacher reassured governors that this issue has been given elevated status within the school, for example in how it is addressed through PSHE and the planned staff training.

Governors asked for an example of an incident which would trigger the Safeguarding policy rather than the Behaviour policy. The Headteacher explained that this was contextual: there would be consideration of mental as well as physical aspects of an incident. There is crossover between the two policies. The Headteacher described a possible incident which could involve a number of linked issues, including inappropriate use of social media, whereby initially an incident might appear to be a behavioural issue at a surface level, but could require investigation as a Safeguarding issue.

The Headteacher explained the increased importance of giving children the opportunity to reflect on what has happened within an incident, rather than just applying a sanction. Understanding the reasons and impact of an incident can help to prevent it from recurring. Transparency and the involvement of parents is also important (perpetrator and victim).

Governors asked whether any change might be needed to the RSE curriculum as a result of this work. The RSE curriculum had not been rolled out as planned as a result of lockdown and the difficulties of remote delivery of this topic. The PSHE lead has prioritised the most important issues to be covered before September in PSHE lessons and through assemblies, including safety, issues that have arisen in the public forum and health and hygiene. As explained to parents, teachers also have freedom to prioritise PSHE incidents that arise for their class. Diversity and tolerance are emphasised.

Governors asked what was meant by the “gendered nature” of peer-on-peer abuse. The Headteacher agreed to clarify the meaning in this context.

Action: Headteacher

Governors **approved** the minor amendments to the policy explained above.

Governors acknowledged the thorough response to this national issue in a short period of time.

7. Finance update: year end 2020-21

Co-Vice Chair and Chair of the Resources committee Lucas reported on a meeting earlier the same day during which he and Marianne (Co-Chair) had gone through the year end position with the Headteacher, Deputy Head, School Business Manager and external consultant Steve Llewellyn. In summary, they felt that the budget has become well-controlled in the last couple of years, reflected in the fact that although there is an in year deficit of around £43,000, this is substantially improved compared with the forecast of -£117,000. This saving has come through receiving the forecast income, but having lower expenditure, even with the challenges of Covid. In some areas costs were reduced, but there was an equivalent reduction in income, for example pupil meals and Kenzalia.

When setting the budget last year, the unknown costs of Covid were problematic, but the year end was very positive. Although Year 3 of the budget shows a negative, there are plans to address this in the next year.

The Headteacher explained that in setting the budget, it will be necessary to demonstrate how the reserves will be used. He added that savings were made by careful use of agency staff without compromising Covid safety. The music teacher worked strategically with parents to ensure that music lessons could go ahead, minimising loss of income. By having in house catering, the school only had to pay for salaries and food purchased, rather than having to continue to pay a higher cost contract. The school is not as reliant on lettings income as some schools, so this reduction of income was not as significant as it could have been.

Governors asked for clarification on line E27 (Support Staff Agency) which was higher than budgeted. The Headteacher explained that this was partially offset by the underspend in E01. There were two EHCPs (Education and Healthcare Plans) which were not confirmed when the budget was set. In the new budget some of the staffing cost will be known and will appear under E01 and there will be an increase in SEND funding, although payment is always made in arrears. The Headteacher reminded governors that schools are responsible for the first £6,000 of costs for an EHCP.

Governors asked what I12 (Parental contributions) includes. This would be payments for school residential trips which did not take place.

Governors asked whether the cost of Covid is known over the last financial year. A cost centre has been used to track this expenditure, so a total could be provided. Governors were aware that it is important for them to understand the cost implications of Covid for the school. A claim was made to cover a proportion of cleaning costs, but there were many other costs such as Occupational Health assessments, additional cleaning products and signage.

Governors asked whether the school is accessing the National Tuition Programme in addition to Catch up funding. The school is running an in-house tuition programme from catch up funding. Someone is working on a day-to-day basis in school with a number of identified children in specific year groups which have been impacted the most by Covid.

There may be an opportunity for Year 6 children transitioning to Year 7 to attend summer school at their Secondary school, but no other funds have been received in addition to the Covid Catch Up funding yet. Planned spending from this fund was reported to governors in December 2020 and is published on the school website.

Governors thanked the Headteacher, who thanked Marianne and Lucas in return for their scrutiny of the year end figures.

8. Policies for approval / readoption
i. Safeguarding (minor update)

Approved under item 6 above.

- ii. Grievance (LDBS)**
- iii. Complaints (LDBS)**
- iv. Disciplinary (LDBS)**

Governors had previously adopted these policies from the LDBS. Governors **agreed to re-adopt** the Grievance, Complaints and Disciplinary policies.

[7.23 pm Cristiana Silveiras de Melo joined and left the meeting several times during this and the next item]

[7.25 pm Marianne Jenkins left the meeting during this item]

9. Minutes of the previous meeting (24th March 2021)
i. Accuracy

Governors **approved** the minutes of the previous meeting as accurate.

ii. Matters arising

Updated ethnicity data for the Board had been shared by the Clerk. The Headteacher used the same categories to report pupil ethnicity data in his report.

There had been discussion at the previous meeting about the Chair of Admissions producing information for governors if they were approached about admissions. No governor had been approached by parents. Anecdotally, parents seemed to be aware that there were an unusual number of siblings joining Reception in the autumn.

Zoë reported that she and Chris had been in contact with members of the staff wellbeing group and discussions have begun.

Comments on the lockdown policy were sent to the Headteacher.

Outstanding action: convene working group to discuss possible reorganisation of link roles. This had been deferred until after discussions following the whole Board session.

Action: Clerk

The Deputy Head took the draft vision document to staff and it received a positive response. The Headteacher thanked Will and Zoë for their work on this. He explained that a cross-section of staff joined in the constructive discussions voluntarily. Once the vision and values are confirmed, the website will be updated to ensure that the ethos is clear and the website communicates and reflects the updated vision and values.

[7.38 pm Chris Ampofo joined the meeting during this item]

10. Any other urgent business

Joel reported that he attended the Brent training about increasing diversity on Governing Boards. Leandros had completed online induction training.

Governors discussed the training log which is available in a folder called Training on Google Drive, along with the recording and slides from the whole Board training.

Governors were asked to upload certificates and to update the log with training they had completed dating back to the beginning of 2019 or to send details to the Clerk.

Action: Governors

Governors discussed the need to identify gaps in training so that they can decide who might attend once the log is more comprehensive and then to work out how to disseminate what has been learned from training in a more detailed way.

Governors asked whether the Risk Assessment was still working effectively from a student, staff and parent/carer perspective after the return to school on 8 March. The Headteacher replied that it was being reviewed in the light of current guidance and feedback from staff. He will share the updated Risk Assessment with governors and parents and would be happy for two governors to come on site for another walkabout. School trips off site may be considered for the second half of the summer term, depending on restrictions.

Governors asked whether the school needed any governor support to reinforce any messages if there were changes in people's behaviour. The Headteacher explained that the parent community has generally been very good at mask wearing. Interactions at home time and the start of the day are potentially more problematic, with some groups gathering for extended conversations outside the school. However, staff still feel safe on site through the practices introduced as a result of the Risk Assessment. Parent/carer meetings are still remote and care is taken over any visitors on site. Staff are taking part in the regular LFT testing programme and have had the opportunity to have their first vaccination. He felt that no action was needed, but would request governor support if that changed.

The Headteacher reported that the kitchen had received five stars for health and hygiene in a recent inspection.

Cristiana apologised for her late arrival and explained that she had experienced technology issues during the meeting.

Governors noted that Associate Member of the Teaching & Learning committee Katie Kilgallon had not been present at online meetings recently. The Clerk was asked to contact Katie to ensure that she knows she is welcome to attend FGB meetings while committees are suspended.

Action: Clerk

The Co-Vice Chair thanked governors and closed the meeting at 7.59 pm.
