



**Governing Board Meeting
Wednesday 22nd September 2021 at 7 pm
online via Zoom**

DRAFT MINUTES

Name	Role	Present	Name	Role	Present
Chris Ampofo*	Foundation	√	Zoë Miller (Chair from item 5)	Parent	√
Dan Brandt	Foundation	x	Anthony Richards	Ex officio	√
Kwamena Duker*	Staff	√	Cristiana Silvares de Melo	Parent	x
Victoria Heald-Barraclough	LA	x	David Sin	Foundation	√
Lucas Janssen*	Co-opted	√	Leandos Taliotis	Foundation	√
Marianne Jenkins (Co-Chair to item 5)	Foundation	√	Joel Wolchover	Parent	√
Will Leaf (Co-Chair to and Vice Chair from item 5)	Foundation	x			

* Present for part of the meeting

Also present:

Nicola Christopher* Deputy Head, advising
 Julia Griffin* Teacher and Designated Safeguarding Lead, presenting
 Janet Gordon Clerk

Documents:

- 2021 Safeguarding and Child Protection Policy Sep 21.docx
- 2022-23 Princess Frederica School Dates.docx
- Code of Conduct for Employees.docx
- Declaration of Interests PF 2021-22.docx
- Financial Scheme of Delegation for Princess Frederica 2020-21.pdf
- GB Committee Membership and Link Roles 2021.docx
- Health and Safety Policy.docx
- nga-model-code-of-conduct-2021.docx
- PF FGB Draft Minutes 2021-06-09.doc
- PF FGB Draft Minutes 2021-07-07.doc
- Safeguarding Statistics for 2020-21 and link for governors for training.docx
- SIP Sept 21 to Dec 22.docx
- Whistleblowing Policy.docx

1. Opening Prayer and welcome

Marianne Jenkins, chair until item 5, welcomed governors and invited Anthony Richards to open the meeting with a prayer. Although the meeting was not quorate, governors agreed to proceed, as no decisions were to be made until items 4iii and 5.

2. Apologies for Absence

Apologies for absence had been received in advance from Dan, Victoria and Will. Apologies for late arrival had been received from Chris Ampofo and were passed on for Kwamena Duker. During the meeting, Lucas Janssen reported that he would be late arriving and Cristiana Silves de Melo reported that she was unable to join because of technical problems, but unfortunately this message was not received until after the meeting.

3. Safeguarding

An overview of the last academic year had been shared with governors in advance and they had all been asked to complete Safeguarding training on The Key.

i) Update from DSL

As Designated Safeguarding Lead (DSL), Ms Griffin answered governors' questions.

Q What aspect of Safeguarding do you worry about most at Princess Frederica?

The greatest concern is the little incidents which may be missed or not reported and could build up a bigger picture. In all Safeguarding training, staff are encouraged to report any incident, no matter how small. Not many large incidents occur at the school, but the figures show a large number of small incidents, so these must be tracked closely.

Q Where do you think we can improve Safeguarding?

In view of Keeping Children Safe in Education (KCSIE) 2021, in which peer-on-peer abuse is seen as a Safeguarding issue, not just a behaviour issue, meetings are taking place between the DSL, Deputy Head and PSHE lead to establish a joined up view of the links between Safeguarding and behaviour.

The costing and effectiveness of an online reporting system as an alternative to the current paper system is being considered.

Q How are paper records kept?

Files are kept in a locked cupboard in the Headteacher's office and only the DSL, Deputy Head and Headteacher have access.

Q Considering the demographic of our school and community (and the way it is changing), what issues are most concerning/relevant?

The issues of most concern in the school are cases of emotional abuse and peer-on-peer abuse. Within Brent, gang culture is a big issue, so embedding respect and early work on clear boundaries and how to treat others are important.

Q Could you elaborate on the 16 referrals of emotional abuse? Is this an average amount? Are there numerous referrals for the same few children or 16 different referrals?

These referrals are related to around 12 children and are often related to anxiety. There has been an increase in anxiety in the past couple of years, sometimes as a result of family breakdown or fights in the home. Emotions charts in each class are proving useful in relation to Safeguarding issues. If a child indicates that they are unhappy, a teacher can take them aside, speak to them and offer support, even if they don't come directly to the teacher with an issue. This has resulted in a referral already this term and will continue to be a useful tool.

Q The training sets out how emotional abuse is defined, but is it hard to define in practice?

The staff are alert to little incidents and always listen to the children.

Q What is going well?

Referrals go well – they are followed up and reported. Parental responses to phone calls about minor incidents are generally very positive. Most parents are appreciative that they have been contacted. Security on site is good. The staff wear lanyards and there is a new Single Central Record.

Ms Griffin noted that only three governors had completed the safeguarding training. The Chair encouraged everyone else to carry out the training as it is detailed and helpful and Safeguarding is of utmost importance.

Action: Governors

Ms Griffin explained that the school welcomed questions about Safeguarding in the interest of accountability.

ii) Report from Safeguarding link governor

This item was initially deferred in the absence of the link governor until after item 8.

The Safeguarding link governor reported on his visit the previous term when he viewed the Single Central Record. He will follow up on queries he raised about external agency checks on his next visit. No positive disclosures have been made. The link governor will join a working group which has been established about peer-on-peer abuse.

Item 8 followed this item.

iii) Safeguarding policy (approval)

Governors commended everyone involved in development of the policy, which is incredibly detailed.

Q How do governors evaluate the effectiveness of the policy?

This is seen in the referrals that are made and the accompanying paper trail which provide evidence that the policy has been followed. The Safeguarding link governor has regular meetings with the Safeguarding team.

The Headteacher added that the policy is the first point of reference for himself and the Deputy Head when responding to incidents. The LDBS will complete a Safeguarding audit later in the school year, providing external verification.

Q How often is there confusion for staff between the Safeguarding and Behaviour policy?

Ms Griffin felt that there is no confusion as such. Peer-on-peer abuse was not such a significant part of Safeguarding previously, unless there was a serious incident. Now, the Behaviour policy is followed, but if there is seen to be peer-on-peer abuse, this is raised as a Safeguarding issue as well. This term, as mentioned above, the overlap will be examined and consideration will be given to how to record issues centrally.

The main changes in the policy this year are related to peer-on-peer abuse and sexual harassment.

[7.20 pm Julia Griffin left the meeting]

After item 9, the meeting returned to this item and governors **approved** the Safeguarding policy.

4. Declaration of interests and eligibility 2021-22; Declaration of interest for items on this agenda

The Clerk reminded governors about the annual Declaration of Interests form and what needs to be declared for the Register of Interests. Governors were asked to complete the form and upload it to Google Drive or email it to the Clerk.

Action: Governors

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

5. Governing Board matters

This item was deferred until after item 6, as the meeting was not quorate.

i) Election of Chair and Vice Chair

The Clerk took nominations for Chair of the Board. Zoë Miller was unanimously elected Chair with a term of office of one year and chaired the meeting from this point.

Will Leaf was elected as Vice Chair. Governors discussed the fact that a newer governor may consider becoming a Co-Vice Chair later in the year.

ii) Board membership

An email has gone to parents to seek nominations, as parent governor Cristiana's term of office ends at the beginning of October. Zoë, Marianne and the Clerk will meet prospective candidates online to provide information about the role and answer any questions. An election will be held if there is more than one applicant.

Revd Graham is aware that there is a Foundation governor vacancy and he will contact the Headteacher when a volunteer comes forward.

The Chair informed governors that Katie Kilgallon had stepped down as an Associate Member of the T&L committee.

iii) Committee Membership and nominated roles

The Board are continuing with the circle model of governance this year.

- Pay committee: David joined in place of Joel
- Admissions committee: Leandros joined in place of Dan
- Headteacher's Performance Review panel: no change

Link roles associated with the school improvement priorities were agreed as follows:

- Early Years Foundation Stage: Zoë
- Behaviour & Attitudes – vision and Christian distinctiveness: Will
- Quality of Education: TBC
- Personal development - Wellbeing and mental health: Chris
- Leadership & management - Staff development and diversity: TBC, could be assigned to new governors

The Clerk will ask Dan if he would be willing to monitor the Quality of Education priority: progress and attainment.

Action: Clerk

The Headteacher had proposed a programme of visits (shared at the June FGB meeting) including termly compliance visits.

- Safeguarding: Lucas
- Financial monitoring: Lucas and Marianne
- GDPR: Victoria
- Health & Safety: David
- SEND: Victoria

iv) NGA Code of Conduct 2021 – for discussion and re-adoption

The Chair reminded governors that through the Code of Conduct, they are agreeing their commitment, for example to check their school email, to read meeting papers in advance

and prepare questions and to be ready to report back on their monitoring area. The Clerk explained that the changes to the code this year are explicit mention of the Nolan Principles of Public life and statements on diversity and inclusion.

Governors **agreed** to adopt the NGA Code of Conduct (2021).

v) Skills Audit

The new skills audit (NGA, 2021) will be distributed for all to complete once new governors have joined the Board.

Action: Clerk

vi) Governor attendance (for info, for website publication)

The Clerk had shared attendance information for 2020-21 for governors' information before it would be published on the website.

[8.18 pm Lucas left the meeting during this item]

Item 7 followed.

6. School Improvement Plan update and monitoring plans

This item was taken after item 4.

The Headteacher informed governors that the new School Improvement Plan (SIP) 2021-22 had been designed to be accessible for governors, staff and other stakeholders to ensure the priorities and timed nature of the plan are clear. This four term plan outlines where connections are between the school vision, mission, values and priorities and is organised around the current Ofsted Education Inspection Framework.

The Headteacher explained the focus on Quality of Education, developing areas of the school which have been impacted by the pandemic. There will be a focus on progression and attainment and analysis of how children learn, developing subject leaders to ensure the children know and remember more. Subject work has begun, with an external adviser supporting subject leaders. Following the Ofsted framework, if a broad and balanced curriculum is provided, all children will develop and succeed in exams and tests at the end of Year 6. There will be a particular focus on the bottom 20% of children and also high achievers.

Contextual issues addressed in the SIP include developing diversity in the school and proactively building this into the curricula on a consistent basis. Under Safeguarding, E-safety is a priority, including work with the parents and community as well as the children.

The Headteacher summarised: this is a broad School Improvement Plan providing the depth of information that governors need to question and monitor progression.

Q There is a reference in the plan to the Forgetting Curve (Ebbinghaus). What is that?

This relates to children's ability to retain information and teaching children to be able to move learning to their long-term memory, so they are then able to acquire complex information more seamlessly at a later stage. The Forgetting Curve links knowledge with application so that it becomes meaningful, providing opportunities for revisiting, practice and recall using different low stakes techniques.

Q How does this relate to the priority for high achieving children?

This approach provides consolidation and progression during lessons. Higher achieving children also need the opportunity to recall and apply knowledge. The progression model needs to be sufficiently challenging and theme can be revisited as children move through the school.

Q There is a reference to non-negotiable targets (p10). What are these and are there any consequences if they are not met?

This is the terminology which refers to what the children should acquire above all else. When considering the provision for children with SEND or the bottom 20%, some adaption to the curriculum may be necessary, but this will be designed to support the acquisition and application of knowledge to prepare children for the following year.

Q Who are the trained mental health professionals (p13)?

There are two members of staff trained as mental health First Aiders.

Governors commented that considering diversity (p17), the Admissions committee could consider whether the admissions criteria have had an effect on the diversity of the school.

[7.24 pm Chris Ampofo; 7.25 pm Kwamena Duker; 7.27 pm Lucas Janssen joined the meeting during this item]

Item 5 followed before item 7.

7. Update from the Headteacher

The Headteacher reported that the school is fully staffed. One member of staff is on long-term absence. A new financial administrator has been appointed and one member of staff will begin maternity leave at Christmas.

Recruitment of trained SEND staff through agency has proved difficult and is taking up time for the Deputy and Assistant Head. There are five members of staff who work 1:1 with children with EHCPs. As these children can move on to other settings, it is difficult to recruit permanently, but the temporary nature of agency staff can be difficult for the children, so there is a move towards using permanent LSAs to work with children with EHCPs and agency staff to work with other children in class. The AHT/SENCO has also had a high volume of work including risk assessments, meetings and liaison with the Local Authority to transition a child with high needs to the school.

SIAMS, the inspection related to the religious character of the school, usually takes place every five years, but won't be carried out by the LDBS this school year.

There have been a few positive Covid cases in households, but no known child to child transmission at school. This was discussed when looking at the risk assessment at the beginning of the year. Parents have been supportive in self-isolation, daily lateral flow tests following current guidance and obtaining a PCR test if a child has Covid symptoms. Staff are also still testing regularly.

No CO₂ monitors have been received yet. These will be used to determine where there are low levels of ventilation. The Headteacher has spoken to Wilby & Burnett, who will keep the school informed about what can be done and advised that the school benefits from high ceilings and a large number of windows which open.

The school continues to work mainly in phases and to keep in places measure which ensure that children are not put at unnecessary risk.

External validation: The school's LDBS adviser is now Mark Newton, who will visit later in the autumn to lead a walk around the school with governors. He has worked with subject leaders. Advisers from Brent and the BSP provide support in different ways. A former Deputy Head is the new School Effectiveness Lead Practitioner from Brent and will lead a review in January which will include governor involvement.

The Headteacher informed governors that one admission appeal was cancelled.

Q How do the staff feel now that parents have mostly stopped wearing masks?

No concerns have been raised. The staff are encouraged to wear masks indoors, but this is no longer enforced.

Governors congratulated the Headteacher on a smooth start to the term.

[8.21 pm Lucas rejoined the meeting during this item]

8. Approval of school term dates 2022-23

The Headteacher proposed adopting the Brent recommended dates, including two Inset dates at the start of term, as in previous years.

Governors **approved** these term dates.

Item 10 followed this item.

9. Policies (updated for 2021-22, for approval)

The Scheme of Delegation was **approved**.

No change was proposed to the Code of Conduct, which was **approved** for re-adoption.

Governors suggested that the section of the Health & Safety policy about when children are unwell at school could be reworded to reflect the school value of kindness.

Governors **approved** the Health & Safety policy subject to this update.

Governors suggested a flowchart as a coversheet to the Whistleblowing policy would be helpful to show members of staff the sequence of who to speak to.

Q How are staff made aware of the Whistleblowing policy?

It is outlined as a policy to read at the start of the year and the staff are asked to indicate that they have read it via an online survey.

Governors **approved** the Whistleblowing policy.

Item 3iii then 3ii followed this item.

10. Minutes of the previous meeting (7th July 2021)

- **Accuracy**

The minutes of the meeting of 9 June and 7 July 2021 were **approved** as accurate.

- **Matters arising**

Governors were asked to notify the clerk of any amendments to the draft minutes of the June FGB meeting by 29 September 2021.

Action: Governors

The Headteacher will invite governors to staff training where it is relevant to their roles.

Action: Headteacher

11. Governor visits

Chris reported on a positive visit focused on PE, which he will write up and share.

The Headteacher reported that Will attended all staff training the previous evening about valuing God's children led by the LDBS.

The Headteacher, Chair and Co-Chair met the LDBS about the vision statement, which will be expanded to meet SIAMS requirements.

Monitoring visits due this half-term:

SEND	Victoria
Health & Safety	David
Financial monitoring	Lucas & Marianne

EYFS
Progress & Attainment

Zoë
Dan TBC

12. Any other urgent business

Governors thanked Marianne and Will for their leadership and contributions as Co-Chairs during a difficult time.

The Chair thanked governors for their attention and questions and closed the meeting at 9.03 pm.

Next meetings:

Wed 20 Oct FGB meeting (6.30 pm)

Wed 17 Nov FGB meeting (6.30 pm)

Wed 15 Dec FGB meeting (6.30 pm)