

**GOVERNING BODY OF EVERSLEY PRIMARY
SCHOOL**

Chaseville Park Road, London, N21 1PD
Telephone No: 0208 360 5159

1st July 2020



MEMBERS

Position	Name	Date of Appointment	End of Term of Office
LA Governor (1)	1 x Vacancy		
Parent Governors (4)	James Clements Prafulla Pujara (Vice Chair) Mark Wallace 1 x Vacancy	31 October 2019 9 June 1017 31 October 2019	30 October 2023 8 June 2021 30 October 2023
Staff Governor (1)	Peter Robotham	8 October 2019	7 October 2023
Co-opted Governors (5)	Hadiza Adeyemi Bambos Charalambous Michael Florides (Chair) Sanah Khan Wahida Khan	12 November 2018 1 July 2019 10 February 2020 23 September 2019 14 November 2018	11 November 2022 30 June 2023 9 February 2024 22 September 2023 13 November 2022
Headteacher	Sam Williams	1 September 2018	

Also Invited:

Flora Georgiou – Associate member Achievement and Resources

Hayley Kirkpatrick – Associate member Achievement and Resources

Ann Munro – Minute and Advisory Clerk

MINUTES – PART 1

1. **APOLOGIES FOR ABSENCE**

NOTED that all Governors were in attendance.

2. **DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

3. **MEMBERSHIP AND CONSTITUTION**

(a) LA Governor

REPORTED the resignation of Ingrid Cranfield with effect from 1st July 2020.

NOTED the vacancy with effect from 1st July 2020.

RESOLVED that the Local Authority Appointment Panel recommend a LA Governor for the Governing Body to address.

(b) Election of Vice Chair

NOTED the vacancy with effect from 1st July 2020.

RESOLVED that Prafulla Pujara was elected as Vice Chair from 1st July 2020.

(c) Parent Governor

NOTED the vacancy for a Parent Governor.

RESOLVED that a Parent Governor election be arranged.

NOTED that elections will be deferred until schools re open.

Action: Headteacher

4. **MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 16th March were confirmed by the Chair as a correct record.

5. HEADTEACHER UPDATE

(a) COVID-19

The Headteacher reported what had been done since the school had been closed, outlining the key points, especially those that were Covid-19 related. The Headteacher asked the Governors for any comments.

(i) Attendance

In response to the Chair's question the Headteacher explained further that the numbers for pupils that were continuing learning at home during lockdown and those who still remained at home were for all children who have accessed some form of online learning. Year 1 had 85 out of 90 pupils.

REPORTED that the attendance of children of critical workers and vulnerable pupils had varied from 22 pupils attending daily during lockdown. The school now has between 40 to 50 pupils attending daily for key worker families.

Attendance is tracked daily and a report sent to the DFE and LA on the number of staff and pupils attending school. This attendance sheet had been taking over half an hour to complete and the Headteacher has passed over this job to the Welfare Assistant. There had been no staff off due to sickness and very few pupils.

Two children had been off with Covid-19 symptoms, both children had a negative test. There were 3 members of staff with shielding letters who were working from home and 4 members of staff on unpaid leave. One member of staff had been off with stress leave, due to personal reasons, but had now returned to work and is much happier. One member of staff had returned from maternity and another who had a shielding letter for their child had also returned to school.

Skeleton staffing had been implemented to keep pupils and staff safe. Each classroom 'bubble' has 2 teachers who work either 2.5 to 3 days in school. The school will always make sure there are two adults in a bubble so that the second member of staff can escort children to the toilets and ensure there is no mixing of bubbles. The remaining contracted time staff work from home preparing distance learning packs, resources for school assessing, writing reports or end of year documents, emailing or phoning pupils or parents. If a bubble has a SEND pupil then an LSA has been assigned.

The Headteacher will inform the high-risk staff when it is safe for them to be on site.

The welfare team are only allowed one member of staff in their room at any time.

The school remained open for the children of critical workers throughout the Easter holidays. The number of pupils who attended during this time varied on a daily basis from 2 to 11. The school did not stay open during the summer half term as there was not a need.

(ii) Remote Learning

REPORTED that teachers had been contacting the parents where they were concerned the children had not been doing any online learning. Some parents were using different platforms for online learning, via tutors, others were not accessing online learning at all. This information will help the school if there is a future lockdown.

There were distance learning packs for Reception to Year 6 which allowed pupils to access online learning at home using the school's online platforms; Purple Mash, White Rose, My Maths, Literacy Planet and weekly writing tasks. Reception teachers and families had been updating daily Tapestry observations, next steps and comments to support pupils and move them on in their learning.

There are different ways of doing remote learning in the future. White Rose and Purple Mash are being developed further and after discussion with Rianne Goddard, in charge of ICT, the staff decided on remote learning with Teams. Teachers are looking into possibly doing pre-recorded lessons.

There are private Facebook pages for Reception, Year 1 phonics. Lucy Turner has a Forest School page and Hayley Kirkpatrick has a created a mindfulness page that parents and pupils from Eversley can access. Teachers and TAs have emailed marked work. Staff have agreed with Flora Georgiou's Safeguarding Policy shared with all Governors. An up-dated E-safety policy and detailed information was sent to parents about how to keep their child safe online.

(iii) Pupil Premium – Free School Meals

REPORTED that the school began working with the Local Authority catering service providing packed lunch meals for families who received Pupil Premium funding. Many families did not come and collect them, so

the school now provides the families with online vouchers they can use to purchase food from any supermarket.

(iv) Finance and Premises

REPORTED that Marie Maduro had been working hard to claim back some of the additional costs as a result of Covid-19 and was completing an audit form to send back to the Government.

(v) Health and Safety

REPORTED that the Risk Assessment was key to making sure the school had planning in place and was safe before opening the school for pupils and staff. Sometimes the children and staff had to be reminded about distancing. Having the additional portable sinks had been really helpful.

(vi) Recruitment

REPORTED that the school held online virtual interviews for teachers.

Two NQTs have been appointed and had an induction in school.

Lucy Turner was interviewed by Hayley Kirkpatrick, Flora Georgiou and Shirley Gonzalez and appointed as Assistant SENCO. Lucy Demirkaya, Home School Liaison Teacher, will cover for Lucy Turner for Forest School.

(vii) Parental Engagement

REPORTED that parents have been more positive to the school with letters. The Headteacher referred to one letter in particular, addressed to Sue Stokes, regarding her being a special teacher.

(viii) Additional Support Needed from the Governing Board

REPORTED that Hayley Kirkpatrick and The Senior Leadership Team had written a document for schools opening in September. The Governors will need to agree any changes that the school make and ensure that these are in line with the DFE recommendations. Hayley talked about two documents, one was the recovery programme, focusing on the curriculum for things such as behaviour and the other one was a framework which focuses on things such as Health and Safety. These are working documents that could change on a regular basis.

The Chair and Headteacher thanked Hayley Kirkpatrick for producing the documents and said they would be very valuable to the school moving forward.

(IX) Curriculum

REPORTED that the staff and teachers had been working really hard on the new curriculum which was due to be launched in September. Hayley Kirkpatrick, Flora Georgiou and Claire Knight, were looking at the curriculum in its entirety to see if there could be an alternative, temporary interim curriculum. There would be an element of catch up and during the first weeks the school would be working on the gaps in learning and would design the curriculum around that. The way forward would be to look at the Summer Term learning, what is embedded and what may be prerequisite moving forward. It is hoped that after Autumn Half Term the school might be able to work towards the new curriculum that had been planned.

Mark Wallace commented that what the school had proposed for the curriculum was sensible. It would be good to have a new curriculum for Christmas time for the children to catch up. This is a moving target and as long as it is robust it will work out one way or another.

The Headteacher reported that there is going to be a transition period where children catch up, the two curriculums would need to be separated. It was important to get up to speed first.

The Headteacher and SLT feel it is really important to build some kind of community project such as whole school artwork.

The Chair had heard that in Year 2 there was a teacher who was going to take children out independently to bring them up to date individually and asked if this would be for all children across the years? The Headteacher said that these plans would need revising. The current Year 1 will have huge gaps with their learning. Janet Morton was going to take 5 children from each class and really boost their learning but if they go back to class bubbles then Janet would not be able to do this. The SLT need to think what to do next year.

Action: SLT

The Chair asked if class bubbles can mix at all? The Headteacher responded that there would be no crossing of bubbles. The second document that was sent out by Hayley Kirkpatrick on 1st July 2020 had information to consider in there to look at all times when children mix. Assemblies will have to be done virtually. It makes things difficult because the remaining teachers cannot be used. The school will have to be more creative.

The Chair asked how the school were going to manage 21 bubbles. The Headteacher planned to carry on with the staggered start, arriving and leaving at different times. Lunches would be in the classrooms because the dining room would not be used. There would be 15 children in each classroom and 30 minutes for the playground. Outdoor space, in particular, would come to more and hopefully the school would be able to accommodate a year group bubble on a specific date outside.

The Headteacher said it felt strange when opening for Reception, Year 1 and Year 6 but it feels fine now. There are lots of practicalities to consider and it is hard on the children and staff wellbeing.

Prafulla Pujara asked were there any thoughts of how the school will be assessing?

The Headteacher reported they would be testing children on the third week back. James Clements suggested in the Achievement Committee meeting doing short tests, a couple of pages each day, where children have gaps in their learning. This might only be until half term and then bring in the new curriculum. Hayley Kirkpatrick had been writing some of the papers for this before opening the school. Some children might not need to catch up. There could be tutorials on a Saturday and one to one interventions throughout the day. The school would have to use shields as used in supermarkets.

James Clements was pleased to see that not just core subjects, but arts were in the curriculum and really appreciated this. The Headteacher felt that outdoor learning, physical and creative development were essentials and non-negotiable.

The Chair commented that he had heard that the Year 6 SATs would not go ahead but it was difficult to predict in uncertain times. The Headteacher confirmed that this was the case as things stood at the moment.

Hadiza Adeyemi asked if the school knew about Ofsted visits. Prafulla Pujara had been on a Webinar earlier where they discussed that this would not be a normal inspection. Ofsted would be more interested about the gap, what children have missed out on and how the schools are coping. They would also want to know how the children have been supported to get back to where they should be. In the document that Hayley Kirkpatrick produced this is set out really clearly. Ofsted would not carry out a full inspection until April 2020/21 and will look at what the school has been doing since lockdown.

Bambos Charalambous said it seemed unlikely that Ofsted would carry out an inspection under the present circumstances as it would not be clear what they would be inspecting.

Mark Wallace said It would be good for Ofsted to see how focused Eversley are on the mental health of the pupils and staff.

(b) Pastoral information since the last GB meeting.

REPORTED that since the last meeting there had been:

- (i) 4 safeguarding incidents
- (ii) 1 pupil with a child protection plan in place
- (iii) 1 pupil in need
- (iv) 22 pupils with education, health and care (EHC) plans
- (v) 0 complaints;
- (vi) 0 number Looked After Children;
- (vii) 0 allegations against staff reported to the Lead Officer for Child Protection;
- (viii) 0 reported racial incidents;
- (ix) 0 reported serious bullying incidents;
- (x) 0 significant safeguarding issue, whether to do with sexual behaviours, radicalisation or any other form of threat or risk to young people; E Safety Incidents
- (xi) 0 exclusions.

6. **SAFEGUARDING**

NOTED the [Safeguarding Guidance \(COVID-19\)](#), March 2020.

REPORTED that the Child Protection and Safeguarding Policy had been revised.

RESOLVED to adopt the revised Child Protection and Safeguarding Policy, revised March 2020.

DSL Arrangements

The Headteacher, Flora Georgiou and Hayley Kirkpatrick may have to renew safeguarding training online as this is done on an annual basis. They were waiting to see what happens.

Online Learning and Safeguarding Implications

The school decided not to go down the route of virtual lessons. If there is a spike in September, they will move to a different platform.

7. **PANELS**

NOTED that Panel meetings, for example [Complaints](#) were placed on hold during the lockdown unless there were exceptional circumstances.

8. **RESOURCES**

(a) Meetings

RECEIVED the Minutes of the Resources Committee Meeting held on 3rd June, a copy of which is included in the Minute Book.

(a) School Budget 2020-21 and Three Year Plan

RECEIVED a report from the Resources Committee regarding the agreed Budget for 2020-2021 and the following two years' indicative budgets.

RESOLVED to ratify the Three-Year budget plan.

(d) COVID-19

REPORTED that the [Coronavirus Financial Support](#) for Schools has the latest guidance on funding from the DfE.

NOTED the [Free School Meals](#) advice dated 7 April 2020.

9. **POLICIES**

RECEIVED copies of the following policies:

Science

Debt Recovery
EAL
Handwriting
Induction
Lettings
School Dinner Money Debt
Charging & Remissions
Antibullying
Child Protection.
E Safety
Production
Marking & Presentation
Relationship Education, Health Education & PSHE
SMSC
Learning & Teaching

RESOLVED that these policies were ratified.

10. THANKS FROM THE GOVERNORS

The Chair received a resignation letter from Ingrid Cranfield, after 32 years as a Local Authority Governor at Eversley. Ingrid had been dedicated to the school. The Chair and Headteacher spoke of how much support Ingrid had given them over the years and said thank you on behalf of the staff, children and Governors at Eversley.

The Chair thanked the Headteacher and SLT for the outstanding job they had done in getting all three years back, full time, since the school opened.

The Governors thanked the Headteacher for the end of year distancing parties that had been organised.

11. DATES OF FUTURE MEETINGS

NOTED that future meeting dates would be posted on Governorhub.
Autumn Term meetings will be virtual.

Confirmed and signed at a
meeting of the Governing
Body held on the day
of 2020