

**GOVERNING BODY OF EVERSLEY PRIMARY  
SCHOOL**

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



DATE: 16<sup>th</sup> March 2020  
TIME : 7PM  
VENUE: Virtual

Contact (Clerk): Ann Munro  
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MEMBERS

Position	Name	Date of Appointment	End of Term of Office
LA Governor (1)	Ingrid Cranfield (Vice Chair)	2 July 2018	1 July 2022
Parent Governors (4)	James Clements Prafulla Pujara Mark Wallace 1 x Vacancy	31 October 2019 9 June 2017 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 Attending:

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**

No apologies for absence for this meeting were received.

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) Parent Governor

**NOTED** the vacancy for 1 parent governor.

**RESOLVED** that a Parent Governor election be arranged.

**Action: Headteacher**

4. **MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 23<sup>rd</sup> September 2019 were confirmed.

5. **GOVERNORS ICE PACK**

**REPORTED** that governors need to meet to discuss ICE pack. It still needs to be clarified who is doing which section, who would take a lead and the next steps so that it can be completed, and all governors are familiarised with it.

**NOTED** that the Governors Ice Pack had been updated to reflect the new Ofsted framework.

6. **REPORT OF THE HEADTEACHER**

**RECEIVED** the written report of the Headteacher, Sam Williams, a copy of which is included in the Minute Book. The following matters arose from discussion of the report and in response to Governors' questions:

(a) Pupil Pastoral Information

**REPORTED** that since the last meeting there had been:

- (i) 0 Children with ongoing social services involvement – CIN
- (ii) 11 Looked After Children
- (iii) 11 Teacher referrals with ongoing monitoring
- (iv) 2 SPOE Referrals
- (v) 0 child protection (Safeguarding) referrals to social care
- (vi) 2 allegations against staff reported to the Lead Officer for Child Protection
- (vii) 3 reported racial incidents
- (viii) 3 reported serious bullying incidents
- (ix) 0 exclusions.

(b) Curriculum Development

The Senior Leadership Team and Middle Leaders had attended conferences on Ofsted and the curriculum which has helped develop and shape the curriculum changes.

Senior Leaders and Middle Leaders have been teamed together to work on specific areas of the curriculum looking at the development of skills and knowledge across a subject, legacies, planning, CPD for staff, teaching and learning, curriculum changes, deep dives and next steps.

Sports Premium money was spent on increasing physical activity at lunchtimes and employing an additional PE apprentice.

The Senior Leadership Team had met with a range of different governors, who have had a focus visit looking at safeguarding, English, GDPR, the budget, Computing and E-Safety and writing. Senior Leaders have also attended full Governing Body Achievement and Resource Meetings to discuss key priorities and changes.

The next steps are to embed the vision and curriculum changes across the school, provide high quality CPD for all staff, evaluate the deep dives and create an action plan.

Forest School lessons are seen as a real strength and are taking place across the school.

Four members of staff went to France as part of the Erasmus plus programme and have developed their skills in teaching and delivering French.

(c) Judgements

**NOTED** from the Headteachers report that assessments for many of the areas such as Leadership and Management, Quality of Education, Behaviour and Attitudes and Personal Development have changed from the last report from Outstanding to Good. The Headteacher explained that the Senior Leadership Team had now graded the school as 'Good'. This was because following the

new Ofsted Framework you have to have achieved each objective in each grading. It is no longer best fit, so where you might have been 'Outstanding' and only achieved 3 out of 5 objectives, this is no longer the case. Now you have to achieve all 5 objectives. The school is currently developing the new curriculum, which was only introduced in September 2019.

## ACCOUNTABILITY AND COMPLIANCE

### 7. ACHIEVEMENT

#### (a) Meetings

**RECEIVED** the Minutes of the Achievement Committee meeting held on 26<sup>th</sup> February 2020, a copy of which is included in the Minute Book.

#### (i) Data

James Clements asked if it was possible to break down the data on children with SEND further as the rate of progress was slower for children in this category than their peers. Governors learnt that for children with acute needs, it seemed entirely reasonable, but for children with SEND, but not an EHCP or an acute need it would be useful to see what the average rate of progress was. It was hoped that with quality teaching and well-planned, targeted interventions, the children would catch up with their peers in order to reach age expectations by the end of KS2. This data would provide the rate of progress the child would need to make to close the gap and meet age expectations.

It would be useful to look at the progress of children with SEND in two categories:

1. Children with SEND who might make phenomenal progress but will never reach age expectations.
2. Children who have SEND but follow the same curriculum as the rest of the school.

This would enable the school to access the progress of children who could get there with the right support to see if they were making good progress and begin to unpick the effectiveness of any interventions or special provision.

**RESOLVED** that the Headteacher will refer this question to Hannah Minsky and Shirley Gonzalez who will contact James Clements directly.

**Action: Headteacher/James Clements**

(ii) Pivotal Education

James Clements thought it would be good to hear more details about the work the school is going to do with Pivotal Education. Governors were explained that Eversley have not started working with Pivotal Education as they were due to go into the school this term. Someone from outside would come in and audit the behaviour systems as this is an area that parents constantly mark low in parent questionnaires. The Headteacher felt that any additional support or advice would support the school in what they want to do next. Any changes would need to be discussed with all stakeholders first. The Pivotal training that the Headteacher attended was very positive and there were many new approaches that would support staff dealing with more challenging behaviour.

**8. RESOURCES**

(a) **RECEIVED** the Minutes of the meeting of the Resources Committee held on 12<sup>th</sup> March 2020, copies of which are included in the Minute Book.

(i) School Catering

The Chair asked if there was an update on the issue regarding income from Catering? The school funding reduced from catering because the school gets additional money for children who have a school lunch from Reception to Year 2 (Universal Free School Meals). There was a reduction in children wanting school lunches across the school. In September the way parents requested school lunch was changed. Parents were asked to choose for a half term, instead of daily, if they were going to have a packed lunch or school dinner. The reason for this was that it would help reduce the amount of food being thrown away each day and would also give the kitchen an exact number to cater for daily, as some days they would run out of food.

This was reviewed in December and it was realised that many parents had changed from school dinners to a packed lunch. This had a huge impact on the budget with the school losing a lot of money. After discussing with the LA catering team, it was decided to go back to the parents being able to change daily. The school was reassured that they would ensure enough food was cooked daily for all the children with minimum waste.

The school continues to monitor this.

The school now also have to pay for servicing the equipment in the kitchen, which the LA used to do.

(ii) Update of Budget Setting

The Headteacher and School Business Manager attended a school budget setting workshop. And at that stage there was going to be a small carry forward and it was hoped that it would continue to balance, but it was dependent on staffing for 2020/2021. However, since then the school was closed, and all the lettings have been lost, which the school relied on for additional funding. The SBM was doing the year end and closing the budget and once completed a new figure will be produced. The school was waiting to hear if one of the Assistant Headteachers would be returning to Eversley. This will affect the budget for 2020/2021.

(b) Waiver of Contract

**NOTED** that a waiver for Count On was considered and signed by the Chair.

**RESOLVED** that this was ratified.

(b) Quarterly Return

**RECEIVED** the Third Quarterly Return, a copy of which is included in the Minute Book.

9. **POLICIES**

**RECEIVED** copies of the following policies:

Charging and Letting  
Exclusions  
First Aid  
ICO Freedom of Information  
School Environment  
Upper Pay Range Application Stand-Alone Doc for Schools from Pay Policy  
Medicines in School Policy  
Assessments  
SEND  
Reading  
PE  
Design and Technology  
RE  
Teaching and Learning  
Home Learning

Food Policy  
Values  
Computing  
Visitor Behaviour Policy  
Whistle Blowing

**RESOLVED** that these policies were ratified.

James Clements made comments on the following policies:

(a) Visitor Behaviour Policy

Whilst the content and format of the policy is good, it seemed a shame that it was a standard pro forma taken from the LA rather than something from the school. It was thought a good idea to have a shorter, very clear and tailored policy or statement that could be shared with parents outlining the school's expectations and sanctions if it is not adhered to. Not all of the policy is relevant to parents and as a result, many might fail to read it. James Clements would draft a document that could be amended by the school.

**Action: James Clements**

(b) School Environment Policy

There is a section on page 1 that might need updating in light of the curriculum changes. It mentions 'themes', but thought that the revised integrated curriculum model would not use themes, so perhaps this needs to change?

The Headteacher said there were many policies that needed updating in light of the curriculum changes and these would be revisited in September, when there would be a better understanding of where the school is going with the new curriculum.

10. **GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

(a) **NOTED** that Governor Training to be booked via Marie Maduro.  
<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

11. **GOVERNOR SUPPORT SERVICE CLERKING SERVICE LEVEL AGREEMENT (SLA)**

**REPORTED** that the Resources Committee had considered the Clerking SLA at the Resources Committee Meeting on 12<sup>th</sup> February 2020.

**RESOLVED** to proceed with the current Clerking arrangements for the next financial year.

12. **ADMISSION NUMBERS 2020-21**

**REPORTED** that the School's Admission number for 2020-21 was 90 children.

13. **LA REFERRALS**

(a) Engagement with Stakeholders

**NOTED** that the questions on Ofsted Parent View were amended on 2<sup>nd</sup> September 2019 to support the introduction of the new education framework.

(b) Appraisal Policy

**NOTED** that the LA has produced a model Appraisal Policy version 2019.

(c) Pay Policy

**NOTED** that the LA has produced a model Pay Policy version 2019.

14. **GOVERNORS' BRIEFING**

**NOTED** the Information for Governors Pack was available on GovernorHub.

15. **COVID 19**

The governors main questioning and concern was around Covid-19. The Headteacher was asked about the staffing situation, what challenges the school were facing and how the team were coping?

The Headteacher's responses:

**As a school we saw a huge number of staff absence increase from 5 -37 members of staff off in the last week! All staff including Senior Leaders were covering classes daily, so that we didn't need to split classes increasing numbers of children in one classroom and potentially putting children and staff at risk. The staff who were off and self-isolating (not unwell) were planning work for when the school closed.**

**What we put in place:**

- **A risk assessment was written and put in place, which saw an increase in cleaning and children washing their hands. This was shared with parents and staff.**



- The school ordered additional cleaning products, liquid soap and sanitizer for the classrooms and toilets
- Distance learning packs were created for all classes from Reception to Year 6, covering all areas of the curriculum.
- Online learning resources were prepared- Literacy Planet, My Maths and Purple Mash, which allowed parents to access learning at home.
- All parents were emailed individual logins for online resources.
- All staff who were self-isolating prepared resources ready for the school closure.
- A list of activities and training for staff was produced, so all staff could continue working when at home. The union liked our proposed working conditions and wanted us to share with other schools. Each member of staff has to email their Line Manager on Friday breaking down what they have done. All lists are emailed to me, so that I am able to track what staff have completed.
- Rotas were created for the school to remain open. On each day a member of SLT was timetabled with teachers, TAs and site staff. The rota also ensured that there is a safeguarding lead and first aider. The school continues to follow the risk assessment put in place.
- The school notifies daily the LA and DFE on the numbers of children and staff in daily.
- The school will remain open over Easter for key worker families.
- The Welfare Team are ringing all parents and ensuring they are safe and well. Any questions that need addressing either myself or the class teacher contacts the parents.
- The school liaised with Enfield Catering to ensure packed lunches were delivered to the school for FSM children. We have now changed to vouchers that parents will be able to access to support them with buying shopping.
- I send out daily briefings to the staff to keep morale high and keep them updated on any changes.
- We have set up private Facebook accounts for: Forest School, Reception (phonics), Year 1 (phonics) and Mindfulness
- I have continued to email a weekly newsletter to keep parents updated with any change.
- The school have set up a page on the school's website, so that parents can access all information that has been sent.
- All staff are working really hard and continue to work above and beyond the expectation.

**Continuing education on site during this time:**

**Do we have an updated business continuity plan to review / approve ?**

**Do you mean an education plan for the children? If so, these are our 'Distance Learning Packs' that can be found on the school website. The teachers have just reviewed these and made changes for after Easter.**

**What practical steps have been taken to reduce the threat of the coronavirus spread within the school?**

**See the Risk Assessment emailed to governors two weeks ago.**

**What are the thresholds for minimal cover of support staff, teachers and key members of the SLT?**

**The guidelines are:**

**1-8 for KS1 pupils**

**1-10 for KS2 pupils**

**We need to have a safeguarding lead onsite and first aider.**

**We have had more staff daily, as parents had requested a space at school and sometimes didn't send their child. This has allowed us to send staff home.**

**Do we have clear protocols on requirements to self-isolate?**

**Yes, we have been following daily advice from the government and LA. Any member of staff or child who shows or has symptoms, then needs to self-isolate for 14 days. Any pregnant member of staff isn't allowed in school until the government makes changes.**

**Are the school's policies on whole-school events, clubs, domestic school trips and visits now updated accordingly?**

**All school events, trips and lettings have been cancelled or postponed until the Summer Term. We will be waiting until after Easter to see if we cancel residential trips for Years 4 & 6. We have notified all parents of this.**

**Continuing education remotely:**

**What plans have been put in place to continue to provide education if the school closes?**

**See 'Distance Learning Grids' and online learning pages on the school's website.**

**Are we striking the right balance between day-to-day provision and preparation for a potential closure?**

**Not really, as the government didn't give the schools' enough notice about the school closure. Therefore, all Senior Leaders and teachers have been working incredibly hard to ensure that provision was and will continue to be in place.**

**How will we deploy staff to optimise learning for all pupils?**

**Staff are working within their year groups with their Phase Leader supporting them daily. Teachers are constantly looking at new online learning and adapting planning to ensure that it is pitched right.**

**What steps are we taking to ensure equal access to online resources for disadvantaged pupils (such as access to a reliable device and connection) and**

pupils with special educational needs? Understand this category of students are in the minority for Eversley in particular but worth confirming.

**The school contacted all parents who didn't have an iPad or computer and provide packs or learning books.**

What support can we put in place for parents to create the right environment for home learning should the need arise?

**We have emailed the parents to reassure them that they are doing a great job and the most important thing is their child's wellbeing. Hayley has set up a wellbeing Facebook group and has added Mindfulness activities on the website.**

**The Welfare Team are currently ringing all parents and checking they are safe and well. Any problems that arise they alert the school and myself or a teacher rings back with suggestions.**

Keeping children safe:

Have we taken steps to assess children most at risk from a prolonged period of remote education?

**Yes. The SLT and Tara are ringing these children weekly to check in with them.**

Is there a strategy in place for teachers to have regular contact with vulnerable pupils?

**No, it is the SLT and Tara who are in contact with any of these families.**

Have we spoken to the LA social worker / key worker about any new or heightened risks?

**We don't have any children who have a social worker at present.**

Have we made provision for children on free school meals?

**The school liaised with Enfield Catering to ensure packed lunches were delivered to the school for FSM children. We have now changed to vouchers that parents will be able to access to support them with buying shopping.**

Do we have an up-to-date list of ALL parents' contact details in a safe, accessible place?

**The school uses ScholarPack, which has all the children's contact details.**

Is there support in place to parents to make sure that devices are restricted, and pupils are safe online in a time of prolonged remote education?

**Parents had ESafety training and for those parents not able to attend the slides were sent to them. This training took place in February.**

The Headteacher would like governors to prepare to conduct governing board business online as it may be required for an urgent extraordinary meeting. It would be worth considering having all governors being set up in advance on an agreed reliable online platform e.g. Zoom, Skype.

**Action: All Governors**

The Headteacher asked if the governors had a clear action plan for what everyone's role will be in the event of a closure? This might include which link governors are to liaise by phone with members of staff.

**Action: All Governors**

16. **DATES OF FUTURE MEETINGS**

**NOTED** the following meeting dates for the academic year 2019-20:

Resources Committee Meeting – 3<sup>rd</sup> June 2020 at 8am  
Achievement Committee Meeting – 17<sup>th</sup> June 2020 at 7pm  
Full Governing Body Meeting – 1<sup>st</sup> July 2020 at 7pm.

17. **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that none of the above be considered confidential.

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