

**GOVERNING BODY OF EVERSLEY PRIMARY  
SCHOOL**

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

**2<sup>ND</sup> NOVEMBER 2020**



MEMBERS

Position	Name	Date of Appointment	End of Term of Office
LA Governor (1)	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. ELECTION OF CHAIR AND VICE-CHAIR**

(a) Term of Office

**RESOLVED** that the Chair and Co Vice-Chair have a term of office of one year.

(b) Election of Chair

**RESOLVED** that Michael Florides be Chair of the Governing Body.

(c) Election of Co Vice-Chair

**RESOLVED** that Hadiza Adeyemi be Co Vice-Chair with Prafulla Pujara, of the Governing Body.

**4. MEMBERSHIP AND CONSTITUTION**

(a) Parent Governor

**NOTED** the vacancy.

**RESOLVED** that the Headteacher would be advised by the LA as to what options there were for voting during the present Covid 19 crisis.

**Action: Clerk**

(b) LA Governor

**REPORTED** the vacancy.

**RESOLVED** that GSS will refer a suitable potential candidate as soon as available.

**Action: Clerk**

**5. GOVERNANCE ARRANGEMENTS**

(a) Code of Conduct

**RECEIVED** the Governing Body's Code of Conduct and the 2020 NGA model Code of Conduct, copies of which are included in the Minute Book.

**RESOLVED** to adopt the NGA Code of Conduct 2020. Due to the current Covid 19 crisis, this could not be signed.

(b) Governance Annual Statement

**RESOLVED** that the Governance Annual Statement for 2019-20 would be finalised and published on the School Website.

**Action: Chair**

(c) Register of Business Interests

Governors were reminded that the register of business interests must be confirmed on a yearly basis and stored at the School. Additionally, it should be updated as and when changes in circumstances occur.

**RESOLVED** that all Governors complete the declarations page on their Governor Hub profile page and confirm they are correct.

**Action: All Governors**

(d) Virtual Participation Protocol

The Governing Body reviewed the revised Virtual Participation Protocol, March 2020.

**RESOLVED** that the revised Virtual Participation Protocol, March 2020, was agreed and ratified.

(e) Keeping Children Safe in Education (KCSIE)

**REPORTED** that the Keeping Children Safe in Education Guidance (KCSIE) 2020 came into force on 1 September 2020.

**RESOLVED** that all Governors complete the declarations page on their Governor Hub profile page to confirm they have read the guidance.

**Action: All Governors**

(f) GovernorHub

**RESOLVED** to ensure that all information on Governor Hub was complete and current.

**Action: All Governors**

**6. COMMITTEE COMPOSITION AND ORGANISATION**

(a) Committee Membership

**NOTED** the Governing Body reviewed the organisation and membership of its Committees and Panels.

**RESOLVED** to appoint Governors with specific responsibilities as detailed in the Appendix to these Minutes.

(b) Annual Review of Delegated Responsibilities

**RECEIVED** the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book. The Document included recommended amendments to reflect recent changes in education policy and/or legislation. Governors reviewed the Document, focusing particularly on the recommended amendments.

**RESOLVED** to agree the Organisational Arrangement Document.

**7. MINUTES AND MATTERS ARISING**

The Minutes of the Governing Body Meeting held on 1<sup>st</sup> July 2020, were confirmed by the Chair as a correct record.

(i) Ice Pack

Michael Florides and Prafulla Pujara would have a meeting, as a result of questions from the Achievement Committee and other Forums and put together a template. They would look at Ice Pack in terms of what to add in, what is needed and what is missing, then organise with a wider team of Governors. The Headteacher and James Clements would be happy to work with Michael and Prafulla at the early stages and look at what is missing.

**Action: Michael Florides/Prafulla Pujara/James Clements/Headteacher**

(ii) Curriculum

**NOTED** the Headteacher had been asked if at the start of the school year children would be taken out of classes individually to bring them up to date, across the years.

**RESOLVED** that as a result of data from tests, another catch up teacher had been employed for year 3. There were now 5 teachers in year 3.

**8. AIMS, VISION AND VALUES**

The Governing Body reviewed the School's Aims, Vision and Values to ensure they continued to reflect the ethos of the School.

**RESOLVED** that this is included in the SIP, where you can see the School's Aims and Values, it is woven into all of the School's policies and reviewed in line with the new curriculum.

**9. SCHOOL IMPROVEMENT/DEVELOPMENT PLAN 2020-2021**

**NOTED** that the data on page 6 – 8 remained the same because there had not been any SATs results from KS2.

The School Improvements Key Areas and Objectives had changed slightly. The second area had been changed from outdoor curriculum to embedding the new curriculum. The third area remained the same; to ensure quality, daily provision of SEND pupils is being developed across the whole school, and there is a need for improvement. The Headteacher asked Sanah Khan to arrange a virtual meeting, to discuss with Lucy and Shirley about what are they going to be doing to support the teachers, ensuring the children have high quality daily provisions.

**Action: Sanah Khan**

The school was focusing on what all children are doing and what they should do within all areas of the curriculum. The children had done well at maths at home, there were some gaps in reading but there were lots of gaps with writing.

To ensure outcomes for Pupil Premium are in line with other pupils, they need to be challenged to get to Greater Depth. There would be NCPD, looking at Pupil Premium plans and how the school can target the children, trying to incorporate the areas Ofsted comes under and relate to the Ofsted Framework where possible.

The assessments had been done and gaps were being analysed. The Chair asked if catch-up implementation was in Autumn 2 and would it get implemented further down the line? The Headteacher confirmed that objectives, catch up interventions and boosters had already started. In year 6 there were 5 groups, in year 3, 5 teachers had broken down English and Maths and in year 2 there were 4 teachers.

Some of the catch-up money had been used to buy Third Space Learning, targeting 10 children that are on the cusp of achieving ARE for maths. The school will get 15 sessions of on-line tutoring for years 3-6.

By the Spring Term the school should have virtual meetings for parents to support them, sent out to meet the team. The staff were more confident in using Teams and able to offer more options to parents on the virtual platform.

The year 4 appraisal was about teaching on Teams. The Headteacher did a year 4 assembly and was able to see and interact with the children. Lots of things were learnt.

**10. SINGLE CENTRAL REGISTER**

**REPORTED** that the school did a Safeguarding Audit to make sure all areas of Safeguarding were being met.

**RESOLVED** that Flora Georgiou had done a review of the Single Central Register and was happy to show more virtually.

Prafulla Pujara and Hadiza Adeyemi would go into the school or, even if virtual, to cover some of the things on the Safeguarding Audit.

**Action: Prafulla Pujara/Hadiza Adeyemi**

## **11. 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:

(i) Attendance

The current school attendance is 97.30%, persistent absence 7.62%. Pupil Premium was 96.73, persistent absence 10.45, 7 children, SEN 95.87%, persistent absence 13.04%, EHCP 97.40%, persistent absence 13.64%.

Attendance is tracked daily and the school continue to monitor children, especially in year 4 whilst they were self-isolating. The teachers took the register in the morning when the children logged on for live sessions. The Headteacher did an assembly for the middle of the day and the children were brought back together at the end of the day. This was thought a good idea as it made the children work knowing teachers would catch up with them and also made them feel fully engaged with the school. This was a pilot which was a heavy learning curve for teachers who managed to record lessons and present them. This made the parents feel supported. The children were happy and were looking forward to the class which motivated them for online learning. For children that did not log on teachers would contact the parents. There were some parents that wanted sheets provided for lockdown. The only way around this would be for every child to have a book to write down questions and answer them in the book because the staff could not come into school during lockdown to print off papers for parents.

(ii) Covid Update

There were 8 positive Covid 19 cases, 6 members of staff and 2 children.

The school continues to run with class bubbles, Pupil Premium Assistant teachers have to go across 3 classes but are trying to remain 2 metres apart, where possible.

(iii) Safeguarding

All staff had safeguarding training in September. Children and staff had KCSIE training on online.

(iv) Pupil Pastoral Information

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

- (i) 0 complaints;
- (ii) 3 referrals to social services;
- (iii) 0 allegations against staff reported to the Lead Officer for Child Protection;
- (iv) 3 reported racial incidents;
- (v) 1 homophobic incident
- (vi) 0 reported serious bullying incidents;
- (vii) 2 pupils with a child protection plan in place.
- (viii) 0 fixed term/ permanent exclusions.

The racial incidents had been investigated. All 3 cases were from one class, 2 were proven, 1 was investigated and could not be proven, one case might go stage 2. Flora Georgiou will share this information with the Chair. This incident had taken up a lot of time.

There were 22 pupils with EHCP and 42 pupils on the SEN register.

(v) Finances

The school put in a claim for additional resources due to Covid but the full claim had not been reimbursed. The school were told that they could claim up to £50,000, they claimed for £37,000 but were only reimbursed with £27,000. The Business Manager had asked the LA for clarification as to why some funds had not been reimbursed and if the money would be received in the future. The Headteacher said that if she had known the school were not going to get their money back for the Covid expenses, she would not have bought certain items such as, portable hand basins, foot sanitizers and clear dividers to for the dining hall. These items were bought to keep children safe in school and it was unfair not to honour the promise.

Bambos Charalambous stated he would follow this issue up with one of the Trade Ministers by writing directly.

**Action: Bambos Charalambous**

An additional claim for Covid costs from September would be submitted.

(vi) Health and Safety

A risk assessment had been given to every member of staff to find those that were vulnerable, needed to isolate and stay at home. If they chose to go into the school, they would have to sign a Risk Assessment to say so before going back.

Hadiza Adeyemi asked about the increase in number, 15 children, that were listed under the SEMH section and was there going to be support?

The Headteacher replied that generally anxiety was on the increase. Hayley Kirkpatrick is overseeing the Mental Health and Wellbeing across the whole school. There was not the funding to cover children with mental health issues alone. The school have a high number of children on the SEN register and 22 children who have EHC plans, other schools have less. Hadiza asked if the school had funding in place? The Headteacher explained that with what the Government allocate, the school must pay the first £6,000 for every child that has EHCP and only get back £6,000 for an LSA Assistant to be able to manage, so they have to do 1 – 2 because there just is not the funding. Some children need an LSA all day because of complex needs but some children can share the LSA.

All the children had coped well so far and were happy to be back at school. Year 4 children had also coped with the new online platform, which was much better. The teachers did not really like the children to sitting in rows, but some children preferred being able to focus better and the behaviour was a lot better.

(vii) Parent Questionnaire

The school sent a questionnaire to all parents.

The results were compared from last Autumn to this Autumn:

	<u>2019</u>	<u>2020</u>
My child is happy with Eversley	95%	97%
My child feels safe at Eversley	97%	98%
The school makes sure children are well behaved	87%	92%
(Disagree or Strongly Disagree)	5.0%	4.0%
My child has been bullied	17%	15%
The school deals with bullying quickly and effectively		
(Strongly agree)	2.0%	2.5%
The school makes me aware what my child learns during the year	91%	62%
Raised concerns are dealt with appropriately		
(Strongly Disagree)	7.0%	4.0%
My child has SEN – The school meets support needs		
(Strongly Disagree)	2.0%	1.0%



The school has high expectations for my children	69%	71%
(Strongly Disagree)	10%	12%
My child does well at Eversley	89%	86%
(Strongly Disagree)	6.0%	2.0%
The school lets me know what my child is doing	90%	67%
The school has a good range of subjects	89%	83%
(Disagree)	0.6%	0.3%
The subjects cover my child's wider personal development	80%	71%
(Parents that did not know)		24%
School gave high quality level of remote learning during lockdown		
(Disagree or Strongly Disagree)		32%
Would recommend Eversley school to friends		
(Disagree)	3.0%	2.0%

360 parents responded. The Headteacher will do an information session for parents on the new curriculum, next term, and post parent's meetings and the catch-up program, some of the answers to this questionnaire would look a lot different.

(viii) Recovery Curriculum

The school will be starting the new curriculum from January. This term the Subject Leaders are running CPD for teachers.

(ix) Wellbeing

Hayley Kirkpatrick was conducting a wellbeing survey and sending one out to staff at Half Term. Once the school gets the results, they will be able to share them with the Governors. This was devised with the Mental Health Working Party. One of the things discussed was making sure some of the meetings did not have an SLT presence. The teachers decided to take it in turns to chair and Zoe Missouri, an NQT, would be chairing the first meeting. The school would give the staff as many different forums to express how they feel so they can air their concerns.

The comment box had been in the Wellbeing Room but had been moved to the Entrance Hall. There was still the concern that staff might be seen by other staff putting something in the box so the box will be moved to the Staff Room. There is still a stigma around it being seen as a weakness if you were finding things difficult. Sometimes communication can be the problem and some members of staff do not like being contacted back by WhatsApp but just using email as a communication meant that there were too many emails to get through. The Headteacher would go to the KS2 teachers to see if they had any ideas, because the SLT need their support as well. The school need to be mindful of what lockdown will mean, with isolation again at home, and need to check in on staff.

Autumn 2 is usually a very busy term and a lot has been taken away as there are usually such things as Christmas parties. The school needs to decide what can be done for the staff to keep their morale up.

A governor asked what the school was going to do about the wellbeing of the SLT and were mindful of how Governors can support the SLT.

## ACCOUNTABILITY AND COMPLIANCE

### 12. ACHIEVEMENT

- (a) **RECEIVED** the Minutes of the meeting of the Achievement Committee, held on 7<sup>th</sup> October 2020, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

#### **NOTED**

##### Induction Pack for New Governors

This was work in progress, there had been some good ideas from other Governors and Prafulla would share with all Governors once completed.

##### Ofsted Inspection

The Headteacher did not know if the Ofsted Inspections would carry on if there was a lockdown and not sure if schools would be happy to have an inspector going in. There was a draft document of questions to incorporate into the Ice Pack.

### 13. POLICIES

**RECEIVED** copies of the following policies:

Admissions  
Adult Volunteer  
Attendance  
Behaviour  
Child Protection  
Collective worship  
Complaints  
Computing  
Curriculum  
Design & Technology

Educational Visits  
Emergency Procedures lockdown  
Eversley Recovery Programme  
Exclusion  
Health & Safety  
Home Learning  
Hot Weather & Sun Safety  
KCSIE  
LAC  
Parent Partnership  
Physical Intervention – September  
Remote Learning – September  
Safeguarding  
SEMH  
Values.

**RESOLVED** that these policies were ratified, pending any changes.

#### **14. RESOURCES/FINANCE AND PREMISES**

**RECEIVED** the Minutes of the meeting of the Resources Committee held on 23<sup>rd</sup> September 2020, a copy of which is included in the Minute Book. The following matters arose from discussion of these Minutes:

(a) 1<sup>st</sup> Quarterly Return

There was a deficit budget of £28,335 and the deficit projection for 2021-22/23 was very fluid.

The lettings had increased again and the school were hoping it was going to balance and might still go in the data. The Business Manager had been attending financial meetings that are taking place for schools with deficit budgets. The Headteacher and Business Manager had been looking at the number of staff the school had, compared to other schools. This will be shared with the Governors, explaining where the money has gone. There had been huge staff cuts since the Headteacher had joined Eversley. The SLT had been teaching classes. Staffing will have to be looked at next year, then they will need to renew the contracts. There were members of staff at the retirement stage. The school was always looking at how to balance the budget. The school had lost a months' worth of lettings but hopefully they will get them back in December.

There was a shortage of £2,000 for cleaning but it was having a massive positive impact on the staff and children. The toilets were constantly cleaned about 4 or 5 times a day and the Staff Room was always clean. This made the teachers and children feel confident that the Health and Safety Risk Assessment is being met.

There is an area of subsidence which the insurance company believe is the old oak tree by the gate. A tree that needs to be cut down requires a £1000 excess claim fee which relates to a shortfall.

- (b) SFVS

**NOTED** that this was completed electronically.

**RESOLVED** to ratify the SFVS 2020/21 and noted that it was returned to the LA.

- (c) Policies

**RESOLVED** to ratify the Financial Scheme of Delegation.

## 15. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

- (a) Governor Training to be booked via  
<https://www.enfieldpdonline.org.uk/cpd/portal.asp>

- (b) Member Governor Forum

Noted that the next meeting was on 17<sup>th</sup> November at 7pm at the Civic Centre.

## 16. GOVERNORS' BRIEFING/LA REFERRALS/POLICIES

- (a) Flu Immunisation

**NOTED** that there was a delay in flu jabs this year, but the school would be having them next week.

- (b) Support Staff Induction, Probation and Assessment Period

**NOTED** that the Support Staff Guidance, Policy and Procedure for Headteachers and line managers has been updated, effective February 2020.

**RESOLVED** to ratify the LA Model Policy.

- (c) Special Leave Provision

**NOTED** that new regulations were introduced in April 2020 to amend the Special Leave Provision to include Parental Bereavement Leave. Those meeting certain eligibility criteria will also be entitled to Statutory Parental Bereavement Pay (SPBP).

- (d) Privacy Policy

**NOTED** the Privacy Policy had been updated, August 2020.

- (e) Relationships education, relationships and sex education (RSE) and health education

**NOTED** that the new Relationships Education curriculum will be compulsory from September 2020. Eversley are the pilot and working ahead with this. Jenny Barton has planned the whole curriculum for the staff.

- (f) Cyber Security

**NOTED** the guidance for Governors.

- (g) Governors Pack

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

**17. DATES OF FUTURE MEETINGS**

**NOTED** the next Full Governing Body Meeting would be:

**Monday 15<sup>th</sup> March 2021 at 7pm.**

**18. 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

**APPENDIX**

**GOVERNING BODY OF EVERSLEY PRIMARY SCHOOL**  
**COMMITTEE MEMBERSHIP 2020-2021**

The Governing Body is required to review its constitution, membership, any delegated powers and the Committees procedures annually. Listed below are details of the current Committees and Panels previously adopted by your Governing Body.

**RESOLVED** that

in the event of a casual vacancy or the unavailability of a specific member of a Committee/Panel, the Governing Body authorise the Chair to appoint any Governor to join that Committee;

the membership of the Governors' various Committees and Panels with delegated responsibilities as follows:

(a) Achievement Committee

James Clements  
Prafulla Pujara (Chair)  
Peter Robotham (Staff Governor)  
Mark Wallace  
Sam Williams (Headteacher)  
Flora Georgiou (Associate Member) (Deputy Headteacher)  
Hayley Kirkpatrick (Associate Member) (Deputy Headteacher}.

(i) Appointment of Headteacher and Deputy Headteacher Panel

Panel to include the following:

Chair of Governing Body  
Vice-Chair of Governing Body  
3 other governors as appropriate.

(ii) Appointment of Teaching and Non-teaching Staff

Delegated to Headteacher, plus one additional Governor if requested by the Headteacher.

(iii) Staff Capability and Discipline

Delegated to Headteacher up to and including dismissal. Governing Body to be involved at appeal stage only: Appeal Panel – 2 or 3 Governors to be formed when necessary.

(iv) Staff Grievance

2 or 3 Governors: Initial and Appeal Panels to be drawn from the Governing Body without any overlap of membership.

(v) Redundancy and Re-deployment of Teaching and Non-Teaching Staff

An initial Panel (2 or 3 Governors) to be drawn from the Resources Committee and Appeal Panel (2 or 3 Governors) to be established if required.

(vi) Pay and Performance Management of the Headteacher

Chair  
Vice Chair  
School Improvement Adviser.

(b) Resources Committee

Hadiza Adeyemi  
Bambos Charalambous  
Michael Florides (Chair)  
Sanah Khan  
Wahida Khan  
Sam Williams (Headteacher)  
Marie Maduro (Business Manager)  
Flora Georgiou (Associate Member) (Deputy Headteacher)  
Hayley Kirkpatrick (Associate Member) (Deputy Headteacher)

(c) Complaints Panel

Any 3 Governors as available.

(d) Pupil Discipline Committee (to hear pupil exclusions)

Any 3 Governors as available who had no prior knowledge of the circumstances leading to the exclusion.

(e) Recruitment Panel

Any 3 Governors as available.

To identify the skill set of the Governing Body, any gaps in the skill set, and to then seek to identify suitable candidates for appointment to the Governing Body.

The Headteacher would meet potential candidates but not be on the Panel.

### Individual Governor Responsibilities

Health and Safety – Michael Florides

Safeguarding and Child Protection – Prafulla Pujara/Hadiza Adeyemi

Member Governor forum – Hadiza Adeyemi

GDPR – Wahida Khan

Achievement and Standards – James Clements (Mark Wallace to help)

SEN/LAC Governor – Sanah Khan

SIP Governor – All Governors (James Clements to oversee)

Wellbeing Governor – Prafulla Pujara (Link to Hayley Kirkpatrick – School Lead)