

## Allfarthing Primary School

### Meeting of the Full Governing Board 23 March 2021, 18:30

### Minutes – Part A

**Present:**

James Francis	JF	Co-opted Governor and Co-Chair
Lorraine Wait	LW	Local Authority Governor and Co-Chair
Tom Holmes	TH	Headteacher
Rachel Amankwa	RA	Parent Governor
Matt Newman	MN	Parent Governor
Hannah Snashall	HS	Parent Governor
David Forbes	DF	Parent Governor
Tom Walton-Gould	TWG	Staff Governor
Jon-Paul Brett	JB	Co-opted Governor
Anna Mulcahy	AM	Co-opted Governor
James Heale	JH	Co-opted Governor

**In attendance:**

Debbie Tyson Gooden	DTG	School Business Manager (SBM)
Deepti Grover	DG	LKS2 Phase Leader and Diversity and Equality Lead
Helen Watts	HW	Local Authority Clerk to Full Governing Board meetings

*The meeting opened at 18:40*

**1. Apologies for absence**

Apologies were presented and received from Robert Cachia (RC). **The meeting is quorate.**

**2. Declarations of Interest**

There were no declarations of interest.

**3. Note any appointments**

There are no new appointments to note. Governing Board Membership will be discussed under item 11c.

**4. Presentation from Deepti Grover, Equality and Diversity Lead and LKS2 Phase Leader**

DG explained to governors that she started in her role as Equality and Diversity Lead in September 2020. She shared her presentation with governors. Her work to date has focused on the following areas:

- 1) Objectives;
- 2) 2020 Autumn Term Work;
- 3) Parent Survey carried out in the 2020 autumn term;
- 4) Plans for the rest of the 2020/21 academic year to include a pupil survey and International Day and;
- 5) Plans for the 2021/22 academic year.

*Q – What sort of training have you managed to access?*

*A – DG answered that she is doing a course with an organisation called Diverse Educators. The course runs from January to November with a monthly session. A diverse range of schools is involved. TH added the cost of the course is reasonable and money well spent.*

*Q – Is the Local Authority (LA) offering any training?*

*A - TH answered that the LA is not offering any direct training.*

*Q – Will the school council be involved in the pupil survey?*

*A – DG answered that after discussing the issue in detail, it has been decided to go through the class teachers and the views will be anonymised. This way hopefully the children will feel they can be as open and transparent as they wish to.*

*Q – How is the reading list put together and is there a national list to guide schools?*

*A – DG answered a national list does not exist and organisations do produce their own lists. She has put a list of books together that have been recommended by teachers.*

*Q – Is it worth asking parents/carers for ideas about good books.*

*A – DG commented this is a good idea and she will give it some thought. She has been in touch with parents for their opinions about events and suggestions such as Eid and thanksgiving. Some parents have volunteered to speak in assembly.*

*Q – Will the parent/carer survey be annual?*

*A – DG told governors that she will send out surveys more regularly but possibly not this year due to Covid.*

TH told governors the parent/carer asked to speak to DG in relation to a case mentioned in the HT Report. This is testament to the good work and profile of DG. TH met the parent/carer on 23 March and the parent/carer is keen to meet DG. Going forward an informal group can be set up.

On behalf of governors LW thanked DG for her presentation and time. She commented that some really excellent work is in place.

## **5. Minutes of the previous meeting held on 25 November 2020 and matters arising**

The minutes of the meeting held on 25 November 2020 were **approved** as an accurate record of the meeting. LW agreed to sign the minutes and return a signed copy to the School Business Manager (SBM) for filing at the school. Further to the meeting JF confirmed that he has returned a signed copy of the 2020 autumn term minutes to the school.

Governors noted an update on actions as follow:

Item 4 – Governors to continue to train and research into the new Ofsted Framework - Ongoing

Item 4 – Governors to complete the Key's 20 Questions as part of a Governors Self-Evaluation.

Governors should send their forms to LW and JF by 7 June 2021.

Item 4 - Governors to revisit their short and medium term strategy. Going forward governors to attend the inset day in September.

Item 5 – HS has started the search to find parents/carers who might be able to help with the school website design. This might be easier now that everyone is back at school. TH offered to put a note out in the newsletter. There are two issues related to the website:

1) To update certain areas of the website to include current policies and;

2) The look and flow of the website, to make it more user-friendly.

Item 5 – HS will send a draft Governance Impact Statement to the Co-Chairs. HS mentioned that the Governors Page of the website needs to be updated and the Committee Terms of Reference added.

Item 5 – DF confirmed the Governors Scheme of Delegation is nearly complete. HS to add the policies. HS to update Policy Review Schedule. JH confirmed that the policies on the school website are up to date.

Item 6 - HT to double check information for Quality plus

Item 6 – HT and staff to raise the profile of the work being done around bullying to the pupil voice via the school council.

Item 11 - Chair/Clerk to add Equality Objective 2020-23 update to the summer term FGB agenda.

All other actions have been completed, are in progress or will be discussed later in the meeting.

<p><b>Action:</b> Governors to continue to train and research into the new Ofsted Framework – Ongoing. <b>Action:</b> Governors to revisit their short and medium term strategy. Going forward governors to attend the inset day in September.</p>
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**Action:** Governors to complete the Key's 20 Questions and send their forms back to LW and JF by 7 June 2021.

**Action:** HS to continue the search for parents/carers who might be able to help with the website. TH to put a note in the newsletter to ask parents/carers to volunteer.

**Action:** HS to share draft Annual Governance Impact Statement with the Co-Chairs. HS to coordinate updating the Governors Page of the website and adding the Committee Terms of Reference.

**Action:** DF to add final small points to the Governors Scheme of Delegation. HS to add the relevant policies. HS to update the Policy Review Schedule.

**Action:** HT to double check information for Quality plus

**Action:** HT and staff to raise the profile of the work being done around bullying to the pupil voice via the school council.

**Action:** Chair/Clerk to add Equality Objective 2020-23 update to the summer term FGB agenda.

## 6. Headteacher's (HT) Report to Governors

The Headteacher's report had been circulated prior to the meeting and reviewed by Governors. The HT also sent out a document highlighting communications between himself and governors during the 2021 spring term to cover any issues related to Covid such as the Risk Assessment, remote learning and children learning on site.

The HT highlighted the following issues for governors from his report and invited questions on the content.

### School Roll

The number on roll is currently 354. The school has 23 leavers and 18 children joining. 80% or more of those leaving are leaving London. TH reported that the school's stability indicator is 80%. This compares to national at 85%.

The HT mentioned that some children are looking to leave Y5 to join the independent sector early. He mentioned that one or two pupils have not been successful.

*Q – Is it worrying that the Y5 child/ren who applied in Y5 were not successful?*

*A – TH answered that sometimes children and families do not necessarily apply for the most suitable schools. There are other children in the year who would have been successful. It is all about demand and supply. Some children do very well in both Y5 and Y6 and are offered places at some of the most sought after schools.*

*Q – Are the new children approaching the school directly or are they on the LA list?*

*A – TH told governors that Reception and Y1 are from the LA waiting list. Further up the school it is a mix of both.*

### Numbers of Free School Children, Pupil Premium, Special Educational Needs and Disability Children

*Q – Are SEND and FSM numbers static?*

*A – TH confirmed this is the case. It is important for the school to account for the PP money.*

TH agreed to add some information on children with English as an Additional Language going forward and to include comparison data for Wandsworth and nationally.

### Exclusions, Disability Harassment, Racist/Homophobia Incidents and Bullying

TH explained the two racist incidents to governors as described in his report.

*Q – Is the parent/carer in the second incident aware of his/her responsibilities?*

*A – The HT confirmed this to be the case. The HT has emailed the parent/carer and a meeting has been organized for 25 March.*

*Q – As there are no incidents around disability harassment and two racist incidents, is this a pattern?*

*A – TH answered there is not really a pattern. Perhaps children talk about race more at home and outside school as the topic is more prominent in the news and everyone's lives at the moment, perhaps more prominent than bullying.*

*Q – Due to lockdown children have perhaps been away from mixed backgrounds. Is there a wider program on school values?*

*A – TH answered there is a wider program on school values. Teaching is done in year groups so that it is age appropriate. Perhaps the school needs to go into more depth with some year groups. JH added that hopefully the children would come forward with bullying related incidents too. There is a worry box and My Concern. Several areas of the curriculum deal with equality, bullying and well-being. There is also the excellent work DG is doing. Hopefully they all link together.*

*Q – Are the OFSTED grades in the report from the School Development Partner?*

*A – TH told governors the grades are the school's own assessment. Hopefully the school is working between grades 1 (Outstanding) and 2 (Good) and will continue to move forward with these grades.*

*Q – Are there any disadvantages for a school grading itself Grade 1?*

*A – TH answered that possibly with a Grade 1 there is room for complacency. Also schools really have to make sure that all the evidence is available and 100% Grade 1 such as quality of teaching, learning and assessment.*

*Q – Do OFSTED look at the self-assessed grades?*

*A – The HT confirmed this is the case.*

*Governors briefly discussed the advantages and disadvantages of self-grading as Grade 1.*

*JH pointed out that it is unlikely OFSTED will visit for a while due to the back log from Covid and other priority schools. Perhaps it is better to build on moving to outstanding steadily and with strong foundations.*

#### Human Resources

TH told governors that staff well-being generally speaking is good and positive. One member of staff is suffering from anxiety and LW is aware of the details. Staff have commented that they did not feel overburdened during lockdown.

The recruitment mentioned in the HT report has received 71 applications which is exceptional. The HT added that the advert has gone out early and there are not many jobs being advertised at the moment. The school does however have a good recruitment pack and good reputation. It also has good links with the School-Centred Initial Teacher Training (SCITT). Interviews are taking place before the Easter holiday.

#### Safeguarding

JH told governors that any contact with external agencies at the moment the case has to be due to a crisis. Anything less serious than a Child Protection (CP) case is dealt with at school.

#### Finance

*Q – Is the £30K catch up funding a new sum?*

*A – TH confirmed this is the total sum the school has received to date.*

*Q – Has less take up of Nursery Places added to a dip in the income?*

*A - TH answered that the budget is down £20K due to loss in Nursery places. Numbers for September 2021 are looking positive. Nursery numbers in the LA are low and some nurseries have been asked to consider closing.*

*Q – Is there a reason for low nursery numbers in the LA?*

*A – TH told governors it is demand and supply, nursery vouchers, parents/carers need full time places covering a longer day, Covid and families moving out of London or abroad.*

A governor mentioned that the Parent Teacher Association (PTA) is regrouping and are offering their help and support financially. TH told governors he is happy to liaise with the PTA about funding for different areas of priority.

### School Development Plan 2020-2021

The relevant priorities from the SDP have been assigned to the committees and discussed. TH reported that the SLT and staff are mindful that it is hard to focus as much on the SDP in lockdown. However, the school does feel it is in a good place and should complete many tasks and actions related to the priorities in the summer term.

The HT report gives governors an update against each priority. The SDP priorities for 2020-21 are the following:

- 1. An effective and reactive Recovery programme for all children;**
- 2. A succinct and progressive Curriculum for our children and community;**
- 3. To ensure all the SDP priorities from 2019-20 are completed (PP, Oracy, Technology, Reading)**
- 4. Maths and English teaching and learning reflects the needs of our children post lockdown.**
- 5. Ensure that all our teaching and learning embodies our “Allfarthing Absolutes”.**

*Q – Governors have had an update on PP. What is the situation with Oracy and Reading in relation to SDP 3?*

*A – TH told governors that JH is organising a staff meeting next week to cover this issue. TWG is doing a walk round on oracy. Due to Covid and the lockdown, the school is resetting expectations. The school has been progressing with both areas online and adapted both subjects accordingly. TH agreed to report on progress on Reading at the Curriculum 2021 summer term meeting.*

*Q – Are the “Allfarthing Absolutes” internal or made available to parents? Also, the school would need to be clear about not confusing the school’s vision and values with the Allfarthing Absolutes.*

*A – TH answered he will give this some thought. There should not be any confusion between the two as the Allfarthing Absolutes refer to purely teaching and learning ie used internally.*

### Reception Numbers for September 2021

*A governor noted that it is encouraging to see 77 families name the school as their first choice.*

### Covid Testing

*Q - Is a 50% uptake reasonable for the lateral flow testing available for staff?*

*A – TH told governors that the test is not compulsory. TH is promoting testing. The School Business Manager (SBM) added that some people have had Covid so have to wait 90 days before they can take the tests.*

**Action:** TH agreed to add some percentages on EAL children in his HT report going forward.

**Action:** TH agreed to research and include comparative data for Wandsworth and national

**Action:** TH to liaise with the PTA about fundraising and/or crowd funding

**Action:** TH to report on the progress made on Reading at the Curriculum 2021 summer term meeting.

## **7. School Link Inspector’s Report**

The most recent note of visit was circulated to governors prior to the meeting.

*Q – How is the school hoping to support the increasing number of parents who are reporting financial difficulties to the school as mentioned in the report?*

*A – TH told governors that the school is planning to use the catch-up funding. The PTA has just offered a fund which can be used each year. The school has just activated this year's fund which will cover some music provision.*

## **8. Governing Board Committees**

### **Report from Committees**

#### **Finance and Premises**

DF reported that the in-year deficit stands at £64,000 which is £20,000 better than anticipated.

The committee has been following up on the Health and Safety Policy.

There were no comments from the Staffing, Curriculum or Children, Families and Community Committee meetings as many issues pertaining to the committees work have already been discussed during the course of the meeting.

#### **Link Governor Reports and other governor visits to include Health and Safety and Safeguarding**

AM told governors that her report from the autumn term safeguarding meeting on 11 December 2020 has been circulated to governors. AM will meet with JH after the Easter break once the children are more settled back into school life and routine.

*Q – Has there been an increase on My Concerns?*

*A – JH answered there has been an increase but a lower level of concerns. It might also mean that teaching and support staff are hyper aware of the children's well-being at the moment. The school is monitoring the concerns closely for patterns and the Head at Place2Be is available to review some of the cases if necessary.*

*Q – How does Place2Be measure the impact of intervention?*

*A – JH answered that there isn't a specific system in place. However, the Lead at Place2Be does offer feedback to include if he sees an improvement in the children. Perhaps you can measure it by those who go onto counselling. Approximately 3/10 children go onto counselling.*

*A governor commented it is so good to have the Place2Be Lead at assemblies and other events at school. He is a long term and well known member of the school community. His presence brings a different dimension. JH added that parents know him and are very complimentary about him.*

## **9. Financial Management**

- a. Budget Plan monitoring (Receive and Note). Please see item 8 under Finance and Premises Committee.
- b. Budget 2021-2022 – The task of drafting the initial 2021/22 budget was delegated to the Finance and Premises (F and P) Committee at the 2020 autumn term FGB meeting. The budget will go to the FGB for final approval by email.
- c. School Financial Value Standard (SFVS) The document will be completed by the Finance and Premises Committee and the SBM, emailed to all governors and submitted in time for the 28 May deadline.

**Action:** F and P to draft the initial 2021/22 budget. FGB to approve the budget by email.

**Action:** F and P and the SBM to complete the SFVS, email the document to all governors and submit in time for the 28 May deadline.

## **10. Policies**

- a. Risk Register – As RC is not present, governors will revisit the 2021 Risk Register at the summer term FGB meeting.

- b. Relationship and Sex Education Policy – JH reported that the policy and curriculum has been shared with parents/carers. Once in final draft form, the policy can be emailed to all governors for approval. The school is on track to roll out the policy and curriculum for the summer term. It will be good to get it up and running to deal with age appropriate material.
- c. Governors Self-Evaluation – Update from 20 Questions -Please see item 5
- d. Staff discipline, conduct and grievance – As the policy is a LA policy, it was **approved** on that basis.

**Action:** Governors to revisit the 2021 Risk Register at the 2021 summer term meeting.

**Action:** JH to email final draft RSE Policy to all governors for approval.

#### **11. Governing Board Administration**

- a. Disclosure and Barring Checks (DBS) Checks  
The SBM confirmed all DBS checks are up to date.
- b. Get Information about Schools (formerly Edubase)  
The SBM confirmed this is up to date.
- c. Succession Planning – LW reminded governors that sadly AMs term as a Co-Opted Governor comes to an end in July 2021. Two parent governors RA and MN also finish their terms in July as well as the staff governor TWG.
- d. Governor Training – LW reminded governors that the free online National Governance Training is continuing until 3 May.
- e. Annual Governance Statement – please see item 5

**Action:** School to hold a parent and staff election before the end of the summer term to allow sufficient time for a hand over and good succession planning. Governors to find one Co-opted Governor to replace AM.

#### **12. LA Communication**

The Clerk checked that governors are receiving the LA Headteacher E-bulletin which is sent out by email every two weeks to all governors. She urged governors to read the bulletin as it contains the most up to date information and advice for governors on areas to monitor, links to training and other useful information.

#### **13. Any other business**

None

#### **14. Date of the next meeting**

7 July 2021

*There are no confidential minutes.*

Approved on \_\_\_\_\_

Signed by \_\_\_\_\_