

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 14 May 2020 via Zoom**

MEMBERS

LA GOVERNOR (1)

Evathia Elsiwidy*

PARENT GOVERNORS (2)

Ruth Henrywood (Junior) (Co Chair)

Sanaz Saifolahi (Infant)

HEADTEACHERS (2)

Sarah Sands (Infant Headteacher)*

Eileen Bhavsar (Junior Headteacher)*

STAFF GOVERNORS (1)

Alexia Dobinson (Infant Support)*

ASSOCIATE MEMBER

Julia Chalfen (Junior Support)*

CO-OPTED GOVERNORS (12:

2Teachers; 2Parents from each Schl)

Francoise Wagneur*

2 x Vacancy

Adrian Hodgson*

Gerard Wiseman*

Omar Shah (Junior Parent) (Co Chair)*

Biljana Elia (Infant Teacher)*

Janina Quinn (Junior Teacher)*

Aneka Grover (Infant Parent)*

Tara Ward Ammoun (Infant Parent)*

Paola Riddle*

NON-VOTING OBSERVERS

Lisa Berger (Junior DHT)*

Sarah Jowsey (Infant DHT)*

*Denotes attendance

Part I

20/18 **Welcome**

All Governors were welcomed to the meeting.

20/19 **Acceptance/non-acceptance of apologies for absence**

Apologies were received and accepted on behalf of Sanaz Saifolahi.

No apologies were received on behalf of Ruth Henrywood.

It was noted that the Headteachers had tried to make contact which had been unsuccessful. The Chair agreed to follow this up with a telephone call.

Action: Omar Shah

20/20 **Declaration of Pecuniary Interest**

Gerard Wiseman declared that he was undertaking forest school training.

20/21 **Part I Minutes of the meeting held on 4 January 2020**

The Part I Minutes of the meeting held on 4 January 2020, copies of which had been circulated prior to the meeting, were **CONFIRMED** and virtually signed by the Chair, as a fair representation of the meeting.

2022 **Matters Arising**

There were none.

20/23 Infant Headteacher's updates

The IHT noted that a written report would be provided at the next meeting. She provided an update:

Staffing - Teachers

- Lucia Ciampa had resigned from her post (two days a week in Y2). This was for personal reasons, she had been with the School for 15-16 years
- Megan Bailey had returned from her maternity leave, and in September would be reducing her hours from five to three days a week
- Harriet Jones (three days a week) had started her maternity leave. She had given birth to a little boy (Milo).
- As a result of these changes, the School had appointed a full time Class teacher, Georgina Bowman. Two candidates from a shortlist of seven were interviewed with Aneka Grover, Françoise Wagneur, Sarah Jowsey and the Headteacher on the interview panel. They were all thanked for their support. The successful candidate had actually been a student with the School the previous year
- Fiona Coote's current contract with the School ended at June half term (maternity leave cover) but she would be returning to the School for two days a week in September to job share with Megan Bailey (this will cover Harriet Jones' maternity cover)

Staffing – Support staff

- Amy Howard had returned from maternity leave. However, she was resigning from September. This allowed the School to budget for the continued agency contract for Nicola Vaughan.
- Lesley Kelly was scheduled to start her SCITT (School Centred Initial Teacher Training) with the School in September, so would be moving from a TA contract to an Unqualified Teacher contract.
- Frances Cassells (TA) would be reducing from three to two days a week

The IHT noted, that with these changes, the School had an insufficient number of support staff and no budget to fund further recruitment.

- The number of Pupil Premium children had increased slightly to 48 (by two-three). This was mainly a result of the financial impact of the current situation.

Induction of new children:

- The IHT thanked both Alexia Dobson and Biljana Ellia for planning the induction process
- Current numbers seemed positive, with 81/90 acceptances and one EHCP. Seven second round offers went out yesterday. The IHT reminded Governors of the impact of low numbers in Reception and Y1 and its implications for the budget
- It was noted that Alexia Dobson had used Google Forms to obtain initial information from parents, which had been a very efficient process
- The School were also subscribing to Parentmail forms for the rest of the induction information (parents were required to be on the system for this)
- Zoom/Skype home visits in the summer term were being planned alongside an online introductory meeting
- School visits were not anticipated until the autumn term
- It was clarified that the induction would be very gradual, particularly as these children had been out of nursery provision for a number of months
- In terms of transition to the Junior School, this was 86 out of 89 children (including two children with EHCPs). Of the three who did not transfer, two were leaving the country and one was moving to another school

Home Learning Survey

The IHT drew Governor attention to the Home learning survey submitted to the LA, circulated prior to the meeting.

The IHT noted that the hub established at the School for children of key workers and vulnerable children had been working very well. There were approximately nine to ten children per day. A staff rota had been established based on one week in school followed by two weeks out.

When working from home, staff were making use of the online platform Tapestry which allowed them to set work for children, parents to review and upload completed pieces and communicate with teachers. Teachers could then feedback on the work uploaded and provide extension activities. The platform cost the School an initial price of £200 until the end of July. This would be reviewed, mindful not to increase Teacher workload further.

The School had been invited to display their use of the platform via a zoom call with other Barnet schools, due to its success.

During this time, Teachers continued to phone every child in their class to monitor and check on them. There had been very good contact with SEND children in particular. Although they had been invited into school, a number were shielding. Zoom meetings with TAs and Mrs Houghton continued with personalised plans for each child. The IHT confirmed that these children were receiving good quality 1:1 support at home.

It was also noted, that with families who were having difficulty accessing online resources, paper copies were being printed and dropped off by one of the MTSs who was cycling around.

In addition to this, one of the bilingual TAs was making specific contact with parents who needed it.

The School had managed to ensure that all families in the school logged on to tapestry, with the exception of one who did not speak any English. This child was attending the hub.

The IHT added that every Friday, the TAs undertook a monitoring of the logins to Tapestry and reported any concerns to the IHT to follow up on.

A Governor enquired into whether there had been any safeguarding concerns raised. The IHT noted that there had been one case where a parent had displayed some anxiety. This child was now attending the hub. She added that the School also had a free period with My Concern which allowed for easy online reporting. Every call made home was recorded on a logging sheet with a column for any further action needed

Potential re opening of the School

The IHT provided an overview of the School's approach to the potential re opening of the School. She noted that:

- The government announcement related to the start of Infant children had not been expected
- The LA were awaiting advice from Unions
- The School would utilise the next INSET day to prepare the classrooms (removing soft toys and extra chairs/tables etc.
- It was noted that Infant Schools were particularly in a different position to other schools as it was expected that potentially two thirds of the intake would be returning. The School did not

have sufficient space to cater for all the children on the same day as well as meeting the social distancing requirements set out by the government

- The LA had passed the infant school concerns to the DfE
- The message from Neil Marlow was clear, noting that there was no expectation that all Nursery, Reception and Year one pupils should start straight away after half term. The process needed to be managed carefully, slowly and safely, with the LA acting as a major part of the support network. This was also very much dependent on meeting the key tests and conditions set out by the government
- The intention at present was to have split weeks, where, for example there were Reception children in for three days and Year one for two days and then the opposite the following week
- A risk assessment for this would be produced and shared with staff for feedback and amendment. The risk assessment would assume that all children in a year group would attend
- A summary of this risk assessment would then be shared with parents so that they were more aware of what to expect and ensure that messaging was clear. Parents would then be surveyed to find out how many intended to send their children into school. Based on this, planning and the risk assessment would be adjusted
- It was noted that some schools, for example Broadfields and The Orion were already managing 60+ children each day and had offered advice which had been very useful
- In terms of logistics, the plan was:
 - To keep children in small groups (perhaps smaller than the 15 outlined by the government) and all classrooms to be utilised.
 - Children to stay with the same adult in the same class.
 - Groups not to mix but become a "bubble" (this was a term other schools use). Each "bubble" set their own rules for contact and they do not mix with other "bubbles". Ideally, each "bubble" would have a teacher and a TA (to keep an overview of health and safety)
 - There would be rotas for break times, staggered lunchtimes (with MTSs)
 - Common areas would remain (e.g. toilets etc.) and these would require frequent cleaning
 - Start times/finish time may need to be staggered to avoid large groups of parents congregating/entering and exiting the gates
 - The kitchen would provide packed lunches which could be eaten in class base or outside
 - PPE would be provided for staff who needed to carry out close, intimate care (medical room mainly). There was however no requirement for staff to wear masks; this would be their own choice
- Staff who were still shielding would continue to shield
- Staff who were vulnerable or lived with someone who was shielding should be offered work where they could distance. If this could not be accommodated then they would be expected to still work from home. Some staff would need to still work from home
- Planning undertaken would be for both home and school learning- there would not be two lots of planning
- Planning would focus on outdoor activities, good mental health, reviewing some of the basic skills that children would need
- Expectations will be adjusted for Teachers feeding back on Tapestry
- Zoom meetings may be considered for some Y2 students who were not expected to return yet
- All staff who were able to be in School would be taking on new roles which would inevitably be beneficial and good transition opportunities

A Governor noted the situation emerging in Denmark following the re-opening of Schools and the inability to maintain the social distancing intentions as initially set out. He noted that a number of employers had informed staff that working from the office would not be safe until

September and so was doubtful that many parents would be sending their children back to school.

IHT echoed this noting the number of dependencies that these changes were based on. It was extremely difficult to expect a Reception child to maintain social distancing for example. The School however would continue to plan for the different eventualities. Parents would not be fined if their children did not attend schools and schools would not be held to account for their attendance figures.

A Governor enquired into what the feeling amongst Teachers was for this return. The IHT explained that a staff meeting had been held and staff had been appreciative of all the planning undertaken. There was inevitable anxiety amongst some staff members that was often alleviated when they physically came into school. The IHT would continue to remain mindful of this especially if pupil numbers increased.

A Governor enquired into whether any staff members had contracted Covid 19 before the School had closed. The IHT confirmed that there had been none.

Following a Governor question, the IHT confirmed that no member of staff over 65 years old, clinically vulnerable or living with clinically vulnerable person would be required to work on site and would be able to continue to work from home. She added that staff would be surveyed about return to work, categorising themselves according to a RAG status. For the amber category for example, the School would try and find a space in the School for that person, and if not, then they would be working from home.

In terms of government guidance in regards to the return to school, the IHT explained that she would be reviewing it again and organise her response according to their headings for further clarity.

A Governor noted the benefits of being outdoors as the best prevention as the viral load was substantially lower and distancing, easier. She questioned whether the School was in favour of outdoor teaching and learning activities and enquired into how these could be maximised. The IHT echoed this, confirming that staff were looking into more outdoor activities.

Following a Governor question, the IHT noted that whilst some staff had been comfortable uploading learning videos virtually, there was still a lot of anxiety about this. Teachers would not be forced to do this. Links to lessons were uploaded to Tapestry as well as other online resources.

A Governor raised concern about young children's emotional and mental wellbeing noting that they would need space and activities to support them in expressing how they feel and have felt during Lockdown. The IHT confirmed that PSHE would be a strong focus.

A Governor questioned whether there would be temperature monitoring of children once they returned to school. The IHT noted that the School did have thermometers, some of which were non-contact ones. They had not yet considered checking every child's temperature as they arrived at School however. Any child that appeared symptomatic had their temperature checked. The JHT added that temperature checking at the start of every school day was not included in the government guidance.

Following a Governor question, the JHT explained that she had been in communication with the cleaning company today who were undertaking more training with their staff. The Governor asserted that the School should be provided with SOPs and specific Covid 19 risk assessments.

The JHT added that cleaning was undertaken after school, when no children were on site. During the day, the canteen taker was onsite wiping door handles etc. All doors were left open to avoid extra contact and plans were being reviewed for more regular wiping and cleaning of common areas

The IHT added that, in the hub, each child had their own table and own tray with all their equipment in. At the start of the week, they chose one toy to play with that was also kept in their tray and cleaned at the end of the week.

FSM Update

Governor attention was drawn to the FSM update. The School had opted to use the government system where families were provided with vouchers to use at their chosen supermarket. There had been a few issues at the start in terms of signing in and waiting times but this had all now been resolved.

20/24 Junior Headteacher's updates

The JHT provided Governors with an update:

Staffing:

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- Two staff members have resigned – S King and N Glazelle
- Recruitment for these posts was undertaken last week, with one position successfully appointed to- H.Jain who had been working with the School on a temporary person but had now relocated back to London
- This still left one vacancy. The JHT had discussed this with the JHT of Brookland School who noted that there may be a student at the school who would be interested
- Two staff members were returning from maternity leave
- A zoom meeting had been held with all staff who were self isolating, which had been very successful

Home Learning Survey

Copies of the Home Learning survey, circulated prior to the meeting, were received and noted by the Governors. The JHT provided an overview:

- There were extensive resources and provision available for the children. Only the Music coordinator had been doing video type lessons
- All Home learning was uploaded onto the relevant platform, with parents completing reflection sheets
- Teachers had called all parents with some requiring more support than others. The plan moving forward was to call 15 parents each week
- Feedback from parents in terms of home learning had been largely positive.

Governors were reminded of the number of zoom meetings that were being undertaken by staff and the challenges and pressures they were under. Different challenging personal situations were also noted and Governors remained mindful of this.

Potential re opening of the School

Governor attention was drawn to the school re opening plan, circulated prior to the meeting.

The JHT noted that many staff members were excited about the re-opening. They noted the benefits to the children in terms of helping them with the transition to secondary school.

The JHT outlined the priorities and provided an overview of the potential phased return:

- The model was based on that used in China and Germany
- The proposal was to have an am and pm routine to allow more contact with Teachers
- There would be 15 children at each time
- Classes would be split with pupils not staying for lunch
- There would be staggered drop off and collection times
- An increased emphasis on health and hygiene
- In terms of learning, the 3-hour class sessions would include English, maths and one 'other' subject with at least one social distancing/hygiene lesson per week and additional PHSE lessons focusing on well-being and positive mental health. The Transition unit 'Phantom Tollbooth' would also be delivered.
- In terms of cleaning, a very rigorous cleaning plan would be required with additional anti-bacterial sprays and soap for every single classroom. Classrooms would need to be cleaned after each session - the tables and door handles should be sprayed with anti-bacterial spray.

A staff survey had also been conducted the previous week to ascertain opinions and feedback.

Gerard Wiseman left meeting at 7pm

Following a Governor question, the JHT confirmed that no visitors would be allowed into the building. At present deliveries were being left outside.

A Governor enquired into whether the schools had considered the appetite from parents about the school return before the in depth plans were designed.

The IHT explained that these plans needed to be in place for the various different eventualities. A summary of the risk assessment would be circulated to parents to allow them to make a more informed choice. The JHT would be doing the same.

Governors extended their thanks to all the staff for all the hard work being undertaken.

20/25 Ratification of Infant and Junior schools' budgets and traded services

Governor attention was drawn to the school budgets and Finance committee discussion.

The Chair of the Finance committee confirmed that the budgets had been scrutinised and challenged in great depth. The budgets had managed to be balanced although a number of resources and staffing numbers were not sufficient.

Following a Governor question, it was confirmed that the Schools were keeping a log of extra spend due to Covid 19 as it was anticipated that the government would be reimbursing this.

The IHT noted that whilst there had been some savings in terms of not needing a supply budget this year, there had also been some additional costs, for example staff returning early from maternity leave.

A Governor asked for further clarity on entry 27- Legal Services. The IHT explained that this was in regards to attendance and the statutory payment paid if court costs were incurred. It was part of the EWO package.

The JHT highlighted the difficulty with balancing the budget.

The JHT relayed her concern about the challenging financial situation. The lack of funding meant that there was no internal cover possible.

Following a show of hands, Governors **RATIFIED** the budget 2020/21.

Traded Services

Information on Traded Services, circulated prior to the meeting, was received and noted by Governors.

A Governor enquired into whether schools would be reimbursed for this period as no training etc. could take place. The IHT explained that the decision had been made to transfer the payment year to the school year. This did not mean that any savings were made, rather it just delayed it and extended it slightly.

A Governor noted the cost of the services at £600 and suggested that the Governors be surveyed to see how much or little this service was being used. Governors were also reminded of their access to the NGA and School Bus for example.

Following a show of hands, Governors **RATIFIED** the Traded Services spend.

Adrian Hodgson explained that Resident's Association had match funded funding for the Royal Free hospital for £20,000. As they still had a surplus in their budget, Adrian Hodgson had proposed that they look at supporting the Schools a bit more.

Governors welcomed this and Adrian Hodgson agreed to discuss the proposals further with the Headteachers.

Action: Adrian Hodgson

20/26 **Policies**

The following policies, circulated prior to the meeting, were received and noted by the Governors:

Leave of Absence

PSHE (Infant)

RSHE (Junior) / **RHE** (Infant)

Following a show of hands, Governors **RATIFIED** the policies.

20/27 **Minutes of Committees**

Finance

Minutes of the meeting held on 7 May, updated onto the Governor drive, had been reviewed by Governors.

20/28 **Named Governor Update**

There were no updates.

20/29 **Governor Training, Visits & Development update for Summer term**

No training had taken place.

20/30 **Any Other Business**

Following a Governor question, the IHT confirmed that meetings would still be going ahead, virtually.

Committee meeting dates would be confirmed via email.

Risk Assessment: it was confirmed that Governors would review the document before it was circulated to parents.

Action: Headteachers

Following a Governor question, it was noted that the Critical Incident plan did not need to be amended in light of Covid-19. Sustaining life superseded social distancing rules.

20/31 **Dates of Committee meetings**

- a. Curriculum: TBC
- b. Finance: TBC
- c. Premises: TBC
- d. Inclusion and Wellbeing: TBC
- e. Staffing: TBC

20/32 **Dates of Governing Body Meetings**

- a. Summer II: 23rd June 2020

Private and Confidential

**Minutes of the Meeting of the Governing Body of
Garden Suburb Infant and Junior Schools
Held on Thursday 14 May 2020**

Part II

20/33 **Part II Minutes of the meeting held on 4 January 2020**

The Part II Minutes of the meeting held on 4 January 2020, copies of which had been circulated prior to the meeting, were **CONFIRMED** and virtually signed by the Chair, as a fair representation of the meeting.

20/34 **Committee Minutes**

Inclusion committee

Minutes of the meeting held on 3 March 2020 had been uploaded onto the Governor drive.

Staffing committee

Minutes of the meeting held on 13 March 2020 had been uploaded onto the Governor drive.

20/35 **Any Other Business**

The JHT highlighted the importance of the mental wellbeing of staff. It was very important that the Schools remained mindful of teacher workload.

The meeting ended at 8pm.

