



**WEST HILL GOVERNING BOARD
SUMMER TERM 2020
FULL GOVERNING BOARD MEETING- Part 1
Time and Date: 1st July 2020 at 4.15pm**

Present:

Nigel Rawson (NR) – Joint Chair of Governors, Sam Cornish (SC) – Joint Chair of Governors
Anna Healey (AH) & Lisa Carmen (LC) – Head Teachers
David Casey (DC), Joseph Casey (JC), Charley Philips (CP), Daniel Scott (DS), Tamazin Steele (TS),
Elena Watt (EW), Natalie Caraccio (NC), Kirtbir Chalal (KC), [REDACTED]

In attendance: [REDACTED] – Clerk

The meeting was quorate and was opened by the Chair at 4.23pm.

1. Apologies- None

2. Governing Board Membership

- a. Changes to the Governing Board- None. The board has 2 Parent Governor Vacancies.
- b. DBS Clearances- In Place
- c. GIAS/EduBase data completion- Outstanding
- d. Website Updates- Completed

3. Declarations of Interests- None. All Governors have read and signed these.

**4. Minutes of previous meeting held on 27th November 2019 and Matters Arising
Action By Who By When**

- 1. Election of a Parent Governor School September 2020
- 2. DBS check for new governor School Completed
- 3. Amendment to IOG School/LA Completed
- 4. Website amendment Governor details School Completed
- 5. Register of Interests signature Governors Completed
- 6. Governor Code of Conduct signature Governors Completed
- 7. KCSIE Document signature Governors Completed
- 8. Review of GB Development Plan Co-Chairs Autumn Term 2020

9. Self Evaluation Summary Joint HTs Autumn Term 2020
10. Safer Recruitment Training Governors DS/DC ASAP
11. Impact of Special Needs Link for SEND Autumn Term
12. Link visit Leadership/Management Link governor Autumn Term
13. Meeting with parents Governors Completed
14. Inspection Data Summary Report Joint HTs Completed

a. Approval of minutes: The minutes were approved by the Governing Board and signed.

b. Actions: All actions had been progressed.

c. Matters Arising: There were no matters arising.

5 & 6 Head Teachers termly report to governor's

LC advised that the term 'mini school', refers to the schooling provided on the school premises at the start of the lockdown period. The school provided schooling to children of key workers, on EHC plans and to vulnerable children.

AH advised that during the first phase of the school reopening, children from nursery, reception, year 1 and year 6 were invited to return to the school.

During phase 2 of the school reopening children from years 5 and 2 were invited back into school.

The phase 3 of the reopening will start on Monday 6th July 2020 and children in years 3 and 4 will be invited into school.

AH confirmed that the school have been able to invite further years into school due to the low numbers of take up of school places and the space available at the school.

TS asked why the numbers were so low for attendance in all years.

LC advised that a survey had been sent to all parents asking whether they would be sending their children back into school and the reasons why. LC informed governors that the main response for not sending in children was that the parents were too concerned about covid-19 to send their children back.

AH highlighted that due to the uncertainty about people from certain ethnic groups having a higher risk of catching covid-19 and the high number of families within these ethnic groups, it has added more worry to families.

TS asked whether there was a concern for childrens return in September.

AH advised that the school have had a low uptake of the places and some other local schools have had approximately 80% uptake on placed. Due to the size of the school site the school feels that they have space for children to return in September.

LC believes that September will be a concern for attendance as some families may have family members shielding and not able to return.

LC advised that the school will continue to support families so that they are able to send their children back to school if this is possible.

NC highlighted that the transition back into school for SEN children will need to be looked at for September.

TS asked if there had been any take up of school places for vulnerable children.

LC advised that 21 children had been identified as vulnerable and 15 children started to attend school but then fell to as low as 3.

LC advised that they have been trying hard to have the vulnerable children in and have even offered attendance for small amounts of time rather than a full school day. LC advised that some parents have changed their minds throughout from 'yes' their children will attend to 'no' the children won't be attending.

AH highlighted that some parents have asked to see the school setup, but the school have not been able to facilitate the requests and that the school have explained in as much detail as possible to the parents the new layout.

NR asked whether the school knew how many children were engaging with school work.

AH said that lots of schools have been working in different ways and that the school have had to consider what is best for their families.

AH highlighted that the school has been able to source 6/7 laptops for families as well as dongles and data packages.

AH advised that the school have had to consider the children/families and staff.

AH highlighted that [REDACTED] had been working hard throughout to issue meal vouchers for families and as these were sent digitally it highlighted that some families did not check emails or have access to emails. [REDACTED] is currently printing off the meal vouchers for 3 families and 4 families have had none so far.

LC estimates that about 20-30% are engaging with the learning that the school have provided.

LC advised that all children that had left on the Friday before lockdown would have taken the education packs home, which included books and stationery.

EW said that her daughter has been working well with what the school provided.

AH highlighted that children have been learning other things during lockdown with families.

LC confirmed that the SLT have had discussions about the learning for September and that children will be learning as if they were at the same stage in the curriculum that they should be and that children will be assessed throughout to see if there are any gaps in learning that they need to be supported with. LC said it wouldn't be possible to try and get the children to catch up on schooling that they have missed.

AH confirmed that a further 30 children will be returning on Monday 6th July taking the total numbers to 90 children out of 248.

LC advised that staff have been told to approach learning slowly and gently in September.

AH highlighted that as there has been no pressure on children and teachers for assessments and SATS, children have been doing lots of outdoor learning and it enabled staff to be more creative with the teaching.

NR asked if there was an update on the SATS.

AH confirmed that early years assessments had been postponed a year, the SATS had been cancelled and that the government and LA have not asked for any data on children's progress.

NC highlighted that secondary school applications date has not been updated yet as families would usually visit prospective schools.

DC highlighted that SAT and assessments may be moved to later dates next year but said there is a drive to keep next year as normal as possible.

NR advised that the next Governor Briefing meeting should take place in the first 2 weeks of September. This meeting will review the situation at that time and the approach that will be put in place at the school.

SC asked whether there had been any covid-19 cases in the school.

LC advised that there have been incidents where children have displayed symptoms and they have been sent home. The tests have come back negative. LC highlighted that there was a family that took a positive test but that was before lockdown.

CP asked if there had been any safeguarding cases.

LC advised that the school had received 5 requests from MASH asking the school to confirm if families have children at the school. LC advised that these type of requests are usually when there has been a domestic incident in homes and that the school normally make 9 referrals a term.

AH confirmed that staff had been spoken to about safeguarding when children return in September as disclosures may be made by children that could be a concern.

DC asked about the target tracker and whether this should be in the report.

AH confirmed that children may not have learnt from the school work provided but are likely to have learnt other content within their homes which is progress. AH advised all children will come back to school learning at the point they should be at unless they are SEN children as the school are aware that there has been an impact on learning for SEN children.

AH confirmed that all children had progress meetings prior to lockdown.

NR advised that it is always ambitious to expect children not to have progress dropped after the summer holidays due to the length of time off.

LC highlighted that teachers have continued to provide broad and balanced content and congratulated children for creative learning and other learning children had done in their homes.

AH confirmed that the school had looked at virtual learning for children but the guidelines and safeguarding surrounding virtual learning was a concern for the school.

AH confirmed that the IT lead has been working from home and will be coming back to work in the school on Monday and that they will explore the virtual learning more for the future, if needed.

SC asked whether recorded lessons had been considered.

AH highlighted that there is a lot of online content available for children already and the school were unsure how valuable this would be if only a couple of children watched/listened to them.

RC highlighted that the IT support from Wandsworth were also working from home.

CP suggested that children could be told to watch the online content and then tested on the content later that day.

LC explained the difficulties with safeguarding issues and video learning as well as some families not having IT equipment or broadband and some families not being IT literate.

CP asked if there was any update on Ofsted over the next year.

AH advised that they have only been told that inspections won't take place up to the end of this term. No other updates have been published.

NR thanked the Headteachers and staff for the hard work that has been done to ensure the school can remain open and to provide teaching to the pupils.

8. Budget review

RC highlighted that the school budget showed a carry forward of £261k but this was not a true figure.

RC advised that the school received a payment of £17k for the first 6 months of the children's centre at the end of March and that the school was expecting a total of £25k for the whole year.

RC advised that the school had struggled to get information from Wandsworth for the budget.

AH confirmed that the school are able to claim for additional items due to covid-19 for items such as; additional cleaning staff and equipment. The claim for the costs these is through the government and due to the size of the school they were able to claim up to £30k.

AH highlighted that the school would make small savings on paper and trips this term.

CP asked if the school would be keeping any of the additional services/items that the school are currently claiming for, going forward.

AH confirmed that they will be keeping the daytime cleaner.

AH advised that due to covid-19 the staffing restructure was put on hold which will have an impact on the budget but that any support staff that will leave due to the restructure will leave in October half term and teaching staff at Christmas.

DS asked if the school will be penalised for having such a good budget.

RC advised that money will not be clawed back and if we didn't have the restructure, in 2 years time the school would be £350k in debt.

8. School plans- Autumn term/moving forward

AH was pleased to announce that reception was full for September and that there is a waiting list and 2 families appealing.

a. Pupil return- priorities, plans and approach

Refer to 5 & 6

b. All/disadvantaged pupils – catching up/closing the gap

Refer to 5 & 6

9 Governing Body Operations- Autumn term/moving forward

a. Governor documents (Handbook, Work Plan)

Updated versions for the next academic year will be produced over the summer.

b. Governing Body Development Plan

To be reviewed and updated in the Autumn Term

c. Governor meetings

The aim is to return to the normal cycle of meetings but this will be reviewed at the September governor briefing.

10 Policy Update

DC highlighted a typo in the British Values Policy.

Last bullet point- end of sentence should be a backslash and not a question mark.

Action: [redacted] to change

11. AOB

LC highlighted that the government are due to make an announcement on 2nd July 2020 which should have further guidance for September.

AH stated that the school will continue to have staggered lunchtimes

Part 1 ended at 5.37pm

Signature _____ Date _____

Signature _____ Date _____