

**LONDON BOROUGH OF REDBRIDGE****REDBRIDGE PRIMARY SCHOOL****Part 1 - Minutes of the Governing Body Meeting held  
Via Zoom on Thursday 3<sup>rd</sup> February 2022****PRESENT:**

D Backhouse (Chair)  
 T Ahmed  
 D Borien  
 S Davies  
 Y Din  
 Z Furreedan  
 M O'Connor  
 E Saigol

**In Attendance:**

A Mahmud	School Council Chair*
M Muneer	School Council Vice Chair*
K Southall	Deputy Headteacher
R Targett-Adams	Deputy Headteacher
M Lindsell	Clerk, HGS

\*for part of the meeting

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair opened the meeting and welcomed those present. Apologies had been received from K Cornwall and S Wan; consent was given to both absences.

**2. DECLARATION OF INTERESTS**

There were no declarations of interest.

**3. SCHOOL COUNCIL PRESENTATION**

The Headteacher introduced the chair and Vice Chair of the School Council.

Its Chair explained that Year 6 teachers had elected both him and the Vice Chair. In response to questions from governors, he confirmed that pupils did also have a vote and that in his speech he had emphasised that he wanted to be able to help everyone in the school.

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The Vice Chair said in her speech that pupils should be more included in decision making and that she applied the five school values both within and outside the school. She had also said that she would not ignore any requests for help from other pupils. A governor asked for an example of one thing she would do to make the school a better place. She said that she would like to prevent boys from fighting.

Governors asked if they were enjoying the roles and if they would change anything. The Vice Chair said that she was enjoying being a role model to other pupils and the Chair said that he liked the responsibility and believed that the position would help him to become more independent and prepare him for secondary school.

Responding to further questions from governors, the Chair said that respect and resilience were key values and support from staff was one of the best things about the school. The Vice Chair said that she believed that honesty and showing respect to everyone were the most important values and that she most enjoyed learning different subjects and the Friday booster classes. When asked if it was easier to talk to adults online or in person, the Vice Chair said that it might be more difficult talking to twelve adults in person and the Chair said that it might be easier to show what they wanted to do in person.

*A Mahmud and M Muneer left the meeting*

**Note:** *Chair of Governors confirmed that after the meeting he wrote to both pupils thanking them for sparing the time to speak to Governors and wish them well in their endeavours as they go forward in their lives. The letters were posted to their homes.*

#### **4. MEMBERSHIP OF THE GOVERNING BODY**

- 4.1. The Governing Body's revised Instrument of Government had been received.
- 4.2. Governors noted that Sandy Wan had been elected as a new Parent Governor with effect from 26<sup>th</sup> January 2022.

The Chair thanked E Saigol for agreeing to continue as the Local Authority (LA) Nominated Governor when his term of office ended on 16<sup>th</sup> April. This was fully supported by the other Governors. His appointment will be ratified in a formal Agenda item at the next meeting.

- 4.3. Governors noted that the term of office of Parent Governors, Y Din and Z Furreedan would end on 8<sup>th</sup> May 2022. A Parent Governor election would be arranged after the Easter holiday.

**ACTION: Headteacher**

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- 4.4. The term of office of D Backhouse would end on 23<sup>rd</sup> May 2022, there would then be two Co-Opted Governor vacancies. Further consideration would be given to filling them.

## 5. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

- 5.1. The minutes of the previous meeting held on 2<sup>nd</sup> December 2021 were agreed and would be signed as a true record, subject to the following amendment:

The title at the top of the first page of the minutes should be changed to: "**Part 1 - Minutes of the Governing Body Meeting held via Zoom on Thursday 2<sup>nd</sup> December 2021**"

The top of the first page of the private and confidential minutes should be changed to "**Part 2 – Confidential Minutes of the Governing Body Meeting held via Zoom on Thursday 2<sup>nd</sup> December 2021**"

- 5.2. The following were matters arising from the minutes (not included elsewhere on the agenda):

- 5.2.1. Keeping Children Safe in Education (minute 5.2.2, refers): The Chair would check that all governors had confirmed that they had read and understood Keeping Children Safe in Education (KCSIE) on GovernorHub. He would contact those who had not yet done so.

**ACTION: Chair**

- 5.3. Covid19 restrictions had prevented the Governors' Away Day from being held on 28<sup>th</sup> January 2022. Consideration would be given to re-arranging the day after the Easter holiday.

**ACTION: Headteacher/Chair**

## 13. Q3. BUDGET MONITORING REPORT

The predicted balance carry-forward to 2022/23 had increased from approximately £408K to £501K. This was because Pupil Premium funding and Covid19 recovery payments had been higher than expected and the budget was underspent by approximately £39,000 due to savings on the curriculum and the cost of removing the swimming pool. Governors asked if the school would receive any more Covid19 recovery funding and why the capital balance had not been spent. The Business Manager said that capital had been allocated to demolish the swimming pool but this had been paid for by the LA. No further Covid19 funding was expected for the remainder of this year or for 2022/23.

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## 6. CHAIR'S BUSINESS

See Part 2 – Confidential Minutes.

## 7. HEADTEACHER'S REPORT

The Headteacher was pleased to report that the eight Christmas shows; and the Carol Service in nursery and reception year had been very successful. Covid19 precautions such as wearing of masks had been retained during the shows.

The school was accumulating evidence to show Ofsted that areas of development and strategies to support this, had been identified. Staff training during early closure on Friday's had been re-introduced which was proving to be successful.

Staff appraisals were all on track and would be used to inform salary progression decisions and professional development.

Parent open evenings in April would be 'live'.

SATS are expected to be held as was previously the norm during May.

Link governors were asked to arrange visits before the end of term, if possible.

### **ACTION: Link Governors**

The number of pupils in receipt of pupil premium money had increased from 58 to 83, this was an indicator of poverty. A lot of pupils were coming from eastern European countries; mobility in and out of the school was high.

Attendance was the second highest in Redbridge but below national figures.

There had been two racist incidents related to name calling. The issues had been acted upon and they had been reported to the LA. Both issues had been resolved amicably.

There were currently no pupils on the Child Protection Register, five Children in Need and there would be four pupils on Early Help. All senior leaders had been trained in child protection and safeguarding.

The Headteacher and the Deputy Headteacher had attended the Headteachers' Conference on 27<sup>th</sup> January. Racial diversity had been a key topic. Staffing at the school was quite diverse, the school was now de-colonising the curriculum to respect the local community. The Deputy

Headteacher said that the school would also network with other schools and arrange cross-school visits.

A governor enquired about how senior and middle leaders were preparing for Ofsted. The Headteacher said that staff were challenged on their curriculum knowledge and they were being trained to answer questions. Professional development would also support an inspection. Teachers were prepping pupils to be able to articulate their learning and thinking. The Headteacher and Deputy Headteacher kept a detailed Ofsted file in readiness for a visit. Senior and middle leaders would attend Ofsted training.

The Headteacher informed governors that there were more young children throughout Redbridge with an Educational Health Care Plan (EHCP). Most applications the school had received since Christmas had special needs, either they already had an EHCP or needed to apply for one. He confirmed to a governor that the school was on par with others in the LA and that there appeared to be more diagnosing.

A governor asked if the school was clear about where gaps existed. The Headteacher confirmed that data was constantly analysed to identify gaps. The Deputy Headteacher said that under the new Ofsted framework, schools had to be outstanding in all areas to get an overall outstanding judgment. The Headteacher said that standards and attainment had been affected by the pandemic. Behaviour in years 1 & 2 was a concern, if it was observed by Ofsted the judgment for leadership would not be outstanding. Behaviour, attendance and lateness were being addressed but more time was required, the gates were now closed at 9am. Despite all the evidence the school could produce, there was no leniency related to the pandemic therefore it would be unlikely to achieve an outstanding judgement if Ofsted visit before the end of the academic year; however, if Ofsted were not to visit until September it may be possible.

#### **8. IMPACT OF COVID-19 RELATED ABSENCES ON PROGRESS AND ATTAINMENT**

Since the start of term the number of staff with Covid19 had been very high, managing staffing had been challenging; it had been difficult to keep the school open on some occasions. Most staff had had the virus at least once, triple vaccinated staff were also testing positive, although most were not very ill. A small number of staff did have long Covid19.

There had been 531 staff absence days since September. A form had to be completed for the LA every time a member of staff or a pupil tested positive. There had been 72 cases amongst pupils during January and five cases so far in February with key stage 2 heavily affected at present. There were no more 'bubbles'; classes could only be closed if they could not be staffed. In response to a governor's question, the Headteacher confirmed that any member of staff could take a class to prevent closure.

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Disruption caused by closing a bubble was considerably less than the current protocol which the Headteacher likened to a 'revolving door'. Very few people who had tested positive during January were testing negative on day 5 or 6, it was mostly taking about 10 days.

Eighty eight staff days had been lost due to mental health related absence; however, the majority were not work-related. Since September there had been seventeen stage 1 absence meetings with staff due to LA trigger points having being reached.

The Headteacher had met with the LA's Attendance Officer who had confirmed that many other schools were having similar difficulties. Very few schools in the LA had achieved the 96% national attendance rate.

High absence rates had caused year 6 reading and greater depth writing data to dip and they were impacting on booster classes and interventions. The current year 3 had been impacted the most; they were in years 1 & 2 when the school was closed.

Reading for the bottom 20% of pupils was very poor; a lot of interventions and resources had been put in place. When they move to year 4 in September, a full-time intervention teacher would be appointed. The LA would do a deep dive in reading as that was the key building block for all subjects and a main focus for Ofsted.

Behaviour in the present year 1 was poor as they were not used to being in school; however, phonics had recovered. An Early Years specialist would re-visit the school.

A 'fogging' machine had been purchased, it was expensive but cheaper than employing contractors. The machine was used in common areas and in Covid19 hot spots.

The Headteacher suggested that there should be national research to look at the damage Covid19 had done to education. The most important resource the school had to resolve issues was the staff.

#### **9. COVID CATCH UP FUNDING**

Details about how Covid19 catch up funding was being used would be reported at the next meeting.

#### **10. PUPIL PREMIUM GRANT (PPG) FUNDING**

Governors agreed that the Pupil Premium Grant strategy should be rolled over from the previous year.

#### **11. PE AND SPORTS PREMIUM FUNDING**

More coaches would be appointed to enhance the sports premium programme which would be largely identical to the way it was used in the previous academic year.

## 12. QUALITY IMPROVEMENT PLAN

There would be a detailed update on the quality improvement plan at the next meeting.

## 13. Q3 BUDGET MONITORING REPORT

This item was discussed earlier in the meeting.

## 14. SCHOOLS FINANCIAL VALUE STANDARD (SFVS) 2021-2022

Governors agreed that the schools financial value standard would be approved via email before the next meeting.

**Note:** Chair of Governors confirmed after the meeting that Governors had confirmed their approval of the proposed SFVS response, without dissent.

## 15. SAFEGUARDING

- 15.1. The Headteacher reported that there had been two serious safeguarding incidents. One child had made a serious disclosure which had necessitated them being kept at school until the evening. The parents and the child had been kept in separate rooms for four hours. Social workers had decided that there was no case to answer, therefore the case had been stood down.

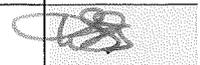
One child had been referred for mental health issues, social services had decided that the issue was not serious but they would monitor the child.

Mental health issues related to safeguarding were becoming more prevalent. The Designated Safeguarding Lead (DSL) was providing training that all senior leaders would attend. The Headteacher and the DSL would also attend level 3 safeguarding training.

An analysis of schools that had lost their outstanding judgment due to safeguarding had revealed that many were related to poor record keeping of the single central record. The Deputy Headteacher confirmed that the school used CPOMS for record keeping and that she checked that every concern was logged.

- 15.2. D Backhouse had completed the LA Safer Recruitment training course on 13<sup>th</sup> January 2022.

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- 15.3. Z Furreedan said that he had networked with a Safeguarding Governor at another school. He would arrange to visit as soon as possible. The DSL would contact Z Furreedan to arrange safeguarding training and a log-in for CPOMS.

A governor enquired about whether the LA used 'Operation Encompass', whereby the Police will inform the school first thing in the morning if a child had been exposed to an incident at their home the previous day/evening which involved the Police. The Deputy Headteacher confirmed that it was used.

## 16. GOVERNOR CHAMPIONS

D Backhouse informed governors that he had met with the maths lead, they had discussed targets and how staff were being helped to improve maths teaching.

T Ahmed reported that she had discussed reading and writing 'at greater depth' with the English lead. They had also spoken about poor reading and writing in year 6 and how parents could be engaged to support reading. A reading hub was available on the website.

E Saigol had been taken on a tour of every year group when he met with the science lead. He had observed how pupils were challenged to expand their knowledge and their enthusiasm for the eco-garden.

## 17. REVIEW OF POLICIES

Governors approved the following policies:

Charges and Remissions Policy  
 Accessibility Plan  
 Business Continuity Plan  
 Freedom of Information Policy  
 Letting Charges Policy

## 18. GOVERNOR TRAINING

Governor training would focus on safeguarding and safer recruitment.

## 19. DATE OF NEXT MEETING

The next meeting of the Governing Body would be an Extra-Ordinary Meeting, mainly to approve the budget for 2022/23, on Thursday 28<sup>th</sup> April at 7pm.

## 20. ANY OTHER URGENT BUSINESS

Governors asked what they were most likely to be asked about at an Ofsted inspection. The Chair said that information had been collated

from other schools that had been inspected. A preparation session for governors would be arranged, possibly at the away day.

A governor raised the issue of the importance Ofsted attached to lesson sequencing and asked how they knew what pupils had been taught the previous week. The Deputy Headteacher said that teachers kept folders about previous lessons. Progress maps were kept for all pupils in all subjects from reception year. The curriculum was sequenced chronologically.

Meeting closed at 9pm

Date.....

Date..... 23rd June 2022

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