

LONDON BOROUGH OF REDBRIDGE

Governing Body of Gilbert Colvin Primary School

Minutes of the Meeting of Wednesday 8th July 2020 Held at 1:30pm by Teleconference

Present: Rajpal Padam
Mark Hemsley Headteacher
Kathryn Davey
Carel Buxton Chair
James Clements

In Attendance: Anne Fitzpatrick DHT
Greg Robbins Clerk

Apologies: Kerry Simpkins

317) Declaration of Interests.

There were no new declarations of interest.

318) Welcome and Apologies for Absence

There were no apologies for absence, but Kerry Simpkins sent apologies after the meeting.

319) Membership

a) Expiration of Term of Office of Authority Governor

Carel Buxton's term of office was due to expire on 12th July 2020. The school was in good hands and she did not wish to stand again. She thanked everyone for all their help and support. The headteacher thanked the chair for her input into the school and the governing body. Her experience and knowledge had been a great support to the school through a number of changes and challenges. She would be invited back for school events in the future.

b) Expiration of Term of Office of Staff Governor

Kathryn Davey's term of office was due to expire in 31st August 2020. Nominations would be called for and an election held in due course.

c) Governor Vacancies

There would shortly be vacancies for one co-opted, one staff and one authority governor. This would not be considered until September.

The headteacher would suggest one parent with expertise in education to the authority to ask them to nominate her as an authority governor.

320) Minutes of the Meeting of 6th May 2020

The minutes were approved and would be signed by the chair when it was physically possible.

321) Matters Arising

There were no matters arising that would not be covered by the agenda

322) Election of Chair

The clerk took the chair for this item. The meeting agreed that Rajpal Padam (vice chair) should

formally assume the role of chair until an election was held in the first meeting in the autumn term on 17th September 2020.

323) Financial Matters

a) The expected out-turn is as planned in April, but only two months had been completed and those were in lock down. There had been expenditure the school hoped to reclaim. There had been less expense on supply agency staff, but there had been no reduction in salary costs. There had been less income from hall hire, one member of staff had been receiving funding to get back into work, so this 'access into work' money had not been received. Some scrutiny by the finance committee would therefore be needed. There would be some additional funding to support students returning to school, but there was as yet no guidance on who would receive it or how it should be used.

b) SFVS

This was approved at the previous meeting.

c) Staffing

There was an AHT vacancy that would not be filled immediately, nor would a reception teacher. An NQT had been recruited who will begin in September. There were two staff on maternity leave. One person was covering one of these who would remain until one person returned. Staff were being interviewed using Zoom, but the school would not offer permanent contracts until they had been seen teaching. If the school recruits an agency teacher directly it would have to pay a premium.

324) Committees and Working Parties

a) Composition of Committees

It was possible the school could be inspected by Ofsted next year and it was a shame the school would not be able to show the excellent results it had anticipated this year. Some detailed scrutiny of school performance would therefore be valuable.

With two committees the number of normal governing board meetings would be reduced to one each term. Governors would have to consider whether to have governor days, though next term they would still be meeting virtually.

Following discussion the meeting agreed that 6pm on Thursdays would be convenient for most people and that meetings should continue to run through Zoom. There would also be a two hour limit to meetings. When it was possible a drop-in session for new governors would be organised.

Membership of committees was set as follows, subject to review in September:

Curriculum and Standards: Mark Hemsley, James Clements, Marianna Agwade, [Staff Governor], Fatima Bibi-Mannan

Resources and Finance: Rajpal Padam, Mark Hemsley, Kerry Simpkins, Ilyas Natha.

b) Terms of Reference

Draft terms of reference had been shared through GovernorHub. Each committee would be asked to review these at their first meeting for formal approval at the November governing board meeting. A policy bank of both statutory and non-statutory policies had been created which would inform the scheme of delegation and determine which policies each committee could approve.

c) Pay Policy

School teachers' pay and conditions would be reviewed nationally during the summer and so decisions on pay would need to be made under these provisions. The policy would be reviewed accordingly to allow decisions to be made before the end of October.

Agreed: Governors delegated authority to the resources and finance committee to approve the 2020 pay policy.

325) Link Governors

Deferred until the September meeting.

326) School Development Plan and SEF

The school had prepared a two year development plan. Much of this had been delayed due to Covid-19 and so much would roll over, especially around curriculum development. There had also been a significant level of staff changes and a number of staff were on maternity leave. The school had allowed an AHT to formally submit their resignation after the normal date after delays due to Covid-19.

327) Chair's Action

There was nothing to report.

328) Governor Training

Although online training had been available, none had yet attended these.

329) Inset Dates

Inset dates had been shared on GovernorHub.

330) Wellbeing

It had been a relief to stress to work on flower beds etc during breaks at school. Work on the edible garden would begin in 17th August 2020. Baking sessions had also been very popular.

331) Time and Date of the Next Meeting

Dates are set annually for the following year. Governors must confirm or suggest changes then and once they are in the calendar only vary them when absolutely essential.

Governing Board Meeting dates were changed following the adoption of a committee structure.

The next meeting would be an additional one at 6pm on 17th September 2020

	Autumn	Spring	Summer
Curriculum & Standards	24/9/20	4/1/21	29/4/21
Resources & Finance	8/10/20	11/1/21	20/5/21
Full Governing Board	12/11/20	18/3/21	
HT Performance Mgmt	1/10/20		
Pay Committee	22/10/20		

332) Agenda Items for Future Meetings

GB Committee membership

Election of Chair

Link Governors

The meeting closed at 2:30pm.