

LONDON BOROUGH OF REDBRIDGE

Governing Body of Gilbert Colvin Primary School

Minutes of the Meeting of Monday 27th January 2020 Held at 6pm

Present:	Rajpal Padam	Chaired
	Ilyas Natha	
	Mark Hemsley	Headteacher
	Kerry Simpkins	
	Fatima Bibi-Mannan	
	James Clements	
In Attendance:	Kathryn Davey	
	Marianne Agwada	
	Anne Fitzpatrick	DHT
	Greg Robbins	Clerk
Apologies:	Carel Buxton	
	Shabana Tasleem	(Resigned)

1) Declaration of Interests

New governors were asked to complete the written declaration of interest form. There were no new declarations.

2) Apologies for Absence

Apologies for absence were received from Carel Buxton which were accepted and her absence condoned.

Shabana Tasleem apologised that she could no longer be a governor and resigned.

3) Membership

a) Parent Governor

An election had been held and Fatima Bibi-Mannan was elected parent governor. She was welcomed to the meeting.

b) Resignation

Shabana Tasleem had resigned, this created a vacancy for one co-opted governor. This was an opportunity to review the skills set of the governing board and identify the skills that the school requires.

The headteacher and chair would discuss whether to approach the unsuccessful parent governor candidate as their skill set might make them a useful co-opted governor.

4) Minutes of the Meeting of 4th December 2019

The minutes were approved and signed by the chair.

5) Matters Arising

a) Item 267 – Parents had not yet been contacted about the website. This would be done later this term.

b) Item 268 - Safeguarding. The training link had been shared. Governors now needed to sign to say they had read and understood KCSIE, or else complete this as soon as possible. One

person was still to confirm that they had completed the online training. The link would be provided for Fatima Bibi-Mannan.

6) GovernorHub

This platform would resolve GDPR concerns about sharing confidential data as it would hold all that sensitive information. Governors would be able to access this using their own email addresses. It is also accessible through an app. The calendar would hold all governing body dates, but would not replace the school calendar for school dates. Key school data would be available. Governors were asked to review a short video about the school's responsibilities around data protection. Other useful documents, such as the Ofsted guidance and framework, were also available. When governors write reports of their visits they will be uploaded. There will also be a record for each governor of what training they have completed, their DBS status and any declarations. This would largely replace email communications.

- i) Governors asked who would be responsible for updating governor roles. The school has access to some areas, but otherwise maintaining the platform is part of the Education Space/ NPW service.
- ii) Governors asked if school INSET open to governors could be on that calendar. It could be, but there would then also be an email reminder to notify governors.

7) Safeguarding

Governors were asked again to sign to confirm they had read KCSIE 2019 part one (presuming they had done so).

The school gates, other than the front gate, are locked with padlocks during the school day to prevent students leaving without staff knowing. There are also risk assessments to ensure that students are not at risk. There had been a case recently where a gate was not locked during the day, though this was unusual.

8) GDPR Update

The school had had a GDPR audit and there were some recommendations arising from it. There had previously been an audit by LB Redbridge last year which said that the school compliance was 'limited'. Shazia Parveen had worked hard on this through the year. This audit now declared that Gilbert Colvin is 'adequate'. When these recommendations are completed it was hoped that the school would be good or better next year and there was an action plan in place. A statement must be added to the terms of reference to set out the governors' responsibilities: to approve the appointment of a statutory DPO, approve the record of processing activities ROPA and receive the annual DP audit and consider any actions arising from it. There may also need to be a biometrics policy, information security policy and a retention policy. There were no 'urgent recommendations' however.

The clerk advised that a governing body was not required to have terms of reference as such as it was not a subcommittee, but reference could be added to the compliance calendar or to a list of governor responsibilities.

The school also maintains a confidential electronic 'near miss' log. There had been a case where information was sent to the wrong parent – there had been changes in procedures to avoid this.

- i) Governors asked if the information on the confidential record would have to be given out if there was a subject access request. This would depend on the information, but in this case the parents were informed straightaway. The aim was to be transparent, not to hide information, and to have robust procedures to keep data safe.

- ii) Governors asked if there was a named person with responsibility for recording near misses. That is Shazia Parveen, the school business manager. There are also other named people – the data manager, the data controller and the DPO within the local authority.

Agreed: The list of recommendations was accepted and the governing board agreed to:

- (1) Governors would consider where the data protection elements could be listed as part of their role.**
- (2) The Information Security Policy would be ratified.**
- (3) Relevant staff, including the data protection lead, would complete the Freedom of Information presentation.**
- (4) A destruction record would be maintained to record the deletion of sensitive bodies of information, including former employees and whole cohorts of pupil records.**
- (5) The privacy record would be updated with named categories of recipients.**
- (6) The workforce privacy notice would be published.**
- (7) The governors' privacy notice would be shared with governors.**

9) Headteacher's Report

a) Pupil Numbers

There are 406 students on roll, which means there are vacancies: 10 in nursery, 12 in year 1, 1 in year 2, 4 in year 3, 17 in year 4, 1 in year 5 and 2 in year 6. This was due to inaccurate projections locally and nationally when schools were asked to expand. Some housing developments had been too expensive for the demographic groups (families) expected and the authority suggested that it could also be one outcome of Brexit. This was an issue across the borough and some were changing their PAN, for example from two form to single form entry. Parents have limited information on which to base their applications and although the school was moving up the league tables, this was only slowly impacting on the number of applications. The school had therefore also tried to get itself featured in the local press, such as with stories about a food bank and Australia Day. The school had achieved a silver award for P4C (philosophy for children) and a press release had been sent out. It was also common across the borough for children to start at a school and then leave within days or weeks. At GCPS there had been 18 admissions that had to be coordinated for children who then left, mostly before the 17th October 2019 census date. This required admissions meetings, planning, preparation for the school and for parents to buy uniforms. Although the school received as many or more students as left, the mobility was unsettling for children too.

- i) Governors asked if the school could promote stories about what it had done for the children as well as charities. The best promotion is about the progress children have made, but GCPS is in a backstreet location and many parents do not know where it is.
- ii) Governors asked if the gymnastics team receives much publicity. The school contacts local media, but cannot control what they publish.
- iii) Governors asked if any out-of-school activities were open to children from outside the school. The activities are specifically for GCPS children. Opening the school to other families could have an impact on GDPR issues, however. Nevertheless GCPS would host the cross-school choir practice.
- iv) Governors asked how many censuses there are each year. The key one is in October each year and this informs the budget. There had been a more recent census of how

many people took school dinners and free school meals. There are three in total.

b) Attendance

Attendance was at 96.3%, below the 97% target due to illness before Christmas. Persistent absence had reduced considerably this year.

c) Vulnerable Groups

There was an increasing trend for the numbers of pupils in those groups with FSM (free school meals), EHCP (education, health and care plan), disadvantage or high levels of mobility, but other groups, such as EAL (English as an additional language) were reducing.

d) Staffing

One member of staff had been taken on on a short term apprenticeship, which would be reviewed in March.

There had been 171 days' absence from September to December.

The school was advertising for two full time teachers from September 2020. The school would investigate the apprenticeship levy with National College for Education (NCE) with a view to a range of staff development, including training teachers.

- i) Governors enquired how the school manages staff absence. The school uses a policy in line with the LBR model policy. There is clear guidance on what expectations are of staff, but wellbeing must be considered in requests to attend appointments. There are return to work meetings after absences and trigger meetings which identify any patterns of absence where support is needed. The staff insurance can offer physiotherapy, counselling or other support services without cost to the school. There is a form on which staff can request planned absence which includes a statement of how much time off staff have had already. There are also specific entitlements to leave, such as for a bereavement in close family. Staff can also be referred to occupational health.
- ii) Governors asked if LBR would check that schools are compliant. LBR has no role in this unless the school requests HR support. It is a responsibility of the school. The absence figures would be considerably lower if cases where a spouse had died or had a serious illness or where there were maternity related issues were not included.

e) Pupil Outcomes

In many areas the school was exceeding national, if not local averages, but work would be needed on ensuring students make the progress expected.

f) Target Tracker

This system is used to record and analyse teacher assessed data that sets out how well students are doing. The school target is 85% being on track or higher. According to Target Tracker the school is not yet achieving this, but it was possible that teachers were being cautious with the new software. The software allows the school to drill down to individual children's performance.

10) Asset Management and Budget Plan

a) Asset Management

There had been some unplanned expenditure – encapsulation of asbestos, renewal of batteries in fire alarms and repairs to CCTV.

There were a number of pieces of planned major expenditure: the canopy in the reception area, the edible playground, nursery playground drainage and upgrading whiteboards. The edible playground would need to be embedded into the curriculum and was intended to be year-round. This would require a £5K contribution from the school fund (current balance £17.5K) to pay for trees and an outside tap.

Three companies had provided sample whiteboards to test. The school would like to replace all the boards in classrooms plus the one in the hall. To do these together would cost between £35 and 45K. DFC funding would be used on this, using unspent DFC money from previous years, some school fund money, some fundraising and maybe leasing could make this possible. To only purchase half now would mean the school would have two different systems.

- i) Governors asked if there was any possibility of recycling the old whiteboards. One of the companies had said they would take them away, but they were not felt to have any residual value.
- ii) Governors asked if the whiteboards would require a software upgrade. It would, but it would be manageable.
- iii) Governors asked if an SLA would be needed. The products come with a warranty and maintenance.
- iv) Governors suggested visiting the BETT Exhibition as there could be discounts at the show. That was just finishing now and the products being showcased were likely to be beyond the school's budget.
- v) Governors asked if sponsorship could be an option, by parents or local companies. There are not many suitable companies close to the school. Tesco had provided a small amount of support for the PTA and a trolley for the food bank. A sponsored / fund raising event for parents might be possible if there is something tangible.
- vi) Governors requested pictures of the planned nursery canopy for the March meeting.
Action: Pictures of the proposed canopy would be provided.

b) Budget Plan

£113,500 was now predicted as an outcome, but this would include Little Extras and DFC funding. The school had also been cautious with its spending. The books would close at end February and so the only expenditure now would be planned expenditure (wages, bills) and not areas such as curriculum resources, so the balance might rise. There might need to be an accrual of money for items such as whiteboards if they are not invoiced for before April. It was likely that the income budget next year would be £40K less due to lower pupil numbers.

11) Committees and Working Parties

There had been no committees or working parties since the last meeting. Currently there were two governor meetings per term, with one daytime after a governor morning visit. At present there was a lot of work on the curriculum. In the future finance would be a bigger issue with a need to review staffing structures. It was not always possible to go into sufficient depth in the governing board meetings. The headteacher therefore proposed a resources and finance committee and a curriculum and standards committee. These would require terms of reference that set out a clear remit of what was delegated to them and what they would make recommendations to the governing board about. Each governor (except the headteacher) would be on one committee, which would meet termly. The school would also need to decide if the

meetings would be formally clerked. Staff would be invited as required, according to the agenda. The minutes of the committees would be circulated in advance of governing board meetings.

- i) Governors asked what the advantages would be of meeting in committees. Usually these would give better discussion and scrutiny
- ii) Governors asked how committee members would be selected. This would depend on where governors skills and interests lie.

Agreed: This avenue would be explored further.

Action: Agenda this for discussion at the next governing board meeting and the headteacher and clerk to research terms of reference.

12) Link Governors

There were four vacancies:

SEND

EYFS

Finance

Training

Governors were asked to consider where their skills lie and this item was deferred.

13) School Development Plan

This was shared in the autumn term and was set to be for two years. It was not expected, therefore, that all items would be completed this year. Some items would be red, while others were ongoing and orange. There were some areas, such as addressing the needs of vulnerable students, which the school already achieves, but because it was part of the curriculum which was being reviewed, it was marked as orange. Support for reading (especially at home) and writing was key. There was training from the SPG (schools partnership group). A number of authors had been invited in.

A copy of the School Travel Plan would be provided to Rajpal Padam and this would be on the agenda for the next meeting.

- i) Governors asked why most activities began in year 2. It is an issue of management. There is a limit to how many clubs could be held. Today, because it was raining, the football club had been cancelled as the karate club was using the hall already. It can be a very long day for younger children, however. There had also been additional clubs and activities before school, but take-up was very low, so they were not sustainable.
- ii) Governors suggested that E-safety support was needed for younger children as they also have smartphones. It was about educating children about the risks of being online.
- iii) Governors suggested E-Safety training for those whose first language was not English and were not very media literate. The school might have resources to support with this. Governors noted the updated SDP which would be uploaded to GovernorHub. The headteacher suggested that detailed question be provided in advance to allow the school to prepare responses

14) Compliance Calendar

There was nothing to report.

15) Chair's Action

There was nothing to report.

16) Governor Training

Kerry Simpkins was seeking to book on safeguarding training.

Ilyas Natha had attended RSHE training. It had been interesting, but quite general. He suggested that regular meetings with parents could be held as the curriculum was rolled out. The headteacher explained that this was why there would be an extensive consultation borough wide with all interested groups. There would then be a consistent approach across schools. A meeting every few weeks would not be practical, however, for this or any other subject. LBR had employed a person to consult very widely and there had been meetings with parents at GCPS. It would be discussed throughout the year.

17) 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.

Spring Term

Wednesday 18th March 2020 (Governors' Day) GB to begin at 1:30pm.

Summer Term

Tuesday 19th May 2020 at 6pm

Wednesday 8th July 2020 (Governors' Day) GB to begin at 1:30pm.

18) Dates of School Events

Governors asked why evening events are held during the week and not on a Friday. It would not be fair to expect staff to remain until late in the evening at the end of the week, particularly considering that there is always clearing up that needs to be done.

19) Spellings

Governors asked if there was anybody cross referencing whether the spelling words progress through year groups. There is a very sequenced plan, though there will sometimes be anomalies. There are also different ability groups in each year.

20) Agenda Items for Future Meetings

Travel Plan

Pictures of Proposed Nursery Canopy

GB Committees

Link Governors

The meeting closed at 8:35pm.