



KEW RIVERSIDE PRIMARY SCHOOL

FULL GOVERNING BODY 2019-20

Minutes			
Date/Time:	9 July 2020 18:30	Location:	Conference call

Governors (Y if in attendance). Ch indicates Chair			
In attendance			
LA nominated	Y	Patrick Neave	PNe
Parent elected	Y	Shraddha Kaul	SKa
	Y	Jennifer Cropley	JCr
Acting Head Teacher	Y	Nell Webb	NWe
Staff		Roxanne Matoorian-Pour	RMa
Co-opted	Y	Faisal Bachlani	FBa
	Y	James Bick	JBi
	Y	Stephen Hyams (Ch)	SHy
	Y	Anne-Marie Jordan	AJo
	Y	Peter King	PKi
	Y	Denise Long	DLo
	Y	Larissa Sutton	LSu
		Vacancy	
		Vacancy	

1.	Welcome, apologies for absence and declarations of interest	
	SHy welcomed Governors and JSu, SMC and SLe. Apologies for absence were received from RMa. There were no declarations of interest in relation to the agenda. SMc and SLe introduced themselves to the Governing Body.	
2.	Safeguarding audit	
	SMc presented a detailed update on the recently concluded safeguarding audit and drew attention to two documents for the governors to reference during this section: (i) Safeguarding audit: report (ii) Safeguarding Action Plan: Updated and refreshed based on audit findings and going forward, to be updated on a termly basis. SMc mentioned that the exercise covered three key areas: Leadership, Training and Communication & Culture and within each, what's working well, areas of development and how we are going to address these. Key points:	

	<ul style="list-style-type: none"> • Safeguarding is everyone's responsibility – teachers, other staff and governors - and Ofsted measure how leadership set a safeguarding culture. • There is strength in the current leadership team and the school has a nurturing culture evidenced by pupil, parent and staff interactions. Certain staff members bring safeguarding expertise to the school as they volunteer for NSPCC & Childline. • The right culture is created by a shared understanding of beliefs, attitudes and written rules. Steps are being taken to ensure that safeguarding is fully compliant with current Ofsted expectations. • The DSL and Deputy DSL, NWe and Rachel Roberts respectively, will be shadowing the Headship Team as long as SMC, SLe and JSu remain at Kew Riverside. • AfC Advisor Linda Sheehan will be returning in January 2021 to carry out a further audit. <p>The safeguarding action plan was discussed.</p> <ul style="list-style-type: none"> • Two governors to be safeguarding leads; job descriptions have been provided. • NWe and Rachel Roberts should work closely together to ensure robust and effective challenge. For the time being, they will also be supported by the Headship team. • Governors should work alongside Linda Sheehan at the next safeguarding visit to help them understand how to challenge effectively in the future. • Pupil and parent voices are essential so the school can have an effective safeguarding culture, and this will form part of safeguarding audits and should be incorporated into governor visits. • The school is adopting an online system called CPOMS, used by many other schools, to replace the current recording methods. This will provide a more secure method of storing sensitive information, with the ability to pull off useful reports, such as to help identify trends, and to issue reminders relating to specific cases. • JSu has examined the Single Central Record and identified the need to improve the recording of information on teachers' personnel files and of contract staff, as well as the recording of DBS information for governors. <p>Termly newsletters on safeguarding will be issued and the safeguarding information on the school website will be reviewed.</p> <p>SHy noted the important role governors must play in ensuring safeguarding remains strong. DLo mentioned that she will develop checklists for governors to guide them when conducting safeguarding visits.</p>	
3.	<h3>Headship team update</h3> <p>JSu presented the Interim Headship update report. The new arrangements are working well with SMC and SMC at KRPS two days a week each and JSu one day a week. There is full coverage and support for NWe and the wider KRPS team. Extensive work has already been carried out in a fairly short span of time including general operational matters, safeguarding, infrastructure, financial management and capacity planning.</p> <p>Other points discussed were:</p> <p>(i) Staffing changes: The school is fully staffed for September. Three new teachers will be joining, who have been interviewed by SMC and NWe.</p>	

	<p>(ii) Leadership: Responsibility and leadership of curriculum areas has been disseminated away from leadership team to teaching staff, to enable the leadership team to be strategic.</p> <p>(iii) Curriculum: Knowledge organisers and curriculum intent have been fully mapped and all the work was done by the teaching staff, who best placed to do so.</p> <p>(iv) School development plan: All staff have been directly involved in action planning and providing input into the SDP, having been asked to present to the Headship Team on their respective areas of responsibility.</p> <p>(v) Infrastructure: We now have Peter Cowley, AfC Lead Advisor for Online Services and Safety as our interim Data Protection Officer to make sure that our school is fully compliant with GDPR.</p> <p>(vi) We have transferred to become a Google school at nil cost, facilitated by London Grid for Learning. This gives access to a suite of programs including Google Meet and Google Classroom.</p> <p>JCr asked how the school will ensure the quality of teaching is maintained given the new teachers arriving in September. JSu said the new teachers come with excellent references from their previous schools, highly experienced teachers will provide mentoring and oversight, and they will be supported by the new infrastructure being put in place. Steps will be taken to mould and induct them into the culture and ethos of the school.</p> <p>It was noted that, in relation to the recent staff departure, the teacher was moving to work in an independent school.</p> <p>DLo asked when will the parents be informed about staffing changes. NWe explained that details will be in tomorrow's newsletter. JSu added that KRPS is unusual in how early parents are informed about class teachers for the next term.</p> <p>SHy asked about the SDP and SEF. JSu confirmed that the 4 key areas of focus are those set out in the Interim Headship team update and that the SDP will be prepared in September as a 3-year plan. The SEF would normally be prepared first, but in current circumstances it makes sense to do it after the SDP. Governors will be involved, and JSu said we may follow the approach adopted by SMc in updating different parts of SEF at various points in the year, to help manage workload and keep the SEF fresher.</p> <p>SHy mentioned that he has shared a draft end of year Letter to parents/carers and is awaiting comments from the Headship Team. JSu said that SLe is will provide comments, following which SHy will finalise it with other governors' input.</p>	SLe/ SHy
4.	Home learning and school reopening	
	<p>NWe shared that all plans for the children to come back have worked well. The children, staff and parents feel happy and safe with the new arrangements and there is a strong sense of well-being in the school.</p> <p>There are currently children from Reception, Year 1, Year 6 and two mixed bubbles of vulnerable and Key Worker children. Reception and Year 1 attendance is at about 50% but at Year 6, all bar 3 children have returned. The bubbles now have a total of 23 children and are growing. All the vulnerable children are back at school. There is one previously looked after child, where the school are trying for parental consent to arrange return. Out of 6 EHCP pupils, 4 are back and the school is liaising with the two other parents for home learning.</p>	

	<p>Remote weekly home learning packs have worked well through two online platforms: Tapestry for Reception and Year 1 and Seesaw for Year 2 onwards. Teachers and support staff have been uploading stories and learning points. For the children who don't have access to technology, hard copy packs have been provided. Most of the children across all year groups have been engaging with home learning. There are on an average 2-3 per class who have been quite hard to reach and will be our priority kids when they return.</p> <p>The team has risk assessed the field and are maximising outdoor learning opportunities, with one or two pupil bubbles using it most afternoons.</p> <p>Transition and celebration events have been planned for children to provide a fitting closure to the year and meet new staff who are due to join in September.</p> <p>Plans for the September return, when attendance will be compulsory, have been finalised and risk assessment and will be shared with the whole school community. NWe provided key highlights, including measures to reduce the number of contacts between pupils and staff, social distancing arrangements within the school as well as at school gates, lunch arrangements, respiratory hygiene procedures and quarantine guidelines.</p> <p>NWe provided guidance on curriculum, adding that focus will be on wellbeing of pupils, identifying gaps in learning to ensure pupils' progress on key areas such as reading, phonics, vocabulary progression, maths and writing, whilst continuing to offer a broad curriculum. SHy noted government guidance that the aim should be for pupils to catch up by the end of summer 2021. NWe and SMc said that they have to be cautious in how they plan the curriculum as this isn't a deficit model, but a worldwide pandemic and pastoral and emotional support will be key in aiding the recovery curriculum. Whilst pupils may not catch up on every single piece of content, the focus will be to ensure progress on key skills and accessing a wide curriculum, but not at the expense of a particular subject such as sports or art. JSu added that we will be using formative assessment and preparing for a blended learning approach. Should there be a second lockdown, material will be readily available to pupils to continue with their learning journey.</p>	
5.	<p>Finance</p> <p>SLe and SMS have been working closely with NWe on the financial management of the school.</p> <p>SLe shared key pieces of work undertaken to tighten management of financial affairs:</p> <ul style="list-style-type: none"> (i) Budget setting: The draft budget was completed earlier this year prior to SLe's arrival and a few adjustments have been made since to account for staff changes, some budget line reductions and additional income (ii) Budgetary control: Tightening of budget planning and resource allocation process was carried out. The changes will help realign with consistent financial reporting. There is also better clarity for staff on signatory requirements. (iii) Procurement: Ordering processes and procedures were reiterated to staff. Budget holders have been allocated specific budget lines and staff are clear on how permission must be sought from the budget holder prior to ordering resources in order to preserve a positive budget position. 	

	<p>(iv) Banking: The aim is to move much more to Tusaci, the school's online payment system for parents and reduce cash handling on premises.</p> <p>(v) Payroll and Personnel: Full review of existing staffing structure has been conducted and plans drawn up for the coming school year. There is safeguarding training planned for an Inset day in September and governors are also invited to attend.</p> <p>SLe also touched upon governance and liaison with PFI, and commented on the need to ensure continued compliance with statutory policies and maintaining a strong relationship with the AfC financial team.</p> <p>SHy enquired about the financial management of school trips. SLe explained that have been paid in cash, but from September parents will be encouraged to pay online and the school will emphasise the need for prompt payment in order for trips to take place.</p>	
6.	AOB	
	SHy thanked all the interim Headship team, of NWe, SLe, SPc and JSu, for their hard work and huge progress they have made this term. He mentioned the governors' meeting taking place in the following week, to plan for next year, and invited comments on the documents to be discussed – in particular the annual planner and terms of reference.	

Details of next meeting:

Date/Time:	16 July 2020 18.30	Location:	Conference call
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The meeting closed at 20.15

Signed:

Date: