

**MEETING OF THE FULL GOVERNING BOARD
OF THE FEDERATION OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL
HELD ON TUESDAY 13th July 2021 AT 6.15PM VIA ZOOM**

Present

Nina Ballo	Staff Governor
Graham Cluer	Partnership Governor, Chair
Nigel Collins	Co-opted Governor
Tanya Dennis	LA Appointed Governor
Susan Papas	Executive Head teacher (Present until item 12)
Jo Read	Associate Member
Hilary Smith	Associate Member
Everton Stuart	Co-opted Governor

Also In Attendance

Robert Askey (HoS, Heavers Farm)	Observer
Liz Parry	Governance Manager

Absent

Moses Bukanya	Partnership Governor
Johnny Tang	Co-opted Governor
Alan Tigg	Co-opted Governor

1.	<p><u>Welcome & Apologies for Absence</u></p> <p>The Chair opened the meeting and welcomed everyone. Apologies for absence had been received from Alan Tigg which were accepted by the Governing Board.</p>
2.	<p><u>Declaration of Pecuniary Interests in the Current agenda</u></p> <p>No conflicts of interest were declared.</p>
3.	<p><u>Quorum</u></p> <p>It was confirmed that the meeting was quorate</p>
4.	<p><u>Update on Membership</u></p> <ul style="list-style-type: none"> • To note the resignations of Robert Ward and Rebecca Tomasiewicz since the last meeting Governors noted these resignations. The Chair had spoken to both and extended the sincere thanks of the school and Governing Board for their valued contributions and the time and effort they had given, noting too that they had both participated in a lot of panels during the last two years. • To note that the Governing Board now has two Parent Governor vacancies, one Staff

	<p>Governor vacancy and two Co-opted Governor vacancies, and a further Staff/Co-opted Governor vacancy pending</p> <ul style="list-style-type: none"> <p>Governor Recruitment plans and timescales</p> <p>It was agreed that elections for Parent Governor vacancies and Staff Governor vacancies would be set in motion from the start of next term, with a closing date for applications by 14th September if possible (the date of the first GB meeting of the new academic year).</p> <p>Efforts to recruit to the two Co-opted Governor vacancies will also be put in motion as soon as possible.</p> <p>ACTION: Chair and Governance Manager to liaise on taking this forward</p> <p>Skill requirements</p> <p>The key requirements were candidates who could offer the time, enthusiasm and commitment to being a governor for the Federation.</p>
5.	<p><u>Minutes of the Previous meeting held on 16th March 2021 and 29th April 2021 (budget setting meeting): Checking of accuracy and signing by the Chair</u></p> <p>The minutes of the last two meetings were agreed as true and accurate accounts of proceedings. It was agreed that the Chair will sign copies for the school files as soon as possible.</p>
6.	<p><u>Matters arising from the previous meeting not included on the current agenda</u></p> <ul style="list-style-type: none"> <p>➤ Equality and Racism The EHT confirmed that there had been no similar instances following the concerns she had reported at the meeting of 16th March about a teacher who had spoken about experiencing unacceptable behaviour towards her from a small group of parents. Equalities and racism awareness remained a key focus at all times.</p> <p>➤ Films of both schools: A short film about both schools had been made and had been posted on the respective websites.</p> <p>➤ Financial Skills Audit: Johnny had completed the audit and provided an analysis as reported at the most recent meeting of the Resources Committee. The results indicated that the Governing Board had a competent spread of financial skills at the present time.</p> <p>➤ Working Party re Staff Wellbeing: Rebecca had been chairing this group and had now left. The Chair said that he was keen to ensure that the work continued. It was agreed that Tanya and Nigel will work together and with the SLT at the beginning of next term to take forward discussions, noting that by then results of the staff exit surveys this year will also be available.</p> <p>➤ Finance Monthly updates - discussion between Susan and Johnny: It was noted that there had not been a recent discussion. It was agreed that it would be very helpful if a regular meeting could be arranged.</p>

7. Update on how the summer term in both schools has been going in the context of the pandemic

Current Covid issues:

Governors had been in receipt of regular updates throughout the term about the rise of Covid cases at Selsdon. To date there had been no reported positive cases at Heavers Farm this term.

At Selsdon there had been 27 cases since 6th June. 12 out of 19 classes had been forced to close at least once, with one having to close for a second time.

There was currently a member of staff in hospital.

Susan explained that she had today had a further call from the Covid Response Unit to talk through the current position and to provide advice on next steps.

The strong advice received was that the school should continue to be meticulous about preserving the bubble structure and all the Covid risk management strategies which are in place. This unfortunately meant that it was necessary to cancel the end of Year 6 party at Selsdon because of the risk of Covid spread.

Q: Would it be possible to hold the party outside?

A: The advice of the Covid Response Unit is that even outside a party for the children presents risk because of the mixing of bubbles .

Q: What kind of end of year arrangements will be in place for the children instead?

A: The school/teachers are working to ensure that each class has a very enjoyable and meaningful class celebration.

During discussion governors agreed that it was very important not to put families and staff under any more risk. So near the end of term it would be particularly unfortunate if a whole class had to be directed to self isolate again, with the potential impact on families and staff and holiday arrangements.

The Governing Board noted that in this instance the two schools could not operate in the same way, due to the specific circumstances of Covid risk.

The Governing Board formally ratified the decision to cancel the end of term Year 6 party at Selsdon in line with the advice and direction of the Covid Response Unit.

Year 6 School Journey

Susan explained that this year there had been no school trips, apart from the Year 6 school journey. The school took the decision to go ahead with the residential school journey in the interests of the children and because staff were keen and willing to give this opportunity to children after the very difficult year.

Overall the journey had been very successful, and children had had a very good time, with a real sense of some normality provided for them. The trip was however particularly challenging for staff, as a member of staff tested positive and her daughter was on the trip so particular arrangements had to be made. It had also been important throughout the trip to maintain bubble separation, and there had been some behaviour issues with a small minority of children.

Governors extended their sincere thanks and appreciation to all staff who had been involved commenting that they had been incredibly kind in the current circumstances to give up their time and support the children on this trip for a valuable life experience. The Federation had been exceptional

in going ahead with the trip; many schools in Croydon had cancelled Year 6 residential trip arrangements this year.

Susan explained that staff were exhausted after the very difficult and stressful year. They had also had to deal with a lot of fall out among the schools' communities, noting that there had been a lot of anger arising, sometimes directed at the school staff.

Governors acknowledged this recognising that the way the staff had responded and kept the schools going in such stressful circumstances had been magnificent. Governors extended their sincere thanks.

8. Committee Items:

8.1 Quality of Education Committee: Held on 18th May 2021: Matters Arising:

- **Changes to EYFS Assessment from September 2021: How will this work in practice?**

In addition to the information recorded in the minutes of the Committee meeting, Susan explained that there will be some content changes to the EYFS curriculum. A key requirement however will be the statutory requirement to undertake baseline assessments as soon as the children start in Reception. The progress of children will then be measured from this point. It will be important to undertake assessments at the earliest possible stage after children have started school to get a true and accurate reflection of their starting point, bearing in mind that children generally learn and develop very quickly once they start school.

Kits have arrived and training for undertaking the baseline assessments is being arranged.

ACTION: Update to be reported at the next meeting of the Quality of Education Committee.

- **Changes from NQT to Early Years Career Teachers: What are the implications for the Federation and which training provider will be used.**

As recorded in the minutes of the Committee meeting, the change from NQT to ECT represents a move from one induction year to two years of induction, meaning that qualifying teachers have a longer time to receive support and training, with the national aim of securing and retaining high quality teachers.

At the Federation teachers are already offered a whole day a week for PPA and this will continue for ECTs.

Q: What is the entitlement for ECTs?

A: 20% of contact time, but we offer more than 20%

The Federation had also made the decision to sign up with the Harris federation as the training provider

- **Update from Hilary on discussion with Marlon re LAC children at Selsdon.**

Hilary had arranged to have a discussion with Marlon before the end of term and would report back on the outcome in due course.

- **Reports from SENCOs**

Reports from the SENCOs had been prepared but not circulated in advance of the current meeting.

It was agreed that there will be an agenda item to reflect on the reports at the first meeting of

the Governing Board in September.

ACTION: Follow up on Reports from SENCOs to be an agenda item at the next meeting.

- **Update on end of year assessments of children's progress and achievement**

The Headteacher's Report included summer term data following the collation of data across the two schools. As anticipated there were significant inconsistencies. Some of these related to loss in learning and highlighted gaps, due to the effects of lockdown, bubble closures etc, and some related to inconsistencies in teachers' assessment. Susan explained that there will be further training and oversight next year to support teachers with the criteria for grading, and in developing a consistent approach with assessment. It was also apparent that Writing will require a particular focus, which is a common picture in many schools following the lockdowns.

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Resources Committee: Meeting held on 22nd June 2021 Matters arising:

- **Premises:** Governors to receive quotations for ratification for essential works at Selsdon

(1) Gates and perimeter works

Susan reported that these planned works could not go ahead because the costs were too great and the budget could not sustain them. Efforts to improve access control into the main door and the existing gates are being explored.

Q: Are you concerned about security of the site?

A: The actions we are taking mean that it will be secure and the best solution at the present time in the current financial situation.

Q: Would it be worth approaching Croydon for help paying for new gates etc?

A: No, this is not something which the LA would deem a priority.

(2) repair of the upstairs hall

For the time being the school will not re-decorate the hall, and will not purchase blinds, but over the summer the floor will be sanded down so that it can be used as a PE space.

(3) kitchen ventilation

Scott Greenbrook is in negotiation with Croydon about costs and payment for the ventilation work.

ACTION: Update on Selsdon premises issues to be reported at the next Resources Committee meeting.

Update on repairs/negotiations with Croydon and Wilmot Dixon to relay the surface of the trim trail next to the MUGA.

Susan reported that this work is taking place over the summer. The Federation is still in

negotiations as to who will foot the bill.

Health and Safety: To note that Alan had met with Scott to look at outstanding actions on the Fire safety Action Plan. This had subsequently been updated. This meeting to receive any updates on communications with Croydon on the issues which still require attention and input.

Susan explained that the Plan had been updated and circulated. Most of the outstanding actions had now been completed or were in progress. It was agreed that there will be a further review at the next meeting of Resources Committee to check that all fire safety measures are now up to date.

ACTION: Fire safety plan updates and completion of works to be reported at the next meeting of Resources Committee.

- Update on any other health and safety issues.
None at the present time

Finance: Governors to receive an overview of the current financial positions at both schools noting that Q1 was not available at the time of the Resources committee meeting.

To note that the Headteacher and Chair have been called to a meeting with the LA to discuss the deficit position at Heavers Farm. This meeting is currently being scheduled.

ACTION: Susan and Graham to report back to the Governing Board at the next meeting.

- **Personnel**

To note that the Committee received an update on the numbers of staff leavers and the recruitments which had been made noting that there was a full complement of staff in place for September.

Nigel was contacting leavers to offer them the opportunity to complete an exit interview/questionnaire.

Update on working with staff to improve relationships/communication between staff and SLT.

To note the work which is being done to manage levels of staff sickness across the Federation.

Governors noted all the above points as highlighted in the committee minutes. It was noted that with regard to management of staff sickness, there had been a great deal of improvement and the work undertaken to ensure that the Staff Sickness procedures were being followed robustly had been successful in reducing levels of non Covid related sickness.

9. Safeguarding:

- **Confirmation of checking of the Single Central Registers this term**
- **Update from Graham on Safeguarding meetings with Safeguarding leads at Selsdon and Heavers Farm.**

Governors were in receipt of a written report from Graham detailing his recent meetings with Marlon, who has taken over the Safeguarding Lead role at Selsdon, and with Rachel Evans who is the Safeguarding lead at Heavers Farm.

The Federation is very keen that governors undertake Safeguarding training early next term. The recommended training is the online module provided through The Key, which also involves a test on completion of the training.

Marlon had reported that the majority of staff had completed Safeguarding training although there was some lag with hard to reach groups such as cleaners.

Graham had checked the SCR via Zoom, and identified a few small gaps. Graham said that he would like to make a check in person early next term at both schools and would comply with Covid protocol etc.

The LA had made a Safeguarding visit to Selsdon on 15th June. Susan said that the verbal feedback she had received at the time of the visit had been mostly positive, and no issues had been identified which matched an anonymous complaint which prompted the visit. Susan gave governors a verbal feedback of the notes she had made at the time as follows:

- Interviews with staff had been positive
- The LA visitors had witnessed positive relationships between staff and children
- Some temporary netting had fallen down. Susan identified this as a hazard and the netting was removed.
- The team had indicated that the school's Behaviour policy is working well in practice.
- There had been a check on the end of day arrangements which were deemed to be sound. There had been an issue with some Year 5 children chasing across the road at the crossing. This had been followed up straight away.
- There had been a check on Safer recruitment practices which were good
- Two governor DBS checks were identified as being in need of renewal and were being followed up.
- It had been noted that the Safeguarding Policy on the Blog was not the up to date version, due to administrative oversight, and this had been rectified straight away.
- The team had looked at how personnel files are organised.
- There had been discussion about how parental complaints are dealt with, noting the high numbers of complaints received.

Susan had been told that a written report would follow, but to date she had not received this. Governors agreed that it was important for them to have sight of the LA's report of visit and

	<p>requested that this is chased up.</p> <p>ACTION: Susan to contact the LA following the Safeguarding visit to request the written report of the visit, and this to be forwarded to governors at the earliest opportunity. Update at the next meeting.</p>
<p>10.</p>	<p><u>Policy Review:</u></p> <ul style="list-style-type: none"> • <u>Complaints Procedure.</u> <p>Governors to consider the following points for amendment:</p> <p>1) If a complaint is raised at stage 2 the ExHT can ask the parent for a meeting to explore the issues. Proposal to give the parent the same right to ask for a meeting</p> <p>2) There are a small number of complaints that are time critical Proposal to amend the 20 day time scale in stage 2 so that, in time-critical situations, the Chair of Governors can ask for a response quicker than 20 days.</p> <p>The Governing Board ratified the suggested amendments.</p> <p>ACTION: Complaint Policy to be updated and uploaded on the schools' websites</p>
<p>11.</p>	<p><u>Headteacher's Report</u></p> <p>Governors were in receipt of a detailed report which had been circulated in advance of the meeting. Governors were invited to ask any questions:</p> <p>Staffing: Q: Is the Federation fully staffed for September? A: Yes</p> <p>Staff sickness: As previously noted the level of staff absence had dropped dramatically over the last 3 terms. At Selsdon there were now 7 open cases, reduced from 17. At Heavers Farm there were 10 open cases. The Chair said that he was very grateful to all governors who put themselves forward to sit on panels.</p> <p>It was noted that there were some members of staff who had been severely impacted by Covid, with two staff at Heavers Farm suffering Long Covid.</p> <p>Exclusions: Governors noted that at Selsdon there had been 4 fixed term exclusions for 8 days, with some incidents of stone throwing.</p> <p>At Heavers Farm there had been 3 fixed term exclusions for 8.5 days. Since the exclusion there have been no further incidents and the children involved were not repeat offenders.</p> <p>Health and Safety: The accidents reported were minor.</p> <p>Child Protection: It was noted that there has been an increase in reporting on CPOMs. Additional training with support staff took place and this has led to a rise in reporting and comments .</p>

	<p>Pupil Numbers: As previously noted, the LA has supported the Federation to reduce numbers of classes where not sustainable. It is important to try and maximise intake to fill the classes available, and next year the Federation will be looking to do more promotion including through social media.</p> <p>Racism/homophobic incidents: The reported incidents were noted and governors commented that it was helpful to have an outline of the type of incidents which had occurred. During discussion it was explained that situations often occur whereby children are repeating language they have heard outside school/around them.</p> <p>Complaints: Outlined details of complaints dealt with this term were noted. Susan explained that in some cases it had been surprising and disappointing that issues which had been resolved by the school came to light again a few months down the line as it transpired that parents had contacted Ofsted/DfE/Local Authority at the time the issue was being investigated by the school.</p>
12.	<p><u>Meeting Planner for next year:</u> Governors to formally ratify the proposed schedule of meeting dates for next year The dates for next year were approved, and listed below.</p>
13.	<p><u>Chair's Items/correspondence</u></p> <p>The Chair asked governors to note that a 6 day court case was pending involving a case relating to complaints about the Proud to be Me event at Heavers Farm in 2018. A press release had been issued by the complainant and Susan had already had some enquiries from the press which will not be responded to. The Chair requested that should governors be approached by the press they should not make any comment as the matter is in the hands of the court.</p> <p>The Chair reminded governors that should they wish to put forward nominations for the position of Chair of Governors from September they would need to ensure that they submit their nominations at least two weeks in advance of the GB meeting, as per the requirements of the Standing Orders.</p> <p>Governors present said that they would like to nominate Graham for the position of Chair for next year, which was formally seconded. Graham said that he would be willing to take on the role again for a further year, but also encouraged anyone else who may wish to consider taking on the role, to also put themselves forward for election.</p> <p>It was noted that tonight's meeting was the last for Nina Ballo who was leaving the school at the end of this term. Governors thanked Nina for serving as a Staff Governor and for her valued insights and contributions, and extended their best wishes for her future career.</p>
14.	<p><u>Governors' Training</u> Nothing to report at the current meeting</p>

15.	Confidential Items None
16.	Dates of next meetings

Autumn Term 2021 Meetings to be held via Zoom

Tuesday 14th September 6.15pm	Full Governing Board
Wednesday 6th October 6.15pm	Resources Committee
Thursday 11th November 6.15pm	Quality of Education Committee
Thursday 9th December 6.15pm	Full Governing Board

Spring Term 2022 meetings to be held at Heavers Farm if meeting in person

Thursday 20th January 6.15pm	Resources Committee
Thursday 10th March 6.15pm	Quality of Education Committee
Tuesday 22nd March 6.15pm	Full Governing Board
Thursday 28th April 6.15pm	Budget Ratification Governing Board

Summer Term 2022 meetings to be held at Selsdon if meeting in person

Tuesday 17th May 6.15pm	Quality of Education Committee
Thursday 23rd June 6.15pm	Resources Committee
Thursday 14th July 6.15pm	Full Governing Board

Signed.....Chair of Governors

Date.....