



## Draft Minutes (Part a)

**‘VIRTUAL’ LOCAL GOVERNING BOARD MEETING OF BARROW HEDGES**

**PRIMARY SCHOOL at 19:00**

**Tuesday June 29<sup>th</sup>, 2020 via Microsoft Teams**

<b>Governors</b>		
Neil Webster (NW)	Vice Chair of Governors / ‘acting’ Chair Co-opted Governor	Present
Nermine Abel-Sayed (NAS)	Associate Governor	Present
Tim Crowley (TC)	Co-opted Governor	Present
Gillian De Marco (GD)	Staff Governor	Present
Natalie Edgson (NE)	Parent Governor	Present
Jacqueline Harriott (JH)	Co-opted Governor	Present
Alexis Hille (AH)	Associate Governor	Present
Richard Lacey (RL)	Parent Governor	Present
Nidhi Misri (NM)	Co-opted Governor	Present
Louise Wood (LW)	Headteacher (Ex-Officio)	Present
<b>By invitation</b>		
Kate Coleman (KC)	School Business Manager/Observer	Present
Kate Duncan (KD)	DHT/Observer	Present
Michael Lowes (ML)	DHT/Observer	Present
Lisa Tilleray (LT)	Admissions Officer - CPAT	Present

<b>Clerked by:</b>	Karen Velissarides (KV)
<b>Supporting documents:</b>	<ul style="list-style-type: none"> <li>• A: ‘08a BHPS LGB Minutes 25.11.19’</li> <li>• B: ‘08b BHPS LGB Minutes 25.11.19’</li> <li>• C: ‘09 BHPS LGB Minutes 02.06.20’</li> <li>• D: ‘Annual Data Protection Report BHPS 2019-20’</li> <li>• E: ‘Appendix 1 to HT Report’</li> <li>• F: ‘Appendix 2 to HT Report’</li> <li>• F: ‘Appendix 3 to HT Report’</li> <li>• G: ‘Barrow Hedges Admissions Report to Governors June 2020’</li> <li>• H: ‘Barrow Hedges LGB Agenda 29<sup>th</sup> June 2020’</li> <li>• I: ‘BH Draft CFR budget 2021’</li> <li>• J: ‘BH LGB Action Log Summer 2020’</li> <li>• K: ‘BH PP Strategy Plan 2019-2020 June review for LGB’</li> </ul>

	<ul style="list-style-type: none"> <li>• L: 'Budget Review 2020'</li> <li>• M: 'Food and Drink Policy 2020'</li> <li>• N: 'Governor Support Update for 2020/2021'</li> <li>• O: 'Headteacher Report to LGB 22<sup>nd</sup> June 2020'</li> <li>• P: 'In Year Medical Request (Yr 1 Barrow Hedges)'</li> <li>• Q: 'Lettings Policy – review Summer 20'</li> <li>• R: 'LGB finance narrative for 19-20 review and 2021 draft budget'</li> </ul>
<b>Meeting opened at:</b>	<b>19:00</b>
<b>Meeting closed at:</b>	<b>21:55</b>

## PART A MINUTES

### 1. Apologies for absence and confirmation of quorum - NW

No apologies for absence were received. The meeting was declared quorate.

In the absence of a Chair, NW (as Vice Chair) agreed to lead the meeting.

NW thanked governors for making time for their time and outlined the protocol for this 'virtual' meeting.

### 2. Declaration of conflicts of interests and changes to the register of interests - NW

TC declared that as a member of the Sutton Council's People Committee, he has some involvement with pupil placements.

### 3. Admissions Report - LT

Nursery numbers for next year are down – 44 places were offered for September 2020 and 29 places have been accepted at the time of this meeting (including 6 children who will remain in the Nursery class again next year). In the past, the school has run two Nursery classes and employed an experienced Nursery specialist (unusual in schools in this current climate). With just 29 children, there will only be 1 class for morning sessions only. This class will be capped at 32 and run by 4 TA's – all of whom have relevant qualifications and will lead the Nursery on a ratio of 1 adult to 8 children. The teacher who has been deployed to the Nursery for the past few years will return to teaching in KS1.

***Governor Question to LT: Do we know whether the Nursery numbers are down across the board in the Borough or just for Barrow Hedges? We have no figures for this, but it has been suggested that the total number of in-Borough children of this age is lower than last year.***

***Governor Question to LT/LW: Do we know why 23 children declined their offer of a place at Barrow Hedges? Admissions are now dealt with at school level. Parents are able to make multiple applications to a wide range of schools. It is not uncommon to have this sort of number decline a place but as admissions used to be dealt with at Borough level, the school may not have been aware of this. As Nursery provision is non-statutory, it is possible that some parents might have decided that now is not the right time to send their child to Nursery (COVID-19).***

An additional 6 places have been offered in Years 3 and 4 for September to support its' budget. Having evaluated this it is felt that having 32 in a KS2 class would not be detrimental.

As funding is lagged, though, this will not show in the budget until next year. 2 places have been accepted so far.

***Governor Question to LW: What are the demographics of this Borough? This would provide us with a useful context to our admissions numbers. In 2019/2020, there were 63 fewer children across the Borough (although demographics often change rapidly). As the school is at the edge of the Borough, location can be an issue for some families with more limited access to transport.***

The school has received an admission request on specific medical grounds from the parents of a prospective Year 2 child. Several other schools are closer to where the family lives and for such a request to be accepted, Barrow Hedges must be the only school able to meet the medical needs of the child. Governors discussed various aspects of this individual case and decided unanimously not to accept the request as there would be nothing the school could provide that another school could not.

**RESOLUTION: Governors refused this request on specific medical grounds.**

The child would be able to join the waiting list, but their position on this list will be determined on location grounds only.

#### **4. Head Teacher's Report – LW**

This report covers the period from February 27<sup>th</sup> 2020 and uses a different format than usual. Each section of the report was reviewed, information clarified and governor questions responded to.

- **Leading up to the school closure** Daily attendance figures were presented showing that attendance had dropped to 54% by 20<sup>th</sup> March. After careful consideration, Year 4 went on their residential trip to Hooke Court in Dorset, although this needed to be carefully considered given the situation with COVID-19, it is felt that it was the right decision to proceed with this residential.
- **Challenges** These were summarised as:
  - Having to solve problems in a short space of time (sometimes without possessing all the facts).
  - Negotiating the difference between what parents/carers thought the school knew and what the school actually knew.
  - Finding out key information out from the media.
  - Receiving copious emails from the DfE – some that contradicting others.
  - Senior staff being ill themselves whilst needing to make critical decisions for the school.
- **Attendance** Attendance during the lockdown period and since June 1st was reviewed. The school remains closed to all but CW/vulnerable children on a Wednesday. The number of children in these 'bubbles' are often dependent on parent shift patterns.

***Governor Question to LW: Your parental survey suggested that Year 6 were interested in returning to school the most (from June 18<sup>th</sup>). Do you expect this number to continue to***

*increase? There are 4 Year 6 'bubbles' of 14, 12, 12 and 12. Some Year 6 students are in a CW 'bubble' instead. There is, therefore, limited capacity to take additional Year 6 pupils should they decide to return. Parents are allowed to decide whether to send their child to school or not at the moment. There is no 'unauthorised absence' procedure in operation this term – a wide range of codes have been provided for attendance records from 'not required to be in school' to 'shielding' for varied reasons.*

**Governor Question to LW: Do you have any short notice erratic attenders?** *There are very few – the school has made it clear that if a child returned to school, the expectation would be for them to be in for 4 days a week. Attendance tends to drop slightly when the weather is good - one child accidentally let slip that they will be going on holiday this week until August.*

- Skeleton Staffing  
An additional 'bubble' (the 18<sup>th</sup>) is due to open this Thursday (2<sup>nd</sup> July) and will be supervised by the last 2 available members of staff. We retained these staff because applications for CW places were increasing. If there is any cover needed, the school would have to take this from those teachers who are working from home, but this is limited.
- Vulnerable children and pupils with SEND  
The school has received no computers from the advertised government scheme to support more vulnerable children with hardware or internet access. They do not feel hopeful that this equipment will be sent any time soon. The support received from the ELSA and Family Support Workers has been excellent. Appendix 1 to the Headteacher's Report shows an example of the detailed logs being kept regarding contact and support for vulnerable children. 91 are being monitored in this way. The staff have worked tirelessly with all the children in their care.

Governor Question to LW: Does the information in the logs get fed back to the Local Authority? These logs will go into the individual child's file, but the detail will have been shared with relevant parties all the way through if appropriate. Many of these children already have multi-agency links.

The detail in the logs were praised by the governors

- Children of Critical Workers (CW)  
The school received 50+ applications from parents suggesting that they were critical workers. The SLT went through all of these applications, evaluating each against the criteria provided by the NAHT – this made the number closer to 20. At this time, both parents needed to be critical workers to qualify (or 1 in the case of single parents). Following the government announcement that more children should return to school from June 1<sup>st</sup>, the criteria was amended so that if 1 parent was a critical worker, the child/children were entitled to a full-time place in school.

There has since seen an increase in applications for CW places.

- Home Learning  
The report provides extracts of feedback to the school from parents. Most have been highly complementary but, within the last week, 2 more negative communications had been received. One asked for teachers to do 'live' Zoom lessons with the children

still at home. It has been found by many schools that successful and productive learning in this way does not work with classes of 30 children. It has been agreed, however, that teachers can join Zoom meetings that parents arrange for classes just to say a hello. The other concern raised was the impact that limited socialisation has had on a child in that they have become isolated and lonely. It was recognised that parents also have a role in helping their child keep in contact with their friends – albeit remotely.

**Governor Question to LW: Does the school have a Remote Learning Policy?** *Not as yet but this will be considered going forward. There is an E-Safety Policy and Acceptable User Agreements for stakeholders though. Google had proved to be a successful platform for home learning – the children already had Google logins that had been used in school. It was relatively simple, therefore, to use the same processes when the children were working from home.*

**Governor Question to LW: Have the teachers working from home been monitoring the children's use of Google?** *All staff have been setting work, monitoring engagement, the quality of the work submitted, marking work, and providing group/individual feedback via this platform. Where children were found to not be logging on and engaging with the work, teachers made telephone calls to the parents after the first week. Some school laptops and chrome books were loaned to children with device access issues. Again, this was arranged very swiftly.*

**Governor Question to LW: Do you know the percentage of children who have not logged on to Google?** *The national engagement figure is around 50%. In the first few weeks, the school figure was in the region of 93%. It is a difficult figure to confirm because logging on is not necessarily an indicator of fully engaging with the work. Also, some children complete the work and then email it in. The teacher's role, therefore, in monitoring the work has been crucial to success. Children have been signposted to work from The Oak National Academy and BBC Bitesize to supplement the home learning provision where appropriate. More recently the school has seen a slight decline in engagement which is why some adaptations were made in order to 'reignite' the learning.*

**Governor Question to LW: Are there any children who have not engaged at all?** *There is 1 family who have said they had no internet access. Work packs have been printed and sent home instead.*

**Governor Question to LW: What is the plan for later in the year in terms of assessing what children do and do not know?** *Planning is underway in terms of developing a 'recovery curriculum'. Teachers have continued to set age related work that is linked to the National Curriculum. Assessment has been on-going throughout the period of partial closure. PiXL resources, amongst others, will be used in September to set baseline assessments. This will provide teachers with a benchmark against which to measure progress and develop their plans.*

- Safeguarding Staff wellbeing has been of utmost importance during this time.

School staff have continued to work closely with support networks for the children already known to the school and other agencies. Regular telephone contact has been maintained and meetings with relevant professionals have taken place.

Some concerns regarding pupil use of the internet on loaned devices were raised during the school closure period by both staff and parents. These have all been responded to individually and, where necessary, whole school information/letters have been sent.

- Children eligible for Free School Meals The voucher scheme for children eligible for Free School Meals (FSM) was a nightmare to administer in the early days because the government announcement was made before the vouchers were available. And there was then delays and problems with Edenred. This caused considerable anxiety all round. When the kitchen re-opened, the school was able to provide food parcels/packed lunches for collection for these children as per government guidance. The voucher scheme will be available for FSM children during the summer holiday period because the school kitchen is closed. It is hoped that the provision of these will be better organised.
- Parental Engagement The majority of parents have worked with the school during this time and have been very appreciative of everything being done to support their child or children.
- Staff CPD The school is fortunate to have a team of proactive staff who recognise the value of developing their skills and knowledge. A number of teachers have taken on remote learning opportunities, researching, registering for, and completing courses themselves.

The Teaching Assistants (TA) have done a fantastic job in supporting home learning, continuously leaving comments and feedback for the children through Google Classroom.

TAs have also been actively engaged with their own continual professional development, taking part in research-based projects aligned with their performance management objectives for this academic year and the school improvement plan. They have been encouraged to find and use research to develop a short presentation focused on their chosen topic. ML is reviewing these and the quality is high. This work will be shared and celebrated with all staff in September.

- Premises The lockdown period has been beneficial to the new Premises Manager (Dave Blackman – DB) as it has provided the opportunity to get all Premises/Health & Safety documentation in order and up to date. A big focus during this time has been to smarten up the site and public areas.

***Governor Question to LW: What feedback is there on the fire drill from June 23<sup>rd</sup>? A fire drill took place on June 9<sup>th</sup> and again***

*on June 23<sup>rd</sup> after more children had returned. This was with no pre-notice and the school was cleared in under 2 minutes (23<sup>rd</sup>).*

DB is keen to get involved with the life of the school and has a particular interest in the environment. He plans to help develop the eco work of the school.

- Reported Accidents There are no accidents to report.
- Staffing and Recruitment The school recruited well to the posts made vacant by resignations for September.

***Governor Question to LW: Have we achieved best value for money from the new appointments to the SLT?** Michelle Rondeau, currently AHT and SENCO at Rushy Meadow, is being seconded as Assistant Headteacher/Inclusion Leader for a year. She will replace ML. A thorough handover is underway, with several meetings arranged relating to EHCP annual reviews (scheduled for late June/early July.) This will provide her with the opportunity to meet some of our parents and agencies related to SEND provision at the school. The school will fund the completion of Michelle's SENCO Award. The other SLT appointees are all current members of staff.*

Following an advert for a teacher role on Eteach in April, the school received 51 applications for a teacher (a third of which were from experienced teachers). As a result of this, 3 NQT's have been appointed.

- Other Updates 2 additional children with an EHCP will be joining the school.

Governors thanked LW for a very comprehensive report.

## **5. Pupil Premium Strategy Review for 2019/20 – ML**

The strategy review usually takes place between July and September and would normally be an item on the autumn LGB agenda. As ML is leaving the school, this has been brought forward to this meeting. The review will be published on the school website on the last day of this term.

The COVID-19 situation has made more children and families socially, educationally, emotionally, and/or financially vulnerable than pre-pandemic. The school has not been in a position to provide quite the same intensive support that it normally would for these families and children during the spring and summer term. The mid-year review was prepared in March, but this final review has no formal progress data to benchmark against. It is anticipated that attainment and progress gaps between PPG and nonPPG pupils will have widened further (national picture also). The Education Endowment Foundation have suggested that the gap between these 2 groups will be anything between 20% and 78%.

Attendance and attitude to learning may prove an even greater challenge for some children from September. The school expects more information to be received from the DfE regarding support for the most vulnerable children.

***Governor Question to LW: Will there be a bespoke recovery curriculum for these children next term and, if so, what will it be like?** The school has been preparing*

*the children for this through the home learning provision. There may need to be a deeper focus on core skills within literacy and numeracy next year. Staff are not contracted to work over the summer break and so the school is waiting to hear more from the DfE as to what additional provision is to be made available and from whom. The school will consider the needs to its most vulnerable children as a priority.*

Governors thanked ML for a very comprehensive report.

#### **6. Any further issues to consider regarding wider opening of school- LW**

Subsequent to the meeting held on June 2<sup>nd</sup>, Version 3.1 of the Risk Assessment was completed and uploaded to Every (where all governors can access it). The main difference from V2 was a greater focus on BAME members of staff and changes in the first aid procedures in that any child needing first aid would be sent to the medical room so the supervisors of 'bubbles' would not need to wear PPE. The process of completing the Risk Assessment was beneficial and it has contributed to a smooth and calm wider opening of the school.

#### **7. School Finances – KC**

3 papers were presented to governors for consideration:

- 'Budget Review 2020'
- 'BH Draft CFR budget 2021'
- 'LGB finance narrative for 19-20 review and 2021 draft budget'

Academy school budgets run from September to August each year. The narrative document provides context and more detail to the figures in the other 2 reports.

***Governor Question to KC: The 2019-2020 budget review document shows that the Estimated Outturn was overstated by £40,000. How did this happen? The school had a loan from the Trust towards the end of 2018-2019 to cover its' deficit. This loan should have featured on the balance sheet but was posted in error by the CFO to the Profit and Loss account. The carry forward should have shown a deficit of £111,000 but it was shown instead as a deficit of £71,000 in the year end published accounts. This error came to light during the audit earlier this year. The repayment of the loan, therefore, has made the expenditure look worse than it really was in 2019/2020***

***Governor Question to KC: Are the budget figures now correct? Yes, they are.***

The partial school closure has had a negative impact on the school's financial position. Loss of income from the usual letting to Beanos (a before and after school club run by Jancett) is £32,000. These clubs cannot open as their groups would compromise the operation of the school 'bubbles'.

The draft budget for 2020-2021 was presented to governors. Serious concern was expressed over the proposed number of cuts to the budget and the extent of the increase in the Trust central recharge to be applied per pupil. RL (member of the Finance Committee) outlined the financial position of the Trust and outlined the loan granted to the Trust by the EFSA. The budgets of all Trust schools show a similar picture. Central services have been restructured and costs reduced. Kingsley School is leaving the Trust and their budget deficit has had a serious impact on the overall financial position. A 5-year recovery plan has been developed and this is year 1. The previous CEO and CFO left the Trust in the autumn term of 2019. An interim CEO and new CFO are now in place.



Some governors asked why the recharge per head was increasing if the central budget has been reduced. RL stated that the deficit still has to be paid back – hence the recharge increasing from £132 this year to £180 next.

*Governor Question to RL: Does the £180 per pupil recharge cover the deficit or might it be possible that the recharge could be less than £180? This will depend on the finances across all schools. It is possible that the final figure will be a little less than this but there is no certainty at this point.*

Some governors were concerned to have received this information late and felt that such drastic cuts would significantly disadvantage the children in the school.

The Trust Finance Committee meet on July 2<sup>nd</sup>. Barrow Hedges governors requested a meeting with the Interim CEO and Trust Board members in order to discuss the school budget in more detail. LW said that there had been discussions about budget cuts about a year ago and so reductions had been expected because the Heads knew that all budgets would be tighter. In reality, budgets probably should have been reduced some time ago. The Trust is being as transparent as it can be.

**ACTION 007: LW to request an additional finance meeting before the end of term with members of the Trust Board.**

**8. Annual Data Protection Report – NW**

This report showed nothing of significance to note or discuss.

**9. Committee Reports – NW**

Most meetings since March focussed on aspects of the COVID-19 situation. RL reported aspects of the Finance committee to this meeting (item 8). A new Trust Policy has been developed relating to supporting employees in terms of domestic abuse. This is available through Every.

**10. Governor training and visits – NW**

There have been no governor visits this term. The last governor health and safety report (conducted by GD) was made available in the March meeting folder on Governor Hub.

All governor training should be recorded on The Governor Hub. Governors also need to ensure that their skills matrix is up to date.

**ACTION 008: Governors to review and update their individual training record on The Governor Hub.**

**ACTION 009: Governors to review and update the skills matrix on The Governor Hub.**

**ACTION 010: Any governors who has not completed the online GDPR training should do so. Any issue – contact Ciara Carroll.**

**11. Policies – LW**

Policies are available to governors through Every. Governors can view policies through this portal and approval would be given at LGB meetings when appropriate.

2 policies were presented to this meeting: The Food and Drink Policy (updated every 3 years and amendments shown in red) and the Lettings Policy (update every 2 years and amendments also shown in red).

Governors discussed their role in ensuring the quality of the food provided in school and that the wording of the policy suggests that governors are responsible for quality assurance against the contract. Governors did not currently feel able to do fulfil this role without more information from Caterlink.

**ACTION 011: LW to provide governors with more compliance information from Caterlink regarding the quality of food provision.**

The cost of lettings was reviewed about 18 months ago. Governors discussed whether fees should be increased. Beano's charges were increased around a year ago, and the COVID-19 closure may mean that some children do not re-join the clubs when they start up again (possibly in September). Governors felt it better to get the footfall back before considering any further increase in charges. Lettings are a good way of increasing income and need to be expanded next year, if at all possible. Governors requested a plan be put together of ideas/suggestions on how this might be achieved in a sustainable way. This item is be an agenda item at the next LGB meeting in the autumn term.

**ACTION 012: LW to develop a plan for the sustainable development of out of hours lettings.**

**ACTION 013: KV to include 'Lettings plan' as an agenda item at the next LGB meeting in the autumn term.**

## **12. Minutes of previous meetings - NW**

- **25<sup>th</sup> November 2019**
- **2<sup>nd</sup> June 2020**

The minutes of both meetings were accepted as a true and accurate records of their respective meeting without amendment. These will be signed by the acting Chair once school resumes normally.

## **13. Matters arising not discussed elsewhere and Action Log – NW/LW** There were no action items from the meeting of June 2<sup>nd</sup> 2020.

Update on actions from the 25<sup>th</sup> November 2019 meeting – Part B minutes

## **14. Board membership changes or vacancies – NW**

Governors discussed the appointment of 3 co-opted governors.

**RESOLUTION: Governors approved the appointment of the 3 co-opted governors (TC, NM and JH).**

NAS is standing down as the link governor for safeguarding and a replacement will be sought for this important role - involving meeting with the SLT Safeguarding Lead (DSL) and reviewing the active cases in the school. 2 visit reports were reported for governors in November 2019, with these visits usually taking place every half term. NAS offered to discuss this role further with any interested parties.

**ACTION 014: Any governor interested in the role of link governor for safeguarding is to contact NAS for more information.**

There were none to report other than the LGB will need to have a substantive Chair for next year. This will be addressed in September.

**15. Correspondence to the Chair – NW**

There has been no specific correspondence to the Chair to report.

**16. Confidential Items – NW**

Confidential items are recorded in Part B of the minutes.

**17. Any Other Business – NW**

Governors were asked to update information on The Governor Hub

**ACTION 015: Governors to log into The Governor Hub and confirm their declarations of interest and profiles before the next meeting.**

The governing body thanked ML for his work with the school and wished him luck with his new post as Headteacher.

**18. Dates of meetings for 2020-2021 - NW**

These are currently still in draft (see below).

The Headteacher requested a change in the start time of the final meeting of the year to accommodate what is often a very full agenda. This is in line with how the other Trust schools organise their Summer Term meeting

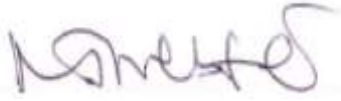
- Monday September 28<sup>th</sup> 2020 at 19:00
- Monday November 23<sup>rd</sup> 2020 at 19:00
- Monday March 15<sup>th</sup> 2021 at 19:00
- Monday June 29<sup>th</sup> 2021 at 16:00

***Meeting closed: 21:55***

**Summary of Actions**

<b>Point</b>	<b>Actions</b>	<b>Person responsible</b>
007	An additional finance meeting to be requested before the end of term with members of the Trust Board.	LW
008	Individual training records to be reviewed and updated on The Governor Hub	All governors
009	The skills matrix on The Governor Hub to be reviewed and updated	All governors
010	Governors who have not completed the online GDPR training should do so	Relevant governors
011	More compliance information regarding the quality of food provision provided to governors	LW
012	A plan to be developed for sustainable lettings in out of hours	LW

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|------------|---|----------------------|
| <b>013</b> | <b>'Lettings planning' is included as an agenda item at the next LGB Meeting</b>                                  | <b>KV</b>            |
| <b>014</b> | <b>Governors interested in the role of link governor for safeguarding is to contact NAS for more information.</b> | <b>All governors</b> |
| <b>015</b> | <b>Governors to log into The Governor Hub and confirm their declarations of interest and profiles</b>             | <b>All governors</b> |

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	Neil Webster (Vice Chair)
Date	5 <sup>th</sup> October 2020