



MINUTES OF THE FULL GOVERNING BOARD

26th January 2021, 5.30pm via Zoom

Attendees	Role
Jules Belton (HT)	Governor (& Headteacher)
Nandini Ramakrishnan (NR)	Governor
Jason Bridgford (JB)	Governor
Zoe Bishop (ZB)	Governor
Greg Watson (GW)	Governor
Simon Bland (SB)	Governor
Greg Powell (GP)	Governor
Sam Hopcroft (SH)	Governor
James Poole (JP)	Governor
Rvd. Anne Stevens (AS)	Governor
William Hall (WH)	Governor
Laki Begum (LB)	Governor
Father Paschal Worton (PW)	Governor
Hannah Martin (HM)	School Business Manager
Lucy Heard (LH)	Deputy Headteacher

Apologies	Role
Richard Walton (RW)	Chair of Governors

Minutes clerked by Deepti Bal (DB) – Clerk to Governors, St Mary's & St Pancras

Minutes of Meeting

	Agenda Item	Detail	Action
1.	Welcome and Introductions	AS offered an opening prayer	

2.	Apologies for absence	Apologies were received from RW.	
3.	Declarations of Interests	None.	
4.	Interim actions re. Chair arrangement	<p>HT reported that unfortunately RW is unwell and will be stepping away from the Chair role for a period of time. He is undergoing treatment and will not act as Chair for a substantial period. RW will continue as a Governor at the school and hopes to return when he is able. This means that the Governing Body will need to consider arrangements for an interim Chair.</p> <p>ZB asked if it would be appropriate to send a card and flowers, etc, on behalf of the Governing Body and Governors agreed that this would be gesture of RW who would remain in their thoughts.</p> <p>DB explained that she has spoken with both RW and HT regarding arrangements in the interim. Following conversations with WH, SH and GW, it was proposed that WH and SH act as co-chairs in the interim period. Both WH and SH although busy were happy to step up. DB emphasised that if there are any other volunteers, this would be very welcome to be considered.</p> <p>DB invited nominations. GW proposed WH and SH as co-chairs and NR seconded. There were no other nominations. WH and SH were elected co-chairs, unanimously.</p> <p>WH agreed to Chair this meeting.</p>	
5.	Minutes of the previous meeting and matters arising	Minutes were approved as a true and accurate record and matters arising covered in the current agenda.	
6.	Headteacher's Report	<p>HT gave an update:</p> <p>Re. Covid-19, the school is doing very well by comparison with other local schools. Only one bubble has been closed, and only a single member of staff has tested positive.</p> <p>The school cleaning has been excellent, and the adherence to the risk assessments have been very strong also. HT highlighted the perils of the latest variant, explaining that the school must remain vigilant.</p> <p>The Lateral Flow Device (LFD) tests have been received today and a letter to all staff has been written. An LFD test</p>	

		<p>risk assessment has been completed. The intention of these tests is to highlight asymptomatic persons. A PCR test will follow, for all positive results. Staff/pupils with negative tests will be permitted to continue, as usual.</p> <p>Staff will be tested twice per week, on the evening before attending school the next day - with the intention of alleviating rota difficulties.</p> <p>Risk assessments have been developed since March, and updated with each new set of guidance, etc. Camden schools were due to start on the first week of January but were then added to a list of London boroughs in which schools were to close. The 4th January risk assessment was signed off by RW. It has been rewritten to include guidance on Nursery provision and will need to be signed by WH and SH. It is already with the Camden authority and on the school's website, however.</p> <p>The most recent update talks about the country entering another lockdown and that the school has moved to provision of remote education, except for vulnerable children and pupils of key workers.</p> <p>Two bubbles are currently in place, each with 15 pupils. School is open Monday to Friday 08:50 to 15:50, with a staggered arrival, staggered play, staggered lunch, etc.</p> <p>A staff rota is in place. Two members of the SLT and a safeguarding lead are on site each day.</p> <p>No staff may mix between bubbles.</p> <p>The rota for lunchtime now permits cleaning of tables, chairs, etc, and parents have been asked that they wear masks when travelling to and from school.</p> <p>All children sanitise their hands on entry and social distancing is in force.</p> <p>PPE is available in all classrooms, with masks being mandated in the staffroom, and isolation of staff/pupils is enforced in suspected cases of infection.</p> <p>Staff are only required on site for a limited number of days per week.</p> <p>The cleaning regime has been enhanced and the visitor protocol is enforced (by prior agreement and with relevant PPE).</p>	
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		<p>The government has said that the school should remain open for Nursery pupils. This is set against the risk assessments and expectations re. social distancing, etc. The nursery remains closed, except for key worker and vulnerable children, for this reason. The intention is to reopen as soon as feasible.</p> <p>SH gave an update on difficulties re. transmission, high rates of spread, etc:</p> <p>Guidance from PHE and the Government doesn't set out a clear date for the reopening of schools, but does suggest that a two week notice period will be given. It will be necessary to consider what remote learning will look like throughout this academic year.</p> <p>HT confirmed that all systems from the previous lockdown are in place, especially with respect to safeguarding and risk assessments.</p> <p>The Spring census has been completed and signed off. No significant changes are noted and there are still 26 languages and a prominent Bengali cohort.</p> <p>Safeguarding strategy relies on relationships, especially with parents.</p> <p>Police have been in contact to note that they are concerned with parents congregating around the gates (also at other schools in the local area).</p> <p>The safeguarding/CIN register remains unchanged.</p> <p>Some children (5) appear to be uncontactable, and have been referred for follow-up.</p> <p>All safeguarding interactions are recorded on CPOMs, and referrals made as appropriate.</p> <p>Staff attendance has remained excellent, with no rota absences. One AHT has broken her foot but has been able to work from home.</p> <p>Re. staff wellbeing, a regular meeting schedule is in place to ensure communication with all staff. This efficiency feeds into wellbeing, particularly in setting expectations of staff. Staff are regularly surveyed to determine whether they feel safe, and what other changes they would like to see. Staff are now less buoyant than they have previously been, however. It is likely that this is because remote</p>	
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		<p>teaching is 'difficult'. It is not teaching in the normal sense and there is a 'lack of first-hand presence'</p> <p>JB added although that he didn't get into teaching to sit in front of a screen for eight hours per day, colleagues and students had responded well to the new context. He noted a typical 24 hour delay in provision of feedback, but explained that the rollout of GoogleClassroom has been very successful and well received.</p>	
7.	Remote Learning	<p>LH gave an update: The school had prepared an INSET day in December. This took place in January to train staff re. remote learning provision (GoogleClassroom). This was subsequently implemented within 24 hours of the training being given.</p> <p>Paper packs were distributed on 5th January.</p> <p>Remote learning is a different way to deliver the curriculum, but behaviour management, for example, is now very different in a remote context. The same principles for delivering a high-quality education, remain, however.</p> <p>Planning remains sequential, progress is still considered, etc, but the ordering is now somewhat different.</p> <p>The remote learning offer complies with the latest DfE requirements (3h for KS1, 4h per day for KS2).</p> <p>GoogleClassroom is the main platform and all pupils have login details. Troubleshooting issues are now declining in frequency. No live lessons are being given, in favour of pre-recorded lessons. This alleviates timetabling issues, and permits viewing later in the event of a limited number of devices being available for pupils in the home.</p> <p>Lessons remain differentiated and presentations are recorded using Loom. Lessons are updated on a daily basis.</p> <p>There was some initial parental push back on this approach. There has been feedback suggesting that live teaching is not always the best way of delivering the curriculum.</p> <p>LH checks in on various different classes and there is often teacher/pupil collaboration or feedback happening.</p> <p>Pupil engagement has been better than anticipated, but does fluctuate from day to day. It is also starting to</p>	

		<p>fluctuate between subjects, with mathematics being the most popular. The written tasks (English, etc) are not always being submitted and this is being followed up. In the event of continued concerns, this will be reported to the SLT.</p> <p>A paper pack is provided each week, matching the remote curriculum. Those utilising these packs are encouraged to photograph and upload their work to GoogleClassroom for marking.</p> <p>Paper packs are also differentiated for SEND.</p> <p>A catch up with teachers re. learning/feedback takes place at least weekly. Separate support staff meetings also take place.</p> <p>Professional development also continues.</p> <p>A digital device survey was conducted at the start of term and this was used to decide how to distribute 26 laptops by need. These have been distributed but around half have not been used to access GoogleClassroom. Families will be required to return these should they not be utilised this week.</p> <p>Parents have been updated throughout the term via newsletters, phone calls, etc.</p> <p>Teachers, admin staff, etc, have been offering technical support for IT.</p> <p>Expectations have been set re. parent/pupil behaviour at home and online.</p> <p>In Y6, three of 27 pupils have not yet accessed GoogleClassroom at home. This is typical for the other year groups with the exception of Y1 where eight of 30 have not accessed remote learning. There appears to be a strong preference for paper packs in this year group.</p> <p>WH asked about safeguarding. LH noted that the addendum includes safe use of devices, compliance with GDPR, etc.</p> <p>ZB explained that, on GoogleClassroom, it is possible to access a full class list (first and surname) and raised a concern that this information should not be readily available.</p>	
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		<p>JB explained that he did not think it was possible to override this within GoogleClassroom.</p> <p>WH asked that HT look into this further in relation to GDPR and include this in her next Head Teacher's report.</p> <p>WH extended his thanks to teaching staff, and noted their innovation.</p> <p>JP asked about group dynamics and pupil/pupil interaction, and how this has been introduced remotely.</p> <p>LH confirmed that teachers have been encouraging interaction via the 'streams' on GoogleClassroom. This is more limited than under normal circumstances, however. In the event of a prolonged closure, this will need to be considered further.</p>	<p>HT to include in next Headteacher's report.</p>
8.	Finance and Premises update	<p>HM provided a brief overview. Of note:</p> <p>FSM vouchers are now available, at a cost of around £2,500 which will be reclaimed. Greggs, who fund the breakfast club, have provided around £3k as part of a hardship fund, for use in providing clothes, food, etc, for the most in need pupils.</p> <p>Re. premises, the usual water/lighting checks are complete. A fire drill has taken place, with pupils evacuated in 1 minute 55 seconds.</p> <p>A new photocopier has been fitted and all of the glass from the playground canopy has been removed.</p> <p>Two further water leaks have taken place, and Unite have been engaged. They have repaired the roof, and the hall floor has sustained some damage. Their response has, however, been swift.</p>	
9.	Safeguarding	<p>HT explained safeguarding aspects had been covered previously.</p>	
10.	Policies	<p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> - Accident, Incident Reporting and Investigation Guidance for Schools - Pandemic Flu Plan - Emergency Response Plan - Designated Teacher for LAC - NQT Policy - Remote Learning 	

		<p>- Safeguarding Policy Addendum for Remote Education</p> <p>PW noted that the telephone number of the church is incorrect. Currently, the church is closed except for private prayer, but he agreed to provide two numbers for circulation. It was agreed that this policy would be amended accordingly.</p>	
11.	Training	JP explained that he has completed recruitment training course including aspects of unconscious bias.	
12.	Visits	<p>PW explained that he completed a visit in November. He was impressed with the SENCO and how she is managing to stay in contact with parents and the relevant agencies.</p> <p>He noted that the school is a focus for education but also emotional/pastoral support. This comes with its pressures but the school is stepping up to the challenge admirably.</p> <p>The full report is available on GovernorHub for those who wish to review the details of the visit.</p> <p>ZB thanked HT and LH for their efforts and commended them on the quality of remote learning provision, which in her experience as a parent, had been excellent.</p> <p>SH echoed this.</p>	

Minutes reviewed and approved by FGB on 25th February 2021

Signed by Chair



and accepted as a true and accurate record of discussions.