



LONDON BOROUGH OF TOWER HAMLETS
GOVERNING BODY OF CAYLEY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

6th July 2020 at 3:00 pm

OPEN MINUTES

Type	Membership	Attendance
Staff	Lissa Samuel (Headteacher)*	Attended
	Chrisinda Nieuwenhuis (CN) (AHT)*	Attended
Local Authority	Nicholas Paul (LA) (Chair)	Attended
Co-Opted	Chris Worthington (CW)*	Attended
	Don Hall (DH) (Vice Chair) *	Attended
	Ben Sperring (BS)	Attended
	Susan Mordey (SM)*	Apologies
	Saleha Habibz-Khatun (SHK)*	Attended
Parent	Rezwan Jahedi (RJ)*	Attended
	Khoyrul Shaheed (KS)*	Attended
Associate Members	Philipp Simon (PS)	-
	Jamir Chowdhury (JC)	-

The meeting commenced at 3pm and was quorate.

Part one

1. WELCOME & APOLOGIES FOR ABSENCE

Due to the Covid-19 it was **AGREED** that this Full Governing Body meeting take place using a virtual platform.

The Chair welcomed those in attendance to the second virtual FGB meeting.

Apologies were **RECEIVED** from Sue Mordey and Don Hall.

2. DECLARATION OF INTEREST

No declarations of interest were made.

3. MEMBERSHIP ISSUES

None

4. MINUTES OF THE LAST MEETING

4.1 Approval of Minutes of 2nd March 2020 and 8th June 2020

The minutes of the FGB meetings held on 2nd March were circulated prior to the meeting for review.

The Clerk apologised for the delay in the circulation of these minutes from her team.

ACTION: Governors to review the minutes of the FGB that took place on 2nd March 2020 and send any comments to the Clerk within 7 days. After this time the minutes will be **AGREED** as an accurate record and signed by the Chair as soon as practicable.

The Minutes of the FGB meeting held on 8th June 2020 were circulated prior to the meeting for review.

RESOLVED: The minutes of 8th June 2020 were **AGREED** as an accurate record. As the meeting was held virtually the Chair **AGREED** to sign the minutes on his next visit to the school.

4.1 Matters Arising

2nd March 2020

No matters arising.

8th June 2020

Community Fibre

The Chair advised BS that, after the last meeting, he had looked on the Community Fibre website for any information relating to free broadband for those that qualified and could not locate any.

In response BS informed that he hoped to have news on this shortly, once research had been carried out, if the project was proved successful, this would eventually be rolled out to 10k families. BS would keep governors updated.

4.2 Action List

Agenda Item	2 nd March 2020 Actions	Lead	Timescale	Outcome
Item 3.2	KS to submit documents for DBS check	KS	03.03.2020	
Item 3.3	Khoyrul Shaheed to send prolife update to the HT.	KS	03.03.2020	
4	HT to send Pupil Premium Report to Governors once the data has been updated.	HT	ASAP	
4	KS to be sent information on attending HR training.	HT	ASAP	
	Chair to contribute an article to newsletter in last week of the term.	Chair	30.03.2020	
11	Chair to write Rezwan Jahedi.	Chair	ASAP	
11	Clerk to ask Steve Worth to do financial training for the GB on Monday, 6 th July 2020 from 15:00 hrs. – 16:00 hrs.	Clerk	ASAP	UNRESOLVED: Postponed due to pandemic.

Agenda Item	Actions 8 th June 2020	Lead	Timescale	Outcome
Item 6	HT will investigate an app that will allow teachers to call families using the school telephone number from home.	HT	ASAP	UNRESOLVED: HT informed that RJ had not made contact and she had been unable to locate the app discussed. ACTION: HT to contact RJ re App discussed.
Item 6	Chair to contact KS to see if the charity he currently worked with could support with FSM's over the summer holidays.	NP	ASAP	RESOLVED.

Item 6: The Chair informed that he had been unable to contact KS. However, after persevering with the SBM, as governors could see from the schools Twitter feed, the school now received food from Manorfield Primary School. The Chair thought that, as it was likely that both schools were trying to access funding from the same sources, it would be more sensible to use any funds raised to continue working with Manorfield.

The Chair **CONFIRMED** that governors agreed with this approach.

Q&A- CW asked where Manorfield schools' money had come from?

In response the Chair stated that Manorfield Primary school had received a donation of £30k to support with providing food to families that needed it throughout the pandemic. There was a video relating to this on the school's website that was interesting and included celebrities and local dignitaries. It was a very professional campaign that was still attracting donations via a JustGiving page.

The HT added that the school had received between 20 and 30 food parcels over the last few Fridays that had been given to our families. Learning Mentors were

ringing families to ensure they wanted a food parcel and all parcels were being collected which was very good.

The SBM had also sent out a poster to families to remind parents to check if they were eligible for free school meals. This was another good way to ensure the school received the funding it was entitled such as Pupil Premium.

4.3 Chairs Actions

None

5 HEADTEACHERS UPDATE

5.1 Staffing update

The Headteacher provided the following staffing update:

- (a) Staff were being sent a weekly update.
- (b) The AHT had returned to work on a part time basis with the intention of increasing her hours later in the year. The AHT had indicated that she was interested in the curriculum so this would be a focus area for her.
- (c) 2 staff members returning from maternity leave had requested to reduce their hours. This had been agreed and was working very well.
- (d) 2 LETTA students would join the school in September. Both students seemed very eager and enthusiastic and the HT looked forward to them joining the staffing team.
- (e) Several apprentice's training would come to an end at the end of the autumn term. The HT would look to replace these apprentices at this time.
- (f) The HT had taken the decision to keep the AHT's out of the classroom this year to assist with booster and catch up classes as they both had a wealth of knowledge and experience. This would be reviewed next year.

Q&A- a governor asked if the school would have enough staff next year?

In response the HT stated, yes, the school had sent out another questionnaire to staff as a welfare and wellbeing check. It was **noted** that this questionnaire was not in line with guidance staff had been provided by the NEU. However, staff were able to add additional information to the document if they needed to. The HT had been informed that the NEU Representative was advised staff not to complete the questionnaire because of this. Between 12 and 15 staff members were either shielding themselves or close members of family and more and more staff members were contacting the HT stating that they could not return to work. The NEU had now added anyone over the age of 50 to the at-risk group. Due to this, a number of our staff members were now affected. The NEU had requested to see the schools rotas and after sending this, we were then contacted by many of their members to say that they had been advised by the NEU that they did not have to return.

It was also **noted** by the HT that the DfE would remove the critically vulnerable list as they wanted all staff to return in September. This information had been sent to staff as part of the midweek update last week.

- (g) Another Year 6 bubble has been created. No more children had returned to school, however, as the staff had been available this decision had been made.

Governors agreed that the guidance given by the NEU was not legal advice and **noted** the additional strain this had on the school.

[SHK and KS entered the meeting at 15:25pm]

5.2 Finance update

The HT provided the following finance update:

- (a) In relation to COVID 19, the school had set aside a budget of £50k and had to date, spent approximately £18k which included costs for additional cleaning and PPE. Cleaning would cost an additional £1200.
- (b) RM finance was up to date but Suhal Kadir had not yet completed the end of month reports. Reports from the last few months were outstanding from SK and once received, would be signed off by the HT and shared with the F&GP committee.

Q&A- CW asked where Suhal Kadir was in relation to completing the monthly reports.

In response the HT informed that she had not received a report from SK since the end of March 2020. This was being chased by the SBM as they were ready for SK to review.

Q&A- a governor confirmed, so reports are checked by you (HT) and then given to SK?

In response the HT said yes, after they are checked by the SBM.

Q&A- a governor confirmed that how expenditure was authorised had not been changed?

In response the HT stated, no, it was the exact same process and checks as before.

- (c) KS informed the board that he had spoken to the SBM in relation to how he would be able to help our vulnerable families as discussed at the last FGB meeting. The form was now out and KS informed that he would hand this out to families who required additional support.

Q&A- CW asked if we could devise a plan to use the schools surplus to subsidize school trips for disadvantaged families and asked that we also looked at using the surplus to help support Year 5 and 6 with any assistance that they needed next year.

The HT informed that the school currently heavily subsidized school trips for all of its children by approximately 50%. It was **noted** that the school would have to be cautious when spending these funds as the surplus had been accumulated due to savings on staff salaries and this cost would increase this year.

Q&A- KS informed that he had spoken to the Old Ford Trust who had provided laptops to schools for Year 6 children and asked if the school was able to do something similar?

In response CW stated that the GB had already discussed this and was not aware of any government scheme to support this.

The HT informed that the school was still printing over 300 worksheets a week for families who did not have access to a computer or the internet. It was quite difficult for the school to provide laptops to families and was doing what it could to support families.

Q&A- A governor asked if the school was able to fundraise to fund ICT for families? As a GB it was important to support our families where possible and asked the HT if she would be able to provide data on how many children did not have access to ICT and or the internet by the next meeting?

In response the HT informed that 98% of families had access to the internet as they had a smart phone. Issues arose when there was more than one child in a family as then difficult decisions had to be made about which child could use the device. Other children were managing well working with a smart phone, but this was not consistent or reliable and was not the best way for children to work when they could have a printout.

ACTION: ways in which to spend the school surplus to be discussed at the next F&GP meeting.

5.3 Finalized Risk Assessment

The final risk assessment had not been received by BS, although the HT confirmed that this had been emailed to all governors on 10th June 2020.

ACTION: HT to resend BS the finalized risk assessment.

After some discussion, governors **AGREED** that a meeting should be convened prior to the schools reopening in September. A date of 24th August was **AGREED**. However, it was **noted** that if this meeting was not required, this would be cancelled.

Q&A- CW asked what the current plans were for a return to school in September?

In response the HT informed that she expected a risk assessment from the LA to be shared with HT's this coming Wednesday. HT's had already begun sending questions backwards and forwards asking questions about things such as lunch times. The school would carry out welfare calls with staff about how they were feeling about returning to school. Schools were still in limbo and would have no idea on the plan, guidance had been received from the government yesterday. Once this was read the HT would have a better idea of how to plan.

Q&A- a governor asked, if families that did not return their children to school, would a fine be imposed?

In response the HT informed that she was still unsure of this. Previously, the school had been informed that there would be no fines issued until January, however, this was then changed to September. Whenever this was reintroduced, it would not include all children in the borough as the LA would provide schools with a list of children considered critically ill that would not be expected to return to school.

The HT read out a list of questions that were raised at HT's meetings earlier that week and informed that an additional INSET day had been added in September to support with additional questions or support staff required.

Q&A- a governor asked if OFSTED would attend the school in the autumn term?

In response the HT informed that there was a possibility that Ofsted could attend the school. However, this visit would not be graded and would be to have a conversation around Health and Safety.

Q&A- SKH asked if the school would reintroduce uniform in September?

In response the HT stated that she would rather have children attend school every day in clean clothes than come in school uniform.

Q&A- a governor asked what the current situation was at school?

In response the HT informed that what had been implemented was working and the children and staff that had returned were really happy. A new Year 6 bubble had been Introduced. There were currently 16 children in Year 6, 8 children in Year 1, 7 children in Reception and then 2 critical worker bubbles, one with 9 children and the other with between 5-8 children.

Q&A- a governor asked what the maximum size of a bubble was?

The HT informed that due to social distancing rules, between 9 and 10 tables had been laid out in each class. As the Critical Worker bubble had a few groups of siblings, these tables were pushed together.

- (d) Tape had been removed from the climbing frames, allowing children to start using this equipment again. Parents were happy with this decision along with our children and we were ensuring children were washing their

hands. We also had not been able to remove the carpet from the Reception classroom and parents have been made aware of this.

- (e) Over the last few weeks, a number of Year 6 children had returned to school without first confirming that we were able to accommodate their return. These children have been sent home whilst we worked out a safe return to school. It was **noted** that the school was still making welfare checks home to see if families wanted their children to return to school.

Q&A- CW asked if the school was still having to abide by 2 metre social distancing rules?

In response the HT said, we are not saying this, but we are encouraging this and spacing everything out to allow this to happen. There are occasions when children are getting close to each other and we are reminding them that they should not be. It was **noted** that it was impossible to ask this of the children in Early Years. We have also asked staff not to use the lift.

CW stated that he believed all this experience and learning would be useful for staff in September when all children returned to school.

6 POLICY AND OTHER DOCUMENTS REVIEW

None

7 MEETING DATES 2020-21

FGB

5th October 2020

18th January 2021

22nd March 2021

17th May 2021

5th July 2021

F&GP

5th October 2020

22nd February 2021

10th May 2021

8 A.O.B

9 ITEMS TO REMAIN CONFIDENTIAL

The meeting ended at 16.22pm.

Chair's signature:  Date: 22/10/20

Agenda Item	Actions	Lead	Timescale
Item 4.1	Governors to review the minutes of the FGB that took place on 2 nd March 2020 and send any comments to the Clerk within 7 days. After this time the minutes will be AGREED as an accurate record and signed by the Chair as soon as practicable.	Clerk	7 days
4.3	HT to contact RJ re App discussed.	HT	ASAP
5.1	HT to contact Kenny from the NEU	HT	ASAP
5.2	Ways in which to spend the school surplus to be discussed at the next F&GP meeting.	F&GP	Next F&GP committee
5.3	HT to resend BS the finalized risk assessment	HT	HT

