



**LONDON BOROUGH OF TOWER HAMLETS**  
**GOVERNING BODY OF CAYLEY PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING**  
**7<sup>th</sup> September 2020 at 4:00 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 Habiz-Khatun (SHK)*	Attended
	Vacancy	
Parent	Khoyrul Shaheed (KS)*	Attended
	Vacancy	
Associate Members	Philipp Simon (PS)	-
	Jamir Chowdhury (JC)	-

The meeting commenced at 4pm and was quorate.

**Part one**

**1. WELCOME & APOLOGIES FOR ABSENCE**

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

The Chair welcomed those in attendance to the meeting.

Apologies were **RECEIVED** from Sue Mordey.

**2. MEMBERSHIP ISSUES**

**2.1 Declaration of Interest**

No declarations of interest were made.

**2.2 Parent Governor Vacancy**

*[Chris Worthington entered the meeting at 4:06pm]*

The Chair informed the board that Rezwan Jahedi had taken the decision to step down from the board. Governors thanked RJ for his commitment to the school during his time as governor and wished him well in his future endeavours.

The school would hold parent governor elections in the autumn term.

### **3. HEADTEACHERS UPDATE**

The HT provided the following verbal update:

- (a) The new academic year had gotten off to a good start, with good pupil attendance on Thursday and Friday. It was **noted** that this had decreased slightly today as a small number of children had been sent home throughout due to sickness.
- (b) The HT had received numerous emails relating to new Covid-19 symptoms in children which included a headache, sore throat and a tummy ache. After consulting the LA on Friday, the school was advised that children displaying these new symptoms should be sent home although it was **noted** that the families of these children would not need to self-isolate.
- (c) The school currently had approximately 9 staff members on sick leave due to either themselves or close family members displaying Covid-19 symptoms. This was challenging and the school would monitor this carefully. The HT informed that she would contact the E1 Partnership to collectively look at ways to manage this going forward.

#### **Q&A- the Chair asked if staff were required to provide evidence if they were unable to come to work due to Covid-19 symptoms?**

In response the HT informed that this had been difficult, she had received advice from HR today that stated that proof of symptoms would only be required after the 7<sup>th</sup> day. The HT informed that she had not yet received guidance on what would be required from staff members who had close family members displaying symptoms.

- (d) It was also **noted** by the HT that there were staff members currently on non Covid-19 related sick leave. In these circumstances the sickness procedure still applied.

#### **Q&A-BS questioned if those staff members experiencing Covid-19 symptoms were being tested.**

In response the HT stated that staff were trying to book either home tests or go to a testing centre, but the system was slow, and things were not moving as quickly as promised by the government. It was **noted** that one staff

member had been offered an appointment at a testing centre, but the centre they had been offered was too far for them to travel. It was very difficult as the symptoms were very generic and if the list was expanded to include additional symptoms for children, this would become even more difficult for schools and families to manage.

- (e) Staff had returned to work positively with little opposition from the NEU Union. The school had now added a FAQ section on BD Primary to answer any questions that staff may have and would continue to add to this if additional questions arose. It was **noted** that governors now had access to this system along with all files and folders and were able to upload any information they thought might be useful. It was **noted** that there would no longer be a governor section on BD Primary as governors would now use Governorhub.
- (f) The Newsletter had now changed, there was now a page on the website that would be a live working document. This allowed the school to quickly update families as matters arose as this could be uploaded instantly and the school would no longer have to wait until Friday to share information. These pages would be archived so parents would be able to look back at information.
- (g) Teachers were working to get learning pages up to date on DB Primary, so they were prepared in the event of another lockdown.
- (h) The school had now signed up to a laptop donation scheme, no laptops had been donated yet, however, 7 staff members have stated that they had laptops they would like to donate. The school also had several laptops it was able to donate. These laptops would be reset and shared with our families. If governors had any laptops they would like to donate, please contact the HT.

BT now offered an advanced W-Fi, but this was only for BT customers. The school would investigate this to see how this could be used to support our families.

**Q&A- BS- stated that he believed the laptop donation scheme was a great, creative idea but questioned how this would be managed? Would families have to sign a disclaimer?**

In response the HT informed that she had requested that members of staff wipe all data off the laptops before donating them and this would then be reset by our ICT. We are looking at how we future proof so that if we must lockdown again our families are supported.

- (i) After receiving feedback, it became apparent that staff were calling different, doors, gates etc different things. Due to this the HT had now officially named all doors and entrances to avoid any confusion. Each phase had been allocated its own staircase and a colour coded map had been created, detailing each route. This would be a working document.

- (j) Zoe and Gaye had presented a very engaging INSET session relating to safeguarding and wellbeing, discussing our Swan Approach in detail. This had received very good feedback.
- (k) The school had purchased new webcams and staff members were now given the option to attend meetings virtually. Staff members that decided to physically attend meeting were adhering to social distancing rules.
- (l) Staff now carried out PPA every other week from home and this was working well. This helped to reduce the amount of staff members on site.
- (m) The HT informed that she had commenced work on school policies and stated that she had not been able to work collaboratively with colleagues in the usual way. Work had commenced on the Behaviour policy, however, this would not be presented to governors until she had received feedback on how children's behaviour had been affected by the pandemic. It was **noted** that there had not been any bad or challenging behaviour since reopening, however, a number of children had expressed sadness, and this would need to be reviewed as a number of our families had suffered bereavements during the lockdown.

On a positive note, children were happy to be back at school. It was lovely to hear laughter and see so many smiling faces throughout the school and this included staff members.

- (n) 2 children had tested positive for COVID-19 since reopening. The HT **noted** that it was nice to know our policies were robust as we were able to manage the situation quickly and effectively. The LA had been supportive during this time.

**Q&A- CW asked what changes, if any, the school had put in place after this experience to strengthen its process?**

In response the HT stated that, in hindsight, I would have held off on sending the whole year group home as I don't think we needed to. However, as they had shared the same lunch space, I wanted to be safe. The LA also stated that because this was the first outbreak in the LA, this had been the right thing to do.

**Q&A- CW asked how the HT had contacted the families involved?**

In response the HT stated that the school had used Ping and followed up with phone calls as it only related to a few bubbles.

**Q&A- CW asked if this procedure would work if the whole school had to close?**

In response the HT informed that in a case like that, the school would use Ping or would have someone stand at the gate with a message board.

**Q&A-BS asked if Ping was well accessed?**

In response the HT replied yes, there was very good take up in all year groups except for the Nursery. This information was now included in the school visit package and families would now be encouraged to sign up.

The HT also **noted** issues with parents only reading the heading of the messages sent via Ping and not the attachment. To combat this, the school had trialled adding the body of the message into the heading part of the message.

**Q&A- KS asked if it was possible to put information on the notice boards by the school gates with slogans such as Look after your children, do they have a temperature? Have they washed their hands?**

**ACTION:** HT to utilise the notice boards at the school gates as suggested by KS.

**Q&A- a governor asked if the school was able to use one gate as an entrance and the other as an exit to support social distancing?**

In response the HT informed that this had been considered prior to reopening, however, since many families had children from different year groups, this caused congestion and having a one-way system would likely add to this.

Having two active entrance gates allowed families to spread out a bit more. Information had been sent to families detailing which classes were closer to which gates. We did consider having staggered start times for children, however, this would then mean siblings would have to wait around in the playground until it was time for them to start school. Therefore, we agreed to have a soft opening time. Older children have been able to say goodbye to parents at the gate and go into their classes alone which has also been helpful. The school would continue to monitor this.

### **HT Resignation**

The HT informed that she would retire at the end of the academic year. A recruitment panel would need to be formed.

The Chair thanked the HT for the high standard she had achieved, she would be a hard act to follow.

The GB thanked the HT for giving plenty of notice as this gave it the time required to find a suitable replacement.

Governors **AGREED** that before a panel could be convened, a working group should be formed.

**ACTION:** BS to share NGA information on HT recruitment

**ACTION:** Clerk to share information re. HT recruitment support with the Chair

**ACTION:** HT recruitment to be added to the next FGB agenda

**4. DATE OF NEXT MEETING- 5<sup>th</sup> October 2020**

**5. ITEMS TO REMAIN CONFIDENTIAL**

The meeting ended at 17.00pm.

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

Agenda Item	Actions	Lead	Timescale
3	HT to utilise the notice boards at the school gates as suggested by KS.	HT	ASAP
3	BS to share NGA information on HT recruitment	BS	ASAP
3	Clerk to share information re. HT recruitment support with the Chair	CLERK	ASAP
3	HT recruitment to be added to the next FGB agenda	CLERK	ASAP