

At a meeting of the Governing Body of Kelvin Grove Primary School held at the School on Monday 16 March 2020 at 6.00pm

PRESENT:

Ms E. Fairford- Chair
 Ms C. Ackford (CA)
 *Mr R. Athwal (RA)
 *Ms A. Bourdelon (AB)
 Ms J. Green (JG)
 Mr E. Groenewald (EG)
 Ms B. Hoare (BH)
 Mr I. Hyde (IH)- Head teacher
 *Ms P. McDonald (PMcD)
 *Ms M. Ochere (MO)
 Ms H. Oppong (HO)
 Ms S. Rahman (SR)
 Mr N. Pinches (NP)

* Denotes attendance via Zooms conferencing

Also Present:

Kris Clark Deputy Head teacher.

Chair's Introductory remarks

The Chair welcomed all governors to the meeting and explained that some governors are attending via video link by dialing in and asked everyone to have patience, as this is the first occasion that this has been done in this format.

The Chair explained that there had been a strategy meeting before this meeting with the committee chairs and Ian Hyde (IH). She advised that given the latest government press conference regarding Covid-19 and the uncertain times ahead, it would be appropriate to dispense with the majority of the agreed agenda and focus on some key issues, chiefly around possible school closures and the subsequent business continuity plan which would be put in place.

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received with consent from Zainab Balogun and Michael Tee.

Governors were reminded that they must declare conflicts and pecuniary interests before an item is discussed and must withdraw from the meeting while the item is under discussion.

No declarations were made.

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2. DISCUSSION AROUND COVID-19 AND IMPACT ON THE CONTINUITY OF THE SCHOOL COMMUNITY

The Chair advised that it is important that the GB look at the implications for the school community of the Global Pandemic known as Covid-19 and the school's response to the probable Government closure of all schools which could be imminent, in addition the Chair advised that she would like to explore what the governing body can do to support the school during these unprecedented times.

Ian Hyde spoke about what is happening at present in school and how the school continues to function very effectively and ensure that children are educated and receive the childcare before and after school where families require it.

IH explained that he believed that the Government would direct schools to close very soon, possibly by the end of this week. He informed the GB that he had been very clear with families concerning the symptoms of Coronavirus i.e. if their child shows any symptoms they must self isolate at home (he explained that he has emphasised that isolation means staying at home inside and not accompanying parents on shopping trips) In addition with regard to staff he has advised them that if they have a high temperature and cough they must stay at home and follow healthcare guidelines re self isolating for 7-10days.

In terms of the staff profile, IH explained that some older staff have breathing difficulties, there are some pregnant members of staff and he will be clear on the guidance being provided in order that they can protect themselves.

IH advised that parents would have a number of questions i.e. 'My child suffers from asthma'; he added that the issue of Business Continuity (BC) comes into force during these situations and the offer from the school would focus on Teaching and Learning and Childcare facilities. IH informed governors that pupils learning could be consolidated over time when closure happens. He explained that functions such as attendance targets, SATs and Ofsted would not happen/be looked at in the event of school closure.

IH explained that there would be a reprioritisation for schools and there would be a 'back to basics' approach with learning taking place between 9-3.15pm and extended provision too. IH advised that depending on staffing levels pre any government closure, given staff absence from the virus it could be the case that staff are redeployed differently i.e. a Reception class teacher may need to teach a Year 6 class in these unusual times- it may, if staff numbers are particularly low, be necessary to merge some classes.

Governors questioned whether there are fixed staff/pupil ratios for classes/different year groups? IH advised that schools in normal times adhere to the union guidelines (there are only statutory quotas for Early Years class sizes) IH advised that he was confident that the school would be able to manage with staffing numbers albeit some adaptations would be required.

Shakera Rahman, asked whether parents who are volunteers already and have a DBS in place could maybe be asked to help? IH advised that he is appreciative of this offer, however, having additional people in could mean adding to the risk regarding the virus.

IH reiterated that the school intends to carry on working as normally as possible, slow down some of the learning and look to consolidate areas of children's learning, in addition he added there is one final school trip this week to Kew Gardens this week. IH explained that it is essential that Kelvin Grove School remains open (once the inevitable happens and schools are closed) The school will continue with PPA,

although this resource would be cut when required i.e. if there is a need to amalgamate classes.

Paula McDonald (PMcD) questioned rumours that have been surfacing regarding within the Youth Service and Schools where someone is poorly with the virus there are rumours surfacing and she asked what the protocols are? There was a brief discussion around comms and the fact that a school or any other organisation would never name anyone if they were suffering from coronavirus or indeed any other illness- this information would be confidential.

IH explained that there is advice line for schools at Public Health England- the school would receive advice from these sources and they would advise on any closure as a result. Governors were informed that no one at Kelvin Grove has a diagnosis of coronavirus, some staff are self-isolating and following the advice to stay at home if they present with any symptoms. He commented that if the school has any confirmed cases they would need to be transparent and state this, however, individuals would never be named.

Rav Athwal (RA) asked a number of questions:

- **Does the school have sufficient resources/supplies of Hand wash and toilet roll?**
- **If schools are forced to close- is there any provision available for families?**
- **The financial implications of Coronavirus?**

The Chair suggested that it would be appropriate for the GB to discuss the implications of what the school is currently doing now, and then between now and closure and post closure.

IH explained that the school has enough stocks of toilet paper, hand wash (although more is being used), in future the school needs to look at resources for hygiene and that should include hand dryers being installed in primary schools.

IH made the following points

- The school has made changes to assemblies- avoiding large gatherings, only groups within classrooms, children are no longer holding each others hands when they cross the road
- He commented on the mental health aspects of this virus and said that children and adults would cope in different ways. The pressure on teachers- children coughing in class; staff with vulnerable relatives at home, pregnant staff- the key thing is he added is that the school is able to support its whole community and staff are supporting each other.
- **Governors asked how the school is talking to children about is happening in terms of the virus?** Kris Clarke, Nick Pinches and Hilary Oppong shared with governors how children are coping and how things are being explained to them. NP advised that some children in the base had initially reacted badly when things were discussed; others had been completely oblivious- he explained that the usual protocols are being followed for children in the base. Hilary Oppong (HO) explained that until very recently there had been very little discussion around this issue, however, things are changing on a daily basis now at pace, she suggested that there should be a whole school

policy/message for children and this could be adapted in a single message and made age appropriate by staff. HO commented that careful messaging is essential as some children have high levels of anxiety, in addition she asked what would be put in place for children and staff if the school were directed to close.

- There was a discussion about comms being shared between staff in schools. IH advised that staff would not be shared between schools; however, with regard to comms the school would take the lead from the Local Authority. The next step depends on the government decisions around the likely closure of schools. He advised that there is a letter written by him to all parents and carers concerning the current state of play.
- The Chair spoke about the pressurised environment for Headteachers and staff, the Chair paid tribute to Ian Hyde and the staff and commented that governors recognised the pressure he and staff are working under and just how much they are all going above and beyond to support the school community.

Between now and closure

In response to a question concerning Business Continuity Plan (BCP), IH confirmed that the school has one.

IH explained that he is meeting with the SLT and Year group leads to prepare learning packs for pupils providing sequential learning (not new topics) each pack will cover 5-7 days and the packs will take children through until Easter. If schools were closed for a prolonged period then staff would work on new learning packs. Parents would be instructed how to access packs via DB Primary and those without access to the Internet or computers would receive paper copies.

- Governors asked IH if the school knows which families do not have access to online learning? He explained that the school has a very good idea and will undertake an audit. There are free sign ups for online learning too i.e. Twinkl, there would be other companies and some will capitalise on school closures
- IH advised that it is likely that schools would be asked to stay open for children of key workers – there are a number of options available to meet this possible demand, however, until schools are asked it is difficult to predict what level of support schools might need to offer. IH advised that he would ensure that the school remained open throughout Easter for children of key workers- Kris Clark and he would be in school and possibly some other staff members on a rotational basis. In addition staff would not be asked to undertake any planning for the next school year at this time
- **Mayowa Ochere (MO) asked about the comms around Year 6 SATs tests for children (many of whom who could be anxious) and their parents.** IH explained that at present in the absence of any directive from central government, the schools message is ‘business as usual’. The preparation for SATs will continue and Y6 revision packs for KS2 SATs would be sent home for children as usual to complete over the Easter holidays- the deadline HO explained for SATs preparation is that children do all the required learning by the end of the spring term and from Easter it is a period of consolidation.
- IH agreed to update governors on relevant matters at regular intervals- he commented that he hoped that schools would be given a week’s notice if closure were decided.

- **RA commented that if schools do close (which appears extremely likely) it could be for a considerable amount of time and it is possible that information maybe drip-fed to the public depending on how the pandemic plays out. He asked that given there is likely to be minimal information how would the school plan for the longer term?** IH agreed with RA, if schools are closed it is highly likely that the closures could be for some months particularly as these are unprecedented times. He explained that the key is to have a number of different plans which could be adjusted, he reminded governors that many families within the school community are vulnerable and it would be unwise to speculate or create a climate of fear, he suggested that the schools stance would be to keep information to the point and provide short term updates regularly. Post the Easter break he explained that he hoped that the school would be in a position to provide a longer term view.
- The school would be the ‘hub’ within the community, staff will provide learning packs and available to answer questions as long as staff are not isolating. Vulnerable families are can come into school to pick up learning packs- this could be adapted depending on need and circumstances.
- **Safeguarding- this is a key issue.** IH advised that safeguarding is incorporated into all plans and the DSL, Nafisa Ballard, Tara, Kris and him ensure that all information is subsumed into the whole school strategic plan) **Eben Groenewald (EB) reminded governors that everyone has responsibility for safeguarding and questioned whether during the current situation given that classes maybe combined are staff all aware of any known safeguarding/ child protection issues concerning children that they do not usually teach?** IH confirmed that the strategic plan would be shared with all staff and staff are fully aware of any safeguarding /Child Protection beyond the children they usually teach. **Governors questioned whether vulnerable staff would be able to work from home?** IH advised that they could- i.e. working on online learning and creating learning packs.
- **FSM Children- governors expressed concerns about FSM children and how they could be provided for?** IH explained that between now and Easter this would not be an issue, however, planning beyond this would be essential- he explained that he would hope that the school kitchen could continue to remain open.

Financial Implications

Clubs run by the school generate income between £60k-£80k per annum, he added that the school is committed to paying staff on zero hours contracts and staff on long term supply.

PMcD asked a question concerning staff on short term contracts, IH advised that there would not be any reductions to staff pay.

Communication

NP asked when schools return after closure what will things look like. IH explained that at present it is difficult to plan for this as schools have not yet been closed, however, careful planning and preparation would be happening prior to any re-opening- it could be if schools are closed for a prolonged period there maybe be a phased return of pupils.

Governors asked whether as a school community i.e. governors, parents, PTA, there is an informal a role for this group? Janine Green spoke about parent rep groups and the whatsapp group for classes, she explained that she has sought to ‘calm’ people down in relation to what is happening, also not everyone is a member of the whatsapp groups. Shakera Rahman (SR) commented that Ian’s communications and newsletters are very good and approach issues from a very calm viewpoint providing the correct level of information. She cautioned that she would be very concerned at any parental comms via whatsapp groups regarding coronavirus.

It was discussed that when schools are closed parents would be at home for the most part and must be the only point of contact- providing a single, informed calm voice. Governors agreed that messages within class groups should cease at this time, as there could be the possibility of ad hoc information being shared and misinterpreted. IH advised that the school would continue to remain open and will be run on a rotational basis with SLT and some staff during closure. Governors asked that IH continue to send out weekly newsletters as appropriate and update the GB regularly. It was agreed that the Chair would draft a letter tomorrow to parents and carers on behalf of the GB setting out what the school is doing currently and future plans in the event of school closures. It was agreed that JG would draft a note to be sent to class reps concerning comms concerning coronavirus.

The Chair thanked governors for their contributions and Ian Hyde for his clear overview on the way in which the school is managing during these highly challenging and uncertain times. She also reminded Ian Hyde that governors wanted him to be mindful and careful about his own health and wellbeing at this challenging time and emphasised that he should reach out to the GB for any support he and staff required.

It was discussed and agreed that during these unprecedented times it maybe necessary for Eleanor Fairford, Chair of Governors, to take Chair’s action as and when required. After discussion,

RESOLVED- that

The governing body of Kelvin Grove Primary School agrees to allow the Chair to take Chair’s action on their behalf as and when required.

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3. MINUTES

The Chair asked that the minutes of the meeting held on Thursday 5 December 2019 be amended to include IH’s point regarding DBS information being shared with him as Head teacher when the DBS applications is referred to Schools HR.

Following the amendment it was,

RESOLVED- that

The governing body of Kelvin Grove Primary School approves the minutes of the meeting held on Thursday 5 December 2019.

4. HEAD TEACHER'S REPORT

IH circulated a report to the GB providing contextual information about the school. He gave a brief update on the overview of the key priorities in the School Improvement Plan (SIP) and advised governors that the key areas are being progressed well:

- Writing is looking very positive and is aspirational- early reading and writing with the school's phonics strategy feeding into this is making an impact
- Geography and Art these subjects have priorities in relation to improving skills and knowledge progression and this is moving forward at pace
- Relationships, Sex and Health Education and Behaviour- there are working parties for these areas and they have started to meet
- EYFS is currently working very well

The Chair thanked IH for his report.

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5. COMMITTEES

(i) Resources Committee

Rav Athwal (RA) reported on the Resources Committee meeting, which had taken place on 2nd March 2020. He highlighted the key areas of discussion which included; Budget Monitoring, latest budget projections for the outturn 2019/20, Schools Financial Value Standard (SFVS) was reviewed and had been submitted to the LA (noted that the GB should undertake a new skills audit in September 2020), H&S and Premises issues (including reports on accidents and fire drills), review of a number of H&S related policies. RA advised that Mayowa Ochere, had kindly agreed to take on the role of Link H&S governor.

The Scheme for Financing Schools had been circulated to the GB (the committee had previously reviewed it) along with the SFVS.

After discussion,

RESOLVED- that

The governing body of Kelvin Grove Primary School agrees to adopt the Scheme for Financing Schools and approves the Schools Financial Value Standard (SFVS) as circulated.

(ii) Achievement Committee

Claire Ackford, (CA), Chair of the committee reported back on the key discussions that had taken place at the Achievement Committee on 3rd February 2020. She spoke about the discussions around School Performance data and the challenges made by

the committee as to whether the GLD predictions for 2019/20 could be higher, there was a discussion around current predictions in Y4, how the school moderates across year groups and the changes to moderation made by the school, how SEND children are assessed, Policy reviews, link governor areas, Inclusion report, presentation by KC on anonymised case studies on children with SEND, how they are assessed and the impact that their interventions are having in relation to their progress.

CA commented that it was very useful to understand how the Achievement leads are working across year groups and the rigor, which exists in Y2, and Y6 is clearly being rolled out to all year groups.

Future agenda items and presentations and planned visits were also discussed.

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(iii) Pupils, Parents and Community Committee (PP&C)

Janine Green (JG), Chair of the newly formed PP&C Committee reported back on the key discussions held at the inaugural meeting of the PP&C Committee.

The items discussed included; Terms of Reference (TOR), election of Chair, attendance and punctuality (Pupil Engagement), Pupil Welfare, Parental Engagement, Staff wellbeing, Mental Health Strategy, Community Voice and Engagement, Safeguarding, SIP 2019-22, training information and link roles within the committee.

Zainab Balogun, Safeguarding link governor had prepared a report for this evening's meeting on her initial visit to the school to look at safeguarding in November 2019, this had taken place in conjunction with Eleanor Fairford. As part of her initial safeguarding visit ZB had looked at the systems in place for the SCR (Single Central Register), the SCR had been reviewed and found to be very effective. ZB's report advised that she had also met with Nafisa Ballard, the school's DSL and she had outlined her role to ZB. In addition ZB and EF had looked at the school premises in relation to any possible issues concerning H&S from a safeguarding perspective- no areas of concern were noted.

Governors who had been part of the PP&C committee agreed that it had been a very effective meeting and the discussions had been very meaningful.

JG explained that the plan is to try and have a pre-meet with staff and committee members going forward. She spoke about how governors could look in more detail at how they could capture staff wellbeing during their visits, in addition governors should also be mindful of staff's mental health. It was agreed that staff wellbeing would be picked up by Resources Committee.

After discussion,

RESOLVED- that

The governing body approves the terms of reference proposed by the Pupils, Parents and Community Committee as circulated.

(iv) Strategy Group

PMcD gave a brief update on the strategy group meeting, which had taken place before the GB meeting this evening, which had involved Ian, Eleanor, her and the Chairs of Committees. Paula explained that the group had looked at the common strategy across the committees including outcomes, resources, SEN funding, engagement with key stakeholders and the wider community. She advised that there had been some discussion about the type of school KG is and wanted to be. It had been agreed that Ian would re-circulate the GB's pledge, which would now include the school's Intent and Vision.

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Kelvin mins 16.03.20