



**BENTHAL PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BOARD (FGB)**

Date: Tuesday 7 July 2020
Time: 4-6pm
Location: Benthall Primary School, Benthall Road, N16 7AU

Present:	Stella Sandford	Acting Chair of Governor	Chair
	Anna Jassim	School Business Manager	AJ
	Henry Greenwood	Co-Opted Governor	HG
	Louise Drew	Head Teacher	LD
	Shabnum Hassan	Parent Governor	SH
	Susannah Barker	Parent Governor	SB
	Thomas Hindson	Co-Opted Governor	TH
	Michael Simpson	Co-Opted Governor	MS
	Mandy Ayres	Co-Opted Governor	AY
	John Davies	Co-Opted Governor	JD
Apologies:	Nathan Waddington	Co-Opted Governor	NW
	Fatima Haffeji	Staff Governor	FH
Minutes:	Jane Ware	Clerk	JW

MINUTES

1.	Welcome all governors, record attendance and apologies
1.1	The Chair welcomed all governors to this last meeting of the academic year 2019-2020.
2.	Minutes of the Last Meeting and Actions Taken
2.1	It was agreed that the Full Governing Board minutes of 31 March 2020 will be approved by email.
2.2	The minutes of the Emergency Full Governing Board of 20 May 2020 were approved and all actions have been completed.
2.3	TH stated that at the last Finance and Premises meeting Covid-19 issues were comprehensively addressed.
3.	Core Business – Head teacher’s Report: School Closure and Coronavirus update and initial thoughts for reopening.
3.1	LD presented the Head teacher’s report, which has been shared at recent committee meetings and includes Covid-19 school closure updates.
3.2	Notably, there was the government announcement of schools reopening in September.
3.3	The Senior Management Team met briefly on 2 July 2020 to start the initial conversations about what is required in order to reopen in September.
3.4	A further Zoom meeting will be held this week to pull together final decisions which will then be shared with staff on 13 July 2020.
3.5	On 10 July 2020 there will be further discussions with all staff about the plans for September.
3.6	QUESTION: Will there be any further information regarding the reopening of schools in September from DfE, following their most recently shared document? ANSWER: It is unlikely that there will be any more changes unless there is a second spike and further lockdown, in which case the school will revert to



	previous plans, but this might happen in the autumn term. The DfE guidance is very detailed. Staff recruitment and sickness were discussed at the Personnel meeting last week. There is one seat vacant on the Board.
3.7	HLT have reassured schools that Ofsted will not begin inspecting schools until at least January 2021.
3.8	Benthal's last Ofsted inspection was in September 2016.
3.9	Ofsted's focus will be on those schools that were inadequate on their last inspection, and there has been an unofficial suggestion that Ofsted will conduct a minimal single page assessment which does not have a grading or a rating.
3.10	The SIP 3 visit was via Zoom, and there was a detailed discussion about this in the Curriculum and Standards Committee meeting.
3.11	Hackney Learning Trust has provided additional support due to low Year 6 SATs reading results, affecting the overall combined result in 2019.
3.12	The Tag 3 was a positive meeting as there has been very good progress regarding changing and implementing the new reading approach started in September 2019.
3.13	The categories and criteria of support have been changed moving forward due to the likelihood of schools being in difficulties.
3.14	Benthal School is in focused support, and will be continue to embed the reading approach that had begun in September 2019
3.15	Focussed support is the lowest level of support that Hackney Learning Trust will give. (14 hours of support across the year) It is unfortunate that Covid-19 has extended the support, but it was very positive with nothing negative said at the TAG 3 meeting.
3.16	The school could also demonstrate with all of the completed practise papers that the results were improving.
3.17	Regarding pupils on roll, the May census was cancelled so pupil numbers from January pupil Census have been used, however more families are moving out of borough so the pupil numbers are down to 300 children, not including nursery and this does not reflect September numbers.
3.18	Action 1: update September pupil numbers for next FGB.
3.19	Year 1 cohort moving to Year 2 has been temporarily capped to 32 pupils, two of these children will repeat Year 1 curriculum from September 2020 due to their low attainment and the impact of 6 months out of school, to ensure they receive extra support. This measure was taken because of the exceptional circumstances.
3.20	Capping the year 2 group for September 2020 has been agreed by the Board.
3.21	QUESTION: Apart from the capping, will moving the children down be detrimental to their cohort? ANSWER: The family of one of the two children was really relieved. Both families fully agreed with the approach the school had taken. This arrangement will be reviewed with a view to the two children returning to their original cohort in Year 3. If they go back to year 1, will they get more support than they would if they had gone into a year 2 group, because the classes are smaller. If Covid-19 had not happened then there would still be concerns. In November 2019 a year 3 child arrived with no English and it was decided that part of the school time should be spent in year 1 and huge progress had been made with this intervention.
3.22	Action 2: The progress of the two children who will be based in the Year 1 class, should be monitored at the Curriculum and Standards Committee and Full Governing Board meetings in future. This will need to be added to the agenda by the clerk.
3.23	Contrary to the Head teacher's report, regarding Child Protection and Child In



	Need cases, many cases have closed, rather than two cases have closed.
3.24	The government initiative laptops have come from Hackney, however the Mayor and Council have asked for more of them.
3.25	Teachers will teach catch-up curriculum (from the previous year group's curriculum) in the autumn term, and in October there will be an assessment and link to the previous year group's curriculum to establish the gaps.
3.26	Regarding additional pupil progress meetings, there will probably be an increase of those to keep on track.
3.27	There will likely be quite a variation in the children's levels of learning and attainment during the lockdown period.
3.28	There are transition links on Hackney secondary schools' websites for the current Year 6 moving to Year 7 in September.
3.29	A Reception baseline assessment was piloted in September 2019 at Benthal for NFER and a second pilot is available for the Autumn term 2020 but this has not been taken up by the school.
3.30	Whilst the children have been happy and excited to be coming to school during the lockdown, there is no formal teaching as such, but there are phonics lessons, music and PE.
3.31	There is a cleaning schedule in place to clean between bubbles and this will continue in September.
3.32	A new risk assessment will be undertaken on September Inset days to prepare for the children's return after the summer.
3.33	It is likely that there will be a staggered approach to the return of the pupils across a few days but no formal decisions have been made on this yet.
3.34	The last bubble started yesterday 6 July 2020 at 8.30am.
3.35	There are already staggered times in place.
3.36	Managing the expectation of parents and carers is likely to be a challenge as a lot of adjustments will take place in line with risk assessments, however parents will be informed about all changes and risk assessments will be shared with parents/carers.
3.37	Parents have been advised that there should be new guidance from the DfE before the new term starts and that they will be updated via a letter once senior leaders have seen it and have given their input.
3.38	QUESTION: Will the new guidance be discussed with other schools, for comparative reasons? ANSWER: HTSA schools discuss developments via whatsapp group and there are also interschool Zoom meetings to share good practice.
3.39	The Early Years Leader has suggested to LD that Reception children attend for mornings only to reintegrate sooner.
3.40	Action 4: LD to share ideas regarding September re-opening with SS next week.
3.41	QUESTION: Does the school anticipate good attendance in September? ANSWER: There are parents who are particularly reluctant to bring their children in at present, but it will not be known until the first few school days in September. The school will be reluctant to get Hackney Learning Trust to issue penalty notices due to the need to be sensitive to families that are shielding or have other issues. At a recent Hackney Chairs of Governors meeting there was the warning of possible poor attendance particularly likely from those who have previously had attendance issues.
3.42	QUESTION: Whilst there is still Magic Breakfast, has the school considered using future food support? ANSWER: The school encourages parents in need to use Hackney Food Bank and



	<p>Chefs for Schools offer families cooked meals , distributed via school and this will continue throughout the holidays. Magic Breakfast will also continue to provide food during summer holidays.</p>
4.	Finance and Premises Committee Feedback Matters
4.1	<p>TH reported that the Finance and Premises Committee meeting was held last week, and in financial terms the Committee went through the first quarter income and expenditure reports and the school is performing approximately on budget with a little overspend as expected. However, it was noted that the school forecasts a deficit budget at the end of the current financial year due to extra COVID-19 related expenditure and a minimal carry forward at the beginning of the year.</p>
4.2	<p>Financial challenges are predicted for next year.</p>
4.3	<p>Pupil numbers have declined and vacant places in all year groups have increased on last year substantially.</p>
4.4	<p>Whilst take up on nursery places is pretty low at present, it is hoped that parents will start looking for places in coming months.</p>
4.5	<p>Regarding capital expenditure, some money has been received from the London Borough of Hackney for urgent repairs and there has been a reassessment of work to be done, to ensure that only essential work is done.</p>
4.6	<p>The largest single item spoken about was facilities and how the school has changed the physical environment in response to Covid-19.</p>
4.7	<p>FH reported on health and safety at the Finance and Premises meeting and the thoroughness of how the school has responded is really encouraging.</p>
4.8	<p>As of last week there were no incidents or accidents to report.</p>
5.0	Curriculum & Standards Feedback Matters
5.1	<p>SZ reported that there was a presentation from the Religious Education lead who talked through the first two terms which had been strong and successful and it is anticipated that the school can go for an RE Silver Award.</p>
5.2	<p>There are RE Leaders in each year group that represent the major religions in the school. The children have visited other classes to talk about their religion and supported the RE Leader with assemblies</p>
5.3	<p>There was a report which was a more detailed version of what has already been covered.</p>
5.4	<p>Regarding transitioning for the year groups moving up, there will be Zoom calls with new teachers next week.</p>
5.5	<p>The plan is not to narrow the curriculum, which will be a challenge but it was agreed. This includes literacy, calculation, foreign languages policies and the preview of the new End of Year report format for each child at the end of the year which looks different and was commended by the committee.</p>
6.0	Personnel Committee
6.1	<p>SS reported that staffing was discussed.</p>
6.2	<p>LD reported a full complement of staff going forward but one possible problem is that there is very little room for manoeuvre if there is extra staff absence or sickness, so LD will probably be forced to use agency teachers in order to keep workloads reasonable and ensure the wellbeing of the Senior Leadership Team.</p>
7.0	Link Governors' Feedback
7.1	<p>SS referred to the report from SH.</p>
7.2	<p>A follow up meeting with Jill was planned for last week but it did not happen until this morning.</p>
7.3	<p>There has been training for EYFS around language acquisition and skills and it is</p>



	hoped that this will continue next term, as the programme had to be prematurely stopped due to COVID19 and the national school closures.
7.4	EHCP and SEND numbers for September have not yet been confirmed.
7.5	SALT and SEND work is underway, contacting families via Zoom.
7.6	Parents have fed back that they feel quite supported with helping their children at home.
7.7	Going forward when setting up a parent support group next year this will be a focus.
7.8	Lockdown has created space for different learning opportunities, including performing arts, music and sports which have continued.
7.9	It is hoped to continue to maintain these opportunities in addition to more academic subjects to help with pupils' resilience.
7.10	ACTION 5: SENDCO will provide further information about this by the end of this term.
7.11	Regarding sourcing accessible reading material with age appropriate themes, it is hoped to make the library available.
7.12	There are concerns about the impact on teaching staff who will have to pick up on the gap of LSAs.
7.13	The reception baseline assessments from last year picked up on concerns on language acquisitions, and moving upwards support around this will need to be available.
7.14	SZ referred to her report and advised that at the school, parent council and parent meetings have continued throughout lockdown.
7.15	More needs to be done to get parents and carers to engage and there are some ideas for this going forward.
7.16	SH gave credit to Jill who has done a fantastic job.
7.17	LD was also commended for her hard work.
7.18	Regarding safeguarding, MS reported that he met with Jill twice to look at protocols for safeguarding children throughout Covid-19. It was reported that Jill had created a set of questions for staff to ask children when making weekly safeguarding calls.
7.19	There are four designated safeguarding leads to provide extra cover.
7.20	The responses are held in a central document to identify any issues raised.
7.21	New statutory guidance was published at the beginning of the term and subsequently Jill updated the school's documents.
7.22	Mental health is a concern that lots of families are struggling with.
7.23	Lots of children have had difficulties going outside and a delay in benefits has been an issue for families, so support has been provided around this.
7.25	Parents have had some communication issues, which have been resolved
7.26	There have been some delays in responding to referrals due to workloads from outside agencies.
7.27	The website is currently being updated with a hopeful launch in the Autumn Term.
7.28	The school uses and arranges the translation services for parents/carers for meetings when necessary.
7.29	HG made apologies for no report being available at present.
7.30	ACTION 6: HG to monitor and feedback on the progress of the new curriculum upon the return to school, and to participate in an information sharing meeting with SS and LD for the next Full Governing Board.
7.31	There are no pupil outcomes to give as all tests were cancelled by the government due to national school closures.



7.32	There has been a marketing working group meeting regarding increasing pupil numbers in the early years and in addition to this a request from the school for computers, with the intention of donating computers to pupils who require them for home learning.
7.33	MA reported that she has supported with the creation of a leaflet which has now been signed off, and will be posted to part of the postcodes of E5 and N16 to promote the nursery for September.
7.34	The leaflet is in English but if they go to the website the leaflet can be printed in different languages.
7.35	If the nursery leaflet is successful, it will be repeated to look to recruit for Year 1 in September/October for January 2021.
7.36	There are lots of homes which do not have internet connections.
7.37	The Borough's plan is to possibly increase its hot spots.
7.38	ACTION 7: The locations of the newly planned wifi hot spots to be sought, specifically in relation to the vicinity of the school.
8.0	Governance Matters
8.1	ACTION 8: Reports will be shared at the Full Governing Board meeting in September 2020.
8.2	ACTION 9: Membership dates will need to be considered, SB's membership ends in November 2020, so elections will need to be considered.
8.3	ACTION 10: any CPD webinars and similar information should be sent to NW to present at the Full Governing Board meeting in September 2020.
9.0	Any Other Business
9.1	Hackney Learning Trust has confirmed by email that there is a place on Hackney Governors Forum for primary school governors from state maintained schools, with financial expertise, as it is a forum where all school financial allocations are discussed. If governors are interested, they should self-nominate.
9.2	ACTION 11: SS to forward the Hackney Learning Trust email regarding Hackney Governors Forum to governors.
PART 2	Part 2: Confidential business
	No confidential business was raised.