



Lauriston School

Minutes of a Meeting of the Governing Board of The Federation of Daubeney, Sebright and Lauriston Primary Schools

held Tuesday 22 September 2020 8am via remote access

<p>Present: Janice Thomas, Chris Russell, Laurence Kavanagh, Laura Stacey, Will Emms, Marisa Childs, Madeleine Davis, Corrine Ffinch, Terry Corpe, Simone Bowen, Catherine Hoyle, Rachael Claye</p> <p>In Attendance: Greg Logan, James Green, Louis Harris, Jatin Shamji, Lorraine Groom</p> <p>Clerk: Jill Cameron</p>	
1.	GOVERNING BOARD ORGANISATION AND MEMBERSHIP
1.1.	<p>Apologies for absence No apologies for absence were received for this meeting.</p>
1.2.	<p>Declarations of interest for the meeting No declarations of interest were received. ACTION: Those who have not yet done so to complete their declaration of interest forms.</p>
1.3.	<p>Election of Chair and Vice Chair Prior to the clerk leading this item a discussion took place on succession planning.</p> <p>The Clerk called for nominations for the post of Chair. Laurence Kavanagh was nominated and agreed to stand with a view to stepping aside from this position prior to the Spring Term. No other candidates were nominated. DECISION: Laurence Kavanagh was appointed as Chair</p> <p>The Clerk called for nominations for the post of Vice-Chair. Will Emms was nominated and agreed to stand. No other candidates were nominated. DECISION: Will Emms was appointed as Vice-chair ACTION: Appointment to the positions of Chair and Vice-chair to be re-considered at the next meeting</p> <p>Laurence Kavanagh took the chair for the remainder of the meeting.</p>
1.4.	<p>Agree code of conduct DECISION: The current code of conduct for Governors was agreed</p>

	ACTION: A revised Code of Conduct based on the NGA model released in August 2020 and cross-referenced with the Federation leadership ethos statement to come to next meeting.
1.5.	<p>Agree committee membership Committee membership to remain unchanged, with the exception of:</p> <p>DECISION:</p> <ul style="list-style-type: none"> ● Rachael Claye to move from the F&S committee to the C&S committee. ● Corinne Ffinch to join the F&S committee.
2.	KEY ITEMS FOR CONSIDERATION
2.1.	<p>Update on the federation response to the coronavirus outbreak Schools specific information had already been shared at informal meetings of the local school committees.</p> <p>a) Key lessons learned The Federation schools learned and adjusted as the situation developed. In particular:</p> <ul style="list-style-type: none"> ● Guidance from government was not obligatory. Should there be a similar situation in future the Federation would take what they felt was the best approach for their community, for example in deciding which year groups to bring in. ● Remote learning would be delivered differently with clearer expectations for staff. A lot of children and staff do not have adequate IT access and some staff are not comfortable recording or in front of a camera. The Federation managed the rapidly changing situation well, however, and CPD has been prepared for the future. ● The social and emotional aspects of community are crucial. Contact was maintained well, but continuing a connection and maintaining a sense of belonging will be a priority if a lockdown happens again. There was a lot of communication, but it was not always read or absorbed by parents so this needs further consideration. ● There needs to be a consistent message across the schools. The Leadership met at least twice a week to look at and interpret guidance from the DfE. <p>b) Current Operations</p> <ul style="list-style-type: none"> ● All staff have received CPD including safeguarding training covering the KCSIE update. ● Attendance is much higher than national (Daubeney 97.4%, Sebright 96.4%, Lauriston 96.2%). The children are happy and willing to learn. The anticipated upsurge in stress and trauma has not manifested itself. ● Only one member of staff did not return. Staff have all worked strongly as a team to deliver an effective return. As staff are required to self-isolate numbers are depleting. On the day of this meeting 9 staff were off in Lauriston and 10 in Daubeney. Cover is therefore not all delivered by qualified teachers and PPA cover is difficult to manage. Staff are being very flexible. ● Staff and pupils are finding it difficult to get tests. The 10 tests supplied to the school are depleting and being used for staff only. More have been ordered. There is conflicting advice from the DfE and Public Health England help lines. ● The curriculum has been slightly changed since the return. Initially the afternoons included art based work with some emotional aspects of the delivery. From week 3 assessments have begun and a normal timetable with a broad curriculum is being delivered. ● There are staggered starts, lunches and dismissal routines for the different year groups. ● Wraparound care will return from September 28th. This will be a challenge due to the bubble arrangements, but a system of delivering by year group is being planned. <p style="text-align: right;">SB joined 8.30</p> <p>c) Future Planning</p>

- The first draft plan for future remote learning is being drawn up to cover a variety of scenarios. An audit of IT available within staff and pupil households is taking place. Live teaching is being looked at with a plan to move to a mixed economy. Live teaching only would make the most vulnerable pupils even more vulnerable. The final plan will be shared with governors for comment prior to going out to parents.
- Staff appraisals will continue as usual.
- Ofsted will not be making formal inspections until January. They are currently making 1 day catch-up visits and plan to visit around 5% of schools.
- Year 2 phonics checks are expected in the autumn term. Other assessment is going ahead as planned.
- Further thought needs to be given to the logistics of the day. Staggered timings of the school day are extremely time consuming for the leadership.

With the possibility of moving to remote learning, could parents or the community donate equipment?

Any equipment will be gratefully received. Donors would need to ensure that it is wiped, but we can discuss how this could happen with the IT lead. Hackney is also running a scheme for laptops. A particular issue is that many homes do not have Wi-Fi. The Federation is not in a position to fund this although the Daubeney PTCA is supporting the purchase of dongles.

How would we ensure vulnerable children come in if there is a second lockdown?

We can't force them to attend, but we would talk to families and hope that this time families appreciate that school is the best place for their children. We will also begin to communicate plans in the event of a lockdown and advise parents to continue to send their children in.

Have we found a lot of ground needs to be recovered and do we envisage being able to make up the gaps?

We don't yet know about all of the gaps. From the benchmarking on reading we know there are some children that are significantly behind where they should be. Once we have more information we will try and tailor the curriculum to meet their needs.

Have the contents of the SATs tests been reduced?

No and they are also likely to coincide with Eid. We are looking at how to mitigate this.

Is this creating additional pressure on teachers and pupils, and how are you mitigating this?

We still have to teach the content but we are tailoring plans to cover skills in the cross-curricular elements of our delivery. There is pressure but teachers are rising to the challenge.

What is the net effect on the curriculum or the teaching day?

There is no additional time so teachers have to be the best that they can be and get the most out of every minute. There is a strong focus on pedagogical strategies. One strategy is that, at the end of lessons, children put their books on a pile to indicate whether they need more help, more practice or more challenge. Teachers adapt their planning accordingly. This means that they switch their focus to planning rather than marking in order to maximize time in the classroom.

Communications with parents have improved. What has been learnt? Have there been any successes on communications with parents?

	<p>All schools have the same guidance but interpret it slightly differently. We have also found that we have had to send updates as advice changes which can cause confusion, so we have had to think carefully about what is sent out and how. Some parents would prefer live teaching but we need to consider the needs of the whole school and do the right thing for the wider community. We sent out a lot of communication and reading and absorption by parents varies. We will back this up by talking to parents. We have had an overwhelmingly positive response from parents at all of the schools. We have really gone the extra mile for vulnerable families.</p> <p>The Senior Leadership were formally thanked for everything that they had done over the past months. Governors were reminded that the team had been in school throughout lockdown when most others had been at home.</p>
2.2.	<p>Review effectiveness of Federation governance structures ACTION: The review of Federation governance structures was deferred pending further discussion. The NGA leading governance programme may provide external support with this.</p>
2.3.	<p>Agree final GB priorities for 2020/21 following preliminary discussion in July Governors discussed the priorities, which had been further refined by the Chair following broad approval in July.</p> <p>DECISION: The following working groups were agreed to further develop the governance priorities:</p> <ul style="list-style-type: none"> ● Improvements as governors - Chris Russell, Rachael Claye, Catherine Seldon, Laurence Kavanagh, Corinne Ffinch, Laura Stacey. Clerk to provide advice if required. ● Parental communications - Marisa Childs, Terry Corpe, Laura Stacey, Simone Bowen, Rachael Claye, Corinne Ffinch. ● Black Lives Matter response: Will Emms, Corinne Ffinch, Simone Bowe, Marisa Childs <p><i>Why is communications a separate item for Lauriston?</i> It is there as a result of the specific experience of that school over the past year. The Local School Committee has looked at it, but the whole Federation Governing Body needs to monitor that specific need.</p>
2.4.	<p>Children’s Centres update The Centres continued to provide some day care and family support during lockdown. Lockdown has exacerbated the ever-present challenge around finances due to loss of income of around £60k between March and August and the late receipt of budgets in July. This is currently being discussed with Hackney Education and reassurance on reimbursement is being sought. The Federation is comfortable about signing the memorandum of understanding until reassurance on supporting the shortfall has been received. Other schools with Children’s Centres are having similar problems. The Chair has been kept up to date with developments and the F&S committee will continue to monitor the position closely.</p> <p><i>Are services getting back to normal and what is the medium-term future? Is there a running theme?</i> They returned to normal services as far as possible from September. Some delivery is now remote. We are looking at whether drop in sessions can begin again. We had increased the number of baby places and these are now filled. The hours have been cut from 8-6 to 8-5 but we will return to the longer hours after half term. We will also need to review the fees. We will look at 2-year-old provision to see if it is possible to offer more places. Adult learning has remained online and will continue in that way for the foreseeable future.</p>

	<p>In the longer term, we will be forming an allegiance with other school based children's centres for consistency of message.</p> <p>Governors supported the approach being taken by the school.</p>
2.5.	<p>Budget Monitoring</p> <p>a) Approval of the Sebright Children's Centre budget Governors noted the draft budget and that approval is not sought at this stage as it includes pre-COVID nursery fee projections. It therefore cannot be recommended for approval until reassurance has been received. The Daubeney budget has already been approved.</p> <p>b) Approval of Lauriston budget and deficit recovery update The budget has been cut back as much as possible, but the situation remains very fluid and it has not been possible to reduce the budget beyond the deficit forecast in the original plan. There have been some savings in utilities, but these have been balanced by increased expenditure on PPE and cleaning. The building continues to be an issue and there has been a significant loss of income. Further discussion with the Learning Trust is needed before approval. A meeting will take place with the Head of Finance during the week beginning 28th September.</p> <p style="text-align: right;"><i>MD joined the meeting</i></p>
2.6.	<p>SRAS process Daubeney and Lauriston continue to be part of the SRAS process, which has been extended due to COVID to include this academic year. Stephen Hall remains the School Improvement Partner and the Heads of School have met with him to complete the TAG form. Some funding will be awarded to support systematic change such as capacity, leadership or Teaching and Learning. This will be £7k for Lauriston and £20k for Daubeney. Use of this funding will be discussed at the next SRAS meeting to be held week commencing 28th September.</p> <p>The governance actions are also likely to need to continue.</p>
3.	<p>EXECUTIVE HEADTEACHER ITEMS</p>
3.1.	<p>Report of the Executive Headteacher - any urgent matters not covered elsewhere Most information had been covered at the school committees or elsewhere at this meeting.</p> <p>a) School Rolls These are at 89% at Sebright and Daubeney and 92% at Lauriston. 16 children are pending admission at Daubeney, 6 at Sebright and 8 at Lauriston. Reception at Sebright and Lauriston was full, but numbers have now reduced. All concerned are working hard to get children on roll before the census day. Many families are moving out of the area. There has been a big increase in numbers of children receiving free meals, mainly due to the voucher scheme.</p> <p><i>Is this common across Hackney?</i> There are falling rolls across Hackney. We were doing work on marketing and research, which was just coming to fruition prior lockdown, so will need to start again.</p> <p><i>As schools allowing visits and open days?</i> We are not holding open days, but we are running some visits after school and limited to 6 participants.</p> <p>b) Transition/handover to new Executive Headteacher. Janice Thomas and Robin Warren will shortly be meeting informally and will draw up a transition plan as part of this meeting.</p>

4.	MINUTES AND MATTERS ARISING
4.1.	<p>Governing Board meeting held on 6th July 2020</p> <p>The minutes of the meeting held on 6th July 2020 were agreed as a true record for signature by the Chair. Governors were reminded that this is a public document</p> <p>Matters arising:</p> <ul style="list-style-type: none"> a) Delegation of approval of Wi-Fi upgrade at Lauriston (Minute 6.1a): This had been delegated to Chris Russell, who reported that 2 quotes were received on time. A third contractor did not respond by the deadline. The Federation IT Technician recommended the lower quote, which also offered better equipment. Chris Russell therefore approved a quote for £18,600. The works have been undertaken and are making a real difference to the school. b) Lauriston Budget (minute 2.4a): The F&S committee has not met as there has not yet been a proposal. c) Safeguarding Training for Governors (minute 4.2): ACTION: Terry Corpe to send a link to the clerk for circulation.
5.	ANY OTHER BUSINESS
5.1.	<p>Any other non-confidential business</p> <ul style="list-style-type: none"> a) Sense of Belonging: Marisa Childs reported that she is a member of the Hackney School Board and chairs its 'Sense of Belonging' committee. This committee is drawing up a document for circulation to schools and governors on work that it has undertaken in response to the murder of George Floyd. In drawing this up a virtual meeting was held with parents from 6 schools. They were asked 'Does your child feel like they belong at school?' and 'What improvements can we make?'. Running themes were: <ul style="list-style-type: none"> • Class (particularly in Hackney) can look like colour. There is a class divide at the school gates. • Black history should not be just 1 month a year. It is part of history as a whole. • Children split into friendship groups by ethnicity once they leave primary school and move to secondary school.
5.2.	<p>Date of next meetings</p> <p>Full Governing Board - 8th December 2020 at 6pm</p> <p>Committee meetings: F&S 11th November 2020 at 6pm C&S 27th November 2020 at 8am</p> <p>School committees: Daubeney 20th October 2020 - time tbc Lauriston 21st October 2020 - time tbc Sebright 22nd October 2020 - time tbc</p>
5.3.	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> • Agree targets for the coming year • Approve School Improvement Plans/SEFs

	<ul style="list-style-type: none"> · Lauriston deficit recovery plan (standing item) · Approve TofR · Approve pay progression · Head to confirm annual review of equality targets for publication <p>Policies</p> <ul style="list-style-type: none"> · H&S · Pay policy · Business continuity · Scheme of financial delegation
6.	CONFIDENTIAL BUSINESS
6.1.	<p>Any confidential business There was no confidential business.</p> <p style="text-align: right;">Meeting closed 10am</p>
Chair:	Date:

RECORD OF ACTIONS AND DECISIONS	
Minute	Action/Decision
1.2	ACTION: Those who have not yet done so to complete their declaration of interest forms.
1.3	<p>DECISIONS:</p> <ul style="list-style-type: none"> ● Laurence Kavanagh was appointed as Chair ● Will Emms was appointed as Vice-chair <p>ACTION: Appointment to the positions of Chair and Vice-chair to be re-considered at the next meeting</p>
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1.5	<p>DECISION:</p> <p>Rachael Claye to move from the F&S committee to the C&S committee. Corinne Ffinch to join the F&S committee.</p>
2.2	ACTION: The review of Federation governance structures was deferred pending further discussion. The NGA leading governance programme may provide external support with this.
2.3	<p>DECISION:</p> <p>The following working groups were agreed to further develop the governance priorities:</p> <ul style="list-style-type: none"> ● Improvements as governors - Chris Russell, Rachael Claye, Catherine Seldon, Laurence Kavanagh, Corinne Ffinch, Laura Stacey. Clerk to provide advice if required. ● Parental communications - Marisa Childs, Terry Corpe, Laura Stacey, Simone Bowen, Rachael Claye, Corinne Ffinch. ● Black Lives Matter response: Will Emms, Corinne Ffinch, Simone Bowe, Marisa Childs
4.1c	Safeguarding Training for Governors (minute 4.2): ACTION: Terry Corpe to send a link to the clerk for circulation. (Action complete)