



Lauriston School

Minutes of a Meeting of the Governing Board of The Federation of Daubeney, Sebright and Lauriston Primary Schools held on Monday 6 July 2020 6pm via remote access

Present: Janice Thomas, Chris Russell, Laurence Kavanagh, Laura Stacey, Will Emms, Marisa Childs, Madeleine Davis, Terry Corpe, Simone Bowen, Catherine Hoyle, Rachael Claye	
In attendance: Greg Logan, James Green, Louis Harris, Lorraine Groom, Jatin Shamji, Robin Warren (to item 1.3)	
Clerk: Jill Cameron	
1.	GOVERNING BOARD ORGANISATION AND MEMBERSHIP
1.1.	Apologies for absence No apologies for absence had been received. The Chair outlined the priorities for the meeting.
1.2.	Declarations of interest for the meeting No declarations of interest were made for any items on this agenda.
1.3.	Welcome and introduction to Robin Warren Robin Warren, Executive Headteacher Designate, was welcomed to the meeting. He described his background and current school, including the challenges it is currently facing. The Chair confirmed that it been agreed that Robin Warren would be formally commencing on 1 January following a transition with Janice Thomas over the Autumn term.
1.4.	Agree the appointment of Ian Mullaney to the Sebright LSC Ian Mullaney, former Deputy Headteacher at Sebright, former Headteacher of another school based in Hackney and current school improvement advisor, was recommended as a member of the Sebright Local School Committee. DECISION: The appointment of Ian Mullaney to the Sebright LSC was agreed .

2.	KEY ITEMS FOR CONSIDERATION
2.1.	<p>Update on the federation response to the coronavirus outbreak</p> <p>Governors were reminded that, during this time, the Business Continuity Committee has met for regular updates on the rapidly changing situation within the Federation and that the Chair had continued to meet with the Executive Headteacher on a weekly basis. The following were highlighted:</p> <ul style="list-style-type: none"> • SLT meets at least once a week to discuss operations at each school and review the implications of any new guidance. • The new guidance that came out on the Thursday prior to this meeting is being thoroughly reviewed ready for a return to school for all pupils in September. Risk assessments are being reviewed. Each year group will be treated as bubbles. Each school is looking at the implications for managing this on their site. • Curriculum and assessment leads have met to look at how to manage the recovery curriculum and at how to adapt curriculum plans to ensure that skills and knowledge are covered. Skills will be a particular priority. • The situation and attendance at the schools have changed almost daily and schools have had to develop systems that they have never had in place before. All have done their very best in extremely challenging circumstances and will continue to do so. • Staff handbooks are being amended to reflect the new arrangements. • Implementation of the guidance will vary according to the setting. <p>Sebright:</p> <ul style="list-style-type: none"> • 27 children are currently in nursery, 8 in reception, 15 in year 1 and 29 in year 6. Numbers are slowly increasing. • All support staff and teachers are working full time across pods. • There was one late resignation. An NQT has been recruited to this position. • Transition week was delivered online. • Arrangements are being made for a two-week summer school. This will be funded by The Learning Trust with free places for vulnerable pupils. <p>Lauriston:</p> <ul style="list-style-type: none"> • Over 40 children or key workers are attending, plus 27 in nursery, 37 in reception, 34 in year 1 and 48 in year 6. There are now 4 pod groups for year 6. • All staff are now in. • Recruitment for September is now complete. 3 members of staff are leaving and 2 are going on maternity leave. • A one-week summer school is being planned. This will be by invitation only and be for vulnerable children. • The team has been very positive and flexible. The children have enjoyed being back. • A socially distanced leavers assembly has been arranged. <p>Daubeney:</p> <ul style="list-style-type: none"> • There has been a slower return at Daubeney. Currently there are 11 vulnerable children, 2 bubbles in year 6, 1 bubble in year 1, 1 bubble in reception and in nursery. • The recovery curriculum is being designed to overcome the 14 weeks of missed school based education. • A summer school programme is being planned solely for PPG children. • A rota system is in place for staff. Two staff are not available to come back to site. • The PTA has fundraised for ICT equipment.

	<p>Governors noted that Lauriston therefore has a significantly higher number of children on site proportionally.</p> <p><i>What is happening about home learning running alongside on site learning and plans for potential further lockdowns?</i> It will be part of the planning that will take place this week, which will include how we continue with virtual learning. Google Classroom will be developed for further use for areas such as homework and revision.</p> <p><i>How has the engagement with home schooling been at the different schools?</i> We communicate with all families through phone calls. The more vulnerable children and those with SEND get more contact including support with access to learning. We have tried to address issues with access to equipment or send hard copy of the work home. We have RAG rated children and teachers also flag any concerns. Home visits have taken place if there is no contact or engagement. Some families have been brought in to school to explain Google Classroom. Staff have also encouraged children to come outside, for example by meeting them in the park. The re-engagement unit has been involved as necessary. The transition notes also include the level of access and potential gaps in learning.</p> <p>Parental engagement has been mixed. Some have been very happy. Some have also been frustrated, but numbers in this group have diminished with the wider return.</p> <p><i>Has it been challenging to get children to socially distance within their bubbles? Have you had to use the COVID-19 behaviour appendix?</i> Social distancing is difficult with younger children but the guidance recognises this. We have not had to use the appendix to tell a child they can no longer attend their school.</p> <p><i>What can be learnt from the Lauriston return to school and the high attendance there that will assist the successful return in September? There is lots of apprehension, particularly from ethnic minority families.</i> We need clear systems and processes and to ensure that they are all adhered to, but we also need to be flexible. Communication to staff and parents is also crucial.</p> <p><i>Why are we socially distancing if the guidance doesn't mandate doing this?</i> Out priority is to lessen infection, so we do our best to encourage social distancing rather than abandoning it, but recognise that it is difficult for many children.</p> <p>All staff were thanked for everything that they had done during this time.</p>
<p>2.2.</p>	<p>GB priorities and planning for 2020/21</p> <p>a) GB Priorities Governors considered the draft priorities for 2020/21, which had been discussed with Janice Thomas, noting the need to strike a balance between dealing with the present situation and planning for the future.</p> <p><i>Should the parent communications priority be for all schools and sit with the school committees so that we remain proactive with this?</i></p> <p><i>I am pleased to see Black Lives Matter there. Should we have inclusion and diversity there more broadly to make a positive change? Also, should it be wider than the schools and include GB representation?</i></p>

	<p>ACTIONS:</p> <ul style="list-style-type: none"> • Chair to consider whether parent communications should be a priority for all schools and sit with committees. • Chair to consider whether the Black Lives Matter priorities should expand to include diversity, including amongst the GB. • Governors to forward any further comments, suggestions or roles that they would like to play in taking these priorities forward to the Chair. • The Chair to draw up measurable objectives and build in individual lead roles. • Final draft to come to the next meeting for approval. <p>b) Meeting dates 2020/21</p> <p>DECISION:</p> <ul style="list-style-type: none"> • It was agreed that the Business Continuity Committee should cease at the end of this term and that usual structures should resume from September. • It was agreed to continue with virtual meetings for at the first Autumn half term. • The proposed meeting dates for 2020/21 were agreed. <p><i>Do we need another business continuity committee before the 22nd September Governing Board meeting?</i></p> <p>We have a provisional date held for a business continuity committee prior to the end of term.</p> <p>c) Work plan</p> <p>DECISION: The proposed work plan for 2020/21 was agreed.</p> <p>d) Policy schedule</p> <p>DECISION: The proposed policy schedule for 2020/21 was agreed.</p> <p>It was noted that an updated model Health and Safety policy was awaited from the Learning Trust model and awaiting update.</p> <p>ACTION: Clerk to add Health and Safety policy to the Autumn 2020 cycle.</p>
2.3.	<p>SEN annual information report</p> <p>Governor noted that a number of year 6 pupils with EHCPs are leaving. This will have a particular impact on Lauriston where 4 of 8 are leaving. Sebright numbers are also lower than previously as children are not in school for their needs to be picked up at an early stage. Applications are being made to the Learning Trust for a number of new EHCPs.</p> <p>Risk assessments are taking place for EHCP children attending schools at present. For many, their needs are better met at home, particularly as numbers on site increase, as many children with SEND find it difficult to cope with a change of circumstances or their parents are very anxious. The schools are offering respite care and RAG rating has worked well.</p> <p style="text-align: right;"><i>MC joined at 7pm</i></p> <p>SEND funding allocations are being reviewed. Some children are receiving significantly more support than has been funded. There may therefore be a need to look at earlier annual reviews for some children.</p> <p><i>What are 'social stories'?</i></p> <p>They are a way of placing a child into the picture of what will happen e.g. when they return to school. The context and narrative is broken down very simply. They are very reassuring for children.</p>

	<p><i>What happens if there is not sufficient funding for a child?</i></p> <p>If it is very clear that a child has needs beyond what is funded, then the school will put that support in place, but this is often at detriment to other children, for example LSAs can't be available for small group work. Budgets are getting tighter and more challenging.</p> <p style="text-align: right;"><i>RC left the meeting</i></p>
<p>2.4.</p>	<p>Finance Update</p> <p>a) Lauriston budget</p> <p>Governors were advised that the Learning Trust has not yet agreed that governors can approve a deficit budget for Lauriston. The Head of Finance will be writing to the Chair and Executive Headteacher to arrange a meeting in September in order to discuss strategies to bring the budget into line. Governors have been asked to continue to discuss strategies to bring the budget into balance and to submit a deficit recovery plan in advance of that meeting. SLT has discussed the deficit and is examining a number of options including staffing, contracting and cross-federation services. The loss of around £70k income due to lockdown has made the situation worse. There is no DfE support for loss of income. There has been no option for furloughing and no natural staff wastage.</p> <p>Governors suggested approaching the Learning Trust about the loss of income and how this will be dealt with across the borough as many schools will be in a similar situation.</p> <p>Pupil number funding is higher this year. There are a number of vacancies in year 6, but numbers are healthy in the lower years. Simone Bowen added that there have been almost no in-year admissions in Hackney due to lockdown.</p> <p>In summary, this remains a significant issue and work will need to take place with the F&S committee prior to the meeting with the Learning Trust.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • F&S committee to meet prior to the meeting with the Learning Trust to consider scenarios for bringing the Lauriston budget into balance prepared by the Executive. Date to be confirmed. • Executive to make a note of everything that has been explored, including options that are ruled out. <p>b) Approval of the Sebright Children's Centre Budget</p> <p>This has still not been received from The Learning Trust although the first quarter payments have come through. The delay is due to the Learning Trust trying to calculate loss of income for day-care budget. It was confirmed that the budget for the Daubeney Children's Centre had been approved.</p> <p>c) Approval of SFVS documents</p> <p>Governors were advised that the dashboard had been considered at the F&S. The checklists are now complete.</p> <p>The area that has been met in part is the frequency with which budget monitoring is considered by Governors.</p> <p>DECISION: The SFVS documents were agreed.</p> <p>ACTION: Clerk to review work plan to ensure that budgets are monitored 6 times a year.</p>

2.5.	<p>SRAS process</p> <p>Governors noted that there had been no proposed amendments to the Leadership Ethos Statement, which had been drafted by Rachael Claye. Once this has been approved, it will complete the actions set by Annie Gammon for this year.</p> <p>DECISION: The leadership ethos statement was agreed.</p> <p>A meeting to review progress against plans will take place with Annie Gammon and Stephen Hall on 17th July. It was noted that some measures had not been not possible to put into place due to lockdown. The TAG report was based on progress until March and targets and priorities will remain the same for the next year</p>
2.6.	<p>Publication of minutes on websites</p> <p>DECISION: It was agreed that Governing Body minutes should be published on the school websites once approved, with committee minutes released on request.</p>
3.	<p>EXECUTIVE HEADTEACHER ITEMS</p>
3.1.	<p>Report of the Executive Headteacher - any urgent matters not covered elsewhere</p> <p>Most key items had been covered elsewhere at this meeting.</p> <p>In addition governors were advised that, although Ofsted visits have been suspended until January, ‘non-judgemental’ visits will begin in September to check how schools are getting on in current circumstances.</p>
4.	<p>POLICIES</p>
4.1.	<p>Gifts and Hospitality Policy</p> <p>Governors were reminded that this policy also applies to gifts and hospitality received by governors.</p> <p>DECISION: The Gifts and Hospitality policy was approved</p>
4.2.	<p>Staff Discipline Policy</p> <p>Governors were advised that this was a Learning Trust model policy and should therefore not be amended.</p> <p>DECISION: The staff discipline policy was approved.</p>
4.3.	<p>Safeguarding Policy</p> <p>Governors noted that the changes to the policy were in line with KCSIE 2020 and will come into effect from September.</p> <p>DECISION: The safeguarding policy was agreed.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Terry Corpe to send the online Safeguarding Training link to governors. • Laura Stacey to add to governor training.
5.	<p>MINUTES AND MATTERS ARISING</p>
5.1.	<p>Business Continuity Committee</p> <p>The minutes of the Business Continuity Committee meetings held on 14th May 2020, 1st June 2020 and 18th June 2020 were noted. Much of the content had been covered at this meeting.</p>
5.2.	<p>Finance and Staffing Committee meeting held on 20th May 2020</p> <p>Aside from those matters discussed elsewhere at this meeting, governors were advised that:</p> <ul style="list-style-type: none"> • The budget at Sebright is also tight. • The school fund accounts are being closed and transferred to main school accounts. • The scheme of delegation and emergency management plan will be coming to the

	committee in Autumn for approval by the GB.
5.3.	<p>Minutes of the Governing Board meeting held on 29th April 2020</p> <p>The minutes of the Governing Board meeting held on 29th April 2020 were agreed as a true record for signature by the Chair.</p> <p>All actions were complete or had been covered elsewhere at this meeting.</p> <p style="text-align: right;"><i>WE left the meeting</i></p>
6.	ANY OTHER BUSINESS
6.1.	<p>Any other non-confidential business</p> <p>a) Capital Works at Lauriston: Lauriston has £18k capital which is would like to use for a Wi-Fi upgrade over the summer. 1 quote has been received and 2 more are due. DECISION: Approval of the Wi-Fi upgrade works at Lauriston was delegated to Chris Russell as chair of the F&S committee.</p> <p>b) After School Provision: In response to a question, governors were advised that the bubble arrangements would make it impossible to facilitate breakfast and after school clubs in September. This will be reviewed around the point of half term.</p> <p>c) Daubeney Assemblies: In response to a question at a previous meeting governors were told that on 23rd March the had been 580 views of the Daubeney assembly. Up until June there had been at least 375 views of each.</p>
6.2.	<p>Date of next meeting</p> <p>22nd September 2020 at 8am</p> <p style="text-align: right;"><i>All staff members left the meeting</i></p>
7.	CONFIDENTIAL BUSINESS
7.1.	<p>Confidential minute of the meeting held on 29th April 2020</p> <p>The confidential minute of the meeting held on 29th April 2020 was agreed as a true record for signature by the Chair.</p> <p>The Chair has requested an Executive Headteacher transition plan.</p>
<p>Chair: _____ Date: _____</p>	

Minute	Action
1.4	DECISION: The appointment of Ian Mullaney to the Sebright LSC was agreed .
2.2a	<p>ACTIONS:</p> <ul style="list-style-type: none"> • Chair to consider whether parent communications should be a priority for all schools and sit with committees. • Chair to consider whether the Black Lives Matter priorities should expand to include diversity, including amongst the GB.

	<ul style="list-style-type: none"> • Governors to forward any further comments, suggestions or roles that they would like to play in taking these priorities forward to the Chair. • The Chair to draw up measurable objectives and build in individual lead roles. • Final draft to come to the next meeting for approval.
2.2b	<p>DECISION:</p> <ul style="list-style-type: none"> • It was agreed that the Business Continuity Committee should cease at the end of this term and that usual structures should resume from September. • It was agreed to continue with virtual meetings for at the first Autumn half term. • The proposed meeting dates for 2020/21 were agreed.
2.2c	DECISION: The proposed work plan for 2020/21 was agreed .
2.2d	<p>DECISION: The proposed policy schedule for 2020/21 was agreed.</p> <p>ACTION: Clerk to add Health and Safety policy to the Autumn 2021 cycle.</p>
2.4a	<p>ACTIONS:</p> <ul style="list-style-type: none"> • F&S committee to meet prior to the meeting with the Learning Trust to consider scenarios for bringing the Lauriston budget into balance prepared by the Executive. Date to be confirmed. • Executive to make a note of everything that has been explored, including options that are ruled out.
2.4b	<p>DECISION: The SFVS documents were agreed.</p> <p>ACTION: Clerk to review work plan to ensure that budgets are monitored 6 times a year. <i>There are 4 F&S meetings plus the GB budget setting meeting. I have added budget monitoring to the GB meeting in September so that the GB or F&S monitor the budget 6 times a year.</i></p>
2.5	DECISION: The leadership ethos statement was agreed .
2.6	DECISION: It was agreed that Governing Body minutes should be published on the school websites once approved, with committee minutes released on request. <i>(Please note that the minutes are unchanged from the version circulated with the agenda)</i>
4.1	DECISION: The Gifts and Hospitality policy was agreed
4.2	DECISION: The staff discipline policy was agreed
4.3	<p>DECISION: The safeguarding policy was agreed</p> <p>ACTION: Terry Corpe to send the online Safeguarding Training link to governors. Laura Stacey to add to governor training.</p>
6.1a	DECISION: Approval of the Wi-Fi upgrade works at Lauriston was delegated to Chris Russell as chair of the F&S committee.