LONDON BOROUGH OF REDBRIDGE

MINUTES OF THE SECOND TERMLY MEETING OF THE GOVERNING BOARD OF CHADWELL PRIMARY SCHOOL

DATE AND VENUE: Thursday 5th December 2019 at 6.00pm at the School

PRESENT: Mrs Sadia Ahmed, Mr John Nordon, Mr Lee Walker (Head teacher), Mr John Hickman (Chair), Mrs Lynne Turner, Mrs Seema Ahmed-Khan, Mrs Jo Greenidge, Mrs Hardeep Hunjan and Mrs Ada Egot

ALSO IN ATTENDANCE: Ms Ritu Kalhan – Observer
Karen Mount – Clerk to Governors

Attendance Record 2019-2020

<table>
<thead>
<tr>
<th>Governor Name</th>
<th>03.10.19</th>
<th>05.12.19</th>
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<tbody>
<tr>
<td>Mrs A Egot</td>
<td>Attended</td>
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<td>Mr J Hickman</td>
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<td>Mr J Nordon</td>
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<td>Mrs J Thompson</td>
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<td>Mrs L Turner</td>
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<td>Mrs J Greenidge</td>
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<td>Mrs S Ubhi</td>
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<td>Mr L Walker</td>
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<td>Mrs S Ahmed</td>
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<td>Mrs S Ahmed-Khan</td>
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<td>Mrs H Hunjan</td>
<td>Apologies sent - condoned</td>
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Also in attendance

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<tr>
<th>Name</th>
<th>03.10.18</th>
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<tr>
<td>Ms Ritu Kalhan</td>
<td>Apologies sent - condoned</td>
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### ACTIONS BY WHOM

| Minute 5: Mrs Hunjan to organise for prospective co-opted governor candidates to be sourced from Inspiring Governors. | Mrs Hunjan |
| Minute 5: The clerk was requested to re-send the prospective candidates application forms from Schools for Governors to the Chair and Head teacher | Clerk |
| Minute 7: Approval of the More Able Policy was deferred to the March 2020 full board meeting | School |
| Minute 8: The Chair agreed to write to the Local Authority (SEN Panel and Councillors) with regard to the high number of EHCP pupils the school is being asked to admit. | Chair |
| Minute 8: From the spring term, teachers will be informed when messages have been sent out to parents. They should then tell their pupils, who will be able to discuss the issues with their parents. | School |
| Minute 10: The revised Assessment Policy to be presented to the board the summer 2020 full board meeting. | School & Clerk |
| Minute 11: Benchmarking Report to be presented to the board in Autumn 2020. | Clerk |
| Minute 13: Mrs Ahmed-Khan to send Curriculum Committee minutes to the clerk. | Mrs Ahmed-Khan |
| Minute 13: Ms Kalhan to issue dates of Curriculum Committee meetings to the end of the year. | Ms Kalhan |
| Minute 13: Mrs Greenidge to organise a date in January 2020 for the Finance, Personnel and Premises committee postponed from November 2019 due to Ofsted. | Mrs Greenidge |
| Minute 13: The summer term 2020 Finance, Personnel and Premises committee to take place on 30th April 2020 from 6th May 2020 to receive the draft budget 2020-2021 | FPP committee |
| Minute 16: Governors were requested to send their training suggestions to the Chair. | Governors |

1. **APOLOGIES FOR ABSENCE:** a) Apologies for absence are received and accepted from Mrs Sukhi Ubhi.

   b) Quorum: The clerk advised governors that the meeting was quorate.

2. **DECLARATION OF PECUNIARY/PERSOINAL INTERESTS:** There were no declarations of pecuniary/personal interests in any of the following agenda items.

   The clerk advised the board that the complete Register of Business had been handed to the Head teacher.

3. **GENERAL FEEDBACK FROM THE OFSTED EXPERIENCE:** The Chair wished to record his thanks to all governors who had made themselves available for the Ofsted Inspectors. He also wished to thank all governors who had attended the feedback.
Thanks and congratulations were recorded to the Head teacher and all his staff. It was agreed that this inspection had felt different from the last one. It was a much more positive experience. From the feedback at the post-inspection meeting with governors there were some very good comments made.

The Chair tabled a briefing paper.

**Behaviour and attitudes**

It was noted that there was very little evidence of low-level disruption which can result in a loss of learning time.

**Quality of Education**

As a result of the deep dive into History the feedback was that History was not as effectively planned for as it should be, and this was a concern. However, the board already knew this was a weakness. Governors will obviously need to know what the Head teacher is going to do about this going forward.

**Safeguarding**

It was stated that pupils did not talk about “Prevent” and the Inspection team felt this was something that would have to be rectified. However, governors felt that the actual word “Prevent” was not a word the pupils would have been familiar with.

**Areas for improvement**

Consistency across Foundation subjects
Safeguarding re the Prevent agenda

The Chair requested feedback from governors who were staff. It was agreed by staff that it had been a very different experience. Mrs Turner had not felt that it was as stressful as the previous inspection. There was a calm atmosphere, which was a credit to the school.

It was noted that the Inspectors should have been carrying out a Geography deep dive but, this had to change to a History deep dive.

The Ofsted Inspector was confident enough to leave the issues of History to the school.

It was agreed that if a school was being run correctly, nothing should change once the Head teacher receives the telephone call from Ofsted. Pupils and staff should be able to carry on as normal and this was felt to be the case.

Chadwell Primary School was confident and ready for its inspection.
The Head teacher stated that it had been a different experience for him. The Inspector spoke to the Maths Lead and the Head teacher had the confidence in his staff member to be able to leave them with the inspector.

During the informal feedback the Head teacher had with the Inspector, it was noted that they had no concerns about the Lead Teachers in core subjects and PE.

Governors were grilled by the Inspectors on how they knew what the school was telling them actually happened at the school.

4. **CO-OPTION OF GOVERNORS:** The board noted there are five co-opted governor vacancies to be filled.

5. **MEMBERSHIP:** The board are advised that the Parent Governor election closes on Monday 9th December 2019. The Head teacher stated that he may have to reach out to individual parents as it appears no-one has come forward with a nomination.

If no-one comes forward the school will approach “Inspiring Governors” as there are so many governor vacancies to be filled.

**ACTION:** Mrs Hunjan to organise for prospective co-opted governor candidates to be sourced from Inspiring Governors.

**ACTION:** The clerk was requested to re-send the prospective candidates’ application forms from Schools for Governors to the Chair and Head teacher.

6. **MINUTES:** The minutes from the annual meeting held on 3rd October 2019, having been agreed as a true record, are signed and dated by the Chair.

7. **MATTERS ARISING:** The following matters arising from the last meeting are considered:

**Minute 9 Governing Board responsibility for monitoring Safeguarding of School:** It was noted that the PowerPoint presentation covering the annual Safeguarding training with staff had been emailed to all governors.

Governors signed a pro forma to say they have read and understood Keeping Children Safe in Education guidance.

**Minute 12 Link Governors:** It was agreed that there would be only one Child Protection and Safeguarding Link Governor – Mrs S Ahmed.

It was noted that the More Able Policy which was due to be presented to this meeting, would be presented to the spring term 2020 board meeting.

**ACTION:** Approval of the More Able Policy was deferred to the March 2020 full board meeting.
8. **HEAD TEACHER’S REPORT:** The board received the report of the Head teacher at the meeting. The report had been delayed due to the school undergoing the Ofsted Inspection. Governors were given time to read the report before the Head teacher answered their questions.

**Staffing and Organisation:** The board felt that paragraphs two and three should be linked.

**Governors’ questions (Response in italics)**

What is the Rainbow Room used for? *In the mornings, the Rainbow Room is used for certain pupils to offer them additional support. These pupils then go back to their classes in the afternoon.*

The Head teacher advised the board that Lucy Wells has not yet been replaced.

**SEND:** The board noted the number of pupils the school has with EHCPs.

**Governors’ questions (Response in italics)**

Does the school have the capacity to support this number of pupils with EHCPs (24)? *The school is struggling with the number of pupils they have with EHCPs or are pending. Their needs can sometimes impact upon the learning of other pupils in the class. The issue tends to revolve around the fact that parents have the final word on which school is named on their paperwork.*

*It is a national picture, and the age of pupils seeking an EHCP is becoming younger.*

The board are advised that there has been an issue with the Behaviour Policy and the consistency in the issuing of rewards and sanctions. There are pupils who are aware that the bar is lower for some. This has been discussed with staff and will be followed up through training sessions in the spring term, and all staff have received training on this policy. New staff may know about rewards and sanctions, but the Head teacher wants all staff to work with the school’s policy. All staff must be made aware that there could be changes year on year.

TAs and HLTAs give out the same rewards and sanctions as Teachers. The school is trying hard to support all pupils even with the lack of funding.

The board noted that there would be many different types of training for staff dealing with SEN pupils.

It was felt that there was a case for pre-school and Nursery identification of needs. In this way the process of applying for additional support could be in place by the time they come to Chadwell Primary School.
As far as the school and board can see, the Local Authority have carried out no forward planning with regards to SEN/High Needs. The Local Authority SEN review has not yet been completed and until then it will fall to schools to manage this.

When can a school say ‘no’ to accepting any more pupils with SEN? *The school have said ‘no’ on a number of occasions. However, the SEN Panel have overruled this.*

The Head teacher advised the board that he has recently been asked to take a pupil on a Managed Move from another school but declined. The child was eventually admitted by another local school.

Would the Head teacher like the board to write to the Local Authority with regard to the number of pupils being admitted to Chadwell Primary School? *Yes, that would be extremely helpful. For this school it has now reached tipping point and they simply cannot take anymore SEN/EHCP pupils. SEND, SEN Support and Vulnerable pupils are a very large group at the school.*

**ACTION:** The Chair agreed to write to the Local Authority (SEN Panel and Councillors) with regard to the high number of EHCP pupils the school is being asked to admit.

It was noted that the school have tried a number of tactics to refuse EHCP pupils being admitted to the school, with no success. The SEN Panel are not effectively communicating with the school.

Are those pupils who are being admitted in the catchment area? *Yes, or at least 98% of them are.*

Do class sizes not count? *No, not in KS2. There is no legal upper limit in KS2. In KS1 the school is subject to Policy Variation. The school however, is concerned from a Health and Safety aspect.*

**Fire and Lockdown precautions:** The Head teacher advised the board that issues arising from the fire drill which took place on Monday 25th November 2019 were still to be addressed. As Ofsted had called there had been no time to carry out the necessary changes and checks.

**Logged Incidents and Exclusions:** The board was concerned about the content of some of the incidents that are taking place at the school. Due to the nature of the incidents, some staff members had become hurt and it was felt that staff working with the most challenging children need to have the appropriate training in place, which the majority do. There are also structures in place of a situation has reached SOS point at which point a child will be sent with an SOS card to locate the support of a designated adult.
Governors’ questions (Response in italics)

What is the re-action of parents? Generally, they are ok. The school is extremely transparent in its dealings with pupils and their parents.

In terms of discriminatory incidents that are logged, when questioned, some pupils would state they did not know what certain words meant. However, staff felt that as the word had been said in context, this was not true.

Do teachers understand what an ‘open question’ is? Yes, for those teachers who deal with this every day. If not used so often, it could be difficult for teachers to remember their training.

The Head teacher felt that this could be re-visited at staff inset. This is an issue for teaching staff and not support staff.

The guidance states that one person should only speak to a child if they have made a disclosure. The DSL, Head teacher or Parent Support Advisor may need to speak to the child to clarify details.

Voluntary Contributions 2019-2020: The board noted the Year Group contributions.

Governors’ questions (Response in italics)

Has the Parent Council been established yet? No, not yet.

How can the board find out from parents why they are not contributing? There could be a question about this within the Parental Questionnaire.

Do parents complete the questionnaire? If not, could this be because it goes out on Parent mail? If the questionnaire goes out electronically, the answers can be collated electronically.

Some governors felt that parents may not like email and would prefer a paper copy. It appears there have been no reminders or at least not many sent to parents about making a voluntary contribution.

The Head teacher stated that if they send out too many reminders, the school is accused of harassing parents. The school has to strike the right balance and this can be difficult.

ACTION: From the spring term, teachers will be informed when messages have been sent out to parents. They should then tell their pupils, who will be able to discuss the issues with their parents.


The board agreed to paragraph one on page 21 (11.5 Additional Payments).
DECISION: The Governing Board ratified the Whole School Pay Policy 2019 and this was signed and dated by the Chair.

10. POLICIES: The board received the following policies:

a) Whistleblowing Policy – Revised tracked version and final version

b) Feedback Policy: The board would like ‘distance marking’ explained. The majority of marking should be undertaken with the pupils. However, some distance marking also has to be done. This is marking away from the classroom.

DECISION: The Governing Board approved the Whistleblowing Policy and Feedback Policy.

c) Assessment Policy: Appendix 1 of the Assessment Policy was questioned. The board would like the Head teacher to reconsider this list again.

It appears that assessment around maths is either missing or not very clear.

When looking at the policy it is limited about how much teachers have to do?

The Head teacher stated that there were three data drops a year. End of year assessment then goes on to Target Tracker and then planning will be more likely to match the needs of pupils. The school has appointed a Data Officer to support with the inputting of data.

The school are using standardised tests at the end of every term.

The Chair was concerned about the success criteria of every lesson being explicit to children. This tends to limit the learning and curtail discussion. The Head teacher stated that this would be what Ofsted would be looking for as they would look to see whether pupils articulate how they know that they are being successful/achieving the desired outcome in that lesson.

It was felt that there could be success criteria related to schemes/units of work (fortnightly, every 3 weeks, every half term depending on the age range?). The board were advised that the focus for ‘learning’ is made clear but there are also steps towards how this aspect of the learning is achieved as part of a lesson, which will fit into the unit of work.

Learning objectives have to be consolidated; this equates to Mastery. Mastery is about a deeper understanding. The school carries this out in Maths but now has to see how this can be effectively mirrored in other subjects.

The board felt that the curriculum overviews must be clear.
**ACTION:** The revised Assessment Policy to be presented to the board at the summer 2020 full board meeting.

11. **BENCHMARKING REPORT:** The board received the Benchmarking report.

**ACTION:** Benchmarking Report to be presented to the board in Autumn 2020.

12. **GENERAL DATA PROTECTION REGULATIONS (GDPR) COMPLIANCE:** The board are advised that Tracey Cahill will take over responsibility for GDPR. Asa Aldis (Local Authority DPO) has offered Ms Cahill training.

The board are advised that there had been one data breach from an external source.

A member of staff’s car had been broken into and their personal laptop was stolen. There was no school information or data on the laptop and the thieves would not be able to gain remote access to the school’s server.

13. **COMMITTEES:** The board received the Finance, Personnel and Premises Committee minutes from the meeting held on 9th October 2019. There were no matters arising from these minutes.

Governors noted that there had been no Curriculum Committee minutes presented to board for some time.

It was noted that as Mrs Ahmed was the sole link for Child Protection and Safeguarding, she would not be Secretary to the Curriculum and Standards committee. A new Secretary was to be appointed.

**ACTION:** Mrs Ahmed-Khan to send Curriculum Committee minutes to the clerk.

**ACTION:** Ms Kalhan to issue dates of Curriculum Committee meetings to the end of the year.

The Finance, Personnel and Premises committee was postponed from 26th November 2019 due to Ofsted.

**ACTION:** Mrs Greenidge to organise a date in January 2020 for the Finance, Personnel and Premises committee postponed from November 2019 due to Ofsted.

The clerk reminded governors that the school budget 2020-2021 had to be approved by Finance, Personnel and Premises committee by 1st May 2020.

**ACTION:** The summer term 2020 Finance, Personnel and Premises committee to take place on 30th April 2020 from 6th May 2020 to receive the draft budget 2020-2021.
14. VISITING GOVERNORS: The board received the following reports:

Mrs S Ahmed – Safeguarding Link Visit (7th October 2019)
Mr J Hickman – Learning Walk with a focus on display and visible learning (30th September 2019)

15. CHAIR’S ACTION: The Chair advised the board that he had agreed the Whole School Pay Policy 2019, written a Job Description for prospective governors, undertaken the Head teacher’s Performance Management Review and asked Mrs Egot to attend a meeting to discuss Six Five Education Limited.

16. GOVERNOR TRAINING: a) The board discussed their training needs.

The Chair stated that governors perhaps gain the most from their Learning Visits.

ACTION: Governors were requested to send their training suggestions to the Chair.

b) The board discussed undertaking Finance training.

17. DATE AND TIME OF NEXT MEETING: The board noted the next meeting of the governing board as Thursday 5th March 2020 at 6.00pm at the School.

Future meeting dates

Wednesday 20th May 2020 at 6.00pm at the School
Thursday 9th July 2020 at 6.00pm at the School

18. ANY OTHER BUSINESS:

a) LBR Policy Officer: The school has been approached by the Local Authority to ask if their premises can be used for a Resident Engagement Forum on 23rd May 2020.

It was noted that the school does not have a Lettings Policy. This is one-off request and not a regular letting.

DECISION: The Governing Board declined the request from the Local Authority to use the school premises for their meeting on 23rd May 2020.

b) Governing Board Away-day: The board are advised that their Away-day has been set for 17th January 2020.
19. **CONFIDENTIALITY:** Governors are reminded that the signed minutes of every meeting of the Governing Board should, as soon as possible, be made available at the school to persons wishing to inspect them. It is for the Governing Board to consider which items, if any, should be treated as confidential and excluded from publication.

There being no further business to discuss the meeting closed at 8.05pm.

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CHAIR – 5th March 2020
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<tbody>
<tr>
<td>Minute 10</td>
<td>The Governing Board approved the Whistleblowing Policy and Feedback Policy.</td>
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<tr>
<td>Minute 15 a)</td>
<td>The Governing Board declined the requested from the Local Authority to use the school premises for their meeting on 23rd May 2020.</td>
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