

ELEANOR PALMER PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting Held on 29 September 2021

In attendance:

Apologies

Matthew Lawrence

Parent

Gonzalo Coello de Portugal

Charlie Condou

Flora Cornish

Christophe Frèrebeau

Rifca Le Dieu

Sei-kee Maturine

Nanouche Umeadi

Staff

Sally Hill - Co-Head

Natalie Stevenson - Co-Head

Lacey Cousins – staff governor

Co-opted

Jennifer Allan – Chair of Governors

Shanti Fricker

Tim Peake

Boris Telyatnikov

LA Governor

Vacancy

Associate members

Rosie Thomson

Also present:

Tania Voaden, Clerk

Matters arising

1.1 Governing Body Chairs. There were no nominations received for a new Chair of Governors. As the role is uncontested, Jen Allan continues as Chair. There were no nominations for Vice Chair and Shanti Fricker will continue in the role.

1.2 The Local Authority had proposed a candidate as new LA Governor. The Chair and former Head had met with the candidate. The Chair said that she would be a good addition and recommended to Governors that the candidate join the Governing Body. She clarified the role and appointment process of a Local Authority Governor. The Chair will confirm the appointment with the candidate.

1.3 Boris Telyatnikov has reached the end of term as Local Authority Governor, but has expressed a commitment to continue as a Governor and the school is keen to retain his services. The existing constitution has four Co-opted Governors and there are already four Governors in these roles. In agreeing to retain Boris Telyatnikov as a Co-opted Governor, the Governing Body agreed to reconstitute and amend the constitution to bring the Governor total number to thirteen with five Co-opted Governors. The Instrument of Government will be amended accordingly.

1.4 Corrections to July 2021 minutes

Item 2.5 has a typo – correct to Year 1 Phonics assessment not Year 5.

1.5 Actions from July 2021 minutes

- Item 7.00 To review the value of a parent and governor meeting.

Governors discussed the purpose and value of this meeting. Discussion involved finding a theme for the meeting and suggestions included updating parents on the cessation of Teaching School, a general open forum about how things were progressing in school and an opportunity to meet with the school governors. The Chair expressed the view that there may be more organic ways to seek parent feedback and enhance engagement eg. Governor attendance at the Foundation Stage party and Parents' Evenings. Charlie Condou proposed a short video for parents about what governors are focusing on this year or to host a zoom. Governors concluded that without identifying a clear theme for a separate parent and governor meeting then no meeting should be arranged at this time, but that it could be subject to ongoing review.

- **ACTION** – Governors photos refreshed on noticeboard by fishpond – DONE
- **ACTION** - Governor presence at Foundation Stage Party and Parents' Evening.

2.00 HEADTEACHERS' REPORT

With a busy agenda the Heads invited comment on their report rather than a full review.

2.1 Covid impact

The Heads' spoke of the challenging start to term as outlined in their report. The absence of three teachers and a Nursery Nurse due to Covid had stretched staffing, and whilst the school covered as much as possible internally, some additional supply staffing support was needed. [REDACTED]

[REDACTED] Natalie Stevenson responded that she had picked up additional days and had good support from Rosie Thomson. The Heads had outlined how they would cover any absence in their partnership agreement, but with a busy start to term and as new in role, felt that a headteacher presence in school throughout the week was important at this time. The Heads acknowledged and thanked school staff for their flexibility in covering this challenging period.

Christophe Frèrebeau asked what area was presenting the greatest challenge. Rosie Thomson responded that covering break duties was a stretch and meant that the Senior Leadership Team (SLT) had to step in to support, which took them away from more strategic work.

Nanouche Umeadi suggested that the school could ask for some governor help if needed. Natalie Stevenson expressed thanks and said that the school was managing to find the way forward.

2.2 Gonzalo Coello de Portugal asked for clarity on school attendance for children who had cases of Covid within their home. Sally Hill responded that the school was following Government guidance, which allows children testing negative to attend school even if they have a sibling or household member positive with Covid. Camden Heads had discussed this at their meeting and a parent could choose not to send a child into school in this instance, but that this would count as unauthorised absence. Lacey Cousins noted that there had been five cases of Covid in Year 2 and that she understood wider parental concern that this change in guidance might prolong the impact of the virus in school.

The school had updated Public Health with each case and followed guidance as given. The Year 2 class had the highest instance of Covid and had not attended whole school assemblies and increased ventilation in class.

2.3 Staffing

Boris Telyatnikov challenged the reason for losing five children with EHCPs from roll - with their associated funding - in the last 6 months. Sally Hill responded that three had transitioned to secondary school and the other two had relocated outside of London.

With Janet Collins retiring at the end of the summer term and not being replaced, there had been further reduction in support staff.

Lacey Cousins said that there had been no reduction in interventions and Rosie Thomson said that the school had run on 'a tighter ship' and that there was a high level of skill amongst staff in class.

Natalie Stevenson said that the core purpose of teaching assistants was in supporting quality teaching and that classes had no extra staff beyond the core teaching assistant. Christophe Frerebeau said that the reduction of staffing would continue to be monitored within the Staffing Committee

3.00 SPECIAL ITEM OFSTED and SDP

3.1 Ofsted

Sally Hill led an Ofsted presentation and shared slides with governors.

In summary - points reviewed and discussed:

- The school last had an inspection in 2011 and is due an inspection under the 2019 framework.
- As the last inspection was before 2015 the school will have a Section 5 inspection over 2 days.
- On the afternoon before the inspection the lead inspector will have a preparatory 90 minute phone call with the Heads. Inspectors then set a plan and context for inspection.
- No internal assessment data is reviewed as evidence and Ofsted will scrutinise data from 2017, 2018 and 2019.
- Ofsted will expect teacher assessment to have taken place, however, and want evidence of monitoring and to see how the school uses assessment data to inform and plan.
- After the initial preparatory phone call inspectors will not seek input from the Heads and will meet and talk with teachers. As a small school all class teachers oversee a curriculum subject and need to be ready to talk to this.
- Inspectors will look at the overall effectiveness of the school with four key judgements
 - 1) the quality of education
 - 2) behaviours and attitudes
 - 3) personal development of children
 - 4) leadership and management - including governorsThey also look at judgement in the quality of provision in Early Years education.
- Gradings are 1 - Outstanding, 2- Good, 3- Requires improvement, 4 - Inadequate. Whilst around 17% of schools were previously judged as 'Outstanding', it has been reported that this had fallen to 1% under the new framework.
- In order to achieve 'Outstanding' the school must demonstrate that it is exceptional in the 4 key judgements and in Early Years.
- The Heads said that they have undertaken a deep self-evaluation on the current position of the school in relation to the grades under the new framework.
- The Heads had talked to Kate Froud about her knowledge of Ofsted and her work with other schools.
- Discussion had taken place within the Heads' briefings about how to manage expectations of parents bearing in mind the likelihood of an imminent Ofsted visit. The Heads stressed that they wanted to manage expectations, and be realistic given the significant difference between the older framework under which the last inspection took place, and the current framework. They have assessed that many aspects of the school remain outstanding but that the consensus among heads across Camden is that achieving outstanding under a section five inspection is far less likely now than it was in 2011.
- Rosie Thomson spoke about the school understanding its place on the journey. Natalie Stevenson spoke of having a clear and honest understanding of what needed improvement and seeking progress.
- Jen Allan reminded Governors that the 'Outstanding' status had unlocked opportunities for the school in the past eg. Teaching School. Even with the demise of Teaching School the school continued to do valuable work eg in teacher training.
- In judgement areas Ofsted will look at intent, implementation and impact. Governors should be prepared to talk about these and how as Governors they play a role.
- In judging the personal development of children, Governors should be able to reference the work of Committees e.g. PPC focus given to children's mental health, support for children with additional needs, pupil premium focus and how the school seeks to support and develop every child. Governor roles as 'advocates' for particular groups will play a part in this
- Inspectors will have at least 4 'deep dives' and this will include early reading - looked at in all schools with tracking of the lowest 20%. Rosie Thomson referenced the new reading framework.
- Natalie Stevenson noted that the inspection would not be about how the Headteachers present themselves. Inspectors need to be confident that what the school says is happening, is actually happening.

- Governors asked about the new part 5 section in Keeping Children Safe in Education which focused on sexual harassment and how this was considered within primary schools. Natalie Stevenson said that the school was already proactive on this and was talking to children about body ownership, consent and touch.
 - The Heads said that inspectors would likely want two meetings with governors; mid-inspection and in the final meeting with SLT.
 - The shared slides outlined what Governors could be asked to talk about. Their roles and responsibility and the impact they have had. The Heads reminded governors that they are actively involved and to consider the work completed in committees, actions from the development plans and the ongoing monitoring cycle that is in place.
 - The Heads concluded that the school is very good, but needs to be exceptional in every area to retain the 'Outstanding' status. They remain ambitious for the school and have a clear vision.
 - **ACTION** Committees to add Ofsted as an ongoing agenda item
 - **ACTION** To share the link from The Key regarding Ofsted questions to governors.
- DONE

3.2 School Development Plan - revised document was shared in advance of the meeting.

Natalie Stevenson led the discussion on the SDP, noting that the substance of the document has been reviewed in committee.

In discussion

- The front page of the SDP focussed on the four key judgements under which Ofsted will inspect. It also included the three year aims and the new 'fish' graphic incorporating the distilled values that the new Heads had introduced.
- Governors asked how the front of the SDP had been changed. The Chair noted that the old 'Placemat' brought together values loosely grouped under committee structure. The Chair said that she had liked the higher level values. Natalie Stevenson said that the Heads had not wanted to change the ethos of the school, but to take ownership of this important tool for steering school improvement, and to clarify it so that children and the community use it. The headteachers have also taken the opportunity to look at school development through the lens of Ofsted.
- The Heads reminded Governors about the layout of the SDP with actions, evaluations and next steps as headings.
- The Heads had added a lot more data to the SDP and explained that Camden provides a great deal of this and they are working with Camden for targeted data. Broadly attainment in the school is better than both Camden and National data, but that this varies considerably year on year within different school cohorts.
- An additional 'current position' column had been added to give a clear view of where the school is at.
- In the 'What will success look like?' column more detail has been added so that not just process is included, but SMART targets added where possible.
- On the page 11 Curriculum page there is considerable detail around writing. Writing is a key medium to long term project focus with the goal of improving outcomes for all pupils in writing. This includes more children who achieve 'greater depth' in reading also do so in writing. Also included is scrutiny of the reasons why some children do not meet 'expected' writing levels and actions to address.
- Boris Telyatnikov said that the plans looked measurable and realistic.
- Following challenge from Matthew Lawrence, previous foci have been included and colour coded. The Chair said that it was an important reminder of what work had been done and can inform future monitoring.
- The SDP is a key document to ensure that the school is doing what it claims to do and knowledge of the SDP supports governor conversations with Ofsted.
- On Page 14 - Staffing -There had been the addition of 'establishing a programme of professional development linked with performance management across the school for all staff'. A plan for a cycle of performance management had been put in place.
- Governors challenged how staff were feeling under change of headship. It was agreed that the Staffing Committee would lead on meeting staff to discuss this. Charlie Condou

suggested that this should extend beyond teachers and teaching assistants to all staff. The Chair said that the Terms of Reference should reflect this.

- **ACTION** Staffing Committee to review how best to monitor impact for staff of new leadership and reflect in Terms of Reference as necessary.
- Page 16 PPC. The response to the PASS survey was an important piece of work that the committee would focus on this year.
- Sally Hill said that it would be useful to have a Governor presence at future SEN meetings.
- Boris Telyatnikov asked about SENDCO succession. Sally Hill said that she was still in the role, but needed to hand it over.
- Page 18 Resources. Sally Hill gave thanks to the guidance from Gonzalo Coello de Portugal and Tim Peake in planning the SEN pod. This build had been out to tender. Tim Peake talked about the brief for the SEN pod, what was the need for provision in the context of the wider school.
 - **ACTION** Page 16 on Club EP row - remove RT initials in final column.
 - **ACTION** Page 9 SDP Phonics 2021 - correct 74% to 85% pupils in the last column.
 - **ACTION** Scatter graphs on page 10 may contain errors - to review and correct if needed.

3.00 RESOURCES COMMITTEE

Minutes dated 15 September were shared ahead of the meeting.

Main focus had been on SDP. Tim Peake said that the committee had reviewed uptake of wraparound club sessions and reviewed staffing at Club EP.

- **ACTION** An update from Vicky Green on plans for floodlighting in the playground, enabling longer use.

4.00 STAFFING COMMITTEE

Minutes dated 9 September 2021 were shared ahead of the meeting.

Shanti Fricker noted that much of the meeting was spent in reviewing the SDP.

The committee had discussed the support staff allocation across the school prompted by an email from a parent expressing concern. Shanti Fricker had replied to the parental email and received a positive response back. Sally Hill thanked her for her support in this.

4.1 Shanti Fricker will continue the half termly Safeguarding meetings with Vicky Green and the Heads. She noted that the Safeguarding and Child Protection Policy had been updated with some changes from Camden and school updates. Jen Allan pointed out that section 3.3 should be a named person.

- **ACTION** Policy amended to name the Heads. Done

5.00 PPC COMMITTEE

Minutes dated 14 September shared ahead of the meeting.

5.1 Nanouche Umeadi said that she had met with the Heads and that there was a plan of workshops to celebrate Black History Month. 12th May 2022 had been agreed as the date for the Celebrating Black Culture (CBC) PARTY.

5.2 There is a new PTA and the Heads will meet to discuss future plans.

5.3 Charlie Condou asked for any update regarding a counsellor - Sally Hill said that she has been in contact with the Anna Freud outreach team. The cost was £18k a year, which would resource a counsellor one day a week to work 1:1 and also for group work and family work.

6.00 CURRICULUM COMMITTEE

Minutes 7 September were shared ahead of the meeting.

Boris Telyatnikov said that the committee had focussed on discussing the SDP and the RSE Policy.

7.00 AOB

The Chair asked for ideas for agenda special items in the February and May Full Governing Body meetings. Up for discussion was Covid follow up, the impact of monitoring, phonics and early reading.

- **ACTION** Chair and Heads to agree agenda items incorporating any suggestions made by Governors.

7.1 Policies and statutory documents.

- Safeguarding and Child Protection Policy ratified by the Governing Body.
- Governors completed and signed the Declaration of Interest forms
- The Governing Body agreed to the committee Terms of Reference. Committee chairs signed and returned
- The Governing Body Terms of Reference- shared in advance of the meeting- were agreed.

The meeting ended at 8pm.

ADVOCATES 2021-22

Boys	Tim Peake and Christophe Frèrebeau
EAL (English as an additional language)	Boris Telyatnikov
Girls	Shanti Fricker
High attainers	Rosie Thomson
LAC (Looked After/ previously Looked After children)	
Children working at 'expected' levels	Charlie Condou
Pupil Premium	Nanouche Umeadi
Summer born	Matthew Lawrence
SEND (special educational needs and disability)	