

**THE GOVERNING BODY OF BROOKLAND INFANT AND JUNIOR SCHOOLS**  
**MINUTES OF THE MEETING HELD VIA TEAMS**  
**ON TUESDAY 29 SEPTEMBER 2020**

**LA GOVERNOR**

\*Sapna Shah (Vice Chair)

**PARENT GOVERNORS**

Vacancy (Infant)

\*Claire Rosen (Junior)

**HEADTEACHERS**

\*Brenda McCafferty (Infant Headteacher)

\*Jenny Aylen (Junior Headteacher)

**NON-VOTING OBSERVERS**

\*Amy Simpson (Infant DHT)

\*Shirley Bates (Junior DHT)

**STAFF GOVERNOR**

\*Jenny Catley

**CO-OPTED GOVERNORS**

Vacancy (Junior Teacher)

\*Emma McCabe (Infant Teacher)

\*Farnoush Bikdeli (Junior Support)

\*Tim Jackson

\*Michael Farhi

\*Shiv Haria Shah

\*James Clare

\*Lisa Weinbrenn

\*Tony Brand

\*Laura Pincus (Chair)

\*Joshua Hamerton

**ASSOCIATE MEMBER**

\*Katie Attwood

\*Carol Frankl

\*Harriet Bloom

**AGENDA**

**PART I**

20/59 **Welcome**

All Governors were welcomed to the meeting.

20/60 **Acceptance/ non-acceptance of apologies for absence**

Sapna Shah and Michael Farhi had informed the Chair that they would be slightly late to the meeting.

20/61 **Declaration of pecuniary interests**

No Governor present declared a pecuniary interest in the business to be discussed.

20/62 **Appointment of Chair**

Nominations for the position of Chair were welcomed at the meeting. Governors considered the one nomination received on behalf of Laura Pincus.

*Laura Pincus left the meeting.*

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Laura Pincus be re-appointed as Chair for the Academic Year 2020/2021, or until her successor was appointed.

*Laura Pincus rejoined the meeting*

### 20/63 Appointment of Vice Chair

The Chair invited nominations for the position of Vice Chair. Governors considered the nominations received on behalf of Sapna Shah.

*Sapna Shah left the meeting.*

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Sapna Shah be re-appointed as Vice Chair for the Academic Year 2020/2021, or until her successor were appointed.

*Sapna Shah rejoined the meeting.*

Both were congratulated on their positions

### 20/64 Governor appointments (New/Re appointments)

It was noted that Tim Jackson's term of office had ended. This had been discussed at the unclerked meeting in July. Following a show of hands, Governors **AGREED** to re appoint Tim Jackson as Co-opted Governor for the four year term ending on 28 September 2024.

Tim Jackson indicated that he may only be in post until the end of the academic year.

Katie Attwood's term of office as Associate Governor had also ended. The re appointment had been agreed at the meeting held on 1 July. Following a show of hands, Governors formally **AGREED** to re appoint Katie Attwood as Associate Governor for the four year term ending on 28 September 2024.

Joshua Hamerton provided a brief background of himself. He was put forward to the role of Co-opted Governor. Following a show of hands, Governors **AGREED** to appoint Joshua Hamerton as Co-opted Governor for the four year period ending on 28 September 2024.

*As Tim Jackson had to leave the meeting early, the agenda was slightly reconfigured*

### 20/65 Premises report

Tim Jackson, Chair of the Premises Committee, provided Governors with an update. It was noted that discussions with Barnet regarding the swimming pool continued. A partner for the development of the pool had been confirmed but works could not commence until the relevant paperwork and sign off had been received from Barnet. Despite pursuing this with the LA for a number of months with the new partner and for 2 years with the previous one further delays continued.

It was noted that the School continued to lobby for the rebuild of the Y2 buildings, with a petition of 600 signatures submitted in favour of this. The IHT added that James Flannigan had been in contact with Miladin from the LA who had indicated that they would support this.

Laura Pincus explained that she had emailed Mike Freer including a number of other councilors, regarding the unacceptable delay with the swimming pool sign off; it was noted that it was a mismanagement of funds.

The JHT confirmed that she would also be raising the issue with Neil Marlow the following day.

Governors reiterated their appreciation for the continued efforts of Tim Jackson on behalf of the School.

*Tim Jackson left the meeting*

20/66 **Annual Register of Business Interests 2020-21**

Governors were requested to complete the pro forma provided in their agenda packs for the meeting and return these to Farnoush Bikdeli for inclusion in the Register of Business Interests. Governors were provided with various options of how to complete the form electronically.

20/67 **Part I minutes of the meetings held on 19 May 2020**

The Part I minutes of the meeting held on 19 May 2020, copies of which had been circulated prior to the meeting, were **CONFIRMED**, virtually signed by the Chair, as a fair representation of the meeting.

20/68 **Part I minutes of the unclerked meeting held on 1 July 2020**

The Part I minutes of the meeting held on 1 July 2020, copies of which had been circulated prior to the meeting, were **CONFIRMED**, virtually signed by the Chair, as a fair representation of the meeting

20/69 **Matters arising from the minutes**

The IHT explained that another Infant Parent Governor election would have to be undertaken as that initiated pre lock down had not been completed. She noted that she would be contacting those parents who had previously put themselves forward to explain this.

20/70 **Annual Review of Committee Structure, Membership & Terms of Reference**

Previous to the meeting, The Chair had requested governors to indicate their preferences for committee membership and subject links. Governor attention was drawn to the spreadsheet detailing the committee structure and membership.

The Chair agreed to circulate a spreadsheet of the updated committee structure, members, and subject link governors.

***Action: Chair***

Terms of Reference for each committee would be discussed at the first meeting of each committee.

***Action: Committee Chairs***

Carol Frankl questioned whether her role as SEN Link Governor was still effective noting that discussions tended to be looser with no strict agenda when she met with the SENCOs. Both Headteachers confirmed that the role was important and that it needed to continue.

The JHT noted that she was in the process of recruiting a Co-opted staff teacher Governor.

20/71 **Governor Code of Conduct**

Copies of the Governor Code of Conduct, circulated prior to the meeting were received and noted by Governors. James Clare provided an overview of the changes noting that it had been updated to reflect the more strategic role of the Governors.

Following a Governor question, the Chair explained that the document was more about Governor behaviours rather than outcomes, the latter of which fell under the Terms of Reference for each committee.

Following a show of hands, Governors **AGREED** to the Code of Conduct and the Chair agreed to sign a copy on behalf of the Governing Body.

#### 20/72 **Governor References**

Governors were reminded to complete their Governor references and submit these to Farnoush Bikdeli. The importance of these for safeguarding was noted. The Chair reminded Governors that, where possible, references should be sought from individuals that were not family members.

#### 20/73 **Approval of residential trips**

The JHT noted that the trip to PGL had been moved to June 2021 at no extra cost to the School. Maria Pstilides was thanked for all her work on this.

The IHT noted that the Infant School trip to Moat Mount had been booked for 6-9 July 2021.

Sapna Shah explained that following Covid, a number of companies had made changes to their contracts in terms of cancellations and suggested that these be reviewed for the respective companies (pending another cancellation/rescheduling).

The Headteachers agreed to ask the School office to send Sapna Shah clarification on this.

***Action: Headteachers***

#### 20/74 **Headteachers' reports and supporting documents**

##### **Infant Headteacher**

Copies of the IHT report, circulated prior to the meeting, were received and noted by Governors. Comments and questions were welcomed.

The IHT explained that there had been a lot of movement over the summer term with a number of families leaving. Due to the pandemic, a number of families had made different decisions about life and priorities. A few children from Y2 had moved to private schools and others had moved to other areas or back to their country of origin.

This was a similar picture in Reception, where the original 90 offers and 40 on the waiting list had reduced to a waiting list of five. In terms of School roll, there were currently 90 children in Reception, 90 in Y1 and 89 in Y2. It was noted that whilst offers were being made, the LA was acting rather slowly in terms of the process with a number of spaces in other local schools yet to be filled.

The IHT confirmed that Nursery was at full capacity and funds were being brought into the School. She added however that there were a few staff members who were on long term sick leave which was having an impact on staffing overall.

A Governor enquired into whether the recent closure of the Nursery, due to a positive case of Covid, was anticipated to have any effect on the income mentioned.

The IHT explained that this would only be the case for those children with extended hours, with those who had paid places still expected to pay. She noted that there was a slight loss of income in terms of lunches however.

Following a Governor question, the IHT explained that 13 of the 28 children who attended 30 hours (paid for the additional 15 hours).

A Governor enquired into what provision was in place for children in receipt of Free School Meals (FSMs) if/when a bubble was forced to isolate. The IHT explained that there had been no further information on the voucher scheme which had been introduced previously. She noted that this would need to be discussed with the catering company so that they understood what the expectation of them was.

Joshua Hamerton noted that there was a government requirement for catering providers to provide lunch for children who were off school due to closures, with those in receipt of FSM or Pupil Premium entitled to a food parcel.

The JHT agreed to investigate this further.

***Action: JHT***

The IHT noted the complication with Nursery and the Universal FSM initiative.

A Governor asked for clarity on what the process was for when a Teacher in a bubble was no longer able to come to school. The IHT explained that the School continued to work closely with Public Health and follow their guidance. A process was in place to contact them and work to ascertain the correct action. Bubbles continued to be strictly maintained to ensure no cross contamination so that cases could be isolated. The Nursery case for example was slightly more straight forward in that it was isolated to a separate building.

A Governor questioned whether the IHT anticipated the closure of the Nursery having any impact on the settling of the children. The IHT affirmed this noting that many of the children had just been introduced to the new routines and full days. Staff including Meal Time Supervisors were however recording a number of videos with storytelling for example to continue and sustain that engagement and familiarity.

A Governor noted that there had been no formal complaints as indicated in the report but questioned as to whether there had been any unofficial ones. The IHT explained that there had been a few complaints as of today in regard to the closure of the Nursery. There had also been a few expressions of discontent about the use of packed lunches for Y2 children.

The IHT explained however, that an order had been made for specific equipment to allow for hot lunches to be reintroduced soon. She confirmed that, overall, parents had been very supportive.

The Chair reminded Governors that she, as well as the Vice Chair, had been in contact and discussion with the Headteachers throughout this period and commended the amount of work that had been undertaken under sustained pressure and constant flux. The Chair, on behalf of the Governing Body, thanked them and the staff group for their leadership and positivity,

**Junior Headteacher**

Copies of the JHT report, circulated prior to the meeting were received and noted by Governors. Comment and questions were welcomed.

The JHT extended her thanks and gratitude to all staff over this period, many of which had stepped into more senior roles, rising to the very many challenges placed before them. She also

extended her appreciation to the work undertaken by the site staff who had gone above and beyond to ensure the Schools were as covid secure as possible.

She added that the children had returned with very positive and determined attitudes which complemented that of the staff.

Following a Governor question, the Headteacher explained that she was present at the front of the school to greet parents and students and allow for that continued conversation that many had felt challenging over the pandemic period. Dojo communications had also been set up as a system which allowed parents to directly communicate with teachers.

The JHT noted that the 'Meet the Teacher' evening conducted via Teams had been very positive with the numbers attending higher than when held as a physical meeting previously. She added that there had also been a good parental response to the remote learning survey with a policy developed to support this.

Y6 were also starting to use Teams to further support this line of communication and connection. Parents were kept informed through various networks with a focus on Brookland Learning Skills added to the newsletters for example.

The JHT pointed to the staggered staff timetables which limited interaction between them. The virtual forums and mechanisms were therefore also a useful set up to allow communication and interaction between staff members who no longer interacted on a regular basis as they would have before.

A Governor asked for clarity on the acronym ASC as noted in the JHT report with two children diagnosed with this over the summer. The JHT explained that this referred to those on the Autistic spectrum.

A Governor noted that there had been increased evidence in the news that the mental health of 7-11 year olds was being increasingly effected and questioned whether the School had put any mechanisms in place to support this.

The JHT confirmed that wellbeing was one of the main priorities of the recovery curriculum. She added that staff had completed a number of training exercises and programmes provided through Educare that were focused on this.

During the Stay at Home period all staff were required to complete the safeguarding training online which included Child Protection, Prevent Duty and FGM. Some of the teaching assistants also completed other relevant courses such as preventing bullying, online safety, further detailed courses on child neglect, domestic abuse and loneliness.

All staff completed the online course on the mental wellbeing of pupils and many staff completed the bereavement course.

The package also provided specific online courses for welfare staff. Courses were completed on administering medication and for breakfast club staff on food hygiene. Two members of staff completed the fire warden training. The JHT had also completed Safer Recruitment training through Educare.

The IHT noted that all staff had in the Infant School had completed psychological First Aid training on INSET day.

A Governor noted that the main teaching unions offered free resources for staff. Joshua Hemerton agreed to send the Headteachers the relevant links.

### ***Action: Joshua Hemerton***

The JHT added that the 'Zones of Regulation' also continued to be used, with this being a key focus of PSHE this term and promoted through the whole school message. At present, students were having their own whole school meetings within their classrooms which was focused on wellbeing and involved them completing a self-audit of learning skills. These audits would be reviewed and analysed in the staff meeting the following day.

The JHT explained that the School had seen an increase in the number of children with Mental Health issues and families who were struggling. Simon Greenhouse continued to work with external partners and agencies to support these families with the School hoping to build sufficient trust in parents that they felt comfortable asking for assistance.

The JHT noted that the routines and predictability that school offered was also what was needed by children especially for those with anxiety. School was able to provide a clear and calm environment.

A Governor challenged whether the various therapies and support packages had continued through the pandemic. The JHT explained that a number of these had continued online. The IHT added that Alison Gross continued to chase the various therapists to ensure that pupils could have access to the support required. There were a number of pupils who required occupational health etc. who had not received this for the past six months.

The IHT added that of the two Speech and Language Therapists in the Infant School, one was going on maternity cover from October and the other was leaving to return to New Zealand. These were being replaced with an assistant. The decision had also been made, without consultation with the School, to only support three children with an Educational Health Care Plan (EHCP) that had been identified by them. The IHT explained that this selection was insufficient and there were a number of other children who required this support and some who were in fact, in greater need.

The IHT noted that a letter of complaint had been written and parents were also sending letters.

It was noted that the EP service was still running with meetings held virtually. The AIT service was also still running and offering support. The JHT confirmed that this was similar in the Junior school. They were also endeavouring to recruit more student counsellors.

The IHT explained that Alison Gross had made contact with all children with an EHCP weekly by phone call and differentiated work where necessary which was emailed home. She also ensured there was an individual return to school risk assessment for children with an EHCP and emailed out social stories to help the children return to school.

A Governor enquired into how staff were coping with the increased challenges and staff shortages. The IHT explained that the Employee Assistance Programme was in place which offered services such as counselling. There was also a member of staff who was a trained counsellor. Although she was unable to offer direct counselling to staff, she had agreed to set up a wellbeing surgery two afternoons a week for half an hour that staff members could book in to. The details of the system and how any issues could be relayed to the IHT were being finalised.

The Headteachers confirmed that staff wellbeing continued to be a high priority for the schools. The JHT added that there were a few members of staff with current medical needs as the NHS were catching up on pre-booked operations and procedures.

A Governor enquired into how the schools intended to base line and identify gaps. The JHT explained that the school held an INSET day in July focused on gaps. The information from this

was collated and given to the next year's group/staff. They also identified which areas of the curriculum could be slimmed down and refined. She explained that there were some subjects where more of the content was needed to carry on to the next year and others where the skills were more important. She confirmed that the School had always undertaken assessment for learning very well.

The JHT added that a lot of work had also been undertaken on memory, distinguishing areas that needed to be reminded rather than lost. Strategies for this were therefore being explored further. Booster groups were also in place with targeted home work groups starting the following week.

A Governor challenged how the schools monitored children's wellbeing. The JHT explained that the safeguarding team met regularly to update on particular concerns. She added that the survey currently being undertaken with children would help to form the basis for some of these whole school statistics. There were also case studies available that could be shared with Ofsted if necessary.

A Governor questioned whether the School would be offering staff flu jabs. The IHT noted that there was a current shortage. She agreed to look into this further. A Governor noted that Well Pharmacies offered free flu jabs to all teaching staff who were able to prove their teaching status.

A Governor enquired into whether there had been any issues with staff in terms of compliance with governmental regulations. The JHT explained that the staff code of conduct had been updated to reflect these which staff had signed to say they had read and understood the document.

#### **20/75 Staff governors' reports**

Jenny Catley provided Governors with an overview noting that the Infant School had been joined by four new Teaching Assistants (TAs) who had all settled in well.

Farnoush Bikdeli added that there had also been a number of TAs who had joined the Junior School. She reiterated the work undertaken by all staff including TAs during this period with a number of them working outside of their job descriptions, delivering homework and food to pupils.

Governors joined in thanking all staff for all their hard work, perseverance and consistency over the period.

A suggestion was made that another temporary staff member be recruited to cover the cost of supply. This would be discussed further at the next Finance committee meeting.

#### **20/76 Committee reports**

##### **Premises Committee**

The Chair of the committee had provided an update earlier in the meeting.

##### **Finance Committee**

The Chair of the committee provided an overview of the meeting held on 25 September. She noted that committee members had reviewed the BVAC which compared the forecast and actuals.



She added that there were a number of variables and unknowns with confirmation of covid costs that could be reimbursed still being awaited.

It was noted that positive steps had been taken in terms of school leases with most lettings returning. Savings had also been made with overtime payments. Both Schools were anticipated to set balanced budgets.

She added that savings had also been made by bringing a number of contracts back in house. The electricity and gas contracts would be reviewed with the intention to bring them back in house too.

A Governor suggested that Octopus Energy be explored for this purpose.

### **Safeguarding Committee**

The Chair of the committee provided an overview of the meeting held on 24 September. The committee had reviewed the safeguarding audit identifying where there may be some changes.

It had been decided that all Governors complete Level 1 Safeguarding training and so the relevant link had been circulated to Governors yet to complete this or those requiring renewal. This would also allow for a clearer and more stream lined tracking system.

The committee had also reviewed the Pupil Premium Policy, Attendance, Equality, residential trips and the SEND educational report.

A Governor enquired into what safeguarding reporting system was used at the School. The Headteachers noted that C-POMs was used which allowed for better and more clearer monitoring as well as the easier transfer of records. In terms of tracking interventions, the School used Target Tracker.

A Governor suggested that the DfE be contacted via their new helpline as there was an offer to cover costs for staff absences through insurance as a result of covid.

### **Curriculum Committee**

The Chair of the committee noted that she had met with both Headteachers to discuss the Recovery curriculum. Summaries of these would be circulated to the committee with a subsequent meeting planned for November.

### **Communication and Community Engagement Committee**

The Chair of the committee noted that she would circulate a date for the next meeting.

### **Personnel Committee**

The Chair of the committee noted that a meeting was scheduled for 15 October.

### **Strategy Committee**

The Chair noted that she would circulate a date for the next meeting.

### **20/77 Wellbeing**

This had been covered earlier in the meeting.

Governors re iterated the importance of staff wellbeing and the assurance that support was being provided.

#### 20/78 **Policies**

There were none.

#### 20/79 **Governor visits**

Due to the pandemic, no Governor Visits had been undertaken.

The Chair noted that a process for how to undertake 'virtual visits' would be discussed at the next Strategy meeting.

#### 20/80 **Chair's correspondence**

The Chair noted that she had received a number of positive emails from staff thanking Governors for their letters at the start and end of the year.

The Chair had also received an email from a parent who was unhappy with the lunch provision in Reception.

Joshua Hamerton explained that the school's catering provider should be providing 'grab and go' hot meals for children as stipulated in the government documentation which had subsidised their costings accordingly.

The JHT confirmed that this was available for some children in the Junior School. There were currently three year groups that were able to collect their meals normally although Y5 had to pre order a week in advance at present.

The IHT noted that the 'grab and go' hot meals option was not feasible in the Infant School due to the age of the children.

A Governor noted that there had been some discussions amongst parents regarding the types of meals being provided and questioned whether the caterers could accommodate specific dietary requirements.

The IHT explained that parents were expected to contact the catering provider directly to inform them of any allergies. A meeting with the caterers was then set up to review the menu with the parents. A form for completion was available on the School website.

#### 20/81 **Governor support and development, and report of the link governor**

Governors were reminded of the development package purchased by the School, Educare. It was noted that there were a number of courses available, with Governors sent links to the Safeguarding training where it was necessary for them to complete this.

***Action: All Governors***

Farnoush Bikdeli noted that courses administered on behalf of the LA were quite scarce at present but agreed to notify Governors if anything became available.

Governors were encouraged to undertake Safer Recruitment training. Joshua Hamerton noted that he had completed this training. He agreed to send the relevant certifications to Farnoush Bikdeli.

20/82 **Chief Executive and Director of Education and Learning- Report to Governors**  
<https://www.barnet.gov.uk/working-children-barnet/information-schools/school-governors/meetings-and-reports>

Governor attention was drawn to the Chief Executive and Director of Education and Learning - Report to Governors, circulated prior to the meeting.

### **1. Transfer of the Education and Skills service to BELS**

As well as supporting schools and families through the covid19 pandemic since the closure of schools in March, the Education and Skills service has had to respond to an organisational challenge, also the result of covid19, when Mott MacDonald, trading as Cambridge Education, notified the council of a 'Force Majeure' event in April as a result of the unprecedented nature of the COVID-19 pandemic.

Following the consultation, the council decided the service should transfer to a company that would be wholly owned by the council and so established a new company called Barnet Education and Learning Service (BELS).

All services would continue as usual, or at least as usual as possible in covid19 conditions.

Governors noted this information.

### **2. COVID recovery curriculum and support to schools**

Schools were still in the process of settling their children back into a version of 'normality', with all the challenges that this presented. Senior Leaders have, with governor support, created comprehensive risk assessments, ensured that both staff and pupils feel safe to come back to school and are working hard to reassure parents and families in a world of uncertainty.

It was noted that the LNI team would be visiting schools, either virtually or in person, and the visits would reflect the approach that would be taken by Ofsted during the autumn term.

Governors noted this information.

### **3. Safeguarding Update**

During this extraordinary time of the pandemic, schools have worked in close partnership with the local authority to safeguard our most vulnerable children; this category includes children with EHCPs and those with a social worker.

During 2020/21 BELS will continue to provide support to schools through sharing information and good practice through breakfast briefings and weekly MS Teams drop-in sessions, as well as being a regular agenda item at meetings for heads and deputies.

The document provided Governors with further detail on the processes and procedures.

Governors noted this information.

### **4. Safeguarding Audit**

To assist schools in evaluating their procedures for safeguarding and Child Protection including considerations during Covid-19 Pandemic, Heads should have received the annual Safeguarding Audit, which has been revised to take into account recent events.

This audit has been designed to assist schools in ensuring that they have the evidence to show that their procedures are good and to identify any actions needed to make improvements.

It was advised that Governors have regard to the following documents whilst undertaking the audit:

- Keeping Children Safe in Education 2020
- London Child Protection Procedures 5th edition
- Working Together to Safeguard Children 2018

All Governors were asked to confirm that they had read and understood the KCSIE document. The Chair agreed to create a form for all Governors to sign.

### ***Action: Chair***

Governors were also reminded to read the Child Protection and Safeguarding policy.

## **5. Education Endowment Fund (EEF)**

School governors and trustees played a crucial role in improving school performance by providing support and challenge to the headteacher and their leadership team. It was essential, therefore, that Governors were able to access and use the best available evidence-based resources.

Set up in 2011, the EEF was an independent charity which had since been designated by the government as the What Works Centre for Education. Its mission was to break the link between family income and educational achievement.

The EEF supported schools (as well as early years and post-16 settings) with two critical aspects of their work:

- improving outcomes for 3-18 year-olds by increasing the quality of teaching and learning, and
- closing the attainment gap between disadvantaged young people and their peers.

## **6. Governor Training**

There was a pause in the Governor Training Programme last term and guidance was instead provided related to Covid-19 (including the Governors' Covid-19 Handbook). Schools were not charged for this period. This term, the Governor Training Programme returned and was available for registration at: [www.barnetce.org.uk/](http://www.barnetce.org.uk/) (click on 'All Traded and Other Training' and then 'Governor Services' to see this term's courses).

Given the current circumstances, courses would be delivered online this term. Governors would simply need to click on the link sent to them in their confirmation email and enter the meeting password when prompted (no prior applications would need to be downloaded).

## **7. Prevent Online training via The Home Office**

The Home Office was offering an introduction to the Prevent Duty and explained how it aimed to safeguard vulnerable people from being radicalised to support terrorism or becoming terrorist themselves. This provided an important foundation on which to develop further knowledge around the risks of radicalisation and the role that schools play in supporting those at risk. This training addressed all forms of terrorism and non-violent extremism, including far right wing and Islamist extremism threatening the UK. This e-learning had been developed by HM Government following consultation with a range of individuals and organisations. It had benefitted from the

feedback of teachers, local authority officials, community-based groups, youth workers and many other links to further information can be found at the end of the training.

The training can be found at: <https://www.elearning.prevent.homeoffice.gov.uk>.

Governors were reminded to complete this training.

## **8. Schools Libraries Resources Service**

The SLRS was a traded service that supported reading and learning in schools by loaning books/artefacts/role play resources/guided reading sets and more, to subscribing schools. Termly and half termly topic and fiction loans were curated to support the delivery of the national curriculum in the classroom. The Guided Reading sets were one of the most popular resources. Each collection comprised 15 books and many had been bought to satisfy teacher requests.

## **9. Handling Complaints during the Coronavirus outbreak**

In accordance with Section 29(1) of the Education Act 2002, all maintained schools and maintained nursery schools must have and publish procedures to deal with all complaints relating to their school and to any community facilities or services that the school provided, for which there were no separate (statutory) procedures.

### **20/83 Dates of committee meetings**

The dates of future committee meetings were noted as:

- Finance: Friday 25 September 2020 at 9.30am
- Safeguarding: Thursday 24 September 2020 at 10am
- Curriculum:
- CCE:
- Personnel: 15 October 2020
- Strategy:
- Premises:

### **20/84 Dates of governing body meetings**

The dates of future Governing Body meetings were noted as:

- Wed 18 Nov 2020 6pm - unclerked
- Wed 13 Jan 2021 Curriculum tea 3:30 FGB 5pm
- Tues 23 March 2021 6pm
- Tues 18th May 2021 6pm
- Wed 30 June 2021 6pm - unclerked

### **20/85 Any Other Business**

The Chair noted that she was in the process of working with IT to create lgfl email addresses for all Governors. This would allow easier access to Teams.

Joshua Hamerton noted that he was the lead across a number of boards focused on sustainability for stem related subjects. This focused on recycling ink cartridges for example which donated one pound for each to the school.

*The meeting finished at 8.05pm.*