

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD  
OF HEAVERS FARM AND SELSDON FEDERATION  
HELD ON THURSDAY 17TH SEPTEMBER 2020 AT 6:15PM VIA ZOOM**

**Present**

Nina Ballo	Staff Governor
Moses Bukenya	Partnership Governor
Graham Cluer	Partnership Governor, Chair
Nigel Collins	Co-opted Governor
Tanya Dennis	LA Appointed Governor
Susan Papas	Executive Head teacher
Corina Pascal	Co-opted Governor
Jo Read	Associate Member
Johnny Tang	Co-opted Governor
Hilary Smith	Associate Member
Everton Stuart	Parent Governor
Alan Tigg	Co-opted Governor
Rebecca Tomasiewicz	Parent Governor
Robert Ward	Co-opted Governor

**Also In Attendance**

Robert Askey (HoS, Heavers Farm)	Observer
Liz Parry	Governance Manager

**1. Welcome and Apologies for Absence**

Graham Cluer opened the meeting and welcomed everyone. There were no apologies for absence as all governors were present

**2. Declaration of Pecuniary Interests in the Current agenda**

- *To note that all governors are asked to complete a 2020/21 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships when meetings are held in school again*  
All governors completed their forms and forwarded them electronically to the Governance Manager.
- *Governors to declare any pecuniary or personal interests in any agenda item for this meeting*  
No conflicts of interest in the current agenda were declared.
- *To note that the completed register of interests will be published on the schools' websites in compliance with requirements when it is possible to collate all returned forms. Noted.*

3.	<p><b>Quorum</b> The meeting was confirmed as being quorate with all governors present.</p>
4.	<p><b>Election of Chair to the Governing Body for the forthcoming year.</b></p> <ul style="list-style-type: none"> <li>• <b>The Governance Manager to report on nominations and self nominations for the position of Chair for the forthcoming year. A vote to ensue.</b></li> </ul> <p>The Governance Manager confirmed that she had received nominations for Graham Cluer to be Chair for the forthcoming year. This was formally seconded. The Governance Manager asked if there were any further nominations and there were none. There was then a vote and Graham Cluer was formally voted in with a show of hands. The vote was unanimous. Graham was then duly appointed with grateful thanks. Graham said that he was very happy to take on the role for another year but pointed out that as a Governing Board there should be some thought about succession planning as he will not be able to continue indefinitely.</p>
5.	<p><b>Election of Vice Chair to the Governing Body for the forthcoming year</b></p> <ul style="list-style-type: none"> <li>• <b>Report on nominations and self nominations. The process will be the same as for the election of Chair.</b></li> </ul> <p>There was one nomination for Nigel Collins which was formally seconded. No one else wished to stand for the position of Vice Chair. There was then a vote and Nigel was formally voted in with a show of hands. The vote was unanimous. Nigel was then appointed with grateful thanks.</p>
6.	<p><b>Update on Governing Body Membership</b> The Instrument of Government for the Federation is composed as follows:</p> <p><b>2 Parent Governors</b> <b>Executive Headteacher</b> <b>1 LA Governor</b> <b>1 Staff Governor</b> <b>2 Partnership Governors</b> <b>6 Co-opted Governors</b></p> <p>Currently the Governing board was carrying 1 Co-opted Governor vacancy. Efforts to recruit to the vacancy would be made.</p>
7.	<p><b>To review and adopt the Standing Orders for the coming year</b></p> <p>Governors were in receipt of the Standing Orders which were based on a model provided by Octavo but adapted to the Federation. Governors agreed that the Standing Orders were comprehensive and provided a good structure for the working of the Board, and they were formally approved with unanimous agreement.</p>
8.	<p><b>Committee Membership and Appointment of Governor Focus Roles</b></p> <p><b>8.1 Membership of Resources Committee</b> Johnny Tang Nigel Collins</p>

Alan Tigg  
Graham Cluer  
Susan Papas  
Jo Read  
Robert Ward

## **8.2 Membership of Quality of Education Committee**

Tanya Dennis  
Nigel Collins  
Hilary Smith  
Moses Bukenya  
Nina Ballo  
Graham Cluer  
Susan Papas  
Corina Pascal  
Jo Read  
Everton Stuart  
Rebecca Tomasiewicz

Governors were reminded that although they were assigned to a particular committee they were welcome to attend any committee meeting and it was agreed that whilst meetings are being held via Zoom it may be easier to attend more committee meetings.

- ***To agree membership of the Headteacher Performance Management Committee***

Membership was agreed as follows:

Graham Cluer  
Nigel Collins  
Alan Tigg

It was noted that Alan, Nigel and Graham had previously undertaken HT Performance Management.

- ***To agree membership of the ad hoc committees:***

**Pupil Disciplinary committee**

**Staff Disciplinary committee**

**Staff Disciplinary appeal**

**Complaints committee**

It was agreed that all governors would be potentially available and asked for availability according to whether their membership would be appropriate for a particular committee, as and when convening a panel is necessary

To comply with statutory requirements for allocation of focus roles (and additionally as required by the Governing Board)

	<ul style="list-style-type: none"> <li>➤ <b>SEND:</b> Tanya</li> <li>➤ <b>Safeguarding:</b> Graham</li> <li>➤ <b>Looked After children:</b> Hilary</li> <li>➤ <b>Health and Safety:</b> Alan and Robert</li> </ul>
9.	<p><b>Keeping Children Safe in Education: Governors to confirm that they have read sections 1 &amp; 2</b></p> <p>All governors confirmed that they had read and understood the Guidance. It was agreed that this was a very important and comprehensive document which gave clear guidance on responding to safeguarding concerns.</p>
10.	<p><b>To Formally Approve the Governing Body Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• <b>All governors, having read the Code of conduct in advance of the meeting, to confirm their agreement</b> All governors confirmed that they agreed with the contents of this document.</li> <li>• <b>Document to be signed by governors at the earliest opportunity and passed to the Clerk to be held on file in school.</b> Governors formally agreed their willingness to sign the Code of Conduct, and it was agreed that if meetings take place in school later in the year, the document will be presented for signing.</li> </ul>
11.	<p><b>Minutes of the Previous meeting held on 16th July 2020</b></p> <ul style="list-style-type: none"> <li>• <b>To check the accuracy and minutes to be signed by the Chair</b> The minutes of the previous meeting were agreed as an accurate account. There were some typos and word omissions which were amended.</li> <li>• <b>Signed minutes to be passed to the Executive Headteacher to be held on file in school.</b> A physical copy would be signed by the Chair at the earliest opportunity and placed on file in school.</li> </ul>
12.	<p><b>Matters Arising from the Previous minutes and update on all action points not on the current agenda:</b></p> <ul style="list-style-type: none"> <li>• <b>To receive delayed minutes of Quality of Education committee held on 2nd June 2020</b> The minutes of the June Quality of Education Committee had been produced and were ready for circulation.</li> </ul>
13.	<p><b>Update on how return to school in all year groups has been going, levels of attendance, implementation of the curriculum, pupil wellbeing, staff wellbeing etc.</b></p> <p><b>How are the Covid 19 safety and cleaning measures working out?</b></p> <p><b>Is any specific support from governors required at this stage?</b></p> <p><b>Return to School and Covid Safety:</b> The Executive Headteacher began by explaining that from a leadership point of view there had been a key focus to develop a workable system of getting children in and out of school buildings safely and helping everyone to adapt to and cope with the new systems. There have been some teething issues and some changes have been made, but overall a great deal has</p>

been achieved and systems are working well. The organisation of the bubbles has taken a lot of configuration and there are generally two members of staff allocated to a bubble, so there are implications if one is not there for any reason.

Parents have been asked to wear a face covering when on the school site because of the difficulties of social distancing, and there has been a high level of compliance at both schools.

There have been a minority of families who have not been satisfied with the arrangements, particularly at Selsdon, and they have taken their issues to the LA. The Chair said that he hoped that the LA is directing any parents who wish to make a complaint to follow the Federation's Complaints Procedure appropriately.

During the first two weeks of term attendance has been high at both schools, (97% at Selsdon first week and 95.4% at Heavers Farm ). There has been a slight decline at both schools during the second week as a number of children have developed colds and families are being cautious. There have been some children who have had to self isolate due to possible Covid symptoms and the federation has given some of its small supply of tests to families who need to get tested.

**Q:** How many tests are provided for schools?

**A:** They are supplied in batches of 10, and orders can only be made every 21 days.

Governors acknowledged that this was a low number for a whole school population including staff, and were very mindful of the national problem with availability of tests. The EHT said that she recognised that in the coming weeks there were likely to be problems for the schools if the numbers of staff having to self isolate reaches a critical level, or if children or staff have a positive test.

**Q:** What happens in the event of a child testing positive? Does the whole bubble have to self isolate?

**A:** The decision does not lie with the school. A positive test has to be reported to the Croydon Director of Education (Shelley Davies) and the Croydon Director of Public Health (Rachel Flowers) and they liaise with the South London Health Protection Team and the school before making a decision about how the school should proceed.

Robert Askey explained that he had attended a meeting led by Shelley Davies and Rachel Flowers, and schools were being told to be as cautious as possible in the face of the current situation with inadequate testing. At the centre of thinking and planning should be what actions are likely to cause the smallest amount of disruption to the fewest people.

Susan said that this was a key reason for not allowing visitors to the school unless absolutely critical. The Federation has also been unable to open Breakfast and After School Clubs at the present time because the organisational challenge of maintaining bubble integrity was too great..

**Q:** Are any staff wearing face coverings in school?

**A:** Staff wear face coverings if they have to move outside their bubbles within the school. Teachers have the option to wear coverings in class if they wish to, and there is a plentiful supply of masks, shields and gloves available. The SLT wants all staff to feel as comfortable as possible as they manage their own risk assessments

**Q:** What is the cleaning regime?

**A:** We have regular daily cleaning, and in addition both schools have extra cleaning during the course of the school day when all contact surfaces are regularly wiped down, including door handles. There is also a strong emphasis on regular hand washing.

**Curriculum:** There has been a strong emphasis on getting the children settled back into school and enabling them to be ready for learning with a re-inforcement of key skills for learning. As well as keeping safe there has been a lot of focus on behaviour. It is clear that the children are very pleased to be back in school and they are adapting well to the new routines.

A key challenge is to assess children across the whole curriculum and identify any areas of learning each child may have missed. During the next two weeks the Federation will be assessing children in one subject each day. Once the information for every child has been collated it will be possible to look at how teachers can address gaps in learning and adapt the curriculum appropriately.

There is an expectation from the DfE that children have 'caught up' and be in line with age related expectations by the end of the summer term. Governors recognised that this was a big task for schools and the EHT said that she was also very mindful of ensuring an appropriate balance between having the highest possible expectations for all children's progress, whilst maintaining good staff morale in the face of exceptional and challenging circumstances which no one has faced before.

During discussion the Chair drew attention to the Chairs' Briefing meeting he had attended the previous evening where there had been a very clear steer from Croydon for governors to ensure that they have systems in place whereby they can still maintain their role appropriately and do their job as critical friends with holding the school to account. Governors agreed that whilst it was not possible to come into school at the moment some of the key focus roles could be carried out via zoom/telephone/email. Chairs were also advised by the LA to ensure that their schools reflect on the provision that has been in place and identify if and how they would do anything differently in the event of future school closures. Governors also recognised that some of the criteria by which they judge effectiveness/school improvement/quality of education will inevitably be different this year and this will be reflected in the agreed targets and priorities outlined in the School Development Plans.

**Q:** Do we have any data to show how successful on line learning was? If the school has to partially or totally close again will the online learning programme be any different in its structure and approach?

**A:** Until the analysis of children's current levels of learning is undertaken it is not really possible to say how well children were able to respond to the online learning programme. Likewise, planning for further online learning will be more effective once the Federation has had a chance to fully assess where children are with their learning and progress.

**Q:** Is it possible to post daily work on the blog so that any parents who have to have children at home because of the need to isolate are still able to teach children from home?

**A:** Posting lessons on line at the moment would present work load challenges for teachers at the moment. The Federation will be looking at online learning however once it has undertaken the work to assess gaps in children's learning and planned for teaching the new curriculum.

**Q:** Has the Federation been able to access funding to undertake catch up programmes during the school holidays?

	<p><b>A:</b> No, we're not clear yet if/when this is going to be available.</p> <p><b>Budget Monitoring:</b> It was agreed that a zoom meeting will be set up between Mandy Friend (Federation financial adviser), Susan and the schools' Finance Officers as soon as possible. Johnny Tang will also be welcome to attend in his capacity as Chair of Resources/Finance lead governor. It was also agreed that Q1 will be circulated for governors' information, and Q1 and Q2 will be discussed/recommended for approval at the next meeting of the Resources Committee on 8th October.</p> <p><b>ACTION: School to circulate Q1 to governors. Susan to liaise with relevant parties re setting up a zoom meeting with Mandy Friend.</b></p> <p><b>Safeguarding Role:</b> Graham said that he would like to ensure that he has communication with the two Safeguarding leads in the schools as soon as possible and also is able to arrange the most viable way to check the Single Central register in both schools. It was agreed it may be possible to do this via a Zoom meeting.</p> <p><b>ACTION: Graham to liaise with Rachel Evans and Hugo Feitor to discuss safeguarding in his capacity as Safeguarding governor and also to check the Single Central Registers.</b></p> <p><b>Governor support for the school during these times:</b> Governors asked if there was anything additionally which the Federation staff might feel was helpful from governors. Corina suggested that it may be helpful to write to staff with a short questionnaire to seek staff views. It was agreed that this was a positive suggestion and Corina offered to liaise with the Chair on possible questions which could be included in a governors' questionnaire to staff.</p> <p><b>ACTION: Corina to liaise with Graham with a view to drawing up a questionnaire for staff.</b></p>
14.	<p><b>School Development Plan 2020 - 2021</b></p> <p><b>Priorities for the year ahead</b></p> <p>The EHT explained that the SDP for both schools will be based on the restorative approach which the Federation is adopting in the face of the pandemic. Written plans will be produced in the next few weeks and circulated to governors in time for discussion at committee level.</p> <p>It was agreed that clear targets and ways of assessing and measuring success against targets will be very helpful and these will be discussed and approved at the next meeting of the full Governing Board.</p>
15.	<p><b>Chair's Items: Report on any correspondence, Chair's actions etc</b></p> <p>The Chair reported that he had been in receipt of three parental complaints relating to re-opening arrangements. The parents had not gone through the complaints procedure and referred their concerns to the school so he had directed them back to the schools/EHT.</p>
16.	<p><b>Governors' Training - any updates</b></p> <p>The Chair reminded governors that there was a programme of training offered by Octavo and it was all online at the present time, with a time slot of 1 1/2 hours.</p> <p>It was agreed that governors will review the training schedule and book on any training which interests them.</p> <p><b>ACTION: Governance Manager to re-circulate the current training schedule.</b></p>

Tanya reported that since the last meeting she had taken two training courses:

Stakeholder Management

Strategic Planning

Graham reported that he has signed up for two forthcoming courses: Governing Board's role in Staff Disciplinary and Handling Parental Complaints.

Hilary reported that she has booked for the Governing Board's role in Staff Disciplinary.

Corina reported that she has signed up for Unconscious Bias and Welcome to Governance

**ACTION: All governors to inform the Governance Manager when they have completed a course. with name and date of training session**

**17. Confidential Items**

- To identify any matters discussed to be recorded in the confidential Part B minutes
- **Confidential Staffing Matters** (if any)

Members of staff, as appropriate, will be asked to withdraw from the meeting for the discussion of this item.

**18. Next meeting dates:**

**Autumn Term 2020**

**Thurs 8th October 6.15pm**

**Resources Committee  
At Selsdon**

**Tues 10th November 6.15pm**

**Quality of Education Committee  
At Selsdon**

**Thursday 10th December 6.15pm**

**Full Governing Board  
At Selsdon**

**Spring Term 2021**

**Tuesday 26th January 6.15pm**

**Resources Committee  
At Heavers Farm**

**Tuesday 2nd March  
6.15pm**

**Quality of Education Committee  
At Heavers Farm**

**Tuesday 16<sup>th</sup> March 6.15pm**

**Full Governing Board  
At Heavers Farm**

**Thursday 29th April 6.15pm**

**Budget Ratification Governing Board meeting at**

	<b>Heavers Farm</b>
<b>Summer Term 2021</b>	
<b>Tues 18<sup>th</sup> May 6.15pm</b>	<b>Quality of Education Committee At Selsdon</b>
<b>Tues 22<sup>nd</sup> June 6.15pm</b>	<b>Resources Committee At Selsdon</b>
<b>Tuesday 13<sup>th</sup> July 6.15pm</b>	<b>Full Governing Board At Selsdon</b>

Signed.....Chair of the Governing Board

Date.....