

THE GOVERNING BODY FOR FRIERN BARNET SCHOOL
MINUTES OF THE MEETING HELD ONLINE (VIA TEAMS)
MONDAY, 12 OCTOBER 2020

MEMBERS:

CO-OPTED GOVERNORS

* Ms Ann Woodhall (Chair) (WLA)
* Mr Martin Christie (CEM)
Councillor Barry Rawlings (RSB)
* Ms Niki Savva (SAN)
Ms Charlotte Fergusson (FNC)

PARENT GOVERNORS

* Ms Olga Glazer (for part) (GRO)
* Mrs Joanna Goga (GAJ)
* Mrs Sangeeta Kerai (KIS)
* Mr Nishad Gudhka (GAN)
Mrs Tracy Ward (WDT)

LA GOVERNOR

* Councillor Anne Hutton (Vice-Chair) (HNA)

STAFF GOVERNORS

* Mr Simon Horne (Head Teacher) (HES)
* Mr Jerry Arnull (ALJ)

* Denotes members present

NON-VOTING OBSERVERS PRESENT

Ms Jane Mullan (Deputy Head Teacher) (MNJ)
Ms Kathryn Poynting (Deputy Head Teacher) (PGK)
Ms Paula Donaldson (Business Manager) (DNP)
Mr Paul Bernard (Assistant Head Teacher) (BDP)

IN ATTENDANCE

Mrs Jane Canavan (Clerk) (CNJ)

A Woodhall

20/48 WELCOME & INTRODUCTIONS

WLA welcomed Jane Mullan (MNJ) back from maternity leave and welcomed everyone to the meeting. The virtual meeting would be recorded to aid minute-taking and once minutes were approved, the recording would be deleted.

20/49 APOLOGIES FOR ABSENCE

Cllr B. Rawlings, Ms Tracy Ward, Ms Charlotte Fergusson - accepted

20/50 DECLARATION OF PECUNIARY INTEREST

None.

20/51 CONFIRMATION OF GB MEETINGS STRUCTURE 2020-21

CNJ reported that 11 (of 12) governors had responded. Governors **voted unanimously to adopt** the proposed meetings structure for the year 2020-21.

20/52 CONFIRMATION OF PARENT GOVERNOR ELECTIONS

All 12 governors had responded to the questionnaire.

Re-election of parent governor Nishad Gudhka – 11 approvals, 1 abstention

Re-election of parent governor Tracy Ward – 11 approvals, 1 abstention

Nishad Gudhka and Tracy Ward were re-elected for four years, terminating on 12 October 2024.

20/53 CONFIRMATION OF ELECTION OF CHAIR/VICE-CHAIR 2020/21

All 12 governors had responded to the questionnaire.

Election of Chair – Ann Woodhall (self-nominated) – 11 approvals, 1 abstention

Election of Vice-Chair – Anne Hutton (self-nominated) – 11 approvals, 1 abstention

Ann Woodhall and Anne Hutton were duly elected Chair and Vice-Chair, respectively, for the academic year 2020/21.

WLA said **Niki Savva (SAN)** had expressed an interest in becoming Vice-Chair in the future and she would be shadowing HNA for the autumn and spring terms.

20/54 ADOPTION OF GOVERNORS' TERMS OF REFERENCE 2020/21

Governors' Terms of reference for 2020/21 were **ADOPTED**

20/55 ADOPTION OF GOVERNORS' CODE OF CONDUCT 2020/21

Governors' Code of Conduct for 2020/21 were **ADOPTED**

20/56 GOVERNOR LINKS 2020/21

These were **AGREED** as detailed below.

SLT Member	Governor Link
Simon Horne	Ann Woodhall
Jane Mullan	Nishad Gudhka
Kathryn Poynting	Niki Savva
Paul Bernard	Charlotte Fergusson
Jim Robinson	Anne Hutton/Barry Rawlings
Paula Donaldson	Olga Glazer
Claudine Bernard	Martin Christie
Kathy Newey	Jo Goga
Carl Robinson	Tracy Ward

WLA said they would trial this for a year. She asked governors have a termly conversation with their SLT link and feed back to the GB.

AW

20/57 GOVERNORS' YEAR PLAN 2020/21

Governors were asked to note the meetings dates. WLA said she had tried to put information items into the planned virtual meetings and items for discussion into face-to-face meetings.

20/58 MINUTES OF LAST MEETINGS

The minutes of the meeting held on 14 July 2020 were **APPROVED**.

Matters Arising

20/44: Clerk to remind governors of the need to read and confirm they have read the relevant extract of the KCSIE document, September 2020.

Action: Clerk

The minutes of the meeting held on 25 August 2020 were **APPROVED**.

Matters Arising

20/51: New governors

WLA reported that a note for a parent governor had gone into the recent school newsletter.

She said that they are considering recruiting a co-opted governor and she asked governors to think of one skill that might be lacking or which could enhance the GB.

WLA reminded governors that the link to Open Evening is still on the GB website.

20/59 BUDGET MONITORING REPORT

This report was previously circulated.

DNP said the report detailed income and expenditure to the end of September (50% of the financial year) and there were no issues.

Because of the school closure, there was a reduction in music fees, trips and lunch money income and this would be reflected in the corresponding expenditure. There was also a reduction in lettings income. DNP said she would be considering the possibility of lettings after half term. There had been a slight reduction in staffing expenditure due to reduced overtime and mealtime supervision payments and a saving of DH Angela Moore's salary. Premises costs were slightly higher, mainly due to one off payments at the beginning of the year. Supply costs were also lower up to this period.

Capital expenditure: the school purchased 30 additional laptops for teachers to use at home. DNP confirmed they have paid an architect for stage 1 of his fees for the proposed inclusion unit.

DNP reported to date they have spent an additional £6,000 on health and safety equipment (signage, lidded bins, PPE equipment and sanitiser). They estimate they will be spending about £3,000 each half term for additional wipes, sanitiser, PPE equipment.

The school is expecting an additional £61,000 through the Covid-19 catch-up premium. This will be made in 3 payments.

HNA said she understood that the amount for free school meals (FSM) was included in the Pupil Premium Payment, but she couldn't see it. Also she asked what the school could expect to recoup from the council in respect of the additional H&S costs. DNP said they do not itemise the actual amount received for free school meals in the budget. The income heading for FSM is used if the school might be given some additional FSM funding at the end of the year. HES said that FSM is a line on the school allocation budget and it represents about 23% of the school population. DNP said she could provide the actual figure allocated to FSM - this is an amount that comes in and goes straight out.

DNP said the government offered schools some recompense for H&S Covid spending and schools had to apply by 21st July. It was unlikely a school would receive any more funding unless they had been forced to spend any of their reserves. HNA said she might take that forward as a general point at the next Children Services Committee.

20/60 DATA PROTECTION POLICY

DNP said this is a statutory document and all amendments have been made to conform to government changes.

The governors agreed to **RATIFY** this policy.

AW

WLA said she would forward a document about cyber security in schools to DNP. She might be able to provide some information to governors about this at the next meeting.

20/61 HEAD TEACHER'S VERBAL REPORT

HES said they have been trying to get back to some sort of normality but keeping the school open presents challenges, with infection rates going up. Children had faced a variety of issues during lockdown including poor or no Internet access. The school had problems trying to reach some parents and others had not felt confident in helping with home learning. Subdued at first, generally the children were settling quite well. Initially attendance was high but this has started to drop as children are taking time off for testing or self-isolating.

HES said teachers were trying to identify gaps in knowledge and how to address this. Some of the children were not as focussed as they would want them to be because of anxiety and in some cases, anger. He said there had been three incidents outside school involving Friern Barnet children. There had also been an unpleasant incident in school. There has been an increase in counselling. The Counsellor has had to assess 46 students, which includes 18 of her regular students. There is a volunteer counsellor who helps with children who need longer term support. The children's anxiety is centred on future exams and the work that they have to do to catch up. Re the staff: there are two members of staff on long-term absence and they are working to get both of them back into school. HES said another difficulty had been the lack of testing at the start; to book a test and get a result took a whole week. To date there were 20 schools in Barnet that were sending home whole year groups. Up until last week FBS hadn't had any incidents until a Y7 child tested positive and a Y10 child had tested positive on the day of the GB meeting. Relating to the Y7 child, 21 children have been isolating and are due to return on 20th October and there are a further 40 children who will have to wait until Thursday, 22 October to return.

A technology teacher had been sent home because she was too close to one of the children who had tested positive. HES said it's difficult in practical subjects – he had been covering some art classes at the beginning of term. To date no staff had had a positive test.

They have been considering how they can avoid putting the children under too much pressure and they also need to be in a position to ensure remote learning is enhanced. HES said that parents and children wanted something more interactive where possible. He said all staff had been trained to deliver lessons remotely and to explain concepts.

The school has developed a parental evening meeting app, which they are currently experimenting with.

The school will use some of the catch up funding for sessions in maths and science over half term.

There is now an online library (2,000 books) so the children can order e-books. They can also make an online order for books, to be collected from the LRC the following day.

There will be an online school show, to be released in March.

The Evening Standard (ES)/John Lyons Charity exclusion initiative has now been launched. This has produced some knock-on benefits. HES said he would be arranging a meeting with someone who wants to involve FBS in a healthy relationships project, where they would supply some counsellors to work in school at a very reduced cost. (This is being offered to just one Barnet school.)

20/62 RISK ASSESSMENT (RA) REVIEW

HES said this document has to be kept up to date. Some things that are no longer relevant have been removed and some new things were added: staff training and additional laptops purchased to enable staff to work online at home. HES said the amended risk assessment has to be put on the website and he would send governors a link.

WLA said she noticed that none of the scores had changed even though situations had changed. HES said they now have four teachers at home because of the close proximity to the person infected. This will impact on the ability to deliver the curriculum.

AG

WLA asked if the first aid re-qualifications had taken place and if there were enough first aiders in school. **DNP** confirmed there were enough first aiders. There had been an issue with the company delivering the training but they have put on more courses and relevant staff will be able to do the two-day re-qualification course.

WLA noted the school was keeping records of vulnerable staff and she asked where this information was held.

DNP said the school's management information system keeps records of staff and any medical issue they have. If needed, a report can be run from the system. **DNP** said they can react quickly to an issue and, if needed, they can run a medical report from the system. This information is also held in the cloud as part of the critical incident policy. **WLA** said it was probably a good idea for the Safeguarding governor (**HNA**) to be aware of it and perhaps to have a look at it.

HNA said she had noted this and will take it up with the Head's PA at their next meeting.

WLA (P11) talked about classes using PE equipment. **HES** said they considering ways of offering PE next half term and, for instance, if they wanted to play football, they might have a bucket containing steriliser fluid.

WLA asked if the school was still considering taking on an additional cleaner to work in school during the day. **HES** said they had thought they would need one but the caretakers are doing such a good job that they feel this is not necessary at the present time. **DNP** agreed and said they would be keeping this under review but Chris, the caretaker, feels he is able to cope at the moment. However, they don't want to overburden the caretaking staff and this year the school will be closed for the full Christmas break to enable the caretakers to have some time off.

HNA said that on P11, item 22 was missing a risk rating. All in all, she thought it was a good document.

GAN said that when the governors met earlier in the year **HES** had reported a spate of incidents involving children coming in from outside the borough and this appears to be re-occurring. He asked what the police response had been concerning the incidents outside of school.

HES said there had been an online meeting with the police the previous week. They say they don't have the resources in Barnet, where there are about 14 PCSOs allocated to about 80 schools. **HES** said he keeps trying and has repeated that all he is after is a police presence for about 30 – 45 minutes after school. Barnet Council were at the meeting, the safer schools officers were there together with other officers. He said he hopes that following the meeting, they will provide more police presence.

CEM asked if there was any possibility of having a camera at the back of the classroom to film a lesson, so that children at home could log into it. **HES** said he had a conversation with a HT recently who has been doing this. They have a computer in every classroom and when a child is at home, the teacher switches the camera on for the child at home to see. He said he has been considering and it would be easy to set up, but there is no control and he was concerned about not knowing who, actually, might be at home with the child. **DNP** said they were investing in web cams – they cost about £60 each and they were currently trialling them in offices, with a view to them being installed in a classroom. **HES** said this was something to consider but they would want to think about all the ramifications. **HNA** said she would be concerned about doing this and she would want reassurance that it was being very carefully managed. As the Safeguarding Governor, she would like to see how this would be put in place before it was launched.

CEM asked what the specific concern was. **HES** said that they couldn't control who is at home and who would be looking into the lesson. He added that they could get an undertaking from the parent that only the child could see the lesson, but they would still be giving open access to the lesson. He said he had not disregarded the option but it needed careful consideration.

CEM asked what the actual safeguarding risk might be. **HNA** said it was the unknown and it could involve someone from within the household (or from outside) watching children. **CEM** said that perhaps this needed to be for another discussion.

GAN said he thought they should understand that there were a lot of schools in the private sector already doing this and they would be bound by the same safeguarding restrictions. He said it was about managing the risk. Perhaps they could replicate what these schools are doing and add on some additional measures, if necessary.

AW

HES agreed and added that during lockdown the private sector were providing online lessons all the time, where the teacher would meet the children online. However, putting a camera in the classroom has other implications and they need to think this through.

20/63 ASSOCIATE STAFF PAY REVIEW

WLA said that for associate staff, appraisals had been carried out earlier in the year. The school had been waiting for Barnet to decide the pay increase, following which the school needed to decide what to do in relation to performance management related increases. There was a suggestion from Barnet that schools paid the top level, because many schools had not completed their performance management. However, we had completed ours therefore SLT felt they should pay all eligible staff the middle mark, which meant an additional one per cent, which **WLA** agreed. The letters went out to staff last week. **WLA** said this had been an ongoing issue for a while and she wanted to give the staff their increase so agreed to the one per cent. However, she probably should have consulted the Pay Review Committee first.

HES said he should clarify that the 2.75% (the cost of living increase) is what the local authorities negotiated with the unions and this took a long time. In addition Barnet wanted all staff eligible for a pay increase to receive an additional 2.25% (the top tier) because they said staff had worked very hard during lockdown. However, FBS decided they would award the middle tier increase of 1% to those who were not at the top of their salary scales.

DNP said to date she had had positive feedback from a member of the associate staff.

WLA said she hoped governors agreed with this decision. **HNA** asked what other local schools had done. HES said this applies only to schools within Unified Reward and there are not many secondaries within the scheme. There were no objections to the decision made.

20/64 GCSE RESULTS AND STRATEGY FOR YRS 10/11

BDP said the Attainment8 this year was 45.5 (higher than FFT50 of 39.8).

Attainment in English and maths was higher across the board. Further, there was not much of a gap between disadvantaged students and the rest of the cohort.

Comparisons with the previous year show an increase across the board. In particular the crossover English/maths 5+ went up 17% based on Centre assessed grades and 15% against English/maths 4+. Maths 5+ (+19%) also showed a good increase from the previous year.

WLA noted that the students were now measured against FFT50, whereas they used to use FFT25 and suggested that this was why things looked more positive. BDP said they have been using FFT50 for two years and it is still a challenging target. He added that when comparing GCSE results with FFT50, Pupil Premium students did well.

High prior attainment students did well overall and particularly well in maths 5+, but the level of progress is lower for high attainers when compared with middle and low attainers. He said there was still work to do with SEN students and also those with poor attitude to learning. They had tried to reduce that gap with an intervention programme.

BDP said that with the exception of Business Studies, all subjects performed better than FFT. BDP compared the subject results with those for 2018 (2 years ago).

HNA asked how much progress the students had made. BDP said they don't have a progress figure because this year they are not being measured on the results. **HNA** said she was thinking of the progress each student had made, not the national figure. HES said that the government has not calculated a Progress8 figure this year.

WLA asked what strategies they felt had worked and what they were planning to do for this year's cohort. BDP said that all heads of department are looking at the gaps, because of the Coronavirus effect, how to maximise the time they have with the students and what could be removed from the curriculum for students to gain as much as they possibly can. Concerning the disadvantaged higher attainers, they will be running the National Tutoring Programme, part of a government scheme where the school receives 75% of the tutoring costs. Some students will be receiving one to one tuition from FBS teachers.

For SEN students, they have bought a new programme for students unable to access GCSE, where they can attain entry-level qualifications. There is a focus on a lot of English and maths and these students will have additional English and maths in their core time. There is also the recovery

programme and the resilient schools programme and students are being targeted for extra revision sessions over half term and before the mocks, for those who need it the most.

WLA said she had heard a suggestion of putting exams back a bit next year. ALJ said he had heard that GCSEs and A levels could be put back by three weeks and that students would definitely be sitting the exams.

CEM asked if children were aware that they needed to be performing better throughout the year, not just waiting for the end of the year.

BDP said they were trying to make sure they were not putting excess pressure on the students with the mocks coming up and he said there has been some parental concern over the mocks. Staff, without instilling panic into the students, have been telling parents that this is not a GCSE but a mock and students should work hard at them because of college applications.

CEM asked, because of issues with a few parents blaming teachers last year for their children's outcomes, if teachers aware that they need to have these scores in case there are no final exams. HES said that they must be careful to track data but they have to take a long term view – they are hoping the exams go ahead but they don't want to put the students under so much pressure that they feel the mocks are 'make or break'. BDP said they have extended the exams and added extra exams to the period, without trying to pressurise the children. This way they can also collect some Y10 data.

20/65 PUPIL PREMIUM (PP) IMPACT/STRATEGY STATEMENT

The PP document is uploaded onto the school website. HES said the Y11 data is as BDP reported it, but it can't be compared to the previous year's GCSE exams. It shows there no bias against PP students because the teacher centre assessments show the gap between PP and non-PP students is closing. HES said he has included Y10 data but it is based on very little information and the school won't have the Y7 PP information until January. The action plan will be very similar to this year. He has added the cost of additional staff to manage the exclusions initiative. HES said they would be modifying the report over the year as they add strategies to help the PP students.

WLA said her initial reaction was that most of what is being planned is the same as last year – didn't the school feel they needed to make any changes? HES said that he had deleted three things that were in the previous document but because of the shortened year, they felt they would include some of the same strategies.

HNA noted the front page includes looked after children and children adopted – could they include young carers in there as well? HES said they are told who to include and while young carers could be put into the definition, there is no funding for them.

MNJ said she would be looking at the document more closely. She said it is quite difficult to see the outcomes of some strategies over one year and although this is an annual statement, it would be wise to see this as a two to three year plan. For instance, the impact of a literacy strategy may only be seen over two to three years. She added the Covid-recovery curriculum is where there are planned interventions and they might need to consider supporting different strategies and additional funding might be used to complement certain areas with the biggest gaps.

This report is on the school's website.

20/66 WELLBEING OF STAFF AND STUDENTS

PGK said that the school buys into an employee assistance programme (EAP) provide certain services, such as counselling. The school is informed of the level of usage (and this is quite low) but not who might be using the service. There is also an online forum, QWELL, funded by the Resilient Schools programme. Staff have had training in using QWELL but they have no usage data yet.

Concerning student wellbeing, the counsellor is seeing 18 students and the volunteer counsellor is seeing three. There are drawing and talking groups that some of these students can join. Hannah Pearman, Head of Drama, is taking over the re-launch of anti-bullying ambassadors. She is currently looking to see how other schools manage providing student-to-student support. PGK said Resilient School's emotion coaching training has been beneficial both to staff and students. Sharon Thomas delivered some training on inset day and she will be delivering a longer training session to the 13 new staff. PGK said this is about how to talk to children effectively and getting them to acknowledge their emotions while keeping the boundaries.

AW

WLA asked if the school felt the students had sufficient access to counsellors. PGK said there isn't enough capacity for every child to see a counsellor. There is an online service – KOOH is the students' equivalent of QWELL and students can access someone online, but there is a waiting list within the school for face-to-face counselling.

HNA asked how much training the staff were getting. PGK said there was in-school training on the emotion coaching technique. There has also been online training, which included more emotion coaching training and supporting students with bereavement and loss. Staff have cascaded that through their faculties. There has been a lot of online training available and some staff have accessed this more than others. The pastoral team had been strongly recommended to access certain training, as these are the people who have most interaction with the students.

20/77 TEACHER PAY POLICY

Subject to a couple of queries the governors agreed to **RATIFY** this policy.

20/78 SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

The governors agreed to **RATIFY** this policy.

20/78 SEND INFORMATION REPORT

HES said this is a statutory document and it has to be on the website. It ties in with the local authority offer for SEND and explains what the school is doing. HNA said the document refers to 'Statement' rather than EHCP. GAN said in the document (P4) there is a reference to: "contact the SENDCo, Mr Robinson". He suggested for future document management just to have "contact the SENDCo". HES said he would amend the document accordingly.

20/79 GOVERNOR TRAINING

WLA said that LA governor training is currently online – if they wish to join any of the training sessions they can book this online. Please ask the clerk for details.

Also there is some free DfE online training – GovernorSpace.co.uk –for governors and clerks.

20/80 REPORT OF CHIEF EXECUTIVE AND DIRECTOR OF EDUCATION & LEARNING – AUTUMN 2020

Following the termination of its agreement with Cambridge Education, the Barnet Education & Skills Service is trading as Barnet Education and Learning Service (BELS). WLA said that it was noted that there are no governors on board with this company and BELS are considering this.

Safeguarding up date – governors should note. Barnet has asked for a Safeguarding review with Ofsted.

Safeguarding Audit – Clerk to remind governors that they should have read the relevant section in the 2020 document and must confirm that they have done so.

ACTION: CLERK

Prevent Online Training – governors did this two to three years ago. If governors have not done the training, they can do so online and they receive a certificate once completed.

20/81 REGISTER OF BUSINESS INTERESTS

This is an annual requirement and all governors must complete the form. Clerk to email an electronic copy to governors.

ACTION: CLERK

20/82 ANY OTHER BUSINESS

WLA asked governors what skills they thought were missing from the GB:

- WLA: a local business person (from the area)
- GAJ: skills in social media and marketing, to increase the profile of the school
- HNA: business skills and a BAME person
- GAN: someone involved in the performing arts industry – possibly from a big organisation
- CEM said he agreed about having a marketing person and local business but also someone from a much larger business (eg: Google) who might create opportunities for some of the children

AW

- ALJ: a more diverse GB in terms of colour
- GRO someone with experience in SEN and special needs
- SAN agree with the above but most important want more diversity.

20/83 DATE OF NEXT MEETING

Monday, 9 November 2020 at 6.30 pm

Preceded by presentation from Mr AL Pisani, Head of Maths at 6.00 pm

AW

