

GOVERNING BODY OF HARBINGER PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING

Date of Meeting	9 th July 2020
Venue	Virtually via Zoom
Chair	Martin Young
Clerk & Minutes	Suzette Nicol
Time	5:00 p.m.

MEMBERSHIP

Governor	Category
Martin Young (Chair)*	Co-opted
Andy Smith (Headteacher)*	Staff (Head)
Charlie McKnight	Co-opted
Robyn Bruce*	Co-opted
Father Tom Pyke*	Co-opted
Ranjani Shrutisagar	Co-opted
Vacancy	Co-opted
John Bradshaw*	Local Authority
Susannah Abdelouahed*	Parent Governor
Kiran Rahman*	Parent Governor
Vacancy	Parent Governor
Eddie Miller*	Staff

Also In Attendance	Role/Title
Nimesha Nagahawatte (Deputy Head, St Luke's Primary)	Observer

*Denotes attendance

PART 1 – OPEN SECTION

	ITEM
1.	<p>Welcome, Apologies For Absence and Declaration of Pecuniary Interests</p> <p>The Chair welcomed all to the meeting.</p> <p>There were no apologies for absence.</p> <p>There were no declarations of pecuniary interests.</p>
2.	<p>Minutes Of The Governing Body Meeting Of 7th May 2020 And Minutes Of The Extraordinary Governing Body Meeting Held On</p>

	<p>11th June 2020 And Matters Arising</p>
	<p>The minutes of the governing body meeting of 7th May 2020 had been circulated prior to the meeting.</p> <p>RESOLVED: To approve the minutes of the governing body meeting of 7th May 2020.</p> <p><u>Matters Arising</u> None</p> <p>The minutes of the extraordinary governing body meeting held on 11th June 2020 were circulated to Governors prior the meeting.</p> <p>RESOLVED: To approve the minutes of the governing body meeting of 11th June 2020.</p> <p><u>Matters Arising</u> There were no matters arising.</p>
<p>3.</p>	<p>Headteacher's Report</p>
	<p>The Headteacher presented his report which had been circulated prior to the meeting. Salient points from the report were as follows:</p> <ul style="list-style-type: none"> i. There were 62 children currently attending the school. There was capacity for up to a maximum of 74. There was one week left before the school closed. ii. The reopening had been carried out gradually and it had been remarkably smooth. iii. The Phase Leaders had taken on their individual areas which had helped. iv. He gave a brief summary of what the school had been doing to make the premises safe for parents and children and added that so far, things had been working quite well. v. The cleaning regime had been changed. The school cleaning now focused on touch points, on cleaning key areas more regularly and closing areas not in use. vi. The school had kept in contact with vulnerable children through phone calls twice a week and maintained a full safeguarding service. vii. The staff were working towards the last week of term. A socially distanced Year 6 graduation picnic was planned for that week on the pitch. This was to ensure that Year 6 children felt that they had graduated from primary school and were ready to start

	<p>secondary school.</p> <p>viii. The Head thanked Father Tom and Manorfield Primary school for providing the food bags which were distributed to parents. This had helped the school to support parents.</p> <p>ix. Pupil numbers was an area of concern for next year. There had been a low intake for Nursery and Reception. Part of that could be due to the fact that parents have not been able to walk into school and hand in their forms. The school had also not been able to organise its workshops. In addition, there had been some challenges in managing the process digitally and remotely and some parents had held-off on applications. The school was currently calling all parents it had contact details for to ensure that they had the correct information for them.</p> <p>Robyn Bruce mentioned that the situation was not peculiar to Harbinger as the same was happening on the Isle of Dogs.</p> <p>x. There had been two resignations during the period under review. One was a teacher who was moving to another Borough to take up a position as Literacy Coordinator while the other staff member had resigned to spend more time with her family.</p> <p>xi. Two new office staff had been appointed, a full-time HR and Admin Officer and a Data and Admissions Officer (maternity cover) 27.5 hours per week. They will both start on 1st September.</p> <p>xii. There were a few positions in the office which would need to be recruited to. The Head said that Rebecca would be taking over this task in September. Action: Rebecca Abraham</p> <p>xiii. In terms of health and safety, as the school had been socially distancing and there were only small groups of pupils on the premises, there had not been any accidents or any negative behaviour.</p> <p>xiv. Three staff who had suspected coronavirus symptoms, were tested negative and returned to work immediately.</p> <p>xv. The summer lifecycle of works had been agreed and would focus on painting of classrooms and minor repair work. The playground that had been damaged by tree roots would be repaired over the summer as well.</p> <p>xvi. The lead work would be ongoing over the summer as more lead had been discovered on the premises.</p>
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	<p>xvii. Jackie Garner, EYI Coordinator, was preparing workshops for EYU parents – both online videos and actual sessions for the new year to welcome the new Reception and Nursery children and parents.</p> <p>xviii. It had been quite a calm few weeks since the last meeting.</p> <p>Governors thanked the Headteacher for his report and commended him for the plans that he had put in place over the period under review.</p> <p>A Governor asked whether there was any provision for food bags over the summer. The Head said that Father Tom would be offering the same food bags over the summer at St Luke’s. He undertook to send out a letter to the parents who had flagged up a need for the bags. Breakfast bags would also be provided both at the start and at the end of the holidays.</p> <p>Action: Andy Smith</p> <p>The Head mentioned that they had made a few referrals to foodbanks. Parents had been informed via the newsletter that if they had any concerns about food security, they could contact the Head who would then signpost them to the foodbanks.</p> <p>Susannah mentioned that she had seen on the Isle of Dogs Facebook group that there was a food shop around Pepper Street, called Surplus Food Shop where food was being sold at a reasonable price. She undertook to find out more information on this shop and send the information to the Head so that the details could be added to the newsletter.</p> <p>Action: Susannah Abdelouahed</p> <p>The Head said that the food distributed to parents had made a difference to some members of the community.</p>
4.	Arrangements For Opening In September
	<p>Nimesha said that she and Rebecca would be meeting with Matthew on Monday 13th July all day, to review the guidance from the DfE on opening in September and to plan for this. More details on the arrangements for the opening in September would be available after this meeting.</p>
5.	Committee Reports (draft minutes circulated)
	<ul style="list-style-type: none"> Minutes of the Curriculum Committee Meeting of 21st May 2020
	<p>Draft minutes of the Curriculum Committee meeting of 21st May had been circulated to Governors for prior reading. Governors received the draft minutes and there were no comments from them.</p>

6.	Reports from Governors Including Training and Visits to the school & Chair's Action
	None
7.	Dates Of Meetings In 2020/21 (Circulated)
	<p>Draft meeting dates for next year had been circulated prior to the meeting. The Head asked why the committee meetings had been scheduled for different days instead of having two meetings per day. The Clerk responded that 2 committee meetings had been scheduled for the same day in the past because Harbinger had an extra committee, the Personnel and Salaries committee and as a result, two meetings were scheduled for one day to save time. This committee had now been subsumed into the Finance and General Purposes committee and committee meetings were now scheduled on individual days. After a brief discussion, it was agreed that the Chair would review this with Nimesha and Rebecca.</p> <p>Action: Rebecca Abraham/Nimesha Nagahawatte /Martin Young</p>
8.	Any Other Business
	<ul style="list-style-type: none"> • Farewell to the Headteacher The Chair thanked Andy Smith on behalf of the Governors for all he had done for the school. He acknowledged that it had not been an easy time for all concerned but commended him for the way he had handled his duties in difficult circumstances. On behalf of the Governors, the Chair wished the Headteacher all the best in his new role. Andy thanked the Chair for his kind wishes and said that he was confident that Harbinger was ready to move forward as a school. He thanked Governors for the support they had given him. • Role of Parent Governors Kiran asked what the role of Parent Governors was likely to be in the future. The Chair said that there was a possibility that a new Parent Governor would be joining the governing body soon as there had been only one nominee for the position. Kiran said that she was aware of a couple of parents who were also interested in the position. The Chair said that a meeting would be scheduled with himself, Rebecca and the Parent Governors in the near future where these issues would be discussed. Both Parent Governors agreed to this suggestion. <p>Action: Rebecca Abraham/Martin Young/Susannah Abdelouahed & Kiran Rahman</p>
9.	Confidential Minutes of the Governing Body Meeting of 7th May 2020
	Governors reviewed and RESOLVED to approve the confidential minutes of the governing body meeting of 7 th May 2020.
	As Rebecca was unable to join the meeting, the Chair closed the meeting at 5:25 p.m.

Chair's signature: _____ Date: _____