

**Minutes of the
Interim Executive Board meeting of
Duncombe Primary School
held on
Monday 13th July 2020 at 3pm**

Members present:

Judith Fortune - Chair of the Interim Executive Board

Juliet Benis - Headteacher of Ambler Primary School

Candy Holder - Head of Pupil Services and SEND, London Borough of Islington

Helen Ryan - Headteacher of Duncombe Primary School

Debbie Stevenson - Head of Schools and Early Years Finance, London Borough of Islington

Mark Taylor - Director of Learning and Schools, London Borough of Islington

In attendance:

Sabina Bryan - School Finance Officer, London Borough of Islington

Anthony Doudle - School Improvement Officer, London Borough of Islington

Victoria Mitchell - Clerk to the Duncombe Primary School Interim Executive Board

Monique Roberts - School Business Manager of Duncombe Primary School

Judith Fortune chaired the meeting and Victoria Mitchell wrote the minutes.

1. Welcome, introductions and apologies for absence

1.1 The Chair welcomed all members of the Interim Executive Board to the meeting. This meeting was held as an online video conference call.

1.2 Head of Early Years at London Borough of Islington Penny Kenway sent apologies for absence, these were accepted. The meeting was quorate.

2. Declaration of Interests

2.1 None were reported verbally.

3. Dates of the meetings of the Interim Executive Board in the Autumn Term 2020

3.1 It was agreed that the next meeting of the IEB will be held on Monday 21st September 2020 at 3pm.

3.2 It was agreed that a set of dates for the rest of the meetings to be held each month during the Autumn Term 2020 will be drafted by the Chair of the IEB and circulated to IEB members during the school summer holidays.

ACTION: IEB meeting dates for October, November and December 2020 to be drafted by the Chair of the IEB and circulated to all members using email for agreement.

4. Minutes of the previous meeting held on 15th June 2020 and matters arising

4.1 Members of the IEB received and read the minutes of the IEB meeting that took place on

15th June 2020. These were accepted as an accurate save for a number of amendments as follows:

4.2 Item 4.3 - The sentence "*However most of the finance officers were not working from Islington council offices at present but will working from home due to the lockdown*" should be amended to read "*However all of the finance officers were not working from Islington council offices at present but will working from home due to the lockdown*".

4.3 Item 4.8 - The text of this item should be corrected to read as follows: "*It was reported that 60 to 70 free school meals pupils had been missed off the pupil census for Duncombe Primary School in October 2019. This had affected the income of the school this financial year. The school is not allowed to claim that lost funding back from the Department For Education. These pupils will be included in the pupil census in October 2020 if they are still at the school.*"

4.4 Item 4.12 - The sentence "*The local authority has rules stating that only three areas of financial impact can be claimed against - these three areas are utility costs, additional cleaning costs and free school meal costs incurred prior to the Edenred food voucher scheme being introduced*" should be amended to read "*The Department For Education has rules stating that only three areas of financial impact can be claimed against - these three areas are utility costs, additional cleaning costs and free school meal costs incurred prior to the Edenred food voucher scheme being introduced*".

4.5 Item 8.8 - It was clarified that the deadline for bids was 13th July 2020 and not 31st July 2020 and this should be amended in the minutes. The bid had been submitted on time.

4.6 The minutes will be amended by the Clerk and sent to the Chair of the IEB for signature and placing on file at the school.

ACTION: Minutes of the meeting held on 15th June 2020 to be amended and sent to the Chair of the IEB via email for signature.

Matters arising

4.7 It was noted that all action points in the previous minutes had been carried out except for Action 2.2 - All members of the Interim Executive Board to complete a declaration of pecuniary interests form and return it to the Clerk before the next meeting. IEB members were urged to complete a Declaration Form before the end of the school term.

5. Budget monitoring report

5.1 The School Business Manager Monique Roberts presented a Budget Monitoring Report to the meeting. All members of the IEB confirmed they had received this Budget Monitoring Report.

5.2 The School Business Manager informed IEB members that she felt there was nothing alarming showing on this budget monitoring report.

5.3 It was noted that agency worker costs have risen as only one one member of the regular school staff was working in the school during the Government imposed lockdown and everyone else working at the school during the lockdown was an agency worker covering for the regular staff.

5.4 The school has applied for additional expenditure incurred by the school as result of the Covid-19 pandemic to be reimbursed.

5.5 Question: Are all the additional expenditures the school has asked to be repaid in the

three different permitted categories of cleaning, premises and free school meals?

Answer: Yes we are confident these are all good claims.

5.6 The Headteacher informed the meeting that the school had installed new toilets for the early years pupils in order to ensure these pupils were sufficiently isolated in their own bubble and that the building was therefore Covid-19 safe. This was categorised as a premises expenditure and was the largest additional cost incurred by the school during the lockdown. The rest of the additional expenditures applied for by the school were for free school meal costs and stationery costs. There were some items that the school cannot claim for because it doesn't fall into the three criteria set by Department For Education.

5.7 Question: One school in the borough has had to buy additional extra tables in order to ensure pupils were separated out and safely distanced from each other. Has it been necessary for Duncombe Primary School to do this?

Answer: No this has not been a problem at Duncombe Primary School as the tables at our school separate out very easily.

5.8 The Headteacher stated that the finance journals had been completed and were now all up-to-date and she placed on record her thanks to School Business Manager Monique Roberts and London Borough of Islington Finance Officer Patrick Carter for completing these and preparing the budget monitoring report.

5.9 The Chair of the IEB asked the Headteacher to elaborate on the major expenditure made by the school on the refurbishment of the lower school playground and the entrance gate to the school. The Headteacher informed the IEB that claims for match funding had been submitted to the London Borough of Islington in the week ending 11th July 2020. Match funding was requested on the basis that the expenditure was essential to improve health and safety and security at the school and also to respond to the Covid-19 coronavirus pandemic.

6. School Policies

6.1 The following policies were presented to the IEB and discussed:

6.2 Child Protection Policy - This policy was sent out to IEB members during the previous meeting in June 2020. IEB members made no comments. A vote was taken and the IEB voted to ratify the Child Protection Policy.

DECISION: Child Protection Policy ratified by the IEB.

6.3 Behaviour Policy - It was noted that this included a link between the policy and the parts of the Equal Opportunities Policy that related to racism and homophobia. A vote was taken and the IEB voted to ratify the Behaviour Policy.

DECISION: Behaviour Policy ratified by the IEB.

6.4 Charging and Remissions Policy - It noted that a small amendment was needed to this policy as there was a slight difference between the words used in the Free School Meals Policy and the words used in this Charging and Remissions Policy. A vote was taken and the IEB voted to ratify this Charging and Remissions Policy pending the minor amendment discussed.

DECISION: Charging and Remissions Policy ratified by the IEB pending the minor amendment discussed.

6.5 Complaint and Grievance Policy - Members of the IEB received this policy. IEB members were asked to submit comments to the Chair and Headteacher using email by the end of the day on Thursday 16th July 2020. The policy will then be amended according to any requests submitted to the next meeting of the IEB in September 2020 for ratification.

ACTION: IEB members to submit any comments or amendments to the Chair and Headteacher using email by the end of the day on Thursday 16th July 2020.

6.6 Question: Does the Complaint and Grievance Policy follow the London Borough of Islington model policy?

Answer: Yes.

7. Curriculum

7.1 The two curriculum items on Personal Development in post-lockdown and School Values were deferred until the next meeting of the IEB in September 2020.

ACTION: Curriculum items on Personal Development in post-lockdown and School Values deferred until the next meeting of the IEB in September 2020. Agenda items for the next meeting.

8. Safeguarding

8.1 The Headteacher reported that there had been no change to the safeguarding data numbers since the last meeting of the IEB in June 2020. These numbers were as follows: The school has 14 Children with an EHCP or statement of SEN; one looked after child; and one child under Special Guardianship.

8.2 The Headteacher informed the IEB that she had attended a safer recruitment training course run by London Borough of Islington.

8.3 Question: What are the details of the safeguarding training course please?

Answer: It was two days and the tutor was Michelle Burgess.

8.4 It was reported that IEB member Juliet Benis had carried out a check of the single central record in school. IEB member Juliet Benis informed the IEB that the School Business Manager Monique Roberts was doing a good job in the school ensuring that all the safeguarding records were up to date and all the paperwork was being completed. It was important for the IEB to now ensure that safeguarding was good in the school.

8.5 The meeting was informed that the school held copies of all the DBS certificates for all the staff and IEB members in the school although some of the DBS certificates are instead held by the London Borough of Islington.

8.6 Question: How is the school ensuring the safeguarding of vulnerable pupils who are still isolated at home?

Answer: The staff at the school is checking up on vulnerable families each week. Those who are isolated at home the school has been checking up on them by telephoning. The school will continue to do this over the summer holidays.

8.7 The Headteacher informed the IEB that safeguarding training for all staff will take place during this week.

9. Premises and Health and Safety

9.1 It was reported that an update on the school premises and Health and Safety in the school will be provided to the next meeting of the IEB in September 2020.

ACTION: School Business Manager to provide an update on the School Premises and Health and Safety to the next meeting of the IEB in September 2020. Agenda item for the next meeting.

9.2 The Headteacher informed the IEB that the current situation in the lower school playground was that the decking in the nursery playground has also been found to be infested with rats. This decking in the nursery playground is the last piece of decking in the school premises as the rest of the decking has already been removed as a result of rat infestations. Pest control has visited the school and inspected the situation and that area of the nursery playground has now been closed off until September 2020.

10. Return to school update - risk assessments

10.1 The Headteacher reported on a number of issues of relevance since the school re-opened to a larger number of pupils following Government Guidance in June 2020.

10.2 The Headteacher reported on the risk assessment that has been written as a result of the school opening to a wider number of pupils from 1st June 2020 and how the school will operate from September 2020.

10.3 From September 2020 pupils will be working in pods of pupils. Each year group will form a pod of pupils.

10.4 The school day will begin at 8:50am rather than 9am and the school will utilise three different entrances for pupils in order to ensure good social distancing. There will be a staggered start for each year group and the last group to arrive at the school will be the reception pupils. The pupils will use three different staircases in the school building depending on their phase-group.

10.5 School lunches will be delivered in boxes and taken directly to younger year groups in their classrooms. Pupils will be given half-an-hour to eat their lunch in their classroom. Pupils in years 4 to 6 will be allocated a staggered start into the school dining room to eat their lunches.

10.6 The Headteacher informed the IEB that she will walk through the school premises prior to the school re-opening in early September 2020 in order check that the premises are satisfactory and ready for a safe re-opening.

10.7 Question: What problems, if any, have there been with regard to the school operating in accordance with the current risk assessment up to now?

Answer: The only problem we have encountered so far is that members of staff have been seen not complying with the one-way system in operation on the staircases and corridors. The Headteacher is addressing this issue.

10.8 The Headteacher stated that practice in the school has built on the school's experience operating during the lockdown over the last few months.

10.9 Question: What is your biggest concern about the full opening of the school to all year groups in September 2020?

Answer: Parental confidence in how safe it is for their children to return to school. We predict there may be a gradual build in the numbers of children attending school during September 2020 as more and families decide to return their children to school after the beginning of term.

10.10 The Headteacher stated that staff and leadership in the school will be telephoning parents to encourage them to return their children to school for the beginning of September 2020. The IEB was informed that many of the Duncombe Primary School pupils were still at home shielding relatives from the virus. The Headteacher reported that the school community was a very diverse community and there was a big Bangladeshi, Somalian and

Turkish population who attend the school as well as working class white British pupils. The Headteacher had learnt that the best practice at Duncombe Primary School when communicating with the school's parents was to speak to them in person and to contact them by telephone and respond to issues quickly.

10.11 The Headteacher reported that the school had held a socially distanced leaving party for Year 6 pupils who were leaving the school at the end of the summer term 2020.

10.12 Director of Learning and Schools from the London Borough of Islington Mark Taylor reported that the borough had been working on a Comms Plan for Islington. This may be made ready and could be beneficial for Duncombe Primary School.

11. Return to school update - early Friday closure

11.1 Prior to the meeting the Headteacher had sent a paper to all IEB members requesting that the school is closed early on Friday afternoons and the rationale for this request.

11.2 The Headteacher explained that the cost of running Duncombe Primary School was high on Friday afternoons as the school had a high number of newly qualified teachers in post. These newly qualified teachers would be attending PPA on Friday afternoons and the school would need to pay for their classes to be covered if pupils remained in classes on Friday afternoons. The Headteacher stated that the school could make a saving by closing early on Friday afternoons to allow those newly qualified teachers to attend PPA. The Headteacher stated that it was possible for the school to be open for the children of working key worker parents to do enrichment activities.

11.3 The Headteacher also stated that by closing the school early on Friday afternoons this provided an opportunity for a deep clean of the premises to take place to ready the school for the following week.

11.4 School Improvement Officer for London Borough of Islington Anthony Doudle advised the IEB that there was no requirement in the Department For Education guidance for deep cleaning of the premises to be carried out each week. However it was possible for the school to close early on Friday afternoons so long as the school provided the equivalent of 195 full days of education as a basic requirement for all pupils at the school. Therefore if the school is to close early on Friday afternoons then the Headteacher will need to ensure that the half day of education that is lost on Friday afternoons is compensated by additional time providing education to pupils during the other four days in the week. For example an additional half hour time providing education at the end of each school day from Monday to Thursday.

11.5 The Headteacher advised that pupils were able to join the school clubs on Friday afternoon if they wished.

11.6 Question: Is this plan for early closure on Friday afternoons a plan for the Autumn term 2020?

Answer: In the first instance yes.

11.7 The IEB considered the matter and it was agreed that a plan for the early closure be drawn up for one academic year by the Headteacher. A new plan can be drawn up if there is a change in future.

ACTION: Headteacher to write a plan for the school to close early on Friday afternoons but for pupils to still receive the equivalent of a full 195 days of education.

12. Any other business

12.1 School Improvement Officer for London Borough of Islington Anthony Doudle advised the IEB that he had won a successful grant bid for the school. This grant bid would be to provide Chromebooks for free school meal pupils who were also of Afro-Caribbean ethnicity. Anthony Doudle advised that Duncombe Primary School has 31 Afro-Caribbean pupils in year six who receive free school meals. The grant money has provided these 31 Chromebooks on the basis that the 31 pupils who received them carry out at least 30 hours of online education each term which is broken down into 10 hours of SPAG, 10 hours of mathematics, reading, writing, mathematics and enrichment. This will be in addition to any of the catch-up curriculum that has been agreed for all pupils nationally. The 31 Chromebooks will be owned by the school and the pupils must return them when they leave the school. The 31 year six pupils can email their work to the year six teacher on a dedicated email address that will be set up for them.

12.2 School Improvement Officer for London Borough of Islington Anthony Doudle also suggested that the school set up an account with Online Tutormate. This can provide online tutoring for the 31 year six pupils who will receive the additional Chromebooks obtained with the grant money.

12.3 The Headteacher thanked Anthony Doudle for his work towards winning this bid for the grant money.

13. Next meeting of the IEB

13.1 The next meeting of the IEB is scheduled to take place on Monday 21st September 2020 at 3pm.

14. Confidential items

14.1 Two confidential items were discussed at this meeting. These are recorded in the confidential minutes of this meeting. The confidential minutes are held on file as a separate document.

The meeting ended at 4:58pm.

Signed _____ Chair of Interim Executive Board

Name in full _____ Chair of Interim Executive Board

Date _____

Clerk – Victoria Mitchell

Summary of Action Points from this meeting

Action Point No.	Agenda Item No.	Action Required	Responsibility/ Deadline
1	3.1	The next meeting of the IEB is scheduled to take place on Monday 21st September 2020 at 3pm.	All IEB members
2	3.2	IEB meeting dates for October, November and December 2020 to be drafted by the Chair of the IEB and circulated to all members using email for agreement.	Chair of IEB
3	4.6	Minutes of the meeting held on 15th June 2020 to be amended and sent to the Chair of the IEB via email for signature.	Clerk / Chair of the IEB.
4	6.4	Charging and Remissions Policy ratified by the IEB pending the minor amendment discussed.	Headteacher / Chair of the IEB
5	6.5	IEB members to submit any comments or amendments to the Chair and Headteacher using email by the end of the day on Thursday 16th July 2020.	All IEB members / Chair of the IEB / Headteacher
6	7.1	Curriculum items on Personal Development in post-lockdown and School Values deferred until the next meeting of the IEB in September 2020. Agenda items for the next meeting.	Agenda items for the next meeting
7	9.1	School Business Manager to provide an update on the School Premises and Health and Safety to the next meeting of the IEB in September 2020. Agenda item for the next meeting.	Agenda items for the next meeting
8	11.7	Headteacher to write a plan for the school to close early on Friday afternoons but for pupils to still receive the equivalent of a full 195 days of education.	Headteacher