



**Minutes of the
Interim Executive Board meeting of
Duncombe Primary School
held on
Monday 15th June 2020 at 3pm**

IEB Members in the video conference call:

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

Penny Kenway - Head of Early Years, 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

Also at the meeting:

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 There were no absences. The meeting was quorate.

2. Declaration of Interests

2.1 None were reported verbally.

2.2 The Clerk had emailed all members of the Interim Executive Board a Declaration of Pecuniary Interest Form for completion. A small number had been received so far. The Chair requested the remaining members return a completed Declaration Form to the Clerk prior to the next meeting.

ACTION: All members of the Interim Executive Board to complete a Declaration of Pecuniary Interest Form and return it to the Clerk before the next meeting.

3. Minutes of the previous meeting held on 18th May 2020 and matters arising

3.1 Members of the IEB received and read the minutes of the IEB meeting that took place on 18th May 2020. These were accepted as an accurate record.

3.2 Item 7.1 through to 7.12 - The Chair of the IEB requested that this whole section of the minutes be moved into a confidential section of the minutes of the IEB meeting that took place on 18th May 2020. The Clerk agreed to make this amendment before the minutes of the previous meeting were signed off by the Chair.

ACTION: Clerk to amend the previous minutes so that the section from Item 7.1 through to Item 7.12 is recorded in a separate confidential set of minutes of the previous meeting.

Matters arising:

3.3 Action 2.2 - Declaration of Pecuniary Interest Forms were still awaited from some IEB members. It was requested the remaining IEB members complete these declaration forms as soon as possible.

3.4 Action 7.7 - The proposal for the Year 2 provision was now compliant.

3.5 Action 7.11 - The trade unions have now been informed.

3.6 Action 9.2 – We received a list of model policies from the London Borough of Islington but it was not a complete list of statutory policies. The school used the Department for Education guidelines to ensure the necessary policies are all in place and up to date.

3.7 Action 10.4 - The Headteacher reported that these strategies had been included in the curriculum development document.

3.8 Action 11.2 - IEB Member Candy Holder informed the meeting that she is happy to check the school's single central record.

3.9 Action 14.6 - The Clerk advised that it is common practice for independent governors from other schools in the district to be asked to assist filling positions on Staff Grievance Panels, Complaints Panels and Appeals Panels if numbers were low in the specific school dealing with the complaint. Duncombe Primary School may consider ensuring the Staff Grievance Policy and Complaints and Appeals Policy has a clause that allows for the possible use of independent governors from other Islington schools to sit on the panels where necessary.

3.10 Action 14.7 - The School Business Manager confirmed that the School Financial Value Standard had been signed off and returned to London Borough of Islington.

3.10 Action 14.8 - Progress on completing the Section 11 was reported in writing by the Headteacher.

3.11 The minutes would be signed off by the Chair once the requested amendment in Item 3.2 was carried out by the Clerk.

4. Presentation by the Headteacher

4.1 The Headteacher gave updates in three areas of the schools activities - finance, personnel and health and safety.

Finance

4.2 The IEB noted that a budget monitoring report had not been received with the meeting papers prior to this meeting taking place. The School Business Manager explained that there had been an ongoing issue due to Islington Finance Officers unable to visit the school to complete the finance journals. This was due to the Covid-19 coronavirus pandemic lockdown.

4.3 Debbie Stevenson reported that finance officers do not need to visit the school premises in order to complete the finance journals. However all of the finance officers were not working from Islington council offices at present but will working from home due to the lockdown. They were not visiting school premises in order to guard against spreading the virus.

4.4 Question: Are any Islington council staff visiting school premises at present?

Answer: London borough of Islington is following the public health guidance on this matter. Up-to-date council staff may need to come into schools eventually, for example if there is a child at risk in the school or a safeguarding issue.

4.5 Head of Schools and Early Years Finance Debbie Stephenson informed the IEB that she would communicate the expectations to finance officers during lockdown and request them to completely finance journals remotely. A budget monitoring report will be received at the next IEB meeting in July 2020.

ACTION: Budget Monitoring Report to be an Agenda item at the next IEB meeting.

4.6 The Headteacher reported that the school budget format now shows a true reflection of the current workforce of the school. Expenditure has now been aligned to set budget codes - this was not the case previously.

4.7 The School Business Manager reported that the school was in a much better financial position this month than previously predicted. This was as a result of the Interim Executive Board agreeing to the budget proposals made at the previous meeting. The school is set to balance it's budget in financial year 2020-23.

4.8 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.

4.9 There have been some changes to the procurement procedure. All finance expenditures must now be raised on the FMS accounting system from now on. All staff who wish to purchase items are now expected to submit requests for expenditure on approval forms.

4.10 A dedicated mailbox for the school to receive invoices has been set up. The expectation is that all suppliers to the school will send their invoices to that mailbox in PDF format. This will prevent invoices going astray as they had done in previous financial years.

4.11 All expenditures related to the Covid-19 coronavirus pandemic have now been put under their own budget code so the financial impact can be monitored.

4.12 Head of Schools and Early Years Finance Debbie Stevenson raised concerns that £30,000 should not be assumed to be income to the school to cover this financial impact from the Covid-19 pandemic. 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. Duncombe Primary School should not assume it will receive the full £30,000 to cover for all the financial impact of the Covid-19 coronavirus pandemic and lockdown. The Headteacher noted this clarification.

4.13 Question: Has the school saved money on learning resources costs during the lockdown, for example using less books, stationery, paper during lockdown?

Answer: Yes but the school has had an increase in postage costs and printing costs as a result of printing and distributing school work for the pupils in lockdown at home.

Personnel

4.14 The Headteacher reported that there has been five resignations of school staff submitted since the previous meeting. The school has recruited four newly qualified teachers and a phase lead to replace them.

4.15 The organisational change proposal at the previous meeting has resulted in online Zoom conference calls with each of the affected staff. A trade union officer was present at those meetings.

4.16 The school currently has 23 members of staff who are not attending the building at present.

4.17 Question: Are all 23 staff shielding or isolating from the virus, or are they off work with any other concerns?

Answer: About 15 are shielding from the virus, the rest have child care responsibilities during lockdown. A handful have a few additional issues.

4.18 The Headteacher informed the meeting that all members of staff have now been risk assessed and new guidance has been received from Public Health England. If that guidance states those staff need to return to work in the school building then they will have to return.

4.19 The Headteacher reported that one member of the school's agency site services support staff had been on duty working in the school during the lockdown in order to keep the school running.

4.20 An inset day was held on the 15th June 2020 to re-orientate the staff to the wider school opening to pupils from year 6 and EYFS during the Covid-19 coronavirus pandemic.

Health and safety

4.21 The Headteacher set out how the school had adapted to ensure safety during the Covid-19 coronavirus pandemic. Pupils will be organised into bubbles. Playtimes will be staggered for pupils to ensure there is no mixing between bubbles. A cleaning schedule during the day has been introduced - a separate risk assessment has been prepared for this cleaning schedule.

4.22 All the maintenance jobs in the premises are up-to-date. PAT testing had been carried out during May 2020 - all items that had failed PAT tests have been removed from the premises.

4.23 The infant playground has been closed off due to a rat infestation. As a result of the infestation the decking has been removed around the plane trees that grow there and the ground in that area has been concreted over to guard against rats.

4.24 The staff room has now been moved into a room that previously housed the old headteacher's office. The staff are happy with this arrangement.

4.25 Question: Have you received support from London Borough of Islington to carrying out the maintenance work?

Answer: Support has been provided by SOS on all the remedial maintenance work that has taken place.

5. School policies to be approved by the IEB

5.1 The Complaint and Grievance Policy and the Child Protection Policy have been uploaded onto Governor Hub for the members of the IEB to read through and request changes if appropriate. These two policies will be placed on the agenda for approval at the next meeting of the IEB.

ACTION: Complaint and Grievance Policy and the Child Protection Policy to be added to the Agenda of the July 2020 meeting of the IEB for approval.

5.2 Further policies will be added to Governor Hub each month. The Clerk will to add these policies to the agenda for the next scheduled meeting of the IEB each month.

ACTION: Policies added to Governor Hub each month to be included on the agenda for the next scheduled IEB meeting by the Clerk for them to be approved.

6. Update on curriculum development

6.1 The School Development Plan was received by the IEB in the meeting papers prior to the meeting. Headteacher reported that the Duncombe School Development Plan is based on the four Ofsted categories - quality of education, attitudes and behaviour, leadership in development and early years foundation stage.

6.2 Academic targets have been set for the remainder of this academic year 2019-20. Targets are that by December 2020 Outcomes (all pupils in all year groups including disadvantaged, SEN and EAL) RWM Combined 65% on track, 15% on track for GD in all year groups. Phonics target is 85%, KS1 target is 75% combined and KS2 target is 85% combined.

6.3 The Headteacher stated that greater depth teaching needs to be improved at the school. There has previously been a lack of data available on greater depth teaching at the school.

6.4 A bespoke curriculum for Duncombe Primary School will be introduced. Duncombe will also introduce a "Going Green" strategy similar to the strategy that was introduced at Ambler Primary School.

6.5 A new policy on pupil behaviour will be based on praise for good behaviour and no longer focused on naughty children. The Headteacher stated that there was too much focus on naughty children in the previous Behaviour Policy.

6.6 Question: Some of the actions in the School Development Plan seem to be based a lot around reception year. Why is this?

Answer: Yes these actions were included based on the recommendations made in the last inspection of the school. This highlighted issues in reception.

6.7 One IEB member advised that London Borough of Islington are able to assist the school with someone to visit the school and monitor the school's early years provision. The Headteacher noted this offer.

6.8 Question: The pupil attendance target is very high compared to the school's current attendance rate. The school currently has an attendance of 94% and the attendance target is 97%. Will the school achieved this target?

Answer: Setting a high target is the best way of improving pupil attendance by aiming to get the school closer to that target set. If the school set a target of 94% then experience of other headteachers shows the school will only ever get an attendance achieved of or just below 94%. If the school has set 96% then school will get 96% or just below. Therefore it is better to set a target of 1% higher. If successful the school may set a target of 97% the following year. It was agreed that the target would be 96% for the coming year.

7. Safeguarding

7.1 A safeguarding report dated 15th June 2020 completed by Headteacher Helen Ryan and Jane Carrington was received by the IEB.

7.2 It was reported that the school has 14 Children with an EHCP or statement of SEN, one looked after child and one child under Special Guardianship.

7.3 There have been the following number of incidents reported:

Allegations made against staff 0; Child protection referrals 7; Reported bullying incidents 0; Reported online safety incidents 3; Reported racist incidents 0; Number of extremist concerns 0; Female Genital Mutilation Concerns 0.

7.4 The Headteacher stated that one child grooming issue has been reported to the police. There has also been an online threat to two female teachers in the school and this has been reported to the police.

7.5 Question: Was the online threat from a family member or from a pupil?

Answer: I don't have that information at this meeting. The police are taking the threats very seriously. The school is now no longer using Gmail to guard against similar incidents.

7.6 Question: It is very useful for the school to have a web link on the homepage of the school website for reporting abuse. This allows pupils to find and use that weblink easily without having to search the website for it.

Answer: This is a good idea we will consider this.

8. Health and Safety Update

New entrance proposals

8.1 The Headteacher stated that Duncombe Primary School premises has a main school entrance gate that opens up directly onto the school playground. Visitors to the school need to cross the school playground to find their way to the entrance reception. This is an old fashioned system that currently presents a possible safeguarding issue as it is possible for visitors to the school to interact with pupils before reporting to the school reception desk.

8.2 The Headteacher proposed that a redesign of the school entrance would make this system safer. Visitors will be funnelled to the school reception desk and not enter the school gate and then wander around trying to find their way to the doorway with the school reception desk. It currently isn't entirely clear where the reception desk is once visitors have got through the main school gates, it is easy for visitors to go in the wrong direction. The Headteacher stated that it would be frustrating for the school to do a lot of work improving safeguarding and pupil welfare in the school only to fail an Ofsted inspection as result of the current design of the school entrance. The proposed redesign of the entrance for visitors would mean the old playground shelter will be removed.

8.3 The Headteacher informed the IEB that the local community is now buying into the school and there was a need to ensure the school is presenting itself and it's facilities in an appealing fashion. The Headteacher stated that a significant financial saving has been made as result of the resignation of all the Upper Pay Scale teachers from the school, this saving could be utilised to improve the entrance.

8.4 Question: Has an Islington requisition been done for the redesign of the school entrance?

Answer: Yes.

8.5 The Headteacher stated that she would prefer for the work on the school entrance to be carried out during the school summer holidays 2020.

Infant playground

8.6 The Headteacher informed the IEB that the infant playground is also not fit for purpose at present. It has an old slide that is broken - this has been taped off to prevent children using it. There is a hard uneven playground surface. This should ideally be replaced with a soft pore playground surface and a new climbing frame installed.

8.7 The IEB received cost quotes from three contractors to carry out the work - Kompan, Playcube and Theories Landscapes. Both the cost of the the redesign of the school entrance gate and the refurbishment of the infant playground and will cost £100,000 approximately.

8.8 One IEB member stated that there is match funding available from London Borough of Islington - the deadline for bids is 13th July 2020. This will pay for the soft pore surface and fencing. The IEB member informed the meeting that there is little other funding available except match funding. Islington Director of Learning and Schools Mark Taylor advised that it is best for the school to ensure a bid is submitted for funding as soon as possible as the availability of school funding in future may be unclear.

8.9 The proposal for the school to invest in the redesign of the school entrance gate and the redesign of the infant playground was put to the IEB. IEB members voted to approve these two proposals.

ACTION: The redesign of the school entrance gate and the redesign of the infant playground was approved by the IEB. Work to go ahead.

9. Return to school update

9.1 The Headteacher reported that the re-opening of the school to a wider number of EYFS pupils in accordance with the Government Guidance had been delayed as a result of the infestation of rats and closure of the infant playground. These pupils will now return to school on 22nd June 2020.

9.2 Question: How many pupils in EYFS do you expect to return?

Answer: 12 nursery pupils, 15 reception pupils and 6 in year two.

10. Any other business

10.1 None.

11. Next meeting of the IEB

11.1 The next meeting of the IEB is scheduled to take place on 13th July 2020 at 3pm.

12. Confidential items

12.1 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 4pm.

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	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.	Clerk / all IEB members
2	3.2	Clerk to amend the previous minutes so that the section from Item 7.1 through to Item 7.12 is recorded in a separate confidential set of minutes of the previous meeting.	Clerk / Chair of IEB
3	4.5	Budget Monitoring Report to be an Agenda item at the next IEB meeting.	IEB agenda item next meeting.
4	5.1	Complaint and Grievance Policy and the Child Protection Policy to be added to the Agenda of the July 2020 meeting of the IEB for approval.	IEB agenda item next meeting.
5	5.2	Policies added to Governor Hub each month to be included on the agenda for the next scheduled IEB meeting by the Clerk for them to be approved.	Clerk
6	8.9	The redesign of the school entrance gate and the redesign of the infant playground was approved by the IEB. Work to go ahead.	Headteacher