



**Minutes of the
Interim Executive Board meeting of
Duncombe Primary School
held as an online video conference call on
Monday 19th October 2020 at 4pm**

Members present:

Judith Fortune - Chair of the Interim Executive Board

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

In attendance:

Katija Ali - Assistant Head of Duncombe Primary School (*from 4pm until 4:33pm*)

Jane Carrington - Interim Deputy Head of Duncombe Primary School (*from 4pm until 4:33pm*)

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

Monique Roberts - School Business Manager of Duncombe Primary School

Kirstie Stroud - Deputy Head of Duncombe Primary School (*from 4pm until 4:33pm*)

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 The IEB noted the absences with apologies of Juliet Benis and Candy Holder. Both these apologies were accepted.

1.3 The meeting was quorate.

2. Declaration of Interests

2.1 None were reported verbally.

3. Curriculum - Early Years provision

3.1 Interim Deputy Head Jane Carrington gave a presentation to the IEB on the work being done to improve the Early Years provision in the school - this presentation was also sent out to the IEB members in writing with the meeting papers prior to this meeting. IEB members asked questions on this presentation.

3.2 Question: How do you think the improvement of the EYFS provision is going and is it having any impact?

Answer: As of September 2020 the school has 60 reception children. This is positive as there have been low pupil numbers in reception in previous academic years. The school has signed up to be an Early Adopter of the new EYFS Framework this year.

3.3 The Interim Deputy reported that the transition arrangements for moving between nursery and

reception had been reviewed. An outcome of this review was that all reception children were in school for a full day within two weeks. Assessments carried out by reception children during this term have helped the team identify gaps in learning.

3.4 Question: One of the concerns in the borough is young children missing six months of their early education. Are the pupils where you would usually expect them to be in their learning at this point in the term?

Answer: Our assessments show that the majority of pupils are behind where they would normally be at this point in reception.

3.5 Question: The school has access to an early years doctor - how are you finding this service?

Answer: Yes the school has signed up for the Nuffield Health care programme that has been available this term.

4. Curriculum after the 1st lockdown

4.1 Assistant Head Katija Ali gave a presentation to the IEB on the curriculum being provided to the pupils during the Autumn term 2020. This presentation was also sent out to the IEB members in writing along with some Curriculum maps in a separate document. IEB members asked questions on this presentation.

4.2 The Assistant Head explained that every year group has their own curriculum map for this academic year. The school is working on making the school curriculum more diverse in topics and areas. The Assistant Head will work with the curriculum leaders in order to develop their subject and make forward steps with it.

4.3 The IEB was informed that the school has written its curriculum intent.

4.4 The Chair of the IEB remarked that the presentation document provided by Assistant Head Katija Ali was a very comprehensive document that gave the IEB a complete picture - there were few questions to ask because all the information had been provided in the document and the Assistant Head had clearly done a lot of work on this.

5. Curriculum - Personal Development post-lockdown

5.1 Deputy Head Kirstie Stroud gave a presentation to the IEB on Personal Development at the school after the first lockdown. The Deputy Head stated that the Personal Development Curriculum is being delivered in accordance with a 5-point plan:

- Mental well-being;
- Physical development;
- Cultural Capital;
- by teaching spiritual, moral, social, cultural development and British values;
- Relationships and sex education.

5.2 The Deputy Head stated that the pandemic and lockdown has disrupted the lives and homes of many of the children and so the school this term has focused on ensuring the well-being of the pupils.

5.3 The Deputy Head explained that as part of the personal development offer, a local charity called The Garden Classroom was engaged and delivered a highly successful outdoors activity for each class for half a day

5.4 In order to ensure pupils well-being the school has taught children self-regulation techniques. The school's pastoral team can go over and deal with any problems that a child may be having in class adapting back to school life. Where there is a specific case or concern raised by parents, carers or staff these are dealt with by either CAMHS, a therapist or the school counsellor.

5.5 Many children at the school come from quite social and economically disadvantaged backgrounds and the school is developing 'Cultural Capital' while these children are at the school. The families are

being involved in this as much as possible.

5.6 'ASPIRE' is embedded into the school's teaching throughout. ASPIRE stands for ambition, self-esteem, perseverance, independence, respect, enthusiasm.

5.7 The IEB was informed that a tab has been added to the school website that leads to personal development information. This gives visitors to the school website a good overview of what personal development for pupils takes place at Duncombe Primary School.

5.8 The Deputy Head explained that some children at the school have attachment issues and the school is undertaking Solihull training with CAMHS in order to support teachers and teaching assistants in their understanding of attachment issues.

5.9 The school provides weekly art and wellbeing sessions - these are provided by the school's artist in residence. The school will also provide art therapy - the artist in residence is currently undertaking training to do this.

5.10 Physical development of pupils involves one hour with the PE teacher and one hour with Rightway coaches per week. All pupils do a daily mile to get their heart-rate going. The school will also introduce Bikeability (cycling classes) soon.

5.11 Into-University will be provided for Year 5 and 6 pupils post Covid. This is designed to develop the pupil's aspirations to go on to university in the future.

5.12 A parent consultation will be undertaken into the teaching of relationships and sex education (RSE). The school will be supported in this by a local authority consultant.

5.13 Question: How will the impact of this Personal Development Curriculum be measured?
Answer: The school will use a variety of methods to measure impact for example pupil voice, behaviour incident data.

5.14 Question: Will the school plan to introduce this Personal Development Curriculum for early years pupils and then see its impact as these children progress all the way through the school?
Answer: Yes this can be done.

5.15 Deputy Head Kirstie Stroud was thanked for her presentation on the Personal Development Curriculum.

(16:33pm - Assistant Head Katija Ali, Deputy Head Kirstie Stroud, Interim Deputy Head Jane Carrington all left the meeting.)

6. Curriculum - values

6.1 The Headteacher gave a presentation to the IEB on the values that are contained in the curriculum this academic year.

6.2 The Headteacher informed the IEB that the school has an idea and a map of what values the school wants to deliver to pupils at the school. These have been developed in line with the ASPIRE programme at the school. However it is currently difficult to deliver this teaching of values due to the school not holding any assemblies as result of the Covid-19 precautions.

7. Minutes of the previous meeting held on 21st September 2020 and matters arising

7.1 Members of the IEB received and read the minutes of the IEB meeting that took place on 21st September 2020. These were accepted as an accurate record.

Matters arising:

7.2 Item 4.9 - the signed off minutes of the previous meeting on 13th July 2020 had been placed on file at the school by the Chair.

7.3 Item 5.2 - this item is on the agenda for this meeting.

7.4 Item 7.1 - this item is on the agenda for this meeting.

7.5 Item 7.3 - IEB member Mark Taylor reported that he had spoken to Tom Louvre about this matter and it will be looked at in more detail at the forthcoming Islington Education Board meeting.

7.6 Item 8.3 - it was agreed that an all-encompassing review of the school budget and finances will be undertaken by Mark Taylor, Debbie Stevenson, Judith Fortune and Helen Ryan after the Autumn half-term 2020.

7.7 Item 9.2 - the amended Charging and Remissions Policy will be received for approval at this meeting.

7.8 Item 9.4 and 9.5 - Privacy Notice - Pupil and Privacy Notice - Adults will be received for approval by the IEB at this meeting.

7.9 The minutes of the previous IEB meeting held on 21st September 2020 were then agreed as an accurate record and signed off by the Chair of the IEB. These will be placed on file at the school at the next available opportunity.

ACTION: Signed off minutes of the IEB meeting held on 21st September 2020 to be placed on file at the school at the next available opportunity.

8. Report from the Headteacher

8.1 The Headteacher presented her written report to the IEB with the meeting papers and updated the IEB on a number of issues.

8.2 The Headteacher stated that the current leadership structure at the school of having two assistant heads with one leading on literacy and the other leading on mathematics has worked really well. Literacy and mathematics are the two subject areas that need focusing on this term.

8.3 There will be a repeat this term of the full deep dive that took place this time last year of the teaching and learning at the school. This deep dive is likely to be carried out by Islington School Improvement Officer Anthony Doudle and the School Challenge Partner. This will be a useful exercise as Ofsted are expected to inspect the school at some point during this academic year 2020-21.

8.4 Question: Will this deep dive review include a specialist to look at early years education at the school?

Answer: We may ask Tracy Smith to focus on looking at the early years teaching and learning.

8.5 Staff appraisals have been carried out. Most were satisfactory but one newly qualified teacher has been put onto a support plan.

8.6 The school is rolling out booster classes after the Autumn half-term recess. The school will need to decide if it is necessary to suspend parts of the 2020-21 curriculum in order to focus on improving core skills that have suffered as a result of the first Covid-19 pandemic lockdown.

8.7 Question: How is the school measuring the gap and drop in attainment as a result of the Covid-19 pandemic lockdown?

Answer: There are a range of assessments that the school will use. NFER Tests are being used and the Headteacher has identified a phonics test that will be used. The White Rose Curriculum end of unit assessments will also be sat by pupils.

8.8 The Headteacher and IEB members discussed the progress of pupils since the Covid-19 pandemic lockdown. The Headteacher noted that some pupils are progressing this term but some pupils are very behind. Some are one term or two terms behind in their learning, which is a concerning situation.

8.9 Question: Do you have any sense of the proportions of pupils who are one and two terms behind with their learning?

Answer: About two-thirds of pupils at Duncombe Primary School are one term or two terms behind with their learning. A small proportion are more behind than that - these are mainly SEN pupils.

8.10 Question: How does the school plan to ensure pupils catch up on their lost learning?

Answer: The SLT is holding Pupil Progress meetings with all classes after half term. The data at the meetings will identify pupils who need extra support to catch up. Catch-up funding will be used to provide focussed interventions.

8.11 The Headteacher reported that pupil attendance at school so far this term has been really good with 97% attendance. There have been a number of incidents that have resulted in exclusions. These four exclusions were all one day exclusions.

8.12 The IEB were informed that School Business Manager Monique Roberts was working on running an extended day provision. The numbers have greatly increased as has enrichment that is on offer.

8.13 The Headteacher was thanked for her report.

9. Budget Monitoring Report

9.1 The School Business Manager shared the Budget Monitoring Report with IEB members with the meeting papers prior to this meeting. IEB members were asked to submit any questions in advance of this meeting by email. Further questions were asked at the meeting.

9.2 Debbie Stevenson acknowledged an email from the Chair Judith Fortune. Question: What do you predict will be the position of the school budget at the end of this financial year 2020-21?

Answer: The School Business Manager is currently predicting an end of financial year position 2020-21 the school budget will be £216,000 overspent. This is due to the safeguarding, health and safety and GDPR work that had to be put into the playground and the school security systems. The school has also had to pay out for redundancies following the restructure.

9.3 Question: Have the claims the school has put in for reimbursement as a result of the additional expenditures incurred as result of the Covid-19 pandemic and lockdown been submitted under one of the three eligible categories?

Answer: Islington Finance Officer Patrick Carter has advised the school to submit a further £25,000 in claims in other adjustments.

The school has submitted a claim to the DFE to be reimbursed for Covid work

9.4 Head of Islington Schools and Early Years Finance Debbie Stevenson advised the IEB that those claims submitted that are outside of the three categories are not guaranteed for payment but those within the three categories will all be paid.

9.5 The Headteacher said that the school was looking for alternative funding streams but as the building could not be let out during Covid and as the school did not have an affluent parent base it was a challenge. The school is planning to look at running a car boot sale and has other areas to consider.

10. School Policies

10.1 The following policies were re-presented to the IEB after being received at the previous meeting in September 2020.

10.2 Charging and Remissions Policy - The Headteacher informed the meeting that the amendment that was requested at the previous meeting of the IEB in September 2020 had been included in this version submitted for a vote today. A vote was then taken and the IEB voted to ratify this Charging and Remissions Policy.

DECISION: Charging and Remissions Policy ratified by the IEB.

10.3 Privacy Notice - Pupil - This was shared with IEB members at the previous meeting of the IEB in September 2020 for them to read and amend prior to this October 2020 meeting of the IEB. A vote was then taken and the IEB voted to ratify the Privacy Notice - Pupil.

DECISION: Privacy Notice - Pupil ratified by the IEB.

10.4 Privacy Notice - Staff - This was shared with IEB members at the previous meeting of the IEB in September 2020 for them to read and amend prior to the October 2020 meeting of the IEB. A vote was then taken and the IEB voted to ratify the Privacy Notice - Staff.

DECISION: Privacy Notice - Staff ratified by the IEB.

11. Safeguarding

11.1 A report on safeguarding was received by the IEB.

11.2 The Headteacher reported the following changes to the safeguarding data: Allegations against staff 0; Reported bullying incidents 4; Reported online safety incidents 1; Reported racist incidents 0; Number of extremist concerns 0; Female Genital Mutilation Concerns 0.

11.3 The Headteacher reported that the LEA computing consultant is setting up some Year 5 and Year 6 safer internet training in the school.

12. Premises and Health and Safety

12.1 Nothing reported.

13. Any other business

13.1 Question: Is the Chair of the IEB and the Headteacher of the school receiving the appropriate level of support that is needed from the London Borough of Islington so far?

Answer: The Chair said she thought the review meeting regarding the finances would be helpful and the Headteacher concurred.

14. Next meeting of the IEB

14.1 The next meeting of the IEB is scheduled to take place on Monday 16th November 2020 at 4pm.

15. Confidential items

15.1 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 5:03pm.

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	7.9	Signed off minutes of the IEB meeting held on 21st September 2020 to be placed on file at the school at the next available opportunity.	Chair of IEB
2	17.1 Confidential	Headteacher's Appraisal follow-up to be a confidential item on the November 2020 IEB agenda.	Chair of IEB Agenda item.