



**Minutes of the
Interim Executive Board meeting of
Duncombe Primary School
held on
Monday 21st September 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

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 3pm until 3:20pm*)

Jane Carrington - Interim Deputy Head of Duncombe Primary School (*from 3pm until 3:20pm*)

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.

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

3.1 It was agreed that the future meetings of the IEB will be as follows:

- Monday 19th October 2020 at 4pm;
- Monday 16th November 2020 at 4pm;
- Monday 14th December 2020 at 4pm.

3.2 It was agreed that the start time of the Autumn meetings should be 4pm now that pupils were back in school.

4. Minutes of the previous meeting held on 13th July 2020 and matters arising

4.1 Members of the IEB received and read the minutes of the IEB meeting that took place on 13th July 2020. These were accepted as an accurate record.

Matters arising:

4.2 Item 3.2 - This has been done.

4.3 Item 4.6 - The Chair informed the meeting that she had signed off the minutes of the IEB meeting held in June 2020.

4.4 Item 6.4 and 6.5 - The Charging and Remissions Policy will be discussed at this meeting.

4.5 Item 7.1 - These items have been deferred until the IEB meeting in October 2020.

4.7 Item 11.7 - It was reported that the decision made for there to be the option of an early school closure on Friday afternoons had been reviewed by the Headteacher but the needs and views of the parents had then been taken into account and it was decided not to implement this plan in the school after all.

4.8 Item 12.1 - It was reported to the IEB that the new Chromebook computers that had been purchased using the grant funding from Anthony Doudle had not yet arrived in the school. However the Headteacher believed that these would arrive soon.

4.9 The minutes of the previous IEB meeting held on 13th July 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 13th July 2020 to be placed on file at the school at the next available opportunity.

5. Curriculum

5.1 Interim Deputy Head Jane Carrington began a presentation to the IEB on the work being done to improve the Early Years provision in the school. Unfortunately technical issues with the internet connection in the school interrupted this presentation.

5.2 A decision was taken for three written papers to be sent to IEB members prior to the next meeting of the IEB setting out the information that was to be provided to the IEB in this and the other two presentations on Curriculum. IEB members would read these papers and send questions by email to the Interim Deputy Head Jane Carrington on the Early Years presentation, Assistant Head Katija Ali on Curriculum post-lockdown, and Headteacher Helen Ryan on Values.

ACTION: Written papers to be sent to IEB members prior to the next meeting of the IEB setting out the information that was to be provided to the IEB in the presentations from Interim Deputy Head Jane Carrington on the Early Years presentation; Assistant Head Katija Ali on Curriculum post-lockdown; and Headteacher Helen Ryan on Values.

(3:20pm - Interim Deputy Head Jane Carrington and Assistant Head Katija Ali left the meeting)

6. Report from the Headteacher

6.1 The Headteacher reported that pupil attendance in the first week of term had been 95% at Duncombe Primary School. One IEB member stated that 95% was above average for the borough of Islington in the first week of term September 2020. The Headteacher stated that the school had maintained good pupil attendance until the week ending 18th September 2020 when there were many pupils reportedly suffering Covid-19 type symptoms - these pupils were sent for tests.

6.2 The Headteacher stated that there were no staff off work due to ill health as yet.

6.3 Question: What are the figures for Early Years attendance and 2 year olds?

Answer: Pupil attendance in early years is higher than anywhere else in the borough in Duncombe at present. The one exception is one child protection case. This pupil is not in London at this time.

6.4 The Headteacher stated that pupils in the early years provision have a staggered start to their day. There are 6 two year old children attending in the afternoon and 5 two year old children attending during the mornings. These pupils are in the nursery. The school is expecting 4 more early years pupils to begin at the school soon. The Headteacher was pleased to report that the early years provision is the success story of Duncombe Primary School so far this term.

Recovery Curriculum

6.5 The Headteacher stated that careful work had been done by the school around the development strand of the Recovery Curriculum. Pupils have been using the Garden Classroom in Whittington Park every session and the Headteacher reported that pupils had loved being in that environment. Many children have not had the opportunity to go outside of their homes during the lockdown and a number of pupils at the school had not been given the opportunity to cross Holloway Road until now.

6.6 Question: How are staff coping now they are back in school?

Answer: Staff have been focusing on what the pupils have missed out on during the lockdown. Staff found that in an area like reading the pupils have made a lot of progress despite the lockdown, whereas in mathematics there is a lot of catching up to do. This may be because parents at home had found it harder to teach their children maths than encouraging them to read.

6.7 It was reported that the school had tested all year 1 and year 2 pupils early in the term to find out where the gaps are in Reading and phonics. The school is currently preparing for the phonics test - assessments will begin in week 4 of term. The outcome of these phonics tests will be reported to the November IEB

7. Budget Monitoring Report

7.1 The School Business Manager shared the Budget Monitoring Report with IEB members with the meeting papers prior to this meeting. The Headteacher had given explanations in the budget monitor narrative for the over spending against various budget lines. The School Business Manager welcomed any IEB members who had questions on the content of the Budget Monitoring Report to send an email to her and she will respond accordingly.

ACTION: IEB members with questions on the budget monitor to send an email to the School Business Manager in order to receive an appropriate response.

7.2 Question: Are there any other budget issues that need to be reported under this section?

Answer: The playground refurbishment funding that was awarded to the school was not entirely match funding so the school is trying to find ways to pay for the cost of the works.

7.3 Director of Learning and Schools for the London Borough of Islington Mark Taylor agreed that he would provide assistance looking at how to make up the shortfall in funding for the playground works.

ACTION: School Business Manager and Mark Taylor to work on ways of making up the shortfall in match funding for the playground refurbishment works.

8. Budget and finance

8.1 The Headteacher stated that the school had recently suffered an issue where the school found it was in overdraft at the bank. The Headteacher stated that she had visited the bank to countersign some checks because the school no longer has a debit card. This has caused some issues ordering items that are needed at the school as the school has had to purchase items using the invoicing system. This has led to delays receiving items that have been ordered. The Head of Schools and Early Years Finance for the London Borough of Islington Debbie Stevenson responded by advising that this was as a result of the school's banking mandate and the fact that the school does not have a debit card. It was the banking mandate that was overdrawn and not the whole of the school budget. Head of Schools and Early Years Finance for London Borough of Islington stated that she was happy to clarify any further details with the Headteacher after the end of this IEB meeting.

8.2 The Headteacher stated that the school was not informed that it was £95,000 overdrawn all year. This had created a very tricky management situation at the school and this needed to be looked into. The school had supplies being declined due to the overdrawn bank mandate. The Headteacher of Ambler Primary School Juliet Benis stated that Ambler had suffered a similar problem in the past and that this could be a problem that had been suffered by a number of schools in Islington. The Headteacher stated that there was a need to dispel the idea that she had inherited a healthy financial situation when she took over as Headteacher of the school. The Headteacher stated that she had begun at the school during a very challenging financial situation and issues that had been faced were a large financial outlay on a new football pitch that had not been passed by health and safety and security systems at the school were found to have a number of concerning issues. There were many very questionable things in the school budget that she had inherited from the previous leadership. The Chair of the IEB stated that there was a need for IEB members to look into the finance of the school as there appeared to be discrepancies in the finance paperwork and it was clear things were not right at present.

8.3 The Director of Learning and Schools for the London Borough of Islington Mark Taylor agreed stating that there was a need for everyone to sit around a table and sort out the budget and finance issues at Duncombe Primary School. An all-encompassing review will take place of all aspects of finance and budget such as past expenditure, the school budget, auditing, the banking mandate and items that had been purchased that had been found to be problematic. There was a need for a fresh look at the financial history and financial situation of Duncombe Primary School in order to draw the line over the budget of the past and focus on the school budget that is currently in place.

ACTION: An all-encompassing review meeting of all aspects of finance and budget at Duncombe Primary School to take place with the key parties. Mark Taylor, Headteacher Helen Ryan, Monique Roberts and Debbie Stevenson.

9. SCHOOL POLICIES

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

9.2 Charging and Remissions Policy - One IEB member stated that the Charging and Remissions Policy does not have anything in it regarding parents who may want to purchase additional hours of early years provision on top of the hours that they already received funding for from other sources. It was agreed that something of this nature should be inserted into the Charging and Remissions Policy. The Headteacher will look into including a section on this before this policy is re-presented to the next IEB meeting. A vote was taken and the IEB

voted to ratify this Charging and Remissions Policy pending the minor amendment discussed.

ACTION: Headteacher to make this amendment to the Charging and Remissions Policy and the policy will be re-presented for ratification at the next meeting of the IEB.

9.3 Complaints Policy and Procedure - This policy was sent out to IEB members during the previous meeting in July 2020 and 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. IEB members had made no comments. A vote was taken and the IEB voted to ratify the Complaints Policy and Procedure.

DECISION: Complaints Policy and Procedure ratified by the IEB.

9.4 Privacy Notice - Pupil - This was shared with IEB members for them to read and amend prior to the next meeting of the IEB.

DECISION: Privacy Notice - Pupil to be ratified by the IEB at the October 2020 IEB meeting.

9.5 Privacy Notice - Staff - This was shared with IEB members for them to read and amend prior to the next meeting of the IEB.

DECISION: Privacy Notice - Staff to be ratified by the IEB at the October 2020 IEB meeting.

10. Safeguarding

10.1 The Chair of the IEB Judith Fortune reported that she had visited the school to inspect the Single Central Record. She found that all entries were up-to-date other than one member of staff whose DBS was not renewed in time during lockdown. Fortunately the updated DBS certificate for this member of staff arrived at the school within 3 days. The IEB Chair informed the meeting that the school will now review the way it reminds staff about the renewal of DBS certificates when they are approaching expiry in order to prevent similar occurrences in the future.

10.2 The Headteacher reported the following safeguarding data:

Child protection referrals 4 (increased by 1); Child In Need 11; Allegations against staff 0; Reported bullying incidents 4 (all these incidents took place during lockdown); Reported online safety incidents 0; Reported racist incidents 0; Number of extremist concerns 0; Female Genital Mutilation Concerns 0.

10.3 The School Business Manager reported that all staff in the school had received female genital mutilation training and Prevent training during the staff inset day at the beginning of the September 2020 school term.

11. Keeping children safe in education (September 2020 update)

11.1 IEB members all received the September 2020 update of the Department For Education document "Keeping children safe in education". All members of the IEB undertook to read this document if they had not yet done so.

11.2 It was reported to the IEB that all members of staff have read the September 2020 update to "Keeping children safe in education" and this had been looked at during the staff inset day.

12. Premises and Health and Safety

12.1 The School Business Manager reported that a full school fire drill had taken place this

term. The whole school had been successfully evacuated within 7 minutes. All health and safety checks have been carried out.

12.2 The School Business Manager reported that all security systems in the school are now up-to-date.

12.3 The Chair of the IEB reported that she had viewed the new entrance and playground on her recent visit to the school premises. The Chair reported that the new entrance and playground has transformed how the entrance to the premises looks and brought the school up to date, making it safer for the children on site. The IEB expressed thanks to School Business Manager Monique Roberts who had worked through the summer organising these works to be carried out.

12.4 The School Business Manager reported that new Covid-19 safety precautions had been implemented at the school this term according to the agreed Risk Assessments. Pupils in the school had been given new routines to follow to limit the spread of Covid-19 such as handwashing on arrival. It was reported that these new routines have started to work well after a shaky start. Pupil lunchtimes are now working much smoother with different bubbles of pupils eating lunch at different times. The School Business Manager stated that the Risk Assessments that were in place seem to be very robust in practice at the school.

12.5 The school received a health check from the Health and Safety Executive on Thursday 17th September 2020. The Health and Safety Executive will report any concerns.

13. Any other business

13.1 None reported.

14. Next meeting of the IEB

14.1 The next meeting of the IEB is scheduled to take place on Monday 19th October 2020 at 4pm.

15. Confidential items

15.1 Three 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 4:03pm.

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

<u>Action Point No.</u>	<u>Agenda Item No.</u>	<u>Action Required</u>	<u>Responsibility/ Deadline</u>
1	4.9	Signed off minutes of the IEB meeting held on 13th July 2020 to be placed on file at the school at the next available opportunity.	Chair of IEB
2	5.2	Written papers to be sent to IEB members prior to the next meeting of the IEB setting out the information that was to be provided to the IEB in the presentations from Interim Deputy Head Jane Carrington on the Early Years presentation; Assistant Head Katija Ali on Curriculum; and Headteacher Helen Ryan on Values.	All IEB members, DHT Jane Carrington, AHT Katija Ali, Headteacher Helen Ryan.
3	7.1	IEB members with questions on the budget monitor to send an email to the School Business Manager in order to receive an appropriate response.	All IEB members, Monique Roberts.
4	7.3	School Business Manager and Mark Taylor to work on ways of making up the shortfall in match funding for the playground refurbishment works.	Monique Roberts and Mark Taylor.
5	8.3	An all-encompassing review meeting of all aspects of finance and budget at Duncombe Primary School to take place with the key parties. Mark Taylor, Headteacher Helen Ryan, Monique Roberts and Debbie Stevenson.	Mark Taylor, Headteacher Helen Ryan, Monique Roberts and Debbie Stevenson.
6	9.2	Headteacher to make this amendment to the Charging and Remissions Policy and the policy will be re-presented for ratification at the next meeting of the IEB.	Headteacher + Agenda item for the next meeting
7	9.4 + 9.5	Privacy Notice - Pupil and Privacy Notice - Staff to be read and then ratified by the IEB at the October 2020 IEB meeting. Agenda item for the next meeting.	All IEB members, Agenda items for the next meeting