



CARLTON PRIMARY SCHOOL GOVERNING BOARD

**Minutes of the Full Governing Board meeting held
as an online video conference call meeting on
Tuesday 7th July 2020 at 5.30pm**

Governors present: Jess Wren – Co-opted Governor (*present via video call*) (**Chair**)
Tim Carew – Parent Governor (*present via video call*)
Daniel Cousins – Co-opted Governor (*present via video call*)
Georgina Harcourt-Brown – Deputy Head, Associate Governor (*present via video call*)
Jessica Marsh - Staff Governor (*present via video call*)
Jenny Mulholland – Co-opted Governor (*present via video call*)
Hannah O'Brien – Co-opted Governor (*present via video call*)
Jacqueline Phelan – Headteacher and Exofficio Governor (*present via video call*)
Peter Ptashko – Local Authority Governor (*present via video call*)
Laurence Simons – Co-opted Governor (*present via video call*)
Cyrus Suntook – Co-opted Governor (*present via video call*)
Yiannos Theodoridis – Co-opted Governor (*present via video call*)

Also:

Victoria Mitchell – Clerk to the Governing Board (*present via video call*)

Jess Wren chaired the meeting and Victoria Mitchell wrote the minutes.

1.	Welcome, Introductions and Apologies	Actions and timescale
	<p>1.1 The Chair, Governor Jess Wren, welcomed everyone to the meeting.</p> <p>1.2 Governor Kate Steele sent her apologies for absence as a result of a work commitment. These apologies were accepted. Governors Charul Patel and Dionne Jackson also sent apologies for absence.</p> <p>1.3 The meeting was quorate.</p>	
2.	Declaration of Interests	
	2.1 There were no declarations of interests made for this meeting.	
3.	The Governing Board	
	<p>3.1 The Chair introduced two new potential governors - Jenny Mulholland and Daniel Cousins. It was noted that the Chair had circulated to governors an introduction and biographical summary of each of the two new potential governors using email. It was clarified that Jenny Mulholland was an elected local authority councillor on Camden Council.</p> <p>3.2 Jenny Mulholland and Daniel Cousins were then formally proposed to the Governing Board as co-opted governors by the Chair Of Governors. A vote took place and Jenny Mulholland and Daniel Cousins were both elected as co-opted governors onto the Governing Board for a 4 year term of office. ACTION: Clerk to update the FGB records.</p>	The Clerk
4.	Report from the Headteacher	
	<p>4.1 The Headteacher circulated her report to all governors prior to this meeting taking place. She discussed its content.</p> <p>4.2 The Headteacher explained that two risk assessments had been prepared prior to the school reopening in June 2020. Classrooms had been measured out with desks for pupils at a safe distance from each other in order to keep pupils distanced from each other according to the Government issued guidelines.</p> <p>4.3 The school had offered 174 places in the school to pupils who were considered vulnerable or were children of key workers, then to pupils from Year 1, Year 6 and Reception, and then after that to pupils for whom it was felt would really benefit from being back in school. The school is closed each Wednesday for all children except the children of key workers and children deemed as vulnerable. This allows time for a deep cleaning of the school. There are a total of 92 pupils attending the school this week at 7th July 2020 from all year groups.</p> <p>4.4 Attendance figures were as follows: <u>Nursery</u>: 10 children attending = 30% of the whole year group; <u>Reception</u>: 11 children attending = 21% of the whole year group; <u>Year 1</u>: 12 children attending = 24% of the whole year group; <u>Year 2</u>: 7 children attending = 5% of the whole year group; <u>Year 3</u>: 8 children attending = 31% of the whole year group; <u>Year 4</u>: 10 children attending = 33% of the whole year group; <u>Year 5</u>: 8 children attending = 15% of the whole year group; <u>Year 6</u>: 26 children attending = 68% of the whole year group.</p> <p>4.5 <u>Question</u>: How does pupil attendance at Carlton Primary School compare to other schools? <u>Answer</u>: Carlton Primary School has one of the highest pupil attendance figures as a percent in the borough of Camden.</p>	

4.6 The Headteacher informed the Governing Board that each bubble of pupils in the school is teacher-led with the support of a Learning Support Assistant. In this way the children will receive high quality first wave teaching. The Headteacher explained that this was because the school has a high level of need and it is important for pupils to be supported as they are used to having a routine and a familiar environment.

4.7 The Headteacher stated that the school has been very careful to chase up cases where a pupil has returned to school but then unexpectedly ceased to attend. This chasing up is done by the school staff telephoning the pupil's home to check up on pupil's welfare.

4.8 The Governors were informed that cleaning takes place in a structured and organised way. The staff have been directed to remind children to wash their hands at regular points throughout the day. The Headteacher stressed that it was important to ensure the school continues with these cleaning habits and embeds them in practice in order to prepare for when all pupils will be expected to return to school September 2020.

4.9 The Governing Board was informed that at the date of this meeting most staff are back working in the school and two staff are working remotely. The school had raised some questions with Camden Human Resources related to the health and safety of one member of staff in the school. The Headteacher informed the Governing Board that there was no animosity in these questions, they were just clarifications.

4.10 Question: What has been the key lesson learnt by the school during this lockdown?

Answer: The school leadership were asking too much from the teachers at the beginning of the lockdown. The lockdown situation and the virus was quite stressful for teachers.

4.11 The Headteacher informed the Governing Board that the food voucher scheme for vulnerable pupils being run by Government contractor Edenred was now working as it should be after Carlton and many other schools suffered big problems obtaining the food vouchers at the beginning of the lockdown.

4.12 The school has received a grant from Kellogg's breakfast cereal manufacturer. The grant was to provide breakfast packs for those children that normally attend breakfast club. The £90 voucher scheme is a one time payment to families whose children receive free school meals. This will be paid at the beginning of the summer holidays and is £90 per child to cover the period of the summer holidays.

4.13 Question: How will the school respond to the Black Lives Matter (BLM) demonstrations that have taken place in cities around the world?

Answer: There will not be a Black History week as the Headteacher has felt that this was tokenistic response to the issues raised by the BLM movement. Staff are working to embed black history / lives and public figures into the curriculum. Staff member Ted Glover has been working on this.

4.14 Question: To what extent is the school identifying the pupils who should be high achieving but are not and how will their learning be addressed so that they aren't forgotten about?

Answer: This will come down to differentiation and expectations. We will ensure that there is really strong first-rate teaching for all pupils. Those who previously had been high-achieving but may have slipped back because of lockdown will be

	<p>identified and supported. The school will have intelligence on the pupils next academic year - we will be able to tell which pupils have been using Google Classrooms during lockdown and which pupils have not.</p> <p>4.15 <u>Question:</u> Will the PSDE (personal, social, developmental education) curriculum continue in the school? <u>Answer:</u> The school is currently reviewing the impact of this PSDE curriculum. PSDE is fundamental to the philosophy of Carlton Primary School and pupils have benefited a lot from it.</p> <p>4.16 <u>Question:</u> Pupil engagement in the online learning in year 4 is so low in comparison to other year groups - why is this? <u>Answer:</u> Year 4 has the largest number of vulnerable pupils and many of these were in school during the initial phase of the Government imposed lockdown. This year group has the most vulnerabilities.</p> <p>4.18 <u>Question:</u> Pupil engagement of 30% is still an appallingly low figure. While it is good that Carlton Primary School is one of the highest for pupil engagement, it is still worryingly low. Why is this? <u>Answer:</u> This data average is dragged down as the early years and foundation stage pupils have a lower attendance and engagement in the work than the older year groups. You can see from the table that there is more pupil engagement and attendance in the older year groups.</p>	
5.	Summer catch-up programme	
	<p>5.1 The Headteacher informed the Governing Board that there will be a summer catch-up scheme for pupils from the school. Deputy Head Georgina Harcourt-Brown will identify this summer the pupils who will benefit from attending this catch-up scheme.</p>	
6.	September 2020 full re-opening	
	<p>6.1 It was explained that the Government has advised that national lockdown will be over and that schools will be open for all pupils from September 2020. However there is a possibility of local area lockdowns being imposed if there is a rise in Covid-19 coronavirus infections in specific geographical areas.</p> <p>6.2 <u>Question:</u> Will all pupils be expected to return to school at the beginning of the autumn term 2020? <u>Answer:</u> The Government require all pupils to be back in school in September 2020. Attendance will be statutory.</p> <p>6.3 Governors were informed that Assistant Head Shayne Davids was preparing a plan for September 2020 using the scenario that the school was placed back into a lockdown situation. The Headteacher stated that the school has learnt lessons about how to do lockdown successfully and this would form the basis of any future lockdown of the school in the future.</p> <p>6.4 The school is considering the curriculum and provision in terms of three scenarios. The first scenario is that nobody comes back to school in September 2020 as a result of a locally imposed lockdown; the second scenario is that some pupils return to school and some do not; the third scenario is that in accordance with the Government's current plan all pupils will return to attending school from September 2020.</p> <p>6.5 <u>Question:</u> For the school to suggest many pupils will not return is appalling, they need to be back. <u>Answer:</u> The school has prepared three different scenarios in case there is low pupil attendance at the beginning of the autumn term 2020. In this summer term</p>	

2020 we have told pupils that if they can come to school for one hour then it is better than not attending school at all. This has encouraged pupils back into school as it has helped to break down their fear of being back in school and encouraged them to attend more regularly. The school has had to rebuild the trust of parents and pupils in the safety of the school.

6.6 Question: Will there be fines for non-attendance of pupils next academic year? Will there be a policy on this in order to ensure consistency?

Answer: Fines for pupil non-attendance will be issued on a case-by-case basis at Carlton Primary School. Some pupils are living with very health vulnerable relatives or very elderly relatives and the families are terrified of leaving their home.

6.7 The Deputy Head informed the Governing Board that all pupils who had social workers were expected to attend school every day during the Government imposed lockdown and there was no variance on that policy at Carlton Primary School. There is a possibility that if other pupils are not sanctioned for non-attendance at school next term this may lead to some disputes and claims of inconsistency at the school. However there is an assumption that is being made that all pupils will be back in school from September 2020. Despite this Carlton Primary School may have a lot of work to do encouraging some pupils back into the school after they have been at home in lockdown for such a long time and there is still a lot of fear of the virus in the local community.

6.8 Question: If the school goes back into local lockdown from September 2020 how will this be handled?

Answer: The school has drafted a risk assessment for such a scenario and this will be shared with governors if a local lockdown is imposed.

6.9 The Headteacher stated that the well-being of children will be a priority from September 2020. The academic part of the recovery curriculum will be secondary to the well-being of the pupils.

6.10 The Headteacher stated that from September 2020 the recovery curriculum will recognise that some pupils may have lost confidence in their learning as a result of being isolated at home. Some pupils may have learnt some things during lockdown but not had high quality learning or may have big gaps in their learning. However the school will not make assumptions about how much each pupil has learnt until the pupils have returned to school as some may have taken to lockdown well and others not so well. The important thing was that once they are back in school there will be an emphasis on the familiarity of the school surroundings, the school routine, seeing their friends, playing with their friends and having the staff ensure their well-being. Many pupils may have missed this familiarity of school during lockdown.

6.11 The Headteacher informed the Governing Board that the school's curriculum will be very organic in the next academic year. If teachers are having a maths lesson and they find there are big gaps in the necessary maths knowledge, then that lesson will pause while those gaps are addressed before the pupils move on again with the current lesson. The curriculum will therefore be responsive in that respect and will rely on the professional judgements of the teachers in class.

6.12 Question: The Government may announce there will be funding for additional tutoring in the next academic year

Answer: Yes and Camden Headteachers are pleading for that additional funding to be made available for proper teaching by fully qualified teaching staff. There is a concern that tutors who may come into the school may not be DBS checked, they may not be as good at teaching as fully qualified teachers and they may have a

	<p>minimal impact on pupil education in the school.</p> <p>6.13 <u>Question</u>: Pupils who have accessed Google Classrooms during lockdown have been spoonfed knowledge and may have forgotten other aspects of learning such as experimenting, investigation and discussion. They will need to develop these skills again when they come out of lockdown and into the next academic year. <u>Answer</u>: Agreed.</p> <p>6.14 <u>Question</u>: Will there be enough space in the school for all pupils if everyone returns to the school in September 2020? <u>Answer</u>: Yes.</p>	
7.	Safeguarding and vulnerable children	
	<p>7.1 The Deputy Head informed the Governing Board that the school has 11 pupils with social workers. The school has guaranteed a place for these pupils and they have been encouraged to be there. Only 5 of them are currently in school. This is mainly due to others living in their homes having health vulnerabilities and the pupils are shielding them. The school staff stay in regular frequent contact with vulnerable pupils who are remaining at home.</p> <p>7.2 The school has checked to see if vulnerable children who are locked down at home have accessed Google Classrooms while at home and if not the school seeks to find out why not.</p> <p>7.3 The Deputy Head explained that lending out computer devices to pupils during lockdown has not always worked as it has resulted in some parents stating that they do not understand how to log-in to the devices and parents who are not technologically upskilled enough to help their children with the devices.</p> <p>7.4 The Governing Board was informed that some pupils were housed in nearby hostels and were moved out of that accommodation during lockdown by the local authority as it was decided that accommodation did not allow sufficient social distancing between different families in those hostels due to shared facilities, shared kitchens and shared bathrooms. Some of these pupils have moved away from the school as result and may not return.</p> <p>7.5 <u>Question</u>: Will the pupils who have left the school as result of being moved out of their nearby hostel affect the funding for the school in this academic year? <u>Answer</u>: Funding for this academic year 2019-20 was based on the pupil census that took place in October 2019.</p> <p>7.6 <u>Question</u>: A recent article in the Camden New Journal newspaper stated that Camden is 150th out of 151 boroughs measured on their rates of vaccination. This is a very low rate of vaccination. <u>Answer</u>: Yes. The school will look at vaccination rates in safeguarding meetings. We have found that some parents at the school have very strong beliefs in conspiracy theories and views against vaccinations. It may be the case that if a vaccination against Covid-19 is found then there may be a very low take-up rate of the vaccination by parents and pupils in Carlton Primary School.</p> <p>7.7 <u>Question</u>: Could parental workshops encourage an increased take-up of vaccinations by families in the school? <u>Answer</u>: We can try. The school does not have access to their health records so it will be difficult to measure the impact and which families would most need to attend these workshops.</p> <p>7.8 One governor stated that access to computer devices was just one part of the</p>	

	<p>wider picture of online learning. As well as attitudes towards ICT and online learning, it was also important that parents developed a basic knowledge on how to carry out functions such as logging in and connecting to the internet. The governor stated that it is important for the school to try and improve these attitudes as there may be more online learning by pupils at the school in future.</p> <p>7.9 <u>Question</u>: Could it be possible that some families have not just had problems accessing the Google Classrooms due to equipment and attitudes, it could also be a problem connecting to the internet?</p> <p><u>Answer</u>: Yes. Camden have talked about providing pupils at home with internet dongles in order to give them access to the school's online learning remotely.</p>	
8.	SEND pupils update	
	<p>8.1 An update on SEND pupils was given to the Governing Board.</p> <p>8.2 The Governing Board was informed that 30% of pupils in the school had special educational needs or a disability (SEND).</p> <p>8.3 A new way of applying for additional funding of pupils with high levels of need who may or may not have an EHCP has been introduced by the local authority. This had resulted in the school receiving some additional funding for 4 pupils this year.</p> <p>8.4 The Headteacher stated that for academic year 2020-21 the school may look into asking TOPPS (Tavistock NHS Outreach Service) to supply services to the school. CAMHS (Child and Adolescent Mental Health Services) may continue to provide services for some pupils and TOPPS may be better for other pupils. CAMHS has provided a good service but what was found was that if CAMHS failed to make contact with a pupil a few times then they may close the case. TOPPS may be better in these circumstances.</p>	
9.	The merger of Carlton and Rhyl primary schools - update	
	<p>9.1 The Vice-Chair Of The Governing Board Peter Ptashko and the Headteacher Jacqueline Phelan updated the Governing Board on the proposal to merge Carlton Primary School with the nearby Rhyl Primary School for the start of academic year 2021-22.</p> <p>9.2 The Governing Board was informed by the Headteacher that a meeting had taken place about the merger plans between officers of Camden Council and the staff of Carlton Primary School during week commencing 29th June 2020. At this meeting staff had the opportunity to ask any questions. Camden Human Resources staff were also in attendance at that meeting to advise staff about their employment position when the schools are merged.</p> <p>9.3 Camden officers had begun the meeting by showing staff the pupil number projections as predicted by Camden Learning. It was explained to staff that the proposed merger of the two schools was as a result of predicted low pupil numbers in the coming academic years. Staff had asked insightful questions about this.</p> <p>9.4 The school was informed that a project manager had now been appointed by Camden to manage the merger of the two schools. The project manager is called Tom Keech.</p> <p>9.5 The Governing Board was informed that the timetable for the Camden Council Cabinet to receive papers for the school merger had been altered as a result of the the Covid-19 coronavirus pandemic and Government imposed lockdown. The current proposal is for a Camden Cabinet paper to be published on 24th August 2020 and for the Cabinet of Camden Council to receive the proposal for</p>	

consideration at their Cabinet meeting on 3rd September 2020. Neither Carlton Primary School or Rhyl Primary School will know the contents of this paper until it is published prior to that August 2020 meeting. If a decision is made to merge then an informal consultation on merging the two schools will take place from 28th September 2020 and a Statutory Consultation from 14th January 2021.

Start Date	End Date	Description
13/07/20	17/07/20	Parent/school notice for Scrutiny and Cabinet meetings
24/08/20	24/08/20	Cabinet paper published
02/09/20	02/09/20	CSF scrutiny committee
03/09/20	03/09/20	Decision Point: Cabinet
28/09/20	16/11/20	Initiate informal consultation
17/11/20	06/12/20	Draft report for officer and Member consideration
16/12/20	16/12/20	Decision Point: (provisional Cabinet date)
14/01/21	11/02/21	Statutory consultation
01/03/21	19/03/21	Decision Point: Cabinet meeting at an appropriate point in early March
01/09/21	01/09/21	Implementation of proposal

9.6 Governors were informed that the school had told Camden about the digital divide among families at Carlton Primary School and how this may affect the consultation with parents. Hopefully this will be addressed by Camden. Governors agreed that there was a need for documents relating to the consultation to be translated into languages that the parents could read and also for face-to-face meetings to take place with parents in order to explain the merger and any possible implications for them to consider.

9.7 One governor stated that the idea of the school becoming a community hub was a nice idea but the timescale for starting up that community hub and establishing it between a final decision being made in March 2021 and the two schools being merged for the beginning of September 2021 is a tight timescale. The Headteacher added that because of this tight timescale there was a need for the project to be very well managed so that the school premises do not become a building site during the next school year 2020-21 while new facilities are put into place.

9.8 Question: Can governors decide on an official line on the possible merger of these two schools so that each governor is not saying something different about the merger to any parents who may ask questions about different dates in the timeline?

Answer: This is a very important point. Work can be done on this. It is possible that Project Manager Tom Keech may be able to talk to Vice-Chair Of Governors Peter Ptashko and come up with some guidance for governors on what to say.

ACTION: Governor Peter Ptashko to contact Project Manager Tom Keech and some advice for governors on what to say is written.

Peter Ptashko

9.9 The Headteacher advised that she feared that if the merger of the two schools does go ahead then it may take a very big toll on the staff of Carlton Primary School as some may have to seek employment elsewhere. The Staff Governor added that staff morale in the school had been very low after they had attended the meeting with the Camden officers.

9.10 Question: For how long will the public consultation take place?

Answer: There is a statutory timeline for the public consultation. The reason the start of the public consultation has been moved is because many of the local community are still isolated due to the Covid-19 coronavirus pandemic and it was thought it is better for the consultation to be next year. However this means implementing any decision that will be made in March 2021 by September 2021 will be a very rushed timescale.

9.11 One governor warned that there may be some very negative outcomes if the

	<p>formal decision on the merger of the two schools is delayed. A decision to delay could leave Carlton Primary School facing closure for a further academic year and the repercussions may be that pupil numbers drop as parents seek a school with a longer-term future.</p> <p>9.12 <u>Question:</u> Will pupils from Rhyl Primary School be relocated to the Carlton Primary School site as a result of the merger? <u>Answer:</u> Not necessarily. Various ideas have been discussed and it will not necessarily be the case that Rhyl pupils come here to this site.</p>	
10.	Committee Reports	
	<p><u>School Improvement Committee</u></p> <p>10.1 Chair Of The School Improvement Committee, Governor Cyrus Suntook, reported on the work of the School Improvement Committee at the previous meeting that had taken place as an online video conference call meeting on 19th May 2020.</p> <p>10.2 Governor Suntook reported that the committee had analysed the data that was made available to them at that meeting.</p> <p>10.3 <u>Question:</u> Did the committee find it easy to discuss matters using an online Zoom video conference call? <u>Answer:</u> More frequent and shorter meetings may be more useful if the committee is to meet remotely. This would mean the committee meets at additional meetings outside of its formal meeting schedule using the Zoom video conferencing application as well as at formal meetings in the school each term.</p> <p>10.4 <u>Question:</u> Would the committee benefit from additional staff members attending the committee meetings? <u>Answer:</u> Yes this is a good idea. Additional staff members would benefit the committee both at the additional Zoom conference call meetings and at the formal meeting that takes place in the school.</p> <p>10.5 The Headteacher stated that she felt it would benefit both the committee and the staff of the school for them to talk about their work to members of the committee.</p> <p><u>Resources And Finance Committee</u></p> <p>10.6 Chair of the Resources And Finance Committee, Governor Tim Carew, reported that the committee had held an online video conference call meeting using Zoom to approve the School Budget on 11th May 2020.</p> <p>10.7 It was explained that the timeline for preparing the School Budget had been tighter this year as as the school leadership had needed to focus on the school's response to the coronavirus pandemic and the Government imposed lockdown.</p> <p>10.8 Governor Carew stated there has already been significant changes to the School Budget since the budget was set on 11th May 2020. These have been approved by the Committee Chair using email and the rest of the committee have been copied into the paperwork.</p> <p>10.9 Governor Carew explained that the contingency that was included in the budget had been £94,000 on 11th May 2020. This has now been reduced to £40,000 as there was a need to employ an extra teacher in order to help address the academic gap that has developed as a result of the Government imposed lockdown. The Governing Board considered the merits of this alteration to the agreed School Budget. One governor stated that they felt it was important for this</p>	

	<p>additional funding to be spent on an extra teacher now to address the teaching gap in order to ensure these pupils were not affected for the next 50-years of their lives.</p> <p>10.10 This concluded the report from the Resources And Finance Committee</p>	
11.	Any Other Business	
	<p>11.1 The Governing Board placed on record their thanks and gratitude to the staff and leadership of the school who had worked hard during a stressful school term. The Governing Board asked that this thank you is passed on to the staff.</p>	Headteacher to thank all the staff on behalf of the FGB.
12.	Next meetings of the Governing Board	
	<p>12.1 The next meeting of the Carlton Primary School Governing Board will be early in the Autumn Term 2020. A set of meeting dates will be circulated during the summer.</p> <p>ACTION: Governors to note the meeting dates for 2020-21 that are circulated.</p> <p>12.2 The Chair Of Governors informed the Governing Board that she did not want to operate blended meetings next term where some governors attend the meeting remotely using video conferencing applications and other governors attend meetings at the school. She wished to have a definite decision on whether a Governing Board meeting will take place as a video conference call or as a meeting on site in the school premises.</p> <p>12.3 <u>Question:</u> Will committee meetings be run on site or as online Zoom video conference calls?</p> <p><u>Answer:</u> Committee meetings work well using online video conference calls applications. Governing Board meetings tend to work better with all governors attending the meeting on site in the same room.</p>	All governors to note.
13	Confidential items	
	None.	

The meeting closed at 7:40hrs.

Signed: _____ (Chair/Vice Chair Of Governors)

Print Name: _____ Date: _____