

The London Borough of Richmond upon Thames

The Russell School
 Minutes of the Meeting of the Governing Body held on
 Monday 31 January 2022

Constitution, Membership and Attendance

LA - 1	PARENTS - 1	CO-OPTED - 5	STAFF 2
	Mr A Curtis	Ms. Daniela Mingham (DM)	Mrs. Samantha Leir (SL) Head Teacher
		Mr Tom Lloyd (TL)	Miss Rebecca James (BJ)
		Mr. Brian Miller (BM)	
		Mr. Rob Woolner (RW)	
		Mr. Neil Cutting (NC)	

bold = absent

Apologies: Daniela Mingham

Clerk: Amanda Bungey

1.	Welcome: The Chair welcomed Governors to the second meeting of the FGB for 2021-22.	Actions:
2.	Apologies for absence: Apologies received from Daniela Mingham.	
3.	Declarations of interest: No declarations of interest were declared.	
4.	Previous minutes: The minutes of the meeting held on 15 November 2021 were accepted as a true and accurate record and the Chair signed them.	
5.	Matters arising: See update on the matters arising from the FGB meeting on 15 November 21 and 31 January 2022 at the end of the minutes.	
6.	Headteacher's Report: SL: The attendance levels have been greatly affected by COVID. Tracking is a problem as the Government has changed the codes (previously COVID was not counted as an absence but now it is). Governor question: Are there any safeguarding issues to be aware of during this period of high absences? SL: There is one family who are monitored closely.	

	<p>SL: Numbers on roll are currently good. However, most new children started in November, after the October census, so that will affect the funding for 2022/23 budget. There will be more information about the new intake in April and the final figures will be available in June. Schools are reporting fewer applications. By now there would have been around 130 – 150 applications and at the moment The Russell has 80, first and second choice. Some balancing does go on so that some second and third choices will go to other schools.</p> <p>Governor comment: There is a trend of women having children later and only having one, which affects demographics.</p> <p>Governor comment: The proposed Ham development, which is imminent, may turn things round regarding numbers.</p> <p>A discussion took place about numbers and demographics and how the cost of housing and lack of housing stock is affecting the number of young professionals moving into the area. The old Strathmore school site was mentioned and the possibility of it being reclassified as social housing.</p> <p>Governor question: Are there measures in place to check the boundary due to the recent problems with teenagers vandalising the old Strathmore building?</p> <p>SL: The Head and caretaker check the boundary between the school and the old Strathmore building every day because of broken glass. The Head called the police very recently due to teenagers seen on the roof, the consequences of which could be fatal. One of the Governors (AC) offered to make enquiries with a contact in the local police to try to find out who is the best person to speak to about the school’s concerns about the dangers.</p> <p>Governor question: With regard to attendance, are children who are having to isolate working from home?</p> <p>SL: Some children who are at home are asymptomatic and therefore able to work from home using Google Classroom, whereas others are ill and therefore not assigned work.</p> <p>A discussion took place around the subject of how poor attendance levels can be hidden because of COVID but due to the Government guidance on isolation it is important to keep infection away from the school.</p> <p>Governor comment: We need to keep reflecting on this because of the strong correlation between attendance and achievement.</p> <p>SL: There are currently five children with EHCPs and another two going through the statutory assessment process, which will take the number to seven, though two are in Year 6 so due to leave at the end of the year.</p>	AC
7.	<p>Budget update:</p> <p>BM: The Budget Committee met last Wednesday and were pleased to see that they are slightly ahead of where they thought they would be. Praise was given to SL and Sharon Reynolds, the Business Manager.</p> <p>SL: the carry forward is not going to be so big that it will be recouped by the</p>	

	<p>LA. The increase in National Insurance will have an impact as this will have to come out of the budget (1 ½ % per member of staff on a salary bill of approximately £800,000 will be significant).</p>	
<p>8.</p>	<p>COVID - 19 School Operating Status: SL: A copy of the Outbreak Management Plan (an internal document that the DfE requested schools to produce) has been provided for the Governors so they can see the protocols the school is working with. There has been an outbreak in several classes. At first it was Years 1 and 2, then Year 3, then Reception. In Years 4, 5 and 6 there have been the odd few linked cases but the bubbles have generally protected the classes upstairs. Close to 100 have had COVID since Christmas. Week One figures were 28, 42 in week two and in week three, only 3 confirmed, with 6 awaiting PCR results. No children have been seriously ill. A few staff have taken longer to recover and suffered from fatigue, despite being triple vaccinated. The age 5 to 9 figures are rising in the borough. The Russell school's RAG rating is code Amber at the moment. Governor comment: A big thank you to SL for all the hard work which has gone into managing this situation.</p>	
<p>9.</p>	<p>Safeguarding SL: The Head has provided the updated version of "Keeping Children Safe in Education" which is 168 pages. A reminder was given that all Governors are required to read this. The expectation for Governors has been increased as they are all now required to have safeguarding training. This can be done virtually and is a full day course. Governors are required to have a good working knowledge of Appendix B. There are also changes on the information on the sharing of nude images and changes in the indicators for neglect. Governors' training should be updated every 3 years. TL has undergone this training last term but all Governors were urged to check whether they have attended this training within the last three years and if not to book this through AfC Governor training. Level 1 is sufficient for Governors, other than the Safeguarding Governor. Governor NC will make a standing item on the agenda in order to regularly reflect on elements of safeguarding. Governors could be asked to precis sections. Governor question: The school's safeguarding policy has been provided for Governors to approve. What are the main changes to the last policy?</p>	<p>AC, RW, DM, BM</p> <p>NC</p>

	<p>SL: The policy is reviewed by the Local Authority each year. This was done in November. Some changes were made to:</p> <ul style="list-style-type: none"> • Numbers and emails of contacts • The designated teacher has been specified as Heather Clarke • Increased responsibilities for Governors • Changes in roles and responsibilities for Governing body, Designated Teacher and Lead <p>Sections within the guidance which involve changes:</p> <ul style="list-style-type: none"> • Mental health • Vocabulary around domestic abuse to include cohesive behaviour • Serious violence to incorporate youth violence • Harmful sexual behaviours • Criminal exploitation • Sexting “youth-produced sexual imagery” • Child trafficking and slavery <p>Governor question: Should acronyms be spelt out such as SPA and LADO as well as their roles?</p> <p>SL: The policy is more for staff than parents, so they should understand.</p> <p>Governor comment: In section 5 about buildings and grounds it should include those who “maintain”.</p> <p>SL: It is an action for SL and NC to book an annual safeguarding audit. The LA would like this done in July but schools were not happy with this date so it not clear when it will take place as yet.</p> <p>Governor question: Are DBS checks up to date?</p> <p>SL: School’s staff are up to date (the renewal period is 5 Years), so there will be a lot to do in 2023 when about 30 staff are due for renewal.</p> <p>Some Governors still have a DBS outstanding and need to action the process as a matter of urgency.</p>	<p>NC and SL</p> <p>DM and RW</p>
<p>10.</p>	<p>Confidential section:</p> <p>SL: No racist incidents.</p>	
<p>11.</p>	<p>AOB:</p> <p>SL: Dates for the year ahead are:</p> <p>28 March 2022</p> <p>23 May 2022</p> <p>4 July 2022</p> <p>The budget is to be agreed by 30 June. It should be ready by the meeting on</p>	

	<p>23 May 2022.</p> <p>DM has organised an inaugural meeting of the “Curriculum, Community and Communication Committee” to be held the week on 18 March.</p> <p>NC urged Governors to set dates to meet with the link teachers in their area of the SIP. Jane Youness is the link for the SIP for Strategic Intent. BM and RW to arrange to meet and Monday 14th or 21st of March have been suggested as options.</p> <p>NC, together with BJ and TL met with teachers for Quality First Teaching part of the SIP and found it a useful and productive meeting. NC passed his thanks to BJ for hosting.</p> <p>A brief discussion took place about the extent to which culture assists/ supports the quality of teaching and learning or hinders it and whether culture can be used to inform the curriculum.</p> <p>AC offered to remove the stakes on the mature trees that have been planted. This offer was accepted.</p> <p>SL told Governors that the new website is nearly finished and about to go live. A brief preview was shown and the Head is really pleased with the bespoke build of the website and the quality of the photographs.</p>	<p>DM,NC,AC</p> <p>BM and RW</p> <p>AC</p>
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The Russell School

Update on Matters Arising from the Governing Body meeting held on

Monday 15th November 2021

	Matter Arising	Date raised	Responsibility	Due	Update
1.	DM not receiving CPD emails from Governor support to her hotmail account.	15.11.21	AB to follow up with Governor Support.	31.01.22	
2.	Progress with the new Parent Governor election.	15.11.21	SL	28.01.22	The deadline for submissions is 02.03.22 and an election will be held if there is more than one. The new vicar at Petersham church was mentioned as a potential new Co-opted Governor.
2.	Safeguarding elements to be reflected upon regularly and NC to make it a standing item on the agenda.	15.11.21 and 31.01.22	NC	28.01.22	
3.	Ayshea Lagazon to restart the DBS process for named Governors. (see 7)	15.11.21	SL to raise with AL	31.01.22	
4.	AC to make contact with local police about best person to speak to regarding the dangers associated with the old Strathmore building.	31.01.22	AC	28.03.22	
5.	Governors to check when last attended safeguarding training and to book with Governor support if over 3 years ago.	31.01.22	AC, RW, DM, BM	28.03.22	

6.	Safeguarding audit to be booked.	31.02.22	SL and NC	28.03.22	
7.	Governors with outstanding DBS checks to action.	15.11.21 and 31.02.22	RW and DM	28.03.22	
8.	Governors to meet with link teachers.	31.02.22	BM and RW	28.03.22	
9.	AC to remove stakes on newly planted trees.	31.02.22	AC	28.03.22	



Signed by the Chair

Date 28/03/22

Next Full Governors Meeting date: Monday 23.05.22 at time 7.00pm