

**Islington Futures – A Federation of Community Schools
DRAFT Action Notes of the Federal Chairs’ Committee
Thursday 3 September 2020, 8.00am – virtual meeting**

Present:

Jill McLaughlin (JMc)	Chair of Governing Board, Chair for the Meeting
Caspar Woolley(CW)	Vice Chair, Chair of Chairs’ Committee
Jo Dibb (JD)	Executive Headteacher
Pauline Edgar(PE)	Chair of Federal Achievement Committee
Will Garner (WG)	Chair of Vittoria School Committee and Copenhagen School Committee
Alex Bols (AB)	Chair of Beacon High School Committee
Mary Berrisford (MB)	Chair of EGA School Committee
Aanya Madhani	Safeguarding Lead
Tina Southall (TSO)	Deputy Executive Headteacher
Hilary Furey (HF)	Clerk

Agenda Item		Action
1.	Apologies and Consent Apologies had been received from, and consent given, to David Harrison’s absence.	
2.	Declaration of Interest There were no declarations of interest.	
3.	Action Notes and Matters Arising Action notes of the meeting held on 24 June 2020 were Agreed .	
4.	Staff update JD told Chairs that all staff members were back in each of the four schools, with no staff members needing to shield and one member of EGA staff to do some remote teaching and to have a phased return.	
5.	Risk Assessments Risk Assessments had been circulated to Chairs for all Federation schools and JD said that these had been reviewed by the Local Authority and comments incorporated. Following a meeting of Headteachers yesterday there was a common agreement on face coverings for secondary school pupils and the Ras for EGA and Beacon High would be amended accordingly. Chairs were told that schools would continue to advise pupils and staff that face coverings were not to be worn in classrooms, although were recommended in indoor public spaces although this would not be enforced. In response to questions JD said that advice from Public Health England was that the risk of transmission of infection between pupils was minimal, slightly higher from pupil to staff member and higher still from staff member to pupil, with the highest risk being between staff members. With 30 pupils back in each class it was not possible to socially distance at all times but with advice to maintain this where possible and all staff members have been provided with protective visors and all SLT members would wear face coverings in public spaces where	

	<p>there was lots of movement. Headteachers report that staff are very positive about returning to school and are all aware that any suspected case will need to report to the Track and Trace service with any contacts having to be notified. Staff rooms were no longer available and staff would need to take their staggered breaks in Faculty offices, with limits on numbers at any one time, and the canteen would be available as it could accommodate social distancing.</p> <p>The number of pupils returning to schools across the Federation was not yet known as only Year 7 pupils had returned to Beacon High yesterday, with others returning on Friday 4 September, with INSET days taking place this week and all other pupils would return on Monday 7 September. In response to a question JD said that students would not be able to access any remote learning unless due to a serious medical issue they were unable to return to school, which all students are being encouraged to do, and any such absence would be recorded differently to the usual absence code. Plans are being reviewed across all schools, and must be in place by the end of September, to ensure continuity of education pending any further local or national lockdown scenarios. JD said that the process for reviewing Risk Assessments would be carried out by Headteachers on a weekly basis, with any amendments notified to the Executive Headteacher who would review both secondary RAs twice weekly, and TS would review primary RAs once each week. A monthly review would be carried by an external partner. The Chair wanted to know how the different dropping off arrangements which were taking much longer at primary schools would be reviewed. JD agreed that the staggered times at Copenhagen would need to be reviewed, adding that this could look very different within a couple of days. This arrangement did not apply at Vittoria, however different entrances were being used. JD stressed the importance of parental communication regarding what is and isn't working.</p> <p>AB suggested that the key risk would be at the beginning of term when other infections might be present, and wanted to know the LA's advice on testing where symptoms are suspected among staff and pupils. JD said that the LA had provided no additional advice to that in the public domain, and that the school had received 10 tests which were only to be used for students in exceptional circumstances, adding that it had been reported that testing was being reduced except in priority areas. Chairs approved the Risk Assessments and it was agreed:</p> <ul style="list-style-type: none"> - Information on face coverings would be added to the EGA and Beacon High RAs, and parents to be advised that students should have and wear a different face covering on public transport and in school, Chairs would review all RAs in two weeks' time. 	<p>JD/TS</p> <p>Chairs</p>
<p>6.</p>	<p>Agenda and Venue for FGB</p> <p>The Chair suggested that holding the FGB on 15 September 2020 in person was high-risk with the potential to cause quarantine issues for some, and would be contrary to advice given in respect of households not being able to mix freely and with parents not being allowed in schools. Chairs agreed that all governor meetings should be held remotely until such time as it is deemed safe and sensible to hold them in person and this would be kept under review. The Chair proposed that a programme of governor visits to schools be implemented, with appropriate protocols in place. JD agreed that more checks and balances would help to spot any issues that may be missed by internal review only. It</p>	

	<p>was agreed that meetings should also return to being held at the usual pre-lockdown times, and JD agreed that this would not cause any issues for staff members.</p> <p>Chairs were reminded that the Federation’s governance structure stated that all committee Chairs would be held for two years’ only and views were sought on whether this should be reviewed, in the light of current circumstances. The Chair noted the Executive Headteacher’s preference for one joint school committee for the two primary schools where common issues could be shared and a suggestion was made that breakout rooms for each school would allow each school to meet separately to discuss specific local issues. As Chair of both Copenhagen and Vittoria school committees WG was keen to encourage and retain motivation and input from the relatively recently appointed parent associates at Copenhagen, and was concerned that this could be lost. CW was not against a joint committee but agreed it was important to allow new committee members to contribute without feeling overwhelmed. It was proposed that two separate school committees be retained for a six-month period, with WG as Chair of each committee, which would allow opportunities for both school committees to discuss the proposed merger. Following discussion, it was</p> <ul style="list-style-type: none"> • Agreed that WG continue as Chair of both committees for the autumn term, pending election of a Vice Chair for one of the school committees. <p>The Chair sought views on the current Chair roles and, overwhelmingly, it was agreed that the current Chairs should remain in place for a further one-year period to provide continuity in these unprecedented circumstances, pending review in 2021 which would allow flexibility and time to take stock. The Chair was keen to encourage development and training of the Vice Chair role to support succession planning. It was,</p> <ul style="list-style-type: none"> • Agreed that all current Chairs of committees would remain in place for a further one-year period, to be confirmed at Governing Board meeting. <p>It had been agreed at the Governing Board meeting in July that a task group be set up to look at and tackle Equality matters, including looking at supporting those who do not feel able to take on leadership roles, around which ethnicity was a significant issues, and a commitment had been made to carrying out an audit of equality issues within the Governing Board. JD said that the task force might come up with some structures to help the Governing Board discharge its duties. It was noted that Islington Governor Services would be offering a training session on equality matters for governors on Monday 7 September. JD would provide information in her report to the Governing Board meeting on EGAs work on Black Lives Matter and the issues that each school would be working through as part of a root and branch review of systems and the curriculum. The work would involve students, culminating in a conference at the end of the academic year, and this process was already underway at Beacon High.</p> <p>PE wondered if the Federation Development Plan would need to be amended to incorporate this stronger focus, and also raised the topic of the impact of the lockdown on white working-class boys. JD was keen not to confuse the two</p>	<p>Clerk/WG</p>
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	<p>areas, noting that there were also complex issues of white privilege and nuances between class and race. In response to a query, WG said that school committees received reports on investments in staff and professional development.</p> <p>The Chair reminded Chairs that the recruitment of an Executive Headteacher was a priority and she would write a paper seeking approval from the Governing Board, which would be forwarded to Chairs for comment in advance. In respect of the Chair's meeting with Headteachers, it was agreed by Chairs that the subject was the top priority, particularly given the time limits to recruit, and while it is important to discuss the Chair's paper but that it is also important for Headteachers to feel they had been able to present their views to the Governing Board to avoid any resentment. JD felt that Headteachers would not have time to write a paper for the meeting due to the return to school and time limitations. Following discussion, the following agenda items were agreed:</p> <ul style="list-style-type: none"> • Executive Headteacher's report to include: exam/Progress 8 information/analysis for next year; • BLM and Equalities; • 'bubbles'/lockdown and curriculum continuity; • behaviour/pastoral matters and impact of lockdown - HTs to provide info re attendance/attitude; • Child protection policy – for approval; • School Development Plans – for approval • Executive Headteacher proposal and Headteachers' views 	
7.	<p>Brief update on exam results</p> <p>JD said that as there had been no exams there had been little scope for the same level of analysis as normal, and would provide an update as part of her Executive Headteacher's report to the Governing Board.</p>	JD
8.	<p>Any Other Business</p> <p>It was agreed that remote Chairs' meetings should continue on a three-weekly basis for the next six months, subject to government or LA advice.</p>	Clerk

Signed as a true and accurate record of the meeting	
Chair's signature	
Chair's name	CASPAR WOOLLEY
Date	18 November 2020