

# THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the school on

**Monday 10 February 2020 at 7:00 pm**

Category of Governor Membership – New Instrument 10 July 2019 (Co-opted 8, Parents x 4, LA x 1, Staff x 1, Head x1) Total 15 Governors		Initial	End of Term	Attendance
Headteacher	Lisa Williams	LW	Ex-officio	Present
Parent Governor	<b>Vacancy</b>			
Parent Governor (Vice Chair )	Lilian Brooks	LB	10.11.2020	Present
Parent Governor	Chinedum Obi	CO	18.03.2023	Present
Parent Governor	Lucy Masters	LM	26 .01.2024	Apologies
Staff Governor	Judith Purkiss	JP	09.02.2021	Present
LA Governor ( Chair )	Ruth Pott-Negrine	RPN	25.06.2021	Present
Co-opted Governor	Oluwafela Ajayi	OA	08.05.2020	Apologies
Co-opted Governor	Christine Kiwanuka	CK	02.10.2020	Present
Co-opted Governor	Rosamund Clarke	RC	26.11.2021	present
Co-opted Governor	Sara Phipps (Staff)	SP	14.03.2023	Present
Co-opted Governor	Charles Pickstone	CP	14.03.2023	Present
Co-opted Governor	Brenda Montague	BM	14.03.2023	Present
Co-opted Governor	Nadia Glasspool	NG	06.10.2023	Present
Co-opted Governor	<b>Vacancy</b>			
<b>Also Present</b>				
Assistant Head	Roksana Hussain	RH	N/A	Present
Deputy Head	Lisa Bolge	LBo	N/A	Present
Deputy Head (Adviser)	Michael Grocock	MG	N/A	Present
Clerk	Mike Garrick	MAG	N/A	Present

<b>1.0</b>	<p><b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b></p> <p>The Chair opened the meeting by welcoming everyone in particular Rokanna Hussain and Lisa Bolge , Assistant and Deputy Head respectively, both of whom were new to the school from January 2020. Apologies for absence were received and noted from Oluwafela Ajayi and accepted from Lucy Masters.</p>
<b>2.0</b>	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Declarations of Interest: No declaration of interest was received.</p>
<b>3.0</b>	<p><b><u>THE BUSINESS OF THE MEETING</u></b></p> <p>No change was made to the business of the meeting.</p>
<b>4.0</b>	<p><b><u>GOVERNING BODY MEMBERSHIP</u></b></p>
4.1	<p><b>Changes to the Governing Body:</b> Governors were advised that Lucy Masters (LM) had been elected as a Parent Governor for a 4 year term of office ending 26.01.2024. The Chair advised that LM could not attend this meeting due to a family bereavement .</p>
4.2	<p><b>Vacancies:</b> There were now 2 vacancies as follows: 1 x Parent Governors and 1 Co-option. The Head advised that there was only one candidate at the last Parent Governor election. She stated that the school would hold another election but do so in another couple of months. The Chair</p>

4.3	<p>stated that she was still working with the 'Governors for Schools' organisation and the LA to secure a recommendation for Co-option. Update to be provided at the next meeting .</p> <p><b>DBS Checks:</b> Governors were reminded that they are legally required to have an enhanced DBS check including an overseas check if necessary. New governors to arrange with the school to apply for a check to be undertaken within 21 days of appointment or election to the governing body ; existing governors to ensure that their DBS is renewed as and when necessary.</p>
5.0	<p><b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b></p> <p>5.1 <b>Minutes:</b> The Minutes of the meeting held on Monday 7 October 2019 had been circulated. After consideration, the Minutes were AGREED as a true record, subject to the following:</p> <ul style="list-style-type: none"> <li>▪ Chinedum Obi (CO) to be included amongst those listed in the attendance</li> <li>▪ correction:- section 6.1 – line 4 change ' make ' to <b>made</b> .</li> </ul> <p>5.2 <b>Matters Arising</b> (not included elsewhere on the agenda) :</p> <p>5.2.1 <b>Agenda Plan 2019/20</b> – Previous Minutes section 5.2 : It was note that this was in place.</p> <p>5.2.2 <b>Education Trips and Visits report</b> – Section 5.3 – Report from the Head. There was nothing to add to the information provided in the Headteacher's Report provided at the last meeting.</p> <p>5.2.3 <b>Equalities Data &amp; Objectives</b> : Previous Minutes Section 5.4 : A report providing the objectives , the actions and monitoring had been circulated with the agenda papers.</p>
6.0	<p><b><u>HEADTEACHER'S REPORT</u></b></p> <p>6.1 The Headteacher's Report had been circulated and included the Key Priorities for the academic year; end of Autumn pupil attainment data, also data on the quality of teaching for Autumn and Spring terms ; Attendance ; staffing changes, Safeguarding and Inclusion information school self-evaluation; updates on SEND and the Curriculum ; staff training and INSET and school priorities for the Spring term..</p> <p>6.2 Also circulated were the School Development Plan 2019/20 and SEF summary. The Head reminded of the schools 10 key priorities for 2019/20. She highlighted the pupils attainment data as at the end of December 2019 showing end of year targets and the percentage of pupils on track to meet the targets in Reading Writing and Maths. The governors were informed of the discussions and challenge at last Learning and Achievement Committee around the data for Year 2 in particular the underperformance in Writing. Information was provided about the focus on improving the quality of teaching and learning; ensuring that what is planned is delivered and to a high standard.</p> <p>6.3 The Head spoke about the need to ensure that teaching assessment is secure , advised that there was no more inadequate teaching and that the number of teachers requiring improvement had reduced from 8 to 5 .</p> <p>6.4 There was a question (Q) Are the 5 teacher part of the 8 reported at the last meeting ? The Head stated that they were no new additions. Currently 92% of teaching was good or better. The schools target was 100%.</p> <p>6.5 Attendance : It was noted that the rate was at national this was because 55 pupils had taken extended leave so far during the year. The Head spoke about working with targeted families and the LA Education welfare service to improve attendance.</p> <p>6.6 Lillian Brooks (LB) arrived at the meeting at 7:25 pm.</p> <p>6.7 Q Does the school issue fines ? Information was provided that warning notices have been issued. . Parents were liable for a fine of £60 ( for each parent) per child.</p>

6.8	<b>Safeguarding:</b> Attention was directed to the safeguarding information provided in the Head's Report. LB was now the Safeguarding link and undertook a link visit on the previous Friday with the designated safeguarding lead, Judith Purkiss (JP). LB reported that as part of the visit, she reviewed the Single Central Record (SCR), the administration was clear and the records up to date.
6.9	The Chair reported she continued to meet regularly with the Head with a focus on how best to ensure members of the governing body get real insight and detailed knowledge about the school.
6.10	Extracts from the Validated end of Year data summary 2019 was circulated - pages 7, 10, 13, 16 and 18 showing the school data over time compared to national, Year 1 phonics, Key Stage 1 and 2 and analysis of groups. The governing body divided into pairs and went through the data.
6.11	<b>Q</b> Why did no pupils in KS1 get to Greater Depth - was there any reason? The Head stated that there no reason why there should not be pupils working at this level. Lisa Bolge (LB) Deputy Head advised of work being done Year 2 on planning, support being provided for a targeted group of more able students twice weekly and ensuring these pupils get daily opportunities to work at Greater Depth.
6.12	<b>Q</b> The data shows that only 1% of students in KS2 the reached the higher standard in Reading Writing and Maths last year - why are there so few able pupils? The Head pointed out there were a number of pupil who achieved the higher standards in single subjects - 19% in Reading, 10% in Writing and 19% in Maths. She felt that with better tracking and monitoring that it should have been possible to get more of these pupils to achieve the higher standard in more than one subject. The school was addressing this in the current academic year by tracking, and undertaking individual and group work with able pupils to increase the number that achieve the higher standard in all 3 subjects
6.13	The governors noted that the SDP Priorities for 2019/20 had been informed by the outcomes from 2018/19. It was AGREED that governors would look at the data in further detail and ask any questions at the next full governing body meeting.
6.14	<b>Q</b> Apart from working in groups are there any other ways that children can be helped for example via school Clubs? LBo advised in summary, that pupils already have a very full school day. She spoke about the stretch and challenge being addressed via reshaping the curriculum, quality first teaching, boosters, individual and group interventions and practice. Support from parents was welcomed and encouraged, detailed information on home learning was included on the school website.
6.15	Reference was made to the parental support via the RGSA, Information was provided about the investment in home schoolbooks and the Maths workshop held for parents and carers.
6.16	The SEF was graded 3, the Head felt that the school was getting closer to a Grade 2 and pointed out there were areas of good and outstanding practice. She advised that a lot of time had been spent on looking at the quality of education – the drivers and content. Time had also been spent on behaviour – a lot of progress had been made with behaviour for learning - there had been no exclusions last term.
6.17	<b>Q</b> Would the results from last year be a factor in any Ofsted Inspection grading? The Head advised that the published data would provide a key line of enquiry. She reminded that at the last inspection, Challenge was identified as an area for development. The school would therefore need to show what action has been taken. The Head advised that under the new framework, Ofsted would also be looking at all subjects not just at Reading Writing and Maths.
6.18	<b>Q</b> What areas of the curriculum are the immediate focus? The Head stated that all areas of the curriculum were being developed.

	<p>The Chair gave a report about the Rapid Improvement Board. She informed that work was being done with the LA to support the school's development. The Board meets regularly to look at different areas of the school and helps with delivery of targeted support. One area was governance - the suggestion was made that the governors discuss issues by breaking into groups and reporting back; ensuring that visits are made and get a good level of understanding about the school. The school was currently at Red status and was getting ready for an LA review. A review was undertaken in March 2019, targets had been set and the review will include an evaluation of whether these have been met.</p>			
6.19	<p>Discussion took place about the need for governors to get a greater understanding of the school, comment was made that it was difficult to get to grips with some of the terminology and, understand the roles and responsibilities. It was suggested that governors should be paired with a buddy. The Chair, Vice Chair and Head AGREED to discuss this possibility when they next meet.</p>			
6.20	<p>The governors were taken through how the school was using the Pupil Premium (PP) Allocation. There were 172 qualifying pupils from a total roll of 643. The amount being spent was £227K. Key action was to ensure that there was quality first teaching, Teaching Assistants (TAs) were being trained to deliver the speech and language intervention; the work around Oracy – creating opportunities for story telling teachers. Reference was made to the creation of a roll play areas; the use of the PiXL and INSIGHT interventions to help with assessment and analysis of pupil data; obtain good quality resources to support teaching and learning. Increasing opportunities for developing reasoning in maths; improve reading by encouraging early reading skills.</p>			
6.21	<p>It was noted that an induction programme was being put in place for pre- Reception and newly arrived pupils in the UK. Also, the provision of enrichment activities – in particular animal care – there were now 2 school Hamsters, the forest school and music activities. It was noted that last year 100% of PP children passed the phonics tests – ensuring that this is maintained; provision of booster groups for English and maths in years 2, 5 and 6 provided by a dedicated tutor. Improvement of memory and retention skills.</p>			
6.22	<p>Information was provided about the attendance monitoring, engagement and support for parents of targeted families.</p>			
6.23	<p><b>Q</b> Are expectations for TAs aspirational rather than achievable in terms of the TAs delivering interventions. The Head advised that it is an expectation that TAs are able to deliver learning support. She spoke also about investment in training and need to accountability.</p>			
6.24	<p>The Head and SLT were thanked for their report.</p>			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A1</b>	<b>Validated 2018/19 Achievement data question:</b> Any further questions arising from the data circulated.	All Govs	Next FGB
	<b>A2</b>	<b>Pairing of governors :</b> To discuss the possibility of taking things forward.	Chair and Vice Chair	Next FGB
<b>7.0</b>	<b><u>FINANCIAL MANAGEMENT</u></b>			
7.1	<p><b>2019/20 Budget:</b> The Head and RC reported the appointment of a new School Business Manager (SBM) and explained that following the review of the budget and financial processes the budget was projected to be in deficit by an estimated £300K at the end of the year. The original budget did not take into consideration some staffing costs.</p>			
7.1.1	<p>The governors questioned how the situation had arisen. RC spoke about the challenge made by the Resources Committee to the first presentation of the budget and liaison with the former SBM to get accurate information and address several inconsistencies. She made reference to</p>			

	the proposals to reduce agency staff which had not been delivered.
7.1.2	The new SBM had undertaken a thorough review and consultations undertaken with the LA to ensure that robust processes were put in place and an accurate projection of the budget outcome. It was noted that there was a freeze on expenditure and expected that the deficit would be recovered in 2020/21. Q How severely will this impact on the school next year ? The Head advised that there would be an impact but that there were sufficient funds to run the school next year. The Head spoke about organising so that the staffing is used in a more effective way. staffing highlighted that changes would be made to significantly reduce the spend on supply and agency staffing.
7.2	<b>The 2020/21 budget and three-year projection:</b> It was noted that planning had started to clarify the full costs for staffing and modelling for the 2020/21 budget and revision of the 3 year plan. Governors were asked to note that the budget now had to be approved by the full governing body , the deadline for submission was expected to be <b>12 June 2020</b> . The draft budget would be considered at the next Resources Committee in April but needed to be approved by the full governing body at the meeting on 18 May.
7.3	<b>Schools Financial Value Standard:</b> The SFVS submission had been made to the LA by the deadline date of 14 February ; drawing in part on data generated using the LA budget proforma. The document had been submitted to the LA with no changes recommended noting the cost benefit and additional investment in time to make alterations bearing on changes to the budget. The governing body approved and endorsed this action.
<b>8.0</b>	<b><u>COMMITTEES &amp; WORKING GROUPS</u></b>
8.1	<b>Resources committee:</b> RC reported that the main at the meeting held on 28 January 2020 was the budget. The committee also received a report on the draft Audit Report which was circulated at the meeting. A Satisfactory rating had been achieved – the committee to review the action plan at its next meeting. The governing body endorsed the decisions and actions of the committee.
8.2	<b>Learning &amp; Achievement (L&amp;A) :</b> CP, Chair of the committee advised that a report was received that the earlier start of the school day was successful , a Learning Walk had been held in the Autumn term and another due on 27 February at 9:00 am on Maths. The committee discussed the attainment data and received information on the curriculum development. The committee were advised of the set-up of the pet club and also the new style school Newsletter had been launched with copies being sent by email to governors. CP reminded that all governors were welcomed to attend the next Learning Walk and attend the meetings ( next meeting Tuesday - 12 May 2020 at 6:00pm ). The governing body endorsed the decisions and actions of the committee.
8.3	<b>Behaviour and Inclusion Committee:</b> The committee had not yet met, LB advised that she would take action to set a date and report back at the next meeting. Membership of this committee - LB JP , CO and LBo interim Deputy Head.
<b>9.0</b>	<b><u>OFSTED</u></b>  Governors noted that the Head and Chair were in the process of arranging a date for training on the new Ofsted Framework. Details , when finalized would be circulated to governors .
<b>10.0</b>	<b><u>SAFEGUARDING AND HEALTH AND SAFETY</u></b>
10.1	<b>Safeguarding report:</b> Governors noted that the Safeguarding information was included in the Headteachers Report. Governors were reminded that LB had taken over , the role , from the Chair, as the Safeguarding link. LB advised of her safeguarding visit to the school on the previous Friday , she advised that the Single Central Record was well maintained and that she spoke with pupils who all said they felt safe and know who to go to if there were any issue

10.2	<p><b>School Health &amp; Safety Self-Audit</b> : The Head advised that an Annual Review was undertaken by the Premises Officer (PO) all was in order , a grading of 45 from a potential of 46 point was achieved. Reference was made to the high quality support and record keeping provided by the PO . There was a point of action relating to a fault with the lift which had now been addressed.</p>
11.0	<p><b><u>POLICY REVIEW</u></b></p> <p>11.1 There was no policy to consider at this meeting. The Chair reported that she would be working with the school to undertake the review of policies ( due for review) other than those that are statutory policies that must be considered by the whole governing body and those that have otherwise been delegated to the sub-committees for consideration.</p> <p>11.2 Governors noted that the Department for Education (DfE) had issued statutory guidance for Relationships Education, Relationships and Sex Education (RSE) and Health Education (HE), that comes into effect in primary, special and secondary schools from September 2020. All schools were required to update their current RSE policy to reflect the changes and must consult with parents when developing their policy.</p> <p>11.3 <b>Q</b> Do all schools have to teach RSE ? It was stated that Relationship Education and health education were compulsory .</p> <p>11.4 <b>Q</b> Can parents ask for their child to be withdrawn ? The Head advised that national Curriculum science, included some elements of sex education. Parents do not have a right to withdraw their child from this.</p> <p>11.5 The Head shared a leaflet produced for parents that the school will send to parents next term. She took the governors through the main points and pointed out that some work was done by the previous ( interim) Head. She stated that this would be reviewed prior to sending the leaflet to parents.</p>
12.0	<p><b><u>REPORT FROM THE CHAIR</u></b></p> <p>The Chair reported her attendance on governor training. The course consisted of 3 sessions each of 3 hours duration. She advised that she had so far attended 2 sessions , the last one was about finance ; other areas covered included challenge , working with the Head and Senior Leaders to set the values , vision and direction of the school. She spoke of the need to look at the structural arrangements ,for example , the number of meetings held . Governors were asked to note that after the third session , that the Chair would be preparing an action plan for discussion with the governing body.</p>
13.0	<p><b><u>GOVERNING BODY ACTIVITIES, TRAINING AND INFORMATION FOR GOVERNORS</u></b></p> <p><b>Governors' visits to the school, meetings attended and other activities</b> : CP reported on the success of the Christingle Service – he commended the staff for their organisation and management of the pupils. The Head thanked CP for the assemblies, it was noted that a Purim assembly to be led by a Rabbi. The governors noted that pupils had also previously visited a mosque.</p> <p>13.1</p> <p>13.2 It was also reported that RC attended a meeting at the school with the LA about the finances.</p> <p>13.3 <b>Governing Body training:</b> Details of the training available in the Sprint term from the LA had been circulated. Governors were encouraged to review the offer and to attend training. No report was received on any training attended.</p> <p>13.4 <b>Items from the Governors' Information Pack (GIP):</b> Governors were recommended to read the GIP which contains a wide range of useful information. Attention was drawn to several recommended by the LA , these were listed in an appendix to the agenda. The information was noted.</p>

<p><b>14.0</b></p>	<p><b><u>DATES AND TIMES OF FUTURE MEETINGS</u></b></p> <p>Dates for future meetings for the remainder of the academic year were as follows :-</p> <p><b>Full governing body meetings</b></p> <ul style="list-style-type: none"> <li>▪ Monday 23 March 2020 at 7:00 pm</li> <li>▪ Monday 18 May 2020 at 7:00 pm</li> <li>▪ Monday 29 June 2020 at 7:00 pm</li> </ul> <p>The Chair advised that she could not attend the meeting on 29 June . It was AGREED that the meeting would be chaired by the Vice Chair.</p> <p><b>Learning &amp; Achievement:</b></p> <ul style="list-style-type: none"> <li>▪ Tuesday - 12 May 2020 at 6:00 pm</li> </ul> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>▪ Tuesday 28 April 2020 at 4:30 pm</li> </ul>
<p><b>15.0</b></p>	<p><b><u>ANY URGENT BUSINESS</u></b></p> <p>15.1 <b>Wellbeing Coffee Morning</b> : Governors were advised of a wellbeing coffee morning arranged by the RSA to take place on Friday 14 February from 9 am to 11 am for parents and carers . LB commented that was a way to appreciate parents and carers and stated that governors were also invited to attend.</p> <p>15.2 Governors noted that staff wellbeing activities also took place this included a monthly 'special breakfast' and yoga session.</p>

**APPROVED FOR SIGNATURE BY THE FULL GOVERNING BODY FOR SIGNATURE  
BY THE CHAIR ON : 23 March 2020**