

THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL
 Minutes of a meeting of the Governing Body held by remote contact on
MONDAY 23 MARCH 2020 AT 7:00 PM

Members of the Governing Body

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	Vacancy			
Parent Governor (Vice Chair)	Lilian Brooks	LB	10.11.2020	Present
Parent Governor	Chinedum Obi	CO	18.03.2023	Not Present
Parent Governor	Lucy Masters	LM	26 .01.2024	Present
Staff Governor	Vacancy			
LA Governor (Chair)	Ruth Pott-Negrine	RPN	25.06.2021	Present
Co-opted Governor	Oluwafela Ajayi	OA	08.05.2020	Present
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	Not 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	Vacancy			
Also Present				
Assistant Head	Roksana Hussain	RH	N/A	Not present
Deputy Head	Lisa Bolge	LBo	N/A	Not present
Deputy Head (Adviser)	Michael Grocock	MG	N/A	Present
Clerk	Mike Garrick	MAG	N/A	Present

1.0	<u>WELCOME/APOLOGIES FOR ABSENCE/ CHANGES TO THE AGENDA</u>
1.1	The Chair opened the meeting by welcoming everyone, in particular Lucy Masters to her first governing body meeting. Governors went through the general protocol to be followed for conducting the meeting remotely.
1.2	No apologies for absence were received.
1.3	Change to the agenda : Governors Agreed to add an item – Coronavirus – Actions by the School (Item 5)
2.0	<u>DECLARATIONS OF INTEREST & REGISTER OF INTERESTS</u>
	No declaration of interest was received in any item appearing on the agenda of this meeting.
3.0	<u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u>
3.1	Minutes: The minutes of the meeting held on 10 February 2020 had been circulated. After consideration, the minutes were AGREED as a true record and was duly approved for signature by the Chair .
3.2	Matters Arising : Arranging for governors to matched in pairs (for mutual support and development) – previous minutes section 6.19 - to be carried forward to the Summer term meeting . It was agreed that this would be postponed until the current vacancies are filled .

<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p><u>GOVERNING BODY MEMBERSHIP</u></p> <p>Election of Parent Governor : The Chair reminded that Lucy Masters(LM) had been elected as a parent governor but was unable to attend the last meeting. LM introduced herself, she advised that she has a child in Key Stage 1 and spoke about her occupation/employment background in the Civil Service and at the Financial Conduct Authority.</p> <p>Parent Governor Vacancy: Governors were reminded that there was another parent governor vacancy to be filled. The intention was to hold an election in the Summer term . It was noted that this could not be done until the school re-opens again fully .</p> <p>Staff Governor Vacancy: Governors noted that there was a current vacancy. The Head advised that an election will be arranged when the school re-opens.</p> <p>Co-option Vacancy: The Chair advised that the LA had arranged an event to match school governing bodies (with vacancies) with candidates seeking to become governors. She intended to participate but the event had now been cancelled due to the current emergency.</p> <p>Term of Office end: The governors were advised that the term of office of Oluwafela Ajayi (OA) as a Co-opted governor ends on 08 May 2020. OA advised that he was willing to stand again for the role. The governing body AGREED that filling of this vacancy will be considered as the next full governing body meeting.</p>										
	<table border="1"> <thead> <tr> <th data-bbox="209 853 284 887"></th> <th data-bbox="284 853 1139 887">Action</th> <th data-bbox="1139 853 1273 887">Who</th> <th data-bbox="1273 853 1487 887">When</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 887 284 987">A1</td> <td data-bbox="284 887 1139 987">Governing Body Vacancies : 1 x Parent Governor; 1x Staff vacancy ; 2 x Co-options (Includes vacancy arising due to end of term of OA)</td> <td data-bbox="1139 887 1273 987">Chair & All</td> <td data-bbox="1273 887 1487 987">Next FGB</td> </tr> </tbody> </table>		Action	Who	When	A1	Governing Body Vacancies : 1 x Parent Governor; 1x Staff vacancy ; 2 x Co-options (Includes vacancy arising due to end of term of OA)	Chair & All	Next FGB		
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<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>CORONAVIRUS – ACTIONS BY THE SCHOOL</u></p> <p>The Head gave an update on the impact and actions being taken by the school in respect of the Coronavirus emergency. She advised that the school were acting in accordance with the Government , Local Authority and Public Health England. The requirement was for schools to remain open for the children of key /Critical workers . The school had established that there were approximately 30 children that would come into this category – these were mainly children of people working in the NHS, Food distribution and banking sectors. The school would also make provision for vulnerable children (this included children with EHCP , Children in Need , Children on the Child Protection register) although the preference was for these children to remain at home.</p> <p>Governors were advised that the families of all the vulnerable children had opted to keep their children at home . Clarification was provided that each of these children had been assigned to a member of the SLT who would be keeping in regular contact with the child and family.</p> <p>It was noted that all staff were required to come in today, but some were sent home part way through the day (for reasons of social distancing) as there were only 11 children in attendance A rota for staff to attend/come into schools in alternate weeks had been drawn up – staff with health vulnerabilities and long distances to travel (2 buses or more or a training journey) had been left off the rota.</p> <p>Governors commended the way in which the school had handled the situation so far and also the communication with parents .</p>										

5.5	Q What homework/home learning has been arranged? The Head advised that all pupils had been provided with access to an online home learning scheme – called ‘Purple Mash’. Any pupils not able to access online provision was being provided with a home learning pack. Staff had spent a day hand delivering packs to Reception children and the remainder would be posted. Parents had been provided with the email address of their child’s class teacher - they could therefore make contact if they need support.			
5.6	Comment was made that a many schools were using the Purple Mash scheme. It was therefore possible that access would be variable. There was a concern about the difficulties and stress on parents in having to work from home and also home educate their children. It was felt that this could lead to a rise for example, in domestic violence .			
5.7	Q What is being done to reassure parents that the priority was to keep children , safe and happy and that the work provided was guidance and not a requirement.			
5.8	The Head reminded that the circumstances were unprecedented , the school expectation was that children would be kept safe , happy and have things to do . The weekly newsletter was being used as a means of providing encouragement to parents and children .			
5.9	Q How long will the closures last – 12 weeks ? The Head advised that this was not clear the PM had referred to a 12 week period, but no limit had been set.			
5.10	Q Is there flexibility to vary the level of staffing to respond to increase and decreasing numbers of pupils attending ? The Head advised that this could be done. She informed the governors that Rushey Green was a HUB school and would be required to remain open during Easter . This means that pupils (children from Key workers and Vulnerable children) from other neighbouring schools could attend. Further discussions were taking place with Heads, the LA and Public Health England , at a strategic level, around risk assessments and safeguarding arrangements .			
5.11	Q Have the Phonics Screening test and SATs been cancelled? The Head confirmed that they had but clarification was awaited on whether teacher assessments would be required.			
5.12	Q Are there any arrangements for children that the school feel are at risk other than those in the defined vulnerable categories already mentioned? The Head advised that the school has a list of all the pupils about whom they are concerned including those who may need support for example because of bereavement These children and their families had been contacted to ask if there is anything that the school can do to help. Arrangements were in place to keep in contact. The Head stated that the RGSA were keen to also provide support.			
5.13	Q Does this means that these children could also come in ? The Head said that they can, safeguarding was paramount.			
5.14	Q Has this been discussed with the LA ? The Head confirmed that it had. She made reference to the discussion by Heads with the LA , external agencies, and following guidance from Public Health England.			
5.15	Q What provision is being made for children entitled to Free School Meals ? Information was provided that there were 136 children entitled to FSM , the school was providing e-vouchers that families can use to purchase groceries.			
5.16	The Head agreed to provide governors with a copy of the regular newsletters and updates.			
		Action	Who	When
	A 2	School Newsletter and updates on the current position of the school to be provided to governors	Head	As and when

6.0	<u>HEADTEACHER'S REPORT</u>			
6.1	<p>The School Self-Assessment Report (March 2020) had been circulated , the report included the school contextual data' the School Improvement priorities, the effectiveness of leadership and management , the quality of education , Behaviour and Attitudes of pupils, Personal Development and the Effectiveness of Early Years. The governors were advised that in addition to the information in the report, there were now 2 more LAC and 1 more Child in Need referral. She reminded that a lot of work had already been done in respect of the SDP priorities, but those areas not completed would be taken forward into 2020/21. The school was close to achieving all teaching being Good - support for those teachers need improvement would restart when the school reopens.</p>			
6.2	<p>Q How is staff morale? The Head felt that staff were emotional , concerned, and anxious about how some of the children will manage at home and whether the children will return before the end of the academic year.</p>			
6.3	<p>Q Are any staff suffering financially – any contingent workers? The Head stated that all staff budgeted for, including agency staff, continued to be paid.</p>			
6.4	<p>Q Is there any help that the governors/school can provide? It was noted that a staff group chat had been set up for staff to keep in contact. Also, that staff have access to online wellbeing and mental health support provided by the LA.</p>			
6.5	<p>Governors noted the current attendance for the Autumn and Spring terms. Also, the Data summary (March 2020) on Phonics and for each year group provided. The Head highlighted that work would need to be done with those children (who were not currently at expected in their current year group) when they return and move -up in September. Comment was made that the national priority had shifted from achievement to the safety and wellbeing of the children during the crisis ,it was expected that there would be challenges to get the children to settle when they return to ensure that they are healthy happy and ready to learn</p>			
6.6	<p>Pupil Voice : The Head advised that she had information which she will share at the next meeting. Plans were in place to undertake a survey at the last parents evening, but the evening was cancelled due to the crisis. It was therefore necessary to postpone the survey.</p>			
6.7	<p>The Head was thanked for her report .</p>			
7.0	<u>FINANCIAL MANAGEMENT</u>			
7.1	<p>Budget 2019/20: The Head advised that the monitoring report had been submitted to the LA . There was a projected deficit, the school was therefore being asked to provide a recovery plan that will address structural issues as part of a 3 to 5 Year plan. It was likely that a re-organisation of staffing would be needed requiring consultations with staff and staff Unions. It was noted that the outturn for 2019/20 and 2020/21 budget and 3 year plan would be considered at the next Resources Committee meeting. Governors were reminded that the final date for submission of the 2020/21 budget to Lewisham was 12 June 2020.</p>			
7.2	<p>Scheme for Financing Schools : Governors were informed that the LA had changed the Scheme for Financing Schools. A copy of the scheme had been circulated . It was noted that the Scheme must be formally adopted by the Governing Body and the terms of reference for the committee responsible for monitoring and reviewing the budget needed to be reviewed to take into account the changes. After consideration, the governing body AGREED and adopted the Scheme for Financing Schools.</p>			
		Action	Who	When
	A 3	LA Scheme for Financing Schools – Policy AGREED and adopted	All	Immedi ate
8.0	<u>REPORTS BACK FROM COMMITTEES & WORKING GROUPS</u>			
8.1	Behaviour and Inclusion Committee: No report received.			

82	Link Governor Reports : CP gave A report back on the Governors Link Morning that took place on 27 February at which a group of governors undertook a link visit to see the teaching of Maths across the school. The governors were split into groups and visited classes across the school , spoke with members of staff and a group of children who were open and confident in sharing their views. There was a concern (shared with the SLT) about whether the most able children were being challenged sufficiently. CP advised that the visit was well organised , interesting, and informative.			
9.0	<u>HEALTH AND SAFETY</u>			
9.1	Health and Safety : A copy of the School Health and Safety – Self Assessment Report (16.03.2020) was circulated by email before the meeting. OA was thanked for visiting the school and assisting the Premises Manager to complete the H&S Audit . OA advised that the audit went well but stated that the school should ensure that it puts in place a robust Mental health & Stress Policy - to include provision for staff. The Head highlighted that the school scored 98% in terms of good practice. The Head advised that the school would be identifying a person to lead and be trained on mental health at work. She stated that mental health and wellbeing was being written into the curriculum.			
9.2	Q Are there any members of staff suffering from workplace stress and or anxiety . The Head advised that there were currently 2 members of staff who have self-declared that they were suffering with mental health and wellbeing issues. They had been referred to the online provision and support available via the LA.			
9.3	It was also noted that the H & S policy needed to be signed by the Head and Chair – the Chair agreed to arrange for this to be done.			
9.4	Premises : A log of the contractors and work undertaken at the site since the last meeting had been circulated.			
		Action	Who	When
	A 4	Mental health & Stress Policy – School to create a policy	School	ASAP
10.0	<u>REPORT FROM THE CHAIR</u>			
10.1	New Ofsted Framework training for governors : The Chair advised that she discussed the matter with the Head and had agreed to invite Kathy Palmer to the next full governors meeting to speak about the new framework. However, due to the current emergency it was likely that this will have to be postponed.			
10.2	Governors Ofsted Panel : The Chair advised of a proposal that the governing body nominate a core of 5 governors to be available to meet with Ofsted when they next inspect the school. These governors could then undertake additional training and preparation. The Chair stated that Ofsted were now prepared to speak to governors by telephone if they cannot be physical present at the time of the inspection. Governors interested in being on the Ofsted governors panel were asked to email the Chair .			
10.3	Training : The Head reported that she had now attended the 3 sessions and completed the DFE funded Governor training. She felt that the course was useful and advised that at the end a certificate was awarded . It was pointed out that there were 2 places available to the governing body, the Chair asked that any governor interested in taking up the other place, contact her by email.			
10.3.1	Q Is it 2 governors per year ? The Chair advised that the training was funded by the DFE but was uncertain about whether it was a one off or annual. She stated that applicants must be approved by the LA and would need to provide references. NG asked the Chair to send her further details of the course.			

	Governors Section in the School Newsletter : The governors were also reminded of the previous discussions about including a governors section in the Newsletter. The Chair stated that she will work with the Head/School with a view to taking this forward.		
	Action	Who	When
	A5 Ofsted Governors Panel : Governors interested to notify the Chair	All	ASAP
	A6 Governor (DfE funded) training : Interested governors to email the Chair	All	ASAP
11.0	<u>POLICIES TO CONSIDER</u> .		
11.1	The Dismissal policy was circulated prior to the meeting. The Head explained that this was an LA policy and needed to be in place to manage any re-organisational change both in terms of changing the staffing structure and for example, changes to the support staff hours. Governors were advised of the obligations within the policy for consultation with the staff and staff unions on any changes.		
11.2	Q Have staff been consulted on the policy? The Head advised that they had.		
11.3	After consultation, the Dismissal Policy was AGREED.		
	Action	Who	When
	A7 Dismissal Policy – AGREED	Head/ School	Immediate
12.0	<u>DATE &TIMES OF FUTURE MEETINGS</u>		
	The dates of the future meetings as listed below were noted :		
	Full governing body		
	<ul style="list-style-type: none"> ▪ Monday 18 May 2020 at 7:00 pm ▪ Monday 29 June 2020 at 7:00 pm 		
	Learning & Achievement:		
	<ul style="list-style-type: none"> ▪ Tuesday - 12 May 2020 at 6:00 pm 		
	Resources Committee		
	<ul style="list-style-type: none"> ▪ Tuesday 28 April 2020 at 4:30 pm 		
13.0	<u>ANY OTHER BUSINESS</u>		
	There were no other (non-confidential) business to consider		

**APPROVED FOR SIGNATURE BY THE FULL GOVERNING BODY FOR
SIGNATURE BY THE CHAIR ON : 18 May 2020**