



**Meeting of the Full Governing Body of Rushey Green Primary School
held on Monday 18 May 2020 at 7:00pm by video conference**

Membership

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	Name	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	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	Vacancy			
Co-opted Governor	Christine Kiwanuka	CK	02.10.2020	Present
Co-opted Governor	Rosamund Clarke	RC	26.11.2021	Present
Co-opted Governor	Vacancy			
Co-opted Governor	Charles Pickstone	CP	14.03 2023	Present
Co-opted Governor	Brenda Montague	BM	14.03.2023	Not present
Co-opted Governor	Nadia Glasspool	NG	06.10.2023	Present
Co-opted Governor	Vacancy			
Also present				
School Business Manager	Miguel Dias	MD	N/A	Present
Clerk	Mike Garrick	MAG	N/A	Present

Item ref:	Topic						
1.0	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>						
1.1	The Chair welcomed everyone to the meeting. No apologies for absence were received.						
1.2	Sara Phipps: The governors recorded their condolences to the family, friends, and colleagues of Sara Phipps a member of the staff of the school and a governor who tragically and unexpectedly died recently. It was agreed that a letter of condolence be sent to the family on behalf of the governing body.						
	<table border="1"> <thead> <tr> <th>Action</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>A 1 Letter of condolence to family of Sarah Phipps.</td> <td>Clerk</td> <td>ASAP</td> </tr> </tbody> </table>	Action	Who	When	A 1 Letter of condolence to family of Sarah Phipps.	Clerk	ASAP
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2.0	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.						
3.0	<u>MINUTES & MATTERS ARISING</u>						
3.1	Minutes : Minutes of the meeting held on 23 March 2020 had been circulated with the agenda papers prior to the meeting. After consideration, the minutes were AGREED as a true record and approved for signature by the Chair.						
3.2	Matters Arising (Not already on the agenda): There were no matters arising not covered elsewhere on the agenda of this meeting.						

<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p><u>GOVERNING BODY MEMBERSHIP</u></p> <p>Vacancies: Governors noted that there were 5 vacancies – 3 x Co-option , 1 x Parent and 1 x Staff.</p> <p>Staff Governor Election: The Head advised stated that arrangements would be made for an election to be held in the Summer term.</p> <p>Parent Governor Election: The Head advised that the intension was to arrange for an election to be held in the Summer term subject to the resumption/wider opening of the school .</p> <p>Co-option Vacancies : There are 3 Vacancies – The term of Office of Oluwafela Ajayi ended on 8 May 2020. Governors noted that he was willing to stand again for Co-option. There was discussion about how best to proceed in considering filling these vacancies. It was AGREED that further consideration be delayed until the next meeting at which governors can discuss the matter face to face.</p>
<p>5.0</p> <p>5.1</p> <p>5.1.1</p> <p>5.2</p> <p>5.2.1</p> <p>5.2.2</p> <p>5.2.3</p>	<p><u>FINANCE</u></p> <p>Closing of the 2019/20 Budget : MD (SBM) and the Head took the governors through the outturn for the 2019/20 academic year. Governors were shown details of the budget outturn for 2019/20. The spend on staffing was £3.5 million which was 92.5% of the budget, significant was the expenditure of £500K on agency staff. The overall expenditure was £4.2 million against a total income was £3.9 million. The outturn for the year was a total deficit of £422k made up of the deficit carried forward from 2018-19 plus an in year deficit of £351k for 2019/20.</p> <p>Governors noted that the details and analysis of the budget spend was discussed at the last meeting of the Resources committee on 28 April 2020.The outturn reported above had now been agreed with the LA and would be carried forward into 2020/21. The SBM highlighted that key areas of overspend related to high ratio of spend on staffing including the high amount on agency staff and staff overtime. After consideration, the governors noted and endorsed the 2019/20 outturn presented.</p> <p>2020/21 Budget and 3 Year Plan: The SBM outlined that staffing costs for 2020/21 were increasing. Clarification was provided that there was a continued need for agency support staff, however, the budget for agency had been reduced to £252K. It was noted that the overall costs of staffing was £3.6 million. The SBM pointed out this was based largely on the current staffing model and was not sustainable.</p> <p>It was explained that the operational costs and professional costs for 2020/21 were overall the same . Clarification was provided that the staff overtime costs for 2019/20 was £120K. Changes had been made to correct the overtime rate paid and standardising of the contracts of the staff concerned. The need for some overtime would continue but this was estimated to be approximately £5-6K per month – leading to a significant saving on the previous year. If no change is made the projected budget outturn for the year was £4.5 million, this would lead to an in year deficit of approx. £400K, which together with the 2019/20 deficit , would result in an overall deficit approaching £900K at the end of 2020/21. Later years in the 3 year plan would (2021/22 and 22/3) would result in increasing deficit leading to a projected deficit of £1.7 in the third year of the 3 year plan.</p> <p>Governors noted that the position had been discussed in detail at the last meeting of the Resources committee and today with the LA who asked that the school consider whether the deficit was operational or structural . The Head advised that having gone through the spending with the SBM in granular detail, the issues were both structural and operational.</p> <p>The SBM and Head took the governors through a second option for the 2020/21 and 3 year plan which sought to address both these issues through changes to the structure. It was highlighted that the staffing costs as a proportion of the budget reduced by 10% - staff costs at 83%. This would require a restructure of staffing – noting that provision would have to be made</p>

	for redundancies if necessary. The staffing changes included standardising the contracts of education support staff to 39 weeks per year at 32.5 hours per week. Other changes included not having a Teaching Assistant (TA) in every class and the overtime arrangements.
5.2.4	It was pointed out the restructure would not result in significant reduction in staffing, the level was currently 78 full time equivalent (fte), the proposed model was 77 fte. Clarification was provided that the savings delivered would be approximately £400K in the first year. The projected outturn for 2020/21 was a deficit of £3K. However, the overall deficit at the end of the year would be approx. £426K to be carried forward into year 2 ; in 2021/22 an in year surplus of £35K, (noting that this needed to be offset against the deficit of £426K). In year 3 , in this option the in-year outturn was projected to be a deficit of £50K which would further increase the overall deficit .
5.2.5	There was discussion about the proposed (second) option and questions (Q) from the governors. Q Having met with the LA are they happy with the second option proposed ? The Head advised that the meeting with the LA took place earlier in the day and they had asked for a few days to review the plans and get back with any concerns.
5.2.6	Q Will there be a loss of quality by reducing the amount of classroom support - Is this something particular to Rushey Green or is it common to other schools of the same size ?. The Head stated that the school had overspent badly particularly in relation to agency costs for a number of years. She felt that the school was behind other primary schools in how they use TAs .
5.2.7	Q How realistic is it to proceed without any TAs in the class ? The Head felt that, there was an ongoing need to support a high number of children with special and additional needs and that this could be done operationally in a better way.
5.2.8	Q Are there any redundancies expected? It was noted that the school wanted to avoid redundancies - agency staff were being offered permanent contracts . Currently there was at least 1 TA per class from Nursey up to Key Stage (KS)2 . Existing TAs for example would need to move to other areas /tasks at the school.
5.2.9	Q Reduction in staffing - will there be any impact on the quality of education and staff wellbeing? The Head felt that the current time was not right time to make organisational change. Many changes had already been discussed and put in place made; these changes benefit the pupils and avoid the need for redundancy. Comment was made that there would be need for some agency staff to support pupils with ECH plans, pupils in the Centre of the Deaf and those with learning difficulties. It was felt that teachers needed to get use to not having a TA in each class.
5.2.10	Comment was made about the usefulness of having an additional adult in the class for example to support the class teacher with addressing behaviour issues. There was a question about the training and support being provided for class teachers to transition to the new arrangements. Clarification was provided that from Nursey up to year 2 there will be a TA in every class. From year 3 to 6 there would be no TAs. The Head advised that a lot of support and training would be provided but more was needed particularly on behaviour support.
5.2.11	After consideration , the governors considered and AGREED unanimously to support the second of the two budget plans, noting that feedback the LA was still awaited and with the proviso that School continues to work with the LA on further reducing the deficit being carried forward from 2019/20 .
5.2.12	The SBM was thanked by the Head and governing body for his hard work on the school finances since starting in January 2020 . He left the meeting 7 :55 pm.

6.0	<u>HEADTEACERS REPORT</u>
6.1	The Heads shared the report/summary provided to the Achievement Committee. She highlighted that pupils were provided with work via an online platform , those who do not have access were being provided with paperwork packs and learning activities.
6.2	The safeguarding lead and SENCO remain working full time, they were making contact with pupils on the special needs register , looked after children and Children in Need at least 2 to 3 times per week. The Pastoral Manager had undertaken virtual safeguarding meetings. Staff working at home were required to make contact with their classes weekly and report any families they could not contact so that follow up could be undertaken by the Leadership Team (LT) and others, as necessary. There were currently 17 pupils attending school – these were a mix of children of critical workers, Looked After Children (LAC) and others in need of additional support.
6.3	Contact with staff : The Head advised that she had been keeping in touch with staff either on a one to one basis or in groups. A survey of staff was undertaken at the start of the lockdown to obtain staff views on how best they could be supported. It had been agreed that those staff who have long journeys to school involving public transport would work from home. A staff wellbeing survey had recently been undertaken.
6.4	Governors noted that following the recent announcement by the Government about wider re-opening from 1 June that Heads were in discussions with the LA around the safety issues this was also being done by the staff unions. The school had been looking at how best the site can be made safe and secure and the logistics including the arrangement of classrooms , entrance and exits to the site , the provision of school meals. The Head advised that a lot of calls were being received from parents asking questions about the re-opening.
6.5	Q How have the contacts with parents/families been made and how has the support for pupils that qualify for free school meals been rolled out? The Head advised that the school signed up to an online provider of vouchers , this was then replaced by the Government scheme , however, there were a lot of problems, difficulties, and delays. Recognising the vulnerability of many of the families the school reverted back to the original scheme and was now waiting to hear (via the LA) whether the cost of the vouchers (£15 per pupil per week) would be reimbursed. Free breakfasts were still being offered – packages were being distributed to families.
6.6	There had been a lot of positive feedback about the online learning , the school had however, reduced the volume of links to prevent families being overwhelmed . Staff have enjoyed the contacts with their classes, but the impact/value/effectiveness of the online learning could not be assessed until pupils return to school. The Head spoke of the priority of mental health and wellbeing , the re-establishment of routines and setting up of catch-up programmes.
6.7	Q How feasible is it that the school will be ready to return on 1 June ? The Head advised that the Government requirement was for Reception , Year 1, and Year 6 to return. For the school this means 180 pupils. She felt that this would be as too many at one time. The current proposal was to start by re-opening to Reception (in groups of 10) and see how it works, to review and refine before admitting another year group. The Head advised that the Heads in Lewisham, have been working together with the LA to achieve a consistent approach and to work within the public health and legal requirements. It was noted that all the reception and year 1 staff had been in school earlier in the day to undertake preparation work within their classrooms.
6.8	Q What is the school putting in place for pupils wellbeing when they return? The Head stated that mental health and wellbeing was an absolute priority . The school was looking to its PHSE programme - to talk to pupils about how the Corona Virus situation has affected them ; the Pastoral Manager will be providing opportunities for one to one sessions with pupils and daily class assemblies were planned .

6.9	There was a suggestion about organising donations and food parcels for vulnerable families . LM offered to co-ordinate donations from other parents and the local community. It was AGREED that she would make contact with the Head separately.
6.10	One of the governors reported and commented on how welcome and valuable her child found the weekly zoom meeting with her teacher and other members of her class.
6.11	Q Does the school have sufficient cleaning, catering, and premises staff ? The Head commended the premises staff team, the catering staff have been working every day . The school has been open over Easter and during half term and the children and staff , in school, were not being charged for meals. The cleaning staff were in on a rota. The work of these staff was commended.
6.12	The governors thanked the Head and staff for their hard work and commitment to the children and school community during the crisis
7.0	<u>STAFFING (Non-confidential)</u> The Head advised that the school would be fully staffed from September , the new Deputy Head and two Assistant Heads had been appointed. Action had also been taken to appoint staff on temporary contracts to substantive posts.
8 .0	<u>COMMITTEE REPORTS</u>
8.1	Resources Committee - Report back from meeting held on 28 April 2020 : RC advised that there was nothing to add to the report and discussion that had taken place earlier in the meeting.
8.2	Learning & Achievement: CP advised that the meeting scheduled for 12 May 2020 had been postponed due to the Corona Virus emergency . The committee had however been provided with a report circulated to all governors
9.0	<u>REPORT FROM THE CHAIR</u> The Chair advised of her ongoing and regular communication with Head and of her plan to attend a virtual meeting of Chairs with the LA to discuss the re-opening of schools. Any urgent matters arising would be reported/shared with governors.
10.0	<u>HEALTH AND SAFETY</u> There were no matters reported.
11 .0	<u>GOVERNING BODY TRAINING</u> Governors were advised that during COVID19 all face to face training had been cancelled. Any governor training would be provided online and or virtually - details would be circulated. .
12.0	<u>SCHOOL TERMS AND HOLIDAY 2020/21</u> The School Term and Holiday Dates for 2020/21 (and for 2021/22, 2022/23 and 2023/24) had now been published by the LA . Governors noted that for Community Schools, Heads and governing bodies did not have delegated authority to vary these dates.
13.0	<u>NEXT MEETING DATES</u> Governors were asked to note that the next full governing body meeting would be held on Monday 29 June 2020 at 7:00 pm.

14.0

ANY OTHER BUSINESS

There was no other business to consider in this part of the meeting.

APPROVED FOR SIGNATURE BY THE FULL GOVERNING BODY FOR SIGNATURE BY THE CHAIR ON : 29 June 2020

Approved