



Minutes of a meeting of the Governing Body of Rushey Green School  
held at remotely on  
Monday 29 June 2020 at 7:00 pm

Attendnace

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	Present
Staff Governor	<b>Vacancy</b>			
LA Governor (Chair )	Ruth Pott-Negrine	RPN	25.06.2021	Present
Co-opted Governor	<b>Vacancy</b>			
Co-opted Governor	Christine Kiwanuka	CK	02.10.2020	Present
Co-opted Governor	Rosamund Clarke	RC	26.11.2021	Present
Co-opted Governor	<b>Vacancy</b>			
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>				
School Business Manager	Miguel Dias	MD	NA	Present
Observing	Edison Huynh			
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 welcomed all to the meeting in particular Edison Huynh, a prospective governor who was observing the meeting. Governors were reminded of the protocol for remote meetings.</p>
<b>2.0</b>	<p><b><u>DECLARATION OF INTEREST</u></b></p> <p>No declaration of interest was received in any item appearing on the agenda of this meeting.</p>
<b>3.0</b>	<p><b><u>FINANCE UPDATE 2020/21 BUDGET &amp; 3 YEAR PLAN</u></b></p>
3.1	<p>The School Budget 2020/21 and 3 year plan proposal discussed with the LA , had been circulated prior to the meeting. The School Business Manager (SBM ) was present and took the governors through the details. Governors were reminded of the information presented at the previous meeting. The budget for 2019/20 had been significantly overspent. It had therefore been necessary, in liaison with the LA, to create a deficit reduction plan. The plan was to be supported by a staff re-organisation, a reduced overspend in 2020/21 and balanced budgets with surpluses in 2021/2 and 2022/3 to pay down on the deficit. It was noted that the level of the deficit would mean that a portion will need to be rolled forward.</p>
3.2	<p>The governors discussed the budget plan in detail and questioned various aspects of the proposals. The issues raised were addressed by the Head and SBM, the governors noting that detailed monitoring would be undertaken by the school with support from the LA. After questions and discussions, it was noted that the 2019/20 outturn had been reported and discussed at the last full governing body meeting and signed off/ agreed. The governing body AGREED the 2020/21 school budget and 3-year plan as presented.</p>

		<b>Action</b>	<b>Who</b>
	<b>A1</b>	2020/21 Budget and 3 Year Plan AGREED	Head & SBM
<b>4.0</b>	<b><u>HEADTEACHERS REPORT</u></b>		
4.1	<p>An update report from the Headteacher had been circulated prior to the meeting. It included details of the provision made in the school during the COVID19 lockdown for those pupils in school, and those remaining at home. Also, the arrangements for vulnerable children, health, and safety and Safeguarding COVID19 measures and mitigation, Communication with families and staff and other activities. Governors noted that the school had re-opened, from 1 June for pupils in the Nursery, Reception, Years 1 and 6. Families had been surveyed in advance to establish their wishes in respect of returning. Attendance was from Monday to Thursdays with Friday being used for teacher planning a deep cleaning of the school; pupils were grouped in bubbles.</p>		
4.2	<p>In addition, the school was continuing its provision for vulnerable children who, along with the children of key workers, were being provided with breakfast as part of the Magic Breakfast scheme. Governors also noted that breakfast packs were being provided weekly to targeted vulnerable families.</p>		
4.3	<p>Details were provided about the staffing at the school, the numbers of staff in school had increased. The work of those staff who were working from home was being co-ordinated by the Deputy and Assistant Headteachers. Pupils in school were being provided with a varied curriculum with a focus on wellbeing, exploration of current topics and access to ICT related tasks. Pupils remaining at home continued to receive work online - Purple Mash lessons; MyMaths , access to the Oxford Owl reading website . It was noted that the online learning was being monitored by the SLT. Governors noted the support that staff were providing for each other, pupils, and families . The Heads report highlighted the weekly newsletter, the responses via email, the weekly zoom video chat by teachers with their classes.</p>		
4.4	<p><b>Safeguarding:</b> A report on safeguarding was included in the Headteachers Report. The Head advised that all the safeguarding leads had generally been on site. She took the governors through the work undertaken with three pupils who were on child protection plans and also spoke of the work of the inclusion team in keeping in contact with vulnerable families. Details were also provided of additional health and safety and mitigation measures put in place for Safeguarding in respect of COVID19; particular reference was made to enhanced cleaning measures, signage, extra handwashing, social distancing and installation of floor markers. The Head spoke about the importance of health and wellbeing, and plan for mindfulness to be included as part of the recovery curriculum for the next academic year. Governors were advised that the plan would be shared by email when completed. It was noted that the risk assessments for the full re-opening of the school was being undertaken and would be in place before the start of term.</p> <p>The Head was thanked for her report.</p>		
4.5	<p><b>Catering Contract:</b> Information was provided that the Lewisham's schools catering contract with Chartwells and the kitchen maintenance contract with Thermoserv have both been extended and will come to an end in July 2021. It was noted that this did not apply as the school operates its own kitchen.</p>		
<b>5.0</b>	<b><u>GOVERNING BODY MEMBERSHIP</u></b>		
5.1	<p><b>Vacancies:</b> Governors were advised that there were 4 vacancies ( 2 x Co-option , 1 x Parent and 1 x Staff ).</p>		

5.2	<p>Consideration was given to the re-appointment of Oluwafela (Fela) Ajayi as a co-opted governor. After discussion, the governors recorded their thanks to Fela for his time commitment and contribution to the school and governing body but decided not to re-appoint him as a co-opted governor. The Clark was asked to write to him and pass on the governors' thanks for his service.</p>																				
5.3	<p><b>Co-options:</b> It was noted that there were now 3 Co-option places to fill. Chair to liaise with the LA in respect of suitable candidates to full these vacancies.</p>																				
5.4	<p><b>Parent Governor Election:</b> It was noted that it had not been possible to arrange for an election to take place due to COVID19. It was AGREED that the arrangement for an election be postponed until the Autumn term</p>																				
5.5	<p><b>Staff Governor Election:</b> The school to arrange for the elections in the Autumn term</p>																				
5.6	<p><b>End of Term of Office in the Autumn term 2020</b></p> <ul style="list-style-type: none"> <li>▪ Christine Kiwanuka – term end 2 October 2020 (Co-opted Governor)</li> <li>▪ Lilian Brooks (Parent Governor ) term end 10 November 2020 ( Co-opted Governor)</li> </ul>																				
5.7	<p><b>DBS:</b> Governors were reminded of the need to ensure that their DBS certificates were up to date. All were understood to be in date. The school administration to advise individuals when renewal was due</p>																				
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6.0	<p><b><u>COMMITTEES</u></b></p>																				
6.1	<p>It was noted that there had been no committee meetings since the last ordinary meeting of the full governing body.</p>																				
6.2	<p><b>Future Meeting Arrangement:</b> The Head asked governors whether they wished to continue with the existing committee structure. She proposed that the committees no longer continue, that they be replaced by a combination of coverage of the respective areas within the full governing body meetings. This would facilitate key staff being invited to meetings to give presentations and briefings on their areas of responsibility. In place of formal committee meetings, she felt that it would be more effective for governors to undertake learning walks to see policies, practices and processes in place.</p>																				
6.2.1	<p>Clarification was provided that currently there were 6 full governing body meetings held each academic year – one each half term. There were 3 committee meetings for each committee each academic year. A detailed discussion took place, points included avoiding overlap and repetition between areas covered at the committees and those at the full meetings; the value of seeing the policies and processes in action .</p>																				
6.2.2	<p>It was felt that subject presentations were likely to take time and thus make the ordinary full governors meetings longer; the committees enabled matters to be considered in depth including the review of policies; governors knowledge and skills were increased by gaining detailed understanding via the committees. It was pointed out that the LA had changed the financial monitoring arrangements so that the decisions on the budget could no longer be taken by the resources committee. The Chair advised that she was aware( having be informed by a national leader of governance ) of the model suggested by the Head, being</p>																				

<p>6.2.3</p> <p>6.2.4</p> <p>6.2.5</p> <p>6.2.6</p> <p>6.2.7</p> <p>6.2.8</p> <p>6.2.9</p> <p>6.2.10</p> <p>6.2.11</p>	<p>used successfully by other governing bodies. The Clerk reminded that the new Governments requirements as part of the School Financial Value Standards (SFVS) was for governing bodies to scrutinise the budget at least 6 times per academic year.</p> <p>There was a view that whatever the arrangements it was important that governors be provided with sufficient opportunities to provide challenge. Suggestions were made that the Head and Chair should not be required to attend all committees. It was also suggested that provision of paper/documents earlier would help to reduce the duration of meetings. It was noted that the link visits would continue separately</p> <p>After discussion, the governors AGREED to retain the existing model , two full governors meetings in the autumn term but use the committee dates for the purposes of undertaking learning walks. The position to be reviewed at the end of the Autumn term as to the best way forward.</p> <p>A draft committee membership list for 2020/21 had been circulated with the agenda papers prior to the meeting. After consideration the memberships AGREED were as follows :</p> <p><b>Learning &amp; Achievement Committee:</b> Charles Pickstone, Brenda Montague, Nadia Glasspool, Lisa Williams ( Headteacher) and Michael Grocock ( D/Head )</p> <p><b>Resources Committee :</b> Rosamund Clarke, Christine Kiwanuka; Lisa Williams ( Headteacher) Ruth Pott-Negrine and Miguel Dias ( SBM)</p> <p><b>Behaviour &amp; Inclusion Committee :</b> Lilian Brooks ; Lucy Masters; Chinedum Obi ; Lisa Williams (Headteacher )</p> <p><b>Pupil discipline / Staff discipline and Grievances/ Complaints :</b> To be considered by a Minimum of three eligible governors subject to availability and lack of conflict of interest .</p> <p><b>Link Governors :</b></p> <ul style="list-style-type: none"> <li>▪ Safeguarding /Children Looked After and Pupil Premium – Lilian Brooks</li> <li>▪ Computing and Health &amp; Safety - Charles Pickstone</li> </ul> <p><b>Subject Links :</b> To be decided</p>								
	<table border="1"> <thead> <tr> <th data-bbox="229 1339 325 1375"></th> <th data-bbox="325 1339 1197 1375">Action</th> <th data-bbox="1197 1339 1331 1375">Who</th> <th data-bbox="1331 1339 1468 1375">When</th> </tr> </thead> <tbody> <tr> <td data-bbox="229 1375 325 1478">A6</td> <td data-bbox="325 1375 1197 1478">Committee structure and number of full governing body meeting to be <b>reviewed</b> at the end of the Autumn term . Committee meetings in the Autumn term to be replaced by Learning Walks</td> <td data-bbox="1197 1375 1331 1478">Chair &amp; All</td> <td data-bbox="1331 1375 1468 1478">2<sup>nd</sup>Autumn FGB</td> </tr> </tbody> </table>		Action	Who	When	A6	Committee structure and number of full governing body meeting to be <b>reviewed</b> at the end of the Autumn term . Committee meetings in the Autumn term to be replaced by Learning Walks	Chair & All	2 <sup>nd</sup> Autumn FGB
	Action	Who	When						
A6	Committee structure and number of full governing body meeting to be <b>reviewed</b> at the end of the Autumn term . Committee meetings in the Autumn term to be replaced by Learning Walks	Chair & All	2 <sup>nd</sup> Autumn FGB						
<p>7.0</p> <p>7.1</p> <p>7.2</p>	<p><b><u>MINUTES &amp; MATTERS ARISING</u></b></p> <p>Minutes : Minutes of the meeting held on 18 May 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 .</p> <p><b>Matters Arising –</b> Not already on the agenda : There were no matters arising that were not to be considered elsewhere on the agenda of this meeting.</p>								
<p>8.0</p>	<p><b><u>REPORT FROM THE CHAIR</u></b></p> <p>A report was provided by the Chair covering the following areas of engagement with the school since the last meeting including meetings with head teacher, engagement with local authority and governor training. The Chair also advised that, should colleagues re-elect her in September, she intended that the next academic year would be her last as Chair. She was keen to provide governors with as much notice as possible to allow for an effective transition to a new Chair.</p>								

<b>9.0</b>	<b><u>POLICIES</u></b>			
9.1	<b>Relationships, Health and Sex Education Policy from September 2020</b> :It was noted that all schools were being required to update their current RSE policy to reflect changes in the new Department for Education (DfE) statutory guidance for Relationships Education, Relationships and Sex Education (RSE) and Health Education (HE). It was noted that the guidance comes into effect in primary schools from September 2020. The governors noted the policy had been redrafted but the consultation with parents was yet to be completed.			
9.2	It was AGREED that consideration of the policy be postponed until the Autumn term.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A7	Relationship , Health, and sex Education Policy to be considered for agreement at the next meeting .	Head	Next FGB
<b>10.0</b>	<b><u>PERFORMANCE RELATED PAY AND APPRAISAL</u></b>			
10.1	<b>Pay Committee and Pay Appeals Committee:</b> The governors Agreed that the following members would form the Pay Committee : Ruth Pott-Negrine; Charles Pickstone and Rosamund Clarke .			
10.2	Appeal Committee :Also, that the following would form the Appeal Committee in the event that there are any appeals : Lilian Brooks; Lucy Masters and Nadia Glasspool			
10.3	<b>Review of staff appraisal and performance related pay awards:</b> Governors noted that the Pay Committee as agreed earlier would meet during the Autumn term to consider the Headteachers Recommendation for pay and progression during the Autumn term			
10.4	<b>Governor Appraisers:</b> The following were appointed : Nadia Glasspool , Charles Pickstone and Lillian Brooks			
<b>11.0</b>	<b><u>GOVERNING BODY TRAINING</u></b>			
	Governors noted that during COVID19 all face to face governor training had been cancelled. Options for e-learning or virtual training were listed in the Summer term governors Newsletter issued by the LA .			
<b>12.0</b>	<b><u>MEETING DATES FOR 2020/21</u></b>			
12.1	Proposed dates for the academic year were circulated prior to the meeting. Governors were reminded that the Full Governing Body (FGB) and committee structure would be reviewed at the end of the Autumn term 2020.			
12.2	<b>FGB ( 7:00 pm Start)</b>	<b>Resources (4:30 pm start)</b>	<b>Learning &amp; Achievement ( 4:30pm)</b>	
	Mon 28 Sept2020	Tues 3 Nov 2020	Thurs 5 Nov 2020	
	Mon 23 Nov 2020			
	Mon 1 Feb 2021	Tues 9 Feb 2021	Thurs 11 Feb 2021	
	Mon 29 March 2021			
	Mon 26 April 2021	Tues 18 May 2021	Thurs 20 May 2021	
	Mon 14 June 2021			
12.3	Behaviour & Inclusion Committee : Meeting dates to be decided			
12.4	Date for the Pay Committee : Meeting date to decided			
<b>13.0</b>	<b><u>ANY OTHER BUSINESS</u></b>			

	There was no other business to consider in this part of the meeting. The EH, LM , MD , MG and LB left the meeting at this point staff observers/Adviser
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**APPROVED FOR SIGNATURE BY THE FULL GOVERNING BODY FOR SIGNATURE BY THE CHAIR ON : 28 September 2020**

Approved