

THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the school on
Monday 7 October 2019 at 7:00 pm

Category of Governor		Initial	End of Term	Attendance
Total 15 Governors				
Head	Lisa Williams	LW	Ex-officio	Present
Parent Governor	Vacancy			
Parent Governor	Lilian Brooks	LB	10.11.2020	Apologies
Parent Governor	Chinedum Obi	CO	18.03.2023	Present
Parent Governor	Nefertar Zoe	NZ	14.01.2023	Lapsed
Staff Governor	Judith Purkiss	JP	09.02.2021	Present
LA Governor	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	Apologies
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	Apologies
Co-opted Governor	Vacancy			
Co-opted Governor	Vacancy			
Also				
Observer	Nadia Glasspool	NG	N/A	Present
Deputy Head (Adviser)	Deborah Ellison	DH	N/A	Apologies
Deputy Head (Adviser)	Michael Grocock	MG	N/A	Present
Clerk	Mike Garrick	MAG	N/A	Present

1.0	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u></p> <p>The Chair welcomed everyone to the meeting in particular Nadia Glasspool. Those present introduced themselves. Apologies for absence were received and noted from Lilian Brooks, Rosamund Clarke Brenda Montague and Deborah Ellison.</p>
2.0	<p><u>DECLARATIONS OF INTEREST & REGISTER OF INTERESTS</u></p>
2.1	<p>Declarations of Interest: Governors and others in attendance at the meeting were reminded that they must verbally declare conflicts and pecuniary interests. No declaration of interest was received.</p>
2.2	<p>Register of Interest 2019/20: Annual declarations of business interest forms had been circulated. Those present completed a declaration form; the Clerk undertook to follow up and obtain a completed form from those governors who were not present at this meeting.</p>
3.0	<p><u>ELECTION OF CHAIR AND VICE CHAIR</u></p>
3.1	<p>Chair & Vice Chair Term of Office: Governors noted that the options were 1,2,3, or 4 year terms. After consideration the governing body AGREED that the term for both roles should be 1 year.</p>
3.2	<p>Election of Chair: Ruth Pott-Negrine (RPN) was nominated, she accepted the nomination and no other was received. RPN withdrew from the meeting whilst the matter was discussed. After consideration RPN was elected as Chair of the governing body for the period ending the first ordinary meeting in the Autumn term 2020</p>
3.3	<p>Election of Vice Chair: Lilian Brooks (LB) was nominated in her absence. The Chair advised that she had spoken to LB and she was willing to be considered. After discussion, LB was elected as Vice Chair for the period ending the first full governing body meeting in the Autumn term 2020</p>
4.0	<p><u>CHANGES TO THE ORDER OF THE BUSINESS</u></p> <p>Governors agreed to move item 10 on the published agenda up to item 6. No other change was made.</p>

5.0	<u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u>
5.1	Minutes: The minutes of the meeting held on 24 June 2019 had been circulated. After consideration, the minutes were AGREED as a true record and was duly signed by the Chair.
5.2	Matters Arising (not included elsewhere on the agenda): There were no matters arising not covered elsewhere on the agenda of this meeting.

6.0	<u>FINANCIAL MANAGEMENT</u>
6.1	The School Business Manager (SBM) gave an update report on the school's finances for 2019/20. A copy of the budget monitoring report as at the end of August 2019 and Finance Report to the governing body were circulated. He highlighted that the projection of surplus at the end of the year had reduced. Detailed figures would be provided at the next Resources Committee meeting. Governors were advised that an audit had been undertaken in June – the report was awaited.
6.2	It was noted that the new Head of Education Finance at the LA had made changes to the budget planning and monitoring timetable. Revised budget plans were now required by the LA by 30 November. The approved budget plan for 2020/21 (and 3 year plan) would be deferred to mid-June 2020
6.3	The SBM highlighted that the Nursery numbers were down due to local competition; also, that the amount of income from Pupil Premium was, at this point, an estimate.
6.4	Q The school has reduced the number of agency staff – what is being done to replace them? Information was provided that permanent appointments have been made, there was currently only 1 Agency Teacher in place until half-term. Casual absences were being covered internally – longer term absences were being covered by staff on fixed term contracts.
6.5	Q What are the Nursery numbers? Governors were informed that there are 57 children, a further 10 are expected in January 2020. The Head clarified that admissions to the Nursery were made at three points during the academic year. The SBM advised that an update on the Nursery numbers would be provided at the next Resources committee meeting.
6.6	Schools Financial Value Standard and finance audit: It was noted that the arrangements for completing the SFVS documents would be considered at the next Resources Committee meeting. Governors noted that the deadline for submission to Lewisham local authority was 28 February 2020, the final date for submission to the Department for Education being 31 March 2020.
6.7	The SBM was thanked for his report and attendance, he left the meeting at 7:20 pm .

	Action	Who	When
A1	Update on Nursey Numbers to be provided at the next Resources Committee meeting	SBM	Resources Comm Meeting

7.0	<u>GOVERNING BODY MEMBERSHIP</u>
7.1	Revised Instrument of Government: Governors were advised that the Instrument of Government, as proposed by the governing body, had been agreed by the Local Authority and took effect from 10 July 2019. The new Instrument was as follows: <ul style="list-style-type: none"> • 4 Parent Governors

	<ul style="list-style-type: none"> • 1 Local Authority governor • 1 staff governor • 1 Headteacher • 8 Co-opted governors <p>Total 15 Governors</p>								
7.1.1	Each member of the governing body had been provided with a copy of the new Instrument.								
7.2	Resignations: Governors were reminded that Barbara Williams had resigned as a co-opted governor of the school and that John Calvert's appointment as Interim Head teacher ended at the end of the last academic year.								
7.3	Appointments: Governors noted that Lisa Williams began her appointment as the new Headteacher at the beginning of the academic year and that Ruth Pott-Negrine (RPN) had been appointed as the Local Authority Governor with effect from 26 June 2019 (4 year term of office). It was noted that RPN had stood down as co-opted governor to take up the LA governor appointment.								
7.4	Parent Governor Vacancies: It was noted that in addition to the existing parent governor, the membership of Nefertar Zoe had now lapsed, due to non-attendance at any meetings of the governing body in the last 6 months.								
7.4.1	Discussion took place about filling the parent governor vacancies. The Chair advised that when she met with the parents' group several parents wanted to know more about the governors/governing body and what governors do. The Chair undertook to give the matter further thought and report back ideas to the next meeting about improving the information available to parents.								
7.5	Co-option: Discussion took place about arrangements to fill the vacancies. Nadia Glasspool (NG) was nominated by the Chair to fill one of the co-option vacancies. NG advised that she was a lawyer working for the Bank of England who lives locally. NG withdrew from the meeting whilst the matter was discussed. After consideration, the governing body appointed NG as a co-opted governor of the school for a 4 year term of office ending 6 October 2023.								
7.6	The Head advised of her intention to hold an election later in the term to fill the parent governor vacancies. There was a question about the eligibility of one of the co-opted governors standing for election as a parent governor. The Clerk advised that this was possible providing the governor concerned as an eligible parent and stands down as a co-opted governor if successful. Discussion took place about access to information about the role. The Clerk advised that the LA provides information, guidance and templates covering the whole process including useful information for prospective candidates. The Head undertook to review the information.								
7.7	It was AGREED that an update on progress in filling the remaining 3 vacancies (2x parent governor 1 X co-option) would be provided at the next ordinary meeting.								
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A2	Update on filling vacancies (2 x Parent Governor and 1 x c-option)	Head & Chair	Next FGB						
8.0	<u>GOVERNING BODY ORGANISATION AND PROCEDURES</u>								
8.1	Governing Body Code of Conduct: The National Governors Association (NGA) 2019 code of conduct was recommended for adoption and signature by all governors. A copy of the document was circulated. After discussion, the Governing Body adopted the NGA 2019 code of conduct. A master copy of the document was circulated and signed by the governors present. The Clerk to follow-up with the other governors not in attendance at this meeting.								

8.2	DBS Checks: Members of the governing body were reminded that all governors are legally required to complete a DBS check and an overseas check if necessary. The new governor was asked to contact the school office to arrange for an application for a DBS to be undertaken. Existing governors would be notified by the school in advance, as and when their DBS requires renewal.												
8.3	Agenda plan for 2019/20: The Chair advised that she was preparing an agenda/work plan for the full governing body and committees for the year. She expected to have the plan ready for circulation at the next full governing body meeting.												
8.4	Procedures for remote attendance at meetings: A sample Virtual Attendance Policy was circulated. There was discussion about the technology required to facilitate remote attendances and it was noted that the school could make the necessary arrangements. Governors felt that the policy was an exceptional provision, the preference was for governors to attend meetings in person. After consideration, the governing body AGREED the Virtual Attendance Policy.												
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A3	Agenda Plan 2019/20: To be circulated by the Chair	Chair	Next FGB										
A4	Virtual Attendance Policy: AGREED	All	Immediate										
9.0	<u>COMMITTEES & WORKING GROUPS</u>												
	Review of committee membership and link governor responsibilities:												
8.1	Resources Committee: Headteacher, Rosamund Clarke; Sara Phipps; Oluwafela Ayayi; Christine Kiwanuka; Ruth Pott-Negrine; Also, the School Business Manager.												
8.2	Learning and Achievement (L&A): Headteacher; Charles Pickstone; Nadia Glasspool; Brenda Montague, Christine Kiwanuka; Olafela Ajayi (AO); Ruth Pott-Negrine; Lilian Brooks (LB); Sara Phipps. Also, the Deputy Heads.												
8.2.1	It was noted that all governors are welcome to attend meetings of the L & A Committee												
8.3	Behaviour & Inclusion: Headteacher, Judith Purkiss; Chinedum Obi (CO) and Deborah Ellisson												
8.4	Pay Committee: Ruth Pott-Negrine, Rosamund Clarke and Charles Pickstone Pay Appeal Committee: LB, OA CO												
8.5	Headteacher's Performance Management: Chair and Vice Chair – Adviser to be arranged and reported back to the governing body.												
8.6	Adhoc Committees /Pupil Discipline /Staff Discipline/Grievance /Appeals /Complaints: Minimum of three eligible governors to be drawn from pool of Governing Body subject to availability and lack of conflicts of interest and having regard to the need for the Committee to be balanced in terms of gender and race as far as possible.												
8.7	Learning & Achievement Committee meeting 26 September 2019: CP gave a report back on the meeting held on 26 September. Head had been elected as Chair of the committee; the terms of reference was reviewed no changes recommended. There was a vacancy for a member to be appointed by the full governing body. The committee were provided with the achievement data – details to be shared as part of the Headteacher's Report.												
8.7.1	The committee recommended that a PP link be appointed; Learning Walks to be arranged for all governors on 12 November 2019; 27 February and 25 June 2020 at 9:00 am. CP reminded that any governors can attend the L & A committee meetings – notice of dates of the future (Clerked) meetings and learning walks to be circulated. Governors noted that Nadia Glasspool												

8.8	<p>had been appointed to the committee to fill the vacancy and that she would be the PP link. After consideration, the governing body AGREED the terms of reference, and the actions and decisions of the committee.</p> <p>Link Portfolios:</p> <ul style="list-style-type: none"> ▪ Safeguarding: Ruth Pott-Negrine ▪ Health & Safety: Olafela Ajayi ▪ Pupil Premium: Nadia Glasspool (to consider) ▪ SEND: Defer decision to the Behaviour & Inclusion 												
8.9	<p>Review of committee terms of reference: Governors were reminded committees should review their terms of reference annually and should report any changes to the Governing Body for approval.</p>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%;">Actions</th> <th style="width: 15%;">Who</th> <th style="width: 15%;">When</th> </tr> </thead> <tbody> <tr> <td>A5</td> <td>Learning & Achievement Committee: TOR AGREED</td> <td>To note</td> <td>Immediate</td> </tr> <tr> <td>A6</td> <td>Invitation to Learning Walks to be circulated to all governors</td> <td>MG</td> <td>ASAP</td> </tr> </tbody> </table>		Actions	Who	When	A5	Learning & Achievement Committee: TOR AGREED	To note	Immediate	A6	Invitation to Learning Walks to be circulated to all governors	MG	ASAP
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A5	Learning & Achievement Committee: TOR AGREED	To note	Immediate										
A6	Invitation to Learning Walks to be circulated to all governors	MG	ASAP										
9.0	<p><u>HEADTEACHER'S REPORT</u></p> <p>9.1 The Headteacher's Report, a report on Attainment & Progress Summary and the School Development Plan (SDP) 2019-2020 were circulated. The Head took governors through the attainment outcomes for EYFS, Year 1 Phonics, Key Stage (KS) 1 and 2 at expected and Greater Depth and progress scores for KS2.</p> <p>9.2 The outcomes for 2018-19 were well below national. The number achieving a Good Level of Development (GLD) was 54%, there was an improvement in phonics 74% compared to 61% in the previous year. It was pointed out that in KS 1 half or more of the pupils had not reached the national expected standards. The KS2 had done better; the combined (Reading Writing and Maths) 56% was higher than the previous year but the percentage of pupils passing the Grammar Punctuation and Spelling Test at 65 % was less than the 77% achieved in the previous year.</p> <p>9.3 The progress made by KS2 was highlighted, it was noted that this had improved and was getting close to the national average.</p> <p>9.4 There were Questions (Q) from the governors about the plans and actions to be taken by the Head and staff to address the underachievement.</p> <p>9.5 The Head drew attention to the key priorities set out in her report and spoke particularly about improving the quality of teaching and learning so all teaching was good or better; improve the accuracy of assessment; improving the quality of Writing; Maths and EYFS. She spoke about taking a more strategic approach to SEND Management – there was a large cohort of pupils in KS1 with SEND. Also, improve attendance, particularly of the most vulnerable pupils; reduce the number of fixed term exclusions; strengthen the curriculum (particularly to engage boys) and strengthen governance. The Head spoke about working with the governors, parents' pupils and staff.</p> <p>9.6 Q What will be the impact in terms of resources? The Head felt that the existing resources were sufficient to meet the school's needs. The task was to make more effective use of the resources. She spoke particularly about making greater use of the skills, experience and talents of the Support Staff. She spoke also about driving up standards and setting ambitious targets. Reference was made to staff training that had already taken place and that booked for later in the term. These included the training on Destination Reader for all staff in KS2; the Phonics training for all staff in EYFS and KS1.</p>												


9.7	Information was provided on the quality of teaching and learning assessments so far in the Autumn term; the pupil targets 2019 -20 had been set. The current attendance rate of 98% was higher than national and information provided about the number of pupils on child protection and Child in need plans. Governors noted the school self-evaluation at the end of the last academic year and the received curriculum update and priorities for the Autumn term.			
9.8	There was a question about tracking of pupils reading. The Head advised that class teachers track pupils reading and hold a reading record.			
9.9	The Head was asked how confident she was of success in terms are of making improvements? She stated that the staff were focused, systems were in place to move forward, staff were clear about their roles and expectations.			
9.10	Q Is there anything that the governors can do ? The Head spoke of the need to monitor, question and challenge. The detailed work would be undertaken by the L & A committee; opportunities for all learning walks (dates provided earlier in the meeting) and to make link visits were open to all governors.			
9.11	The governors AGREED the SDP 2019/20. The Head advised that the School Self Evaluation would be updated provided at the next meeting and the PP plan for 2019 /20 would be provided at the next full governing body meeting.			
9.12	Governors thanked the Head for her report.			
		Action	Who	When
	A7	School SDP Agreed; Self Evaluation (SEF) to be provided at the next meeting.	Head	Next FGB
	A8	Pupil Premium Plan 2019	Head	Next FGB
10.0	<u>PERFORMANCE RELATED PAY AND APPRAISAL</u>			
10.1	Governor Appraisers: Governors appointed the appraisers earlier in the meeting; a decision on the External Adviser was yet to be made.			
10.2	Pay Committee and Pay Appeals Committee (agreed on 24 June 2019): <ul style="list-style-type: none"> ▪ Pay committee: RPN, RC and CP ▪ Appeal Committee: LB, OA CO 			
10.3	Policy review: The Pay Policy (October 2019) was circulated. Governors noted that it was the LA model policy . After consideration, the governing body AGREED the Pay Policy			
10.4	It was noted that school follows the LA Performance Appraisal Policy. The governing body AGREED that this should continue.			
10.5	Review of staff appraisal and performance related pay awards: It was noted that a meeting of the Pay Committee had been agreed for 29 October 2019.			
11.0	<u>SAFEGUARDING AND HEALTH AND SAFETY</u>			
11.1	Safeguarding report: Safeguarding information was included in the Headteacher's Report. Keeping Children Safe in Education: Information was provided that the DfE guidance had been revised with effect from 1 September 2019. A copy of the guidance had been circulated. A declaration for governors to sign to confirm that they had read at least Part 1 of guidance was circulated and signed by those governors present. The Clerk to follow up and obtain the signatures of those governors not in attendance.			

11.2	Educational visits report to governors: It was recommended that governors receive an annual report on school visits. MG AGREED to provide and circulate a report covering the visits undertaken last year and the plans 2019-20. He advised of the process of risk assessment undertaken as part of the planning undertaken for trips and visits.		
11.3	Health and Safety report: Governors noted that there were no matters to raise.		
11.4	School Health & Safety Self-Monitoring Checklist: It was noted that the check list was provided by the LA annually, the deadline was usually end of March. OA advised that as the H & S link governor that he would follow this up with the school and assist them to complete the check list when received.		
	Action	Who	When
	A9 Education Trips and visits Report	MG	Next FGB
12.0	<u>INFORMATION TO BE PUBLISHED ON SCHOOL WEBSITE</u>		
12.1	Governors were reminded that information about governors and associate members and their registered interests, the school's complaints procedure, use and impact of the Pupil Premium, equalities data and objectives and the school's SEND provision must be published on the school website. It was noted that the school has a new website which was accessible by mobile phone. The site was supported by a self-audit tool, which had now been actioned.		
12.2	The site was compliant but some of the policies needed to be reviewed. This process was underway.		
13.0	<u>POLICY REVIEW</u>		
13.1	The following policies had been circulated -. <ul style="list-style-type: none"> • Anti-bullying • Behaviour After consideration, the governing body AGREED the Anti Bullying and Behaviour policies.		
13.2	Equalities data and objectives: Governors noted that the Equalities data and objectives should be updated annually, and the objectives and equalities policies reviewed every four years. The Head advised that she would check the position about data and objectives and report back at the next meeting.		
	Action	Who	When
	A10 Policies AGREED: Anti-bullying and Behaviour	Head	Immediate
	A11 Equality Data & Objectives: Report back at the next meeting.	Head	Next FGB
14.0	<u>REPORT FROM THE CHAIR</u>		
14.1	The Chair gave a verbal report back on actions taken since the last full governing body meeting. The actions included, revision of the Instrument of Government; her appointment as an LA Governor and liaison with the external adviser from the LA on governance about strengthening governance.		
14.2	Reference was made to the governor away morning last year- governors felt that this may not be necessary but that it would be valuable to have a whole governing body training. The Chair to discuss the matter further with the Head and report back with suggestions at the next meeting.		
	Action	Who	When

	A12	Governance review/ Away Day / Whole governing body training : Chair to discuss options with Head	Chair	Next FGB
15.0	<u>GOVERNORS' ACTIVITIES AND TRAINING</u>			
15.1	Visits to the school, meetings attended and other activities: The Chair reported back her attendance at the LA briefing for Chairs earlier in the term.			
15.2	Governance Review: Reported earlier in the meeting.			
15.3	Governing Body training and items from the Governors' Information Pack (GIP): A schedule of training available for governors from the LA had been circulated. The Chair encouraged governors to take advantage of the wide range of courses available. Governors were referred to several items of interest to governors in the GIP			
15.4	Lewisham Governors' Conference: Governors were asked to note that the Lewisham Governors' Conference 2019 would be held on Saturday 30 November 2019. All governors were welcome to attend.			
16.0	<u>DATES & TIMES OF FUTURE MEETINGS</u> Dates for future meetings for the remainder of the academic year were as follows :-			
16.1	Full governing body meetings <ul style="list-style-type: none"> ▪ Monday 2 December 2019 ▪ Monday 10 February 2020 ▪ Monday 23 March 2020 ▪ Monday 18 May 2020 ▪ Monday 29 June 2019 			
16.2	Learning & Achievement: <ul style="list-style-type: none"> ▪ Monday - 3 February 2020 at 6:00 pm ▪ Tuesday - 12 May 2020 at 6:00 pm 			
16.3	Resources Committee <ul style="list-style-type: none"> ▪ Tuesday 5 November 2019 at 4:30 pm ▪ Tuesday 28 January 2020 at 4:30 pm ▪ Tuesday 28 April 2020 at 4:30 pm 			
17.0	<u>OTHER BUSINESS</u>			
17.1	Change to Start of the School Day: The Head asked governors to consider an alteration to the start of the school day. She proposed to change the arrangements so that school day starts at 8:50 am to allow registration to be completed and lessons to start at 9:00 am. She felt that this would improve punctuality and enable better tracking of lateness. There were questions(Q) from the governors:			
17.1.1	Q What is the likely the impact on parents? Parents will need to ensure that their child arrives earlier; arrangements would be made to start the magic breakfast earlier – suggested at 8:15 am			
17.1.2	Q Will there be an impact for staff? None was expected as staff were already in school at 8:30 am at the latest most were routinely in a lot earlier.			
17.1.3	Q When is it proposed that the new arrangements start? The Head advised that she wanted to start the new arrangements as soon as feasible , this was likely to be after half term. Parents would be informed accordingly. After consideration the governing body AGREED the proposed change.			

	Action	Who	When
A13	Change to Start of the School Day: AGREED as proposed. To be implemented as soon as feasible.	Head	ASAP

SIGNED:.....



DATE:.....

2/12/19