

## THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the school on  
**Monday 2 December 2019 at 7:00 pm**

Category of Governor	Name	Initial	End of Term	Attendance
Headteacher	Lisa Williams	LW	Ex-officio	Present
Parent Governor	<b>Vacancy</b>			
Parent Governor	Lilian Brooks	LB	10.11.2020	Present
Parent Governor	Chinedum Obi	CO	18.03.2023	Present
Parent Governor	<i>Vacancy</i>			
Staff Governor	Judith Purkiss	JP	09.02.2021	Present
LA Governor	Ruth Pott-Negrine (Chair)	RPN	25.06.2021	Present
Co-opted Governor	Oluwafela Ajayi	OA	08.05.2020	Not 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	Present
Co-opted Governor	Nadia Glasspool	NG	06.10.2023	Present
Co-opted Governor	<b>Vacancy</b>			
Also present				
Deputy Head ( Adviser )	Deborah Ellison	DH	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 welcomed everyone to the meeting. There was a discussion about grounds for accepting governor apologies. The Chair advised that Rosamund Clarke (RC) was not able to attend due to a member of her family being unwell. After discussion, the governing accepted the apologies</p>
<b>2.0</b>	<p><b><u>DECLARATIONS OF INTEREST</u></b></p>
2.1	<p><b>Declarations of Interest:</b> No declaration of interest was received in any items appearing on the agenda of this meeting.</p>
2.2	<p><b>DBS Checks:</b> Governors were reminded that there is a legal requirement for all governors to have a DBS check and or an overseas check if necessary. New governors needed to arrange with the school to apply for a DBS and to serving governors to ensure that they renew their check when necessary. It was noted that the DBS process for NG had now been completed</p>
<b>3.0</b>	<p><b><u>BUSINESS OF THE MEETING</u></b></p> <p>There were no changes to the order of the agenda , items of urgent business or items to be classified as confidential</p>
<b>4.0</b>	<p><b><u>GOVERNING BODY MEMBERSHIP</u></b></p>
4.1	<p><b>Changes to the Governing Body:</b> No changes since the last meeting.</p>
4.2	<p><b>Vacancies:</b> There are currently 3 vacancies as follows: 2 x Parent Governors and 1</p>

	Co-option. The governors were advised that parent governor elections had not yet taken place , expressions of interest had been invited via the newsletter. The school intended to arrange an election in the Spring term. The Chair advised that she contacted Governors for School to get a nomination fill the co-option vacancy but they were not able, so far offer anyone. Update to be provided at the next meeting.		
	<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A1</b> Update on filling vacancies ( PG x 2 and Co-option x1 )	Head & Chair	Next FGB
<b>5.0</b>	<b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b>		
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 amendment of section : 9.7 line 2 to state ... <i>‘ he ( Charles Pickstone ) had been elected as Committee Chair</i> ] and was duly signed by the Chair		
5.2	<b>Agenda Plan 2019/20 – Previous Minutes section 8.3 :</b> The Chair advised that discussions with the Head were still to be completed. There would be a focus across the two remaining terms on a package of training and information on the new Ofsted framework and preparation including decision on which governors will meet with the Inspectors. Update at the next meeting.		
5.3	<b>Annual Report on Education Trips and Visits – Section 11.2 :</b> Head to provide a report back at the next meeting		
5.4	<b>Equalities Data &amp; Objectives - Section 13.2 :</b> Report from the Head to be provided at the next meeting.		
5.5	<b>Winter Fair:</b> Lilian Brooks (LB) reported that the School Winter Fair would take place on Friday 6 December , she gave brief details about the event and invited all present to attend.		
	<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A2</b> Annual Report on Education Trips & Visits : To provide a report at the next meeting.	Head	Next FGB
	<b>A3</b> Equalities Data & Objectives : To be provided at the next meeting .	Head	Next FGB
<b>6.0</b>	<b><u>HEADTEACHER’S REPORT</u></b>		
6.1	The Headteacher’s Report was circulated. Information was provided about the key priorities for the 2019-20 year ; Quality of Education, Teaching , Learning and Assessment, Personal Development , Behaviour and Attitudes and Leadership and Management. She spoke about the progress make on the school priorities and highlighted that Y1 phonic, more than 60% were on track , Y2 repeats were currently 35% . The Head highlighted the current End of Year predications (EOY ) for Years 2 and 6 at Expected and Greater Depth . It was noted that at expected both were currently on track and better than the outcomes at the end of the last academic year. The information provided for Reading Writing and Maths (RWM) was corrected from 15% to 5% . The Head stated that the targets set were ambitious.		
6.2	Teaching and Learning : .The Head took the governors through the Teaching ,and Learning profile, currently 7% of teaching was Outstanding; 64% was good or better. The school’s target was for all teaching ( 100%) to be Good or Better. Governors were asked to note that the SLT, in reaching a view, take into account teaching , learning		

	environment , behaviour management and books.
6.3	There was questioning about the action and support being provided in respect of those teachers currently judged as requiring improvement or inadequate. Information was provided on staffing, staff resignations, recruitment and the support for teachers to develop quality teaching.
6.4	Retirement of Howard Hawes ,School Business Manager (SBM): The governing body noted that the Howard would be retiring at the end of term. The governors recorded their thanks and appreciation to Howard for his service and contribution to the school community and to the governing body.
6.5	The governors noted that a second round of advertising was taking place on the class teacher and SBM vacancies. The Head stressed the need for appointment of candidates of the highest quality. In answer to a question about the SENCo and Learning Mentor posts , the Head advised that a second SENCo was needed because of the size of the school and a Learning Mentor to cover a maternity leave.
6.6	Attendance average for the Autumn was 95.4; all class attendance was above the national average .
6.7	Safeguarding : There were currently 5 LAC , JP was the designated lead for Safeguarding. She ensures that staff undertake the necessary safeguarding training. The Safeguarding Biennial review was due in the Spring term , the Chair advised that she would be coming in to review the Single Central Record . Details were also provided about the SEF and actions taken by the SLT to ensure that the curriculum meets the needs of all pupils , the quality of education is effective, and outcomes are at least in line with the national expectations and reflect the vision and values of the school. Reference was made to trips and visits , the staff meetings and CPD the Reading and the Forest school training .
6.8	Q Is the level of resignation – high ? The Head felt that that it was not but stated that there were key people leaving.
6.9	Q What contingency will be put in place if there is no appointment to the SBM role at the next round of interviews. The Head advised that she had already spoken to the LA and they agreed to assist with the main areas such as the bank reconciliation.
6.10	Q Is there a contingency , if there is no suitable appointment to the Year 3 teacher vacancy? The Head advised that agency supply cover would be provided - the post was being advertised.
6.11	Q Attendance and punctuality has improved , what has been done to achieve this and how will it be maintained ? The Head reminded of the changes to the school day and spoke of the work with the Education Welfare Officer (EWO) – to ensure that what needs to be done is being done. She also advised that parents seeking permission for absence during term were now required to meet with her in person. She felt that it was too early to make a judgment about the effectiveness and sustainability of the changes
6.12	Q How does the current teaching performance compare with that of the past ? MG advised that there had been a positive shift.
6.13.	Q Is the approach to monitoring of the teaching and learning the same as previously ? MG advised that it was now more rigorous, Members of the SLT visit without pre-notice. The governors noted that the Head undertakes a weekly learning walk into each class.

6.14	Q Is there a trade off with teacher workload ? The Head and D/Head felt that the regular visits to lessons was now part of professional practice.		
6.15	The Head AGREED to provide ( include in her Report ) an update on the progress of the teacher requiring improvement at the next full governing body meeting. One of the parent governors shared that parents felt that there had been a significant improvement in the behaviour of students.		
6.16	Governors thanked the Head for her Report.		
		<b>Action</b>	<b>Who</b>
	<b>A4</b>	Progress of teachers requiring improvement to be included in Heads Report	Head
			<b>When</b>
			Next FGB
<b>7.0</b>	<b><u>COMMITTEES &amp; WORKING GROUPS</u></b>		
7.1	<b>Resources committee:</b> The Chair and Clerk gave a verbal report back from the meeting of the committee held on 5 November 2019. Rosamund Clarke was elected as committee Chair, the terms of reference was considered and agreed for recommendation to the governing body. Information was provided on the new LA arrangements requiring revised budgets from schools by the end of November and changing the timeline for submission of initial budget agreement to from May to Mid - June each year. The school's 2019/20 budget revision agreed by the committee was projecting a small budget surplus for the year which included a contingency.		
7.1.1	Updates were also provided on personnel/staffing , a Best Value Summary ; arrangements for completing SFVS and it was recommended that the consideration of the Equalities Objectives be referred to the Behaviour and Inclusion sub-committee. The committee also discussed the consultation on the Support Staff Appraisal Policy.		
7.1.2	The Head updated that the GMB Union did not agree with the policy. Governors noted advice had been sought and was provided by HR at the LA. The Head advised that the appraisal was not related to pay or performance but to raise the profile of the non-teaching staff and support their training and development. It was felt that the majority of these staff were in favour of the policy. The Head advised that she proposed to proceed with the Policy and would write a response to the union. After consideration the governing body agreed and endorsed the decisions and actions of the committee and the Head's implementation of the Support Staff Appraisal Policy.		
7.2	<b>Learning &amp; Achievement:</b> No meeting of this committee has taken place since the last meeting of the governing body. However, several governors reported on their attendance at a learning walk which took place in November 2020.		
7.3	<b>Behaviour and Inclusion Committee:</b> No report was received.		
7.4	<b>Report from the Autumn term 2019 Governors' Conference:</b> It was noted that LB and CO attended the Local Authority Governors Conference. LB reported back on the areas covered including the roles and responsibilities of governors in setting the school vision and values and in respect of the new Ofsted framework ; to evaluate the performance of the school in scope , coherence and rigorousness, to be a critical friend and challenge . There was information about the importance for governors to be familiar with the curriculum , to ensure that they know what the school is doing. LB shared with other governors some of the handouts from the conference.		

<p><b>8.0</b></p> <p>8.1</p> <p>8.2</p>	<p><b><u>OFSTED</u></b></p> <p>The governors discussed preparations for Ofsted. The Chair spoke of the need for training on the new Ofsted framework and to decide on which governors will be available to attend when Ofsted visits. Governors agreed to undertake whole governing body training and discussed possible providers – the Head suggested an Education Adviser ( Pauline Watts) and the Chair undertook to ask Governors Services at the LA for a suggestion. It was AGREED that the Head and Chair would liaise to engage a provider and arrange a training session for the Spring term.</p> <p>It was also AGREED that the decision on which governors will attend an inspection would be made after the training.</p>								
	<table border="1"> <thead> <tr> <th data-bbox="252 593 347 627"></th> <th data-bbox="347 593 1037 627"><b>Action</b></th> <th data-bbox="1037 593 1209 627"><b>Who</b></th> <th data-bbox="1209 593 1426 627"><b>When</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="252 627 347 712"><b>A5</b></td> <td data-bbox="347 627 1037 712">Ofsted Training for governors to be arranged</td> <td data-bbox="1037 627 1209 712">Chair and Head</td> <td data-bbox="1209 627 1426 712">Spring 2020</td> </tr> </tbody> </table>		<b>Action</b>	<b>Who</b>	<b>When</b>	<b>A5</b>	Ofsted Training for governors to be arranged	Chair and Head	Spring 2020
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<p><b>9.0</b></p> <p>9.1</p> <p>9.2</p>	<p><b><u>SAFEGUARDING</u></b></p> <p><b>Safeguarding Report:</b> There was no additional information to that included in the Head’s report. It was noted that the Link Governor for Safeguarding would be arranging in the Spring term to visit and review the Single Central Record.</p> <p><b>Health and Safety report:</b> The Head gave a report back on an H &amp; S inspection undertaken on 4 November by the Site Manager. She advised that the review involved visiting every class, major items were dealt immediately with, but minor issues raised with staff in staff meetings. There were currently no major issues; the works undertaken during the term included the repair of the solar panels , the heating system , the legionella testing done, and the intruder alarm sorted out. The Head and Deputies commended the Site Manager for his speed and efficiency in addressing any concerns and keeping the building in good order.</p>								
<p><b>10.0</b></p> <p>10.1</p> <p>10.2</p> <p>10.2.1</p> <p>10.2.2</p> <p>10.3</p> <p>10.4</p>	<p><b><u>POLICY REVIEW</u></b></p> <p><b>Pay Policy:</b> The LA Model Policy dated September 2019 had been circulated. After consideration, the governing body AGREED to adopt the LA Model document . It was noted that the document would be personalised to Rushey Green.</p> <p><b>Grievance Policy:</b> A revised Lewisham model Grievance Policy had been circulated.</p> <p>Q How often are there grievances ? The Head advised that there had been 4 -5 cases that reached governor level in the previous academic year but none this term.</p> <p>Q Are there any reasons for the school to deviate from the model? The Chair advised felt that the policy and procedures were clear and that the school buys into the LA HR service. It was felt that therefore consistent for the school to adopt the policy without change. After consideration, the governing body AGREED to adopt the LA Model.</p> <p><b>Committee Terms of Reference (TOR):</b> The Terms of Reference for the Resources Committee and Pay Committee had been circulated. The governors noted that the TORs had been considered by the respective committees and recommended to the governing body for approval. After consideration the TORs for both the committees mentioned above were AGREED.</p> <p><b>School Meals Debtors Policy :</b> The policy had been circulated. Clarification was provided that the policy referred to systems in place to recover school meals debts.</p>								

	Discussion took place about process and pursuing debts. After consideration, the governing body AGREED the policy.		
	<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A6</b> Policies AGREED : <ul style="list-style-type: none"> <li>▪ Pay</li> <li>▪ Grievance</li> <li>▪ School Meals Debtor</li> </ul>	Head /Sch	Immediate
	<b>A7</b> Terms of Reference AGREED : <ul style="list-style-type: none"> <li>▪ Resources Committee</li> <li>▪ Pay Committee</li> </ul>	Head/ Sch	Immediate
<b>11.0</b>	<b><u>REPORT FROM THE CHAIR</u></b>		
11.1	Governors were reminded that the Chair and Head intended to arrange whole governing body training for governors in the Spring term , following which governors could consider whether there were any other areas in which training was needed.		
11.2	<b>Governors Area on the school website</b> : The Chair advised that she had been looking at the governors’ area of websites from other schools and advised of the need to update the site with minutes of more recent governing body meetings. Discussion took place about how governors could improve their visibility . Suggestions were made to included something from the governors on the website every half term – for example governing body priorities and actions .		
11.3	The Chair welcomed other suggestions and asked for notice of the dates of the Parents Forum meetings be sent to governors as members may wish to attend. Discussion took place about possibility of including the photographs and information about each governor on the website; or erecting of a Notice Board in school. Reference was made to the RGSA termly newsletter that includes an interview with a member of the SLT. It was suggested that a governors’ section be included in the School Newsletter each term – for example an interview with one of the governors. Chair and Head to discuss taking this forward.		
11.4	Governors were advised that the Head meets with the Chair and Vice Chair regularly both informally and formally.		
<b>12.0</b>	<b><u>GOVERNORS’ ACTIVITIES AND TRAINING</u></b>		
12.1	Governors’ visits to the school, meetings attended and other activities: CP reported his attendance on a learning walk, along with other governors in November, to see the way Reading was being taught across the school. The Head reminded that the governors had been provided with the outcome data for last year and were advised of the School Improvement Priorities to address area of concern. The learning walk was an opportunity to see / evidence of the systems, procedures and actions being implemented for Reading		
12.2	Governors reported visiting several classes across the school, talking to staff and pupils being able and were able to talk to staff and pupils. Those present felt that the walk was very informative and were impressed by some of the depth of learning evident from class discussions about the books they were reading. It was suggested that some of the feedback from the walk be included on the governors’ page on the school website.		
12.3	The MG ( D/Head) advised that he would circulate the date of the next learning walk to governors by email next term .		

12.4	<b>Governing Body training</b> : Nadia Glasspool (NG) recommended webinars available on the Governors for Schools website , she advised that she had viewed a webinar about disadvantaged students and spoke about a session undertaken at her place of work in which governors for schools gave a presentation on Ofsted.			
12.4.1	<b>Q</b> How has the new framework affected the school ? The Head felt that there had been a big change from focus on data and outcomes towards what happens in the classroom. She spoke about a lot of work needing to be done to re-orientate back to what is being taught , how it was being taught and pupils learning experience. NG spoke about access to information from the Education Endowment Foundation who provide an evidence based approach, on effective use of Pupil Premium funds.			
12.4.2	Governors were reminded that arrangements would be made for governors to have training session on the New Ofsted Framework.			
12.5	<b>Items from the Governors' Information Pack (GIP)</b> : Governors were strongly recommended to read the GIP which contains a wide range of useful information. Several articles were specifically recommended.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A8</b>	MG to Circulate date of next Learning Walk to all governors	MG	Spring 2020
<b>13.0</b>	<b><u>DATES AND TIMES OF FUTURE MEETINGS</u></b>			
13.1	It was noted that the dates for future meetings for the remainder of the academic year are as follows :-			
13.2	<b>Full governing body meetings</b> <ul style="list-style-type: none"> <li>▪ Monday 10 February 2020</li> <li>▪ Monday 23 March 2020</li> <li>▪ Monday 18 May 2020</li> <li>▪ Monday 29 June 2019</li> </ul>			
13.3	<b>Learning &amp; Achievement:</b> <ul style="list-style-type: none"> <li>▪ Monday - 3 February 2020 at 6:00 pm</li> <li>▪ Tuesday - 12 May 2020 at 6:00 pm</li> </ul>			
13.4	<b>Resources Committee</b> <ul style="list-style-type: none"> <li>▪ Tuesday 28 January 2020 at 4:30 pm</li> <li>▪ Tuesday 28 April 2020 at 4:30 pm</li> </ul>			
<b>14.0</b>	<b><u>ANY URGENT BUSINESS</u></b>			
	<b>Deborah Ellison – Deputy Head:</b> Governors were advised that Deborah Ellison's secondment to the school finishes at the end of the Autumn Term. Governors recorded their thanks and appreciation to Deborah for her commitment, hard work and service to the school community and contributions to the governing body over the past year. The governing body wished her well for the future.			