



THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the governing body
held REMOTELY on

Monday 23 November 2020 at 7:00 pm

GOVERNING BODY MEMBERSHIP

Membership – New Instrument 10 July 2019 (Co-opted 8, Parents x 4, LA x 1, Staff x 1, Head x1) Total 15	Initial	Designation	End of Term	Present
Lisa Williams	LW	Head	Ex-officio	Present
Sheena Currie	SC	Parent Governor	11.11.2024	Present
Daisey Hooper	DH	Parent Governor	11.11.2024	Present
Chinedum Obi	CO	Parent Governor	18.03.2023	Present
Lucy Masters	LM	Parent Governor	26 .01.2024	Present
Elizabeth Wells	EW	Staff Governor	27.09.2024	
Ruth Pott-Negrine (Chair)	RPN	LA Governor	25.06.2023	Present
Lilian Brooks (Vice Chair)	LB	Co-opted Governor	09.11.2024	Present
Christine Kiwanuka	CK	Co-opted Governor	01.10.2024	Present
Rosamund Clarke	RC	Co-opted Governor	26.11.2021	Present
Edison Huynh	EH	Co-opted Governor	27.09.2024	Present
Charles Pickstone	CP	Co-opted Governor	14.03 2023	Present
Brenda Montague	BM	Co-opted Governor	14.03.2023	Apologies
Nadia Glasspool	NG	Co-opted Governor	06.10.2023	Present
Vacancy		Co-opted Governor		
Also				
Michael Grocock	MG	Deputy Head	N/A	Present
Nerissa Fisher	NF	Deputy Head	N/A	Present
Miguel Diaz	MD	School Business Manager	N/A	Present
Mike Garrick	MAG	Clerk	N/A	Present

1.0	<u>WELCOME , APOLOGIES FOR ABSENCE & ANY CHANGE TO THE BUSINESS</u>
1.1	Welcome & Apologies: The Chair welcomes everyone to the meeting in particular the newly elected parent governors. Apologies for absence were received and noted from Elizabeth Wells and Brenda Montague.
1.2	Change to the order of the business: Governors agreed to delay the consideration of the minutes until the end of the meeting and to bring the Finance Report forward to item 4 on the agenda .
2.0	<u>DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u> No declaration of interest was received in any item appearing on the agenda of the meeting. An annual register of business interest had been circulated with the agenda papers, governors were reminded of the need to complete the form and return it to the Clerk as soon as possible if they had not yet done so.
3.0	<u>GOVERNING BODY MEMBERSHIP</u>
3.1	New Governors : Governors noted that Sheena Currie and Daisey Hooper had been elected as parent governors for 4-year terms of office, ending 11 November 2024.
3.2	Vacancies : It was noted there was a Co-option place to be filled. The Chair advised that she

3.3	<p>seek to recruit to the vacancy via the 'Governors for Schools' service . The suggestion was made that a skills audit be undertaken to determine any skills gaps and identify any training needs. It was AGREED that the Chair and Clerk would liaise to identify an audit form for circulation to governors.</p> <p>DBS Checks: Governors were reminded that they are legally required to complete a DBS check. Serving governors to ensure that their DBS check is renewed every three years; new governors of the need to make arrangements with the school as soon as possible , if they had not done so already.</p>								
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4.0	<u>FINANCIAL MANAGEMENT</u>								
4.1	<p>2020/21 Budget and three-year projection: The revised budget and three-year plan had been circulated with the agenda papers prior to the meeting. The SBM took the governors through the plan highlighting the deficit from the previous year , the changes that had been put in place notably the reduction in the use of agency staff and streamlining of the budget to achieve an in year balanced budget. He advised of the impact of support staff and teachers pay increases and the fall in the school roll. Some operational savings had been made resulting from the partial closures due to COVID19.</p>								
4.2	<p>Governors were asked to note that the current plan was for balanced budgets in 2020/21 , 2021/22 and 2022/23. The SBM reported that further planning was to be undertaken with the LA as it was not possible to recover the deficit within 3 years .The SBM spoke about being prudent in the planning and cautioned that there was an element of uncertainty about pupil' numbers.</p>								
4.3	<p>There was a question from a governor (Q) Is it certain that a breakeven can be achieved in each year and will there be an impact on teaching and learning ? The Head felt that the school was able to successfully function with the planned staff numbers without a negative impact on the school development plan for teaching and learning.</p>								
4.4	<p>Q Why is there a deficit ? The Head and SBM, for the benefit of the newer governors provided a summery of the historical issues that led to the deficit. Reference was made to an over reliance on agency staff for both short term and long-term staff absence cover , as being a major contributory factor.</p>								
4.5	<p>Q Have any lessons been learnt ? The Head reminded that the situation occurred prior to her appointment and that of the new SBM. RC advised of the past attempts by the Resources Committee to work with the school to manage and address the budget issues. Governors were advised that new budget management procedures, tools and controls had been put in place.</p>								
4.6	<p>Q Will fewer teachers impact on the quality of teaching ? The Head advised that staff absences were now being covered internally rather than by agency , there was a teacher for each class and provision to cover absences via a teacher or teaching assistant.</p>								
4.7	<p>Q What is the COVID catch-up fund ? Clarification was provided that first tranche of the funding - £44K had been received. It was to be used to fund support for pupils who need extra help to catch up having lost time whilst the school was closed.</p>								
4.8	<p>It was noted that schools were also able to reclaim additional costs incurred from the Government associated with COVID19 – for example, those arising from the need for extra cleaning and PPE . A claim had been made for the Summer term and a claim would be made for the Autumn. There was uncertainty about whether losses for example relating to catering income can be recovered. The SBM commented that the increased funding promised to</p>								

<p>4.9</p> <p>4.10</p> <p>4.11</p> <p>4.12</p>	<p>schools for next academic year was in fact a combination of the existing per pupil funds plus existing additional grants.</p> <p>Q How can governors verify the data presented ? The Chair commented that the questioning of information at this meeting was part of the process. She referred to the analysis also undertaken by the Resources committee. The SBM spoke about the monitoring being done , the implementation of additional controls following the last audits. Also, the additional support and scrutiny being provided by the Schools Finance because of the designation as a 'Red' school arising from the deficit. Clarification was provided that the LA would be undertaking termly meetings with the school to assist with monitoring and to work out a plan to repay the deficit.</p> <p>The SBM was asked, going forward, to include a short narrative/ explanation with the budget papers.</p> <p>After discussion, the governing body AGREED and 2020/21 revised budget and 3-year plan.</p> <p>The SBM was thanked for his attendance, he left the meeting at 7:41 pm.</p>								
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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>5.5</p> <p>5.6</p> <p>5.7</p>	<p><u>HEADTEACHERS REPORT</u></p> <p>The Headteachers Report had been circulated with the agenda papers prior to the meeting. The Report included the Key Priorities for 2020-2021 , a sheet on the Outcomes for Pupils , sections on the Quality of Education – teaching , Learning and Assessment , Personal Development, Behaviour and Attitudes ; Leadership and Management and Priorities for the Autumn term; the work being done on the Teaching and Learning and the focus on embedding high quality teaching across the school. Clarification was provided that the 5 NQTs were not included in the grading data provided on the quality of teaching. Also, that the Key Priorities, were those being taken forward from the previous year.</p> <p>Attendance : The current rate was 92% , the borough wide rate was approximately 90% . The Head advised that it had not yet been necessary to close any bubbles. Reference was made to the good work undertaken by the Designated Lead for Looked after Children, Safeguarding and Pastoral Manager. The governors were notified that it had been necessary to exclude one pupil for a fixed term period – the Head spoke of her reluctance to take this exceptional action. Information was also provided that several racist and homophobic incidents had taken place . The Head advised of the actions taken , including speaking with individual pupils and work in RSE around understanding different relationships.</p> <p>The Head drew attention to the school's current self-evaluation was overall Good. She felt that Early years was particularly strong and spoke of the development of the outdoor area .</p> <p>CK joined the meeting at 7:50 pm .</p> <p>Ofsted: Governors were informed that Ofsted would not resume inspections until after January 2021. The Head felt that the school was well prepared for an inspection in the Spring 2021 .</p> <p>Q Attendance – are there any parents who are not sending their children back due to concerns about COVID or opting for home education and does this have an impact on the attendance data ? The Head advised that there were 5 families opting for home education 2 had moved from the area and 1 had gone abroad, the remaining 2 were still living locally. The LA had asked schools to keep places open for these pupils in case they wished to return after the pandemic is over. Keeping the places open, has an impact on the attendance data.</p> <p>Q Have staff absence due to COVID impacted on teaching ? Comment was made that there</p>								

	had so far been one teacher who needed to self-isolate. Staff had worked hard to keep things as normal as possible; due to the mitigation necessary for COVID whole school activities were not possible – assemblies were held in classes.
5.8	Q What about staff wellbeing and mental health ? The Head stated that the staff were under stress , mental health and wellbeing was discussed at every staff and phase meeting.
5.9	Q Are there any structures for peer-to-peer support ? The Head clarified that it was not possible for staff to meet across or outside bubbles. However, staff have access to a confidential external helpline.
5.10	Q Do teachers have access to talking therapies ? The Head stated that they do not but stated that she was willing to investigate this further.
5.11	Discussion took place about retention of some of the changes introduced in response to COVID19. A governor commended the introduction of the ‘calm corner ‘ and felt that this should be retained post COVID19 . The Head advised that the introduction of this measure was part of the work on teaching pupil to self-regulate. Training had been provided for staff on this last year and also on looking at the effective learning environment.
5.12	The Head was thanked for her Report.
6.0	<u>COMMITTEES REPORTS</u>
6.1	Resources Committee : A Report of the meeting held on 3 November 2020 was given by RC . She advised that the committee terms of reference was reviewed and recommended for approval with no change. The committee discussed the 2020/21 budget review and 3-year plan(as referred to earlier in the meeting) ; arrangements had been made to progress the SFVS ; the audit recommendations were now in place and an update provided on the staffing . After consideration, the governing body noted and approved the actions and decisions of the committee.
6.2	Learning and Achievement Committee : CP provided a report of the committees meeting held on 5 November 2020. The committee terms of reference were agreed with a minor typographical amendment ; reports were received on the carry forward plan for using unspent pupil premium funds ; update on the School Improvement Plan and priorities for 2020/21; also , the quality of teaching review of equalities objective and the communications with parents and carers. The committee planned to undertake a virtual learning walk focusing on Maths, in place of the next meeting – all other governors were welcomed to attend – 11 February 2020at 9:30 am . After consideration, the governing body noted and approved the actions and decisions of the committee.
6.3	Link Governors decision on outstanding roles : The governing body discussed the allocation of the Health and Safety and Wellbeing link roles. After discussion, the following were AGREED :
6.3.1	Health & Safety – Link Governor - Lucy Masters (RC agreed to also help as necessary)
6.3.2	Wellbeing – Link Governor – Sheena Currie . She also agreed to join the Resources Committee.
7.0	<u>SAFEGUARDING</u>
7.1	A report on safeguarding and inclusion was included in the Headteachers Report. The Head advised that there were currently 2 looked after children , 5 pupils on child protection plans , there was 1 pupil on dual roll who was attending alternative provision for 2 days per week.
7.2	Keeping Children Safe in Education – 2020: A copy of the KCSIE document and declaration

	had been circulated with the agenda papers prior to the meeting. Governors were reminded of the need to sign and returned this declaration to the Clerk if they had not already done.
8.0	<u>POLICY REVIEW</u>
8.1	<p>The following were considered :-</p> <ul style="list-style-type: none"> ▪ Relationship and Sex Education Policy ▪ Terms of Reference (TOR) – Resources Committee ▪ Terms of reference - Learning and Achievement ▪ Terms of reference - Pay Committee. ▪ Equalities Data and Objectives
8.2	<p>RSE Policy : The Head advised that the policy had gone out for consultation with parents . Q Have any responses been received ? The Head spoke of a number which had been received none of which were in opposition to the policy. Governors felt that the policy was well considered After discussion , the governing body AGREED the policy.</p>
8.3	Resources Committee TOR : The committee TOR was AGREED.
8.4	Learning and Achievement TOR : The committee TOR was AGREED.
8.5	Pay Committee TOR : The committee TOR was AGREED.
8.6	<p>Equalities Data objectives review 2020-21: A report had been circulated with the agenda papers. N F – Deputy Head took the governors through the objectives which were in summary:</p> <ul style="list-style-type: none"> ▪ To increase parental engagement across the school, particularly for parents and carers who have English as an additional language. ▪ To further develop pupils’ awareness and understanding of different communities and faiths, reducing prejudices, and increasing pupils’ understanding of equality ▪ To narrow the attainment gap between girls and boys in KS2 in maths, ensuring that the percentage of girls who achieve outcomes that are above average is in line with boys.
8.6.1	<p>It was noted that a report had also been provided at the last Learning and Achievement Committee and that the data and objectives would be published on the school website. Details were provided of the actions and success criteria; reference was made to the work with EAL children and support for their parents and the use of data to drive improvements in the quality of education. After consideration, the Equalities Data objectives were AGREED by the governing body.</p>
9.0	<u>UPDATE FROM CHAIR ON ANY CHAIR’S ACTION</u>
	There had been no Chairs Action since the last meeting to report .
10.0	<u>GOVERNING BODY PROCEDURES, ACTIVITIES, AND INFORMATION FOR GOVERNORS</u>
10.1	Governors’ visits to the school, meetings attended and other activities: It was noted that due to COVID 19, school visits were not taking place. Governors were reminded that an opportunity to undertake a remote visit would be provided in February 2021 .
10 .2	CP reported on the mini harvest festival undertaken by year 2 . Also reported was the availability of the virtual visit for parents seeking places in Reception.
10.3	EH reported his attendance at Governors training for new governors – he agreed to share the resources provided on the course to other governors on request.

10.4	It was AGREED that Daisey Hooper (DH) should join the Behaviour and Inclusion Committee.
11.0	<p><u>DATES AND TIMES OF FUTURE MEETINGS</u></p> <p>FGB (7:00 pm Start) Resources (4:30 pm start) Learning & Achievement (4:30pm)</p> <ul style="list-style-type: none"> ▪ 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 <p>Behaviour & Inclusion Committee : Meeting dates to be decided.</p>
12.0	<p><u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u></p> <p>12.1 Minutes : The minutes of the meeting held on 28 September 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>12.2 Matters Arising (not included elsewhere on the agenda) : There were no matters arising not already considered at the meeting.</p>
13.0	<p><u>ANY URGENT BUSINESS</u></p> <p>There was no other business.</p>