



THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held remotely on

Monday 28 September 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	Attendance
Lisa Williams	LW	Head	Ex-officio	Present
Vacancy		Parent Governor		
Lilian Brooks	LB	Parent Governor	10.11.2020	Present
Chinedum Obi	CO	Parent Governor	18.03.2023	Not present
Lucy Masters	LM	Parent Governor	26 .01.2024	Present
Vacancy		Staff Governor		
Ruth Pott-Negrine	RPN	LA Governor	25.06.2023	Present
Vacancy		Co-opted Governor		
Christine Kiwanuka	CK	Co-opted Governor	02.10.2020	Apologies
Rosamund Clarke	RC	Co-opted Governor	26.11.2021	Present
Vacancy		Co-opted Governor		
Charles Pickstone	CP	Co-opted Governor	14.03 2023	Present
Brenda Montague	BM	Co-opted Governor	14.03.2023	Present
Nadia Glasspool	NG	Co-opted Governor	06.10.2023	Apologies
Vacancy		Co-opted Governor		
Also				
Michael Grocock	MG	Deputy Head	N/A	Present
Nerissa Fisher	NF	Deputy Head	N/A	Present
Edison Huynh	EH	Prospective Gov	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 welcomed everyone to the meeting, in particular Nerissa Fisher , the new Deputy Headteacher and Edison Huynh a prospective Co-opted governor.			
1.2	Apologies for absence were received and accepted from Nadia Glasspool who was on holiday and Christine Kiwanuka who was unsuccessful in getting access to the call.			
1.3	Changes to the business of the meeting: The governors agreed to delay consideration of item 5 - minutes, until later in the meeting to provide more time for others , not currently present , to gain access to the meeting.			
2.0	<u>DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u>			
2.1	Declaration of Interest for the meeting: No declaration of interest was received in any item appearing on the agenda of this meeting.			
2.2	Annual Register of Interests: An annual declaration of interest form had been circulated with the agenda papers prior to the meeting. It was noted that the declarations (to be completed by all governors and those members of staff with significant financial responsibilities) were required for publication on the school website. All were asked to complete and return the form by email to the Clerk as soon as possible if they had not done so already.			
	Action		Who	When
A1	Annual Declaration of Interest Form- Governors to complete and		All	ASAP

		return the declaration to the Clerk	Govs	
3.0	<u>GOVERNING BODY MEMBERSHIP</u>			
3.1	Resignations: No resignations from the governing body since the last meeting.			
3.2	End of term of Office : Governors noted the following: Christine Kiwanuka – end of term on 2 October 2020 (Co-opted Governor) and Lilian Brooks (Parent Governor) term ends on 10 November 2020			
3.3	<p>Co-option Vacancies: The governors discussed the filling of the Co-option vacancies. Edison Huynh (EH) was introduced, the Chair recommended that he be appointed as a Co-opted governor. EH advised of his profession experience as a science teacher, knowledge of the local community as a resident in the Borough and commitment to community engagement. After consideration, the following was AGREED by the governing body -</p> <ul style="list-style-type: none"> ▪ Christine Kiwanuka to be reappointed as a Co-opted governor for a 4-year period following on from her current term - term of Office end 1 October 2024. ▪ Lilian Brooks be appointed as a Co-opted governor of the school following on from the end of her term of Office as a parent governor for a 4-year period ending 9 November 2024 ▪ Edison Huynh be appointed as a Co-opted governor of the school for a 4-year term ending 27 September 2024. 			
3.4	Staff Vacancy: It was reported that Elizabeth Wells (EW) had been elected as the Staff Governor for a 4 -year term of office for the period ending 27 September 2024.			
3.5	Parent Governor: Governors noted that there were 2 Parent Governor vacancies to be filled. It was noted that an election to fill these vacancies would be held later in the term.			
3.6	Remaining vacancies: There was now 1 Co-option place to be filled.			
3.7	DBS Checks: Governors were reminded of the requirement to complete a DBS check. New governors needed to arrange with the school to have the process started within 21 days of their appointment/election. Serving governors were required to ensure that their check is renewed every three years			
3.8	Governing Body Code of Conduct: A copy of the Model National Governance Association’s model Code of Conduct for 2020 had been circulated with the agenda papers prior to the meeting . After consideration, the governing body AGREED and adopted the NGA code of conduct 2020. All governors were asked to sign the declaration on the final page of the document and send to the Clerk by email.			
		Action	Who	When
	A2	Code of conduct to be completed and returned to the Clerk	All Govs	By next FGB
4.0	<u>ELECTION OF CHAIR AND VICE CHAIR</u>			
4.1	Term of Chair and Vice Chair: Governors agreed that the terms of office should remain at one year.			
4.2	Election of Chair: Governors were reminded that nominations were invited prior to the meeting. The Clerk advised that Ruth Pott-Negrine (RPN) had been nominated and no other was received. RPN accepted the nomination, the role was therefore not contested. After consideration, the governing body duly elected RPN as Chair for the period ending the first full governing body meeting in the Autumn term 2021.			

4.2.1	RPN advised that at the end of the current term that she would not stand again as Chair. She drew attention to the training available from the LA for new Chair and Vice Chairs and aspiring Chairs.			
4.3	Election of Vice Chair : Governors were reminded that nominations were invited prior to the meeting : Lilian Brooks (LB) was nominated, and no other was received. LB accepted the nomination; the role was therefore not contested. After consideration, the governing body duly elected LB as Vice Chair for the period ending the first full governing body meeting in the Autumn 2021			
5.0	<u>COMMITTEES REPORTS & REVIEW OF MEMBERSHIP</u>			
5.1	Committee membership and link governor responsibilities: A draft membership list had been circulated with the agenda papers prior to the meeting. After discussion the committee memberships were AGREED as follows :			
5.2	Resources Committee: Lisa Williams (Headteacher); Rosamund Clarke; Christine Kiwanuka; Ruth Pott-Negrine and Miguel Dias - Business Manager			
5.3	Learning & Achievement: Headteacher, Charles Pickstone, Brenda Montague, Edison Huynh Nadia Glasspool and Michael Grocock – Deputy Head			
5.4	Behaviour & Inclusion: Headteacher, Elizabeth Wells, Lilian Brooks, Lucy Masters and Chinedum Obi			
5.5	Pay Committee: Ruth Pott-Negrine, Rosamund Clarke and Charles Pickstone			
5.6	Review of committee terms of reference: Governors were reminded that committees should review their terms of reference annually and should report any changes to the Governing Body for approval.			
5.7	Pay Appeals: Lilian Brooks, Lucy Masters and Nadia Glasspool			
5.8	Pupil discipline/ staff discipline / grievance / dismissal/complaints: Minimum of three eligible governors, subject to availability and lack of conflicts of interest.			
5.9	Headteacher’s Performance review: Ruth Pott-Negrine, Charles Pickstone, Lilian Brooks and External adviser.			
5.10	<p>Link Governors : The governors discussed link roles in the following areas: Disadvantaged Students (Pupil Premium); Safeguarding; Health and Safety and Wellbeing. There was discussion about subject links. It was explained that links to individual subjects were no longer continuing. The Head reminded that the focus over the last year was on the whole curriculum, learning walks took place each term via the Learning and Achievement Committee – in the Spring term it was on Maths. Governors felt that this model was proving to be successful and more effective. After consideration, the following was AGREED : -</p> <ul style="list-style-type: none"> ▪ Safeguarding/ LAC/ Pupil Premium – Lilian Brooks ▪ Health and Safety - Link to be considered at the next meeting ▪ Wellbeing - Links to be considered at the next meeting 			
		Action	Who	When
	A3	<ul style="list-style-type: none"> ▪ Health and Safety - Link to be considered at the next meeting ▪ Wellbeing - Link to be considered at the next meeting 	Chair & All	Next FGB
6.0	<u>MONITORING THE RISK ASSESSMENTS AND PLANS FOR FULL OPENING</u>			

<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>The school's COVID19 - Full opening risk assessment and action planning had been circulated to governors before the start of term . Updated guidelines for re-opening had also been circulated with the agenda papers. Governors were asked to note that this was a working document and subject to change. The assessment and plan set out the mitigation measures put in place to allow full opening to ensure that the school continues to operate as safely.</p> <p>The Head advised that the risk assessment document was based on an LA model which had been coproduced with schools in the Borough as part of a collective and consistent approach. She advised that work was being done on the steps to be followed if and when there is a positive COVID19 case.</p> <p>The Head spoke about the anxiety amongst some staff about returning to school, it was noted there was no choice, staff have had to return. Pupils had adapted to the changes and mitigation in place and were pleased to be back in school.</p> <p>Q Is there a summary of the Risk Assessment document that can be provided to parents ? The Head advised that information for parents was provided in the School Newsletter and on the website. She spoke about the virtual ' meet the parents ' meetings that had taken place during the week. Teachers were able to share with parents what classrooms look like and answer questions. It was felt that further work was to be done on how to reach those parents who do not have access to technology and or who could not attend. Analysis of the attendance would be undertaken to identify those parents who have not been in contact and consideration given to how best to reach these parents.</p> <p>Chinedum Obi (CO) joined the meeting at 7:55pm</p>
<p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p><u>HEADTEACHERS REPORT</u></p> <p>The Headteachers Report had been circulated with the agenda papers prior to the meeting. The Head highlighted the progress made on the key School Improvement Priorities (SIP) by the end of March 2020. Also provided was a copy of the School Self Evaluation as of September 2020.</p> <p>The Head stated that a lot of progress had been made on the SIP areas, the priority in 2021/22 was to embed the progress and make them secure. Reference was made to the achievement date that had circulated showing the position of the pupils at the end of the Spring term. Governors were advised that pupil Attendance was good in the first week of term however there was high number of absences in the second week (101 absences) due to seasonal coughs and colds. There had so far been no positive COVID19 cases.</p> <p>The return to school plan and recovery strategy had been circulated prior to the meeting. The Head advised that this term the school would be relying on teacher assessments to make judgements on where pupils are in their learning. She commented that in Early Years, children's Reading and Writing appeared to have improved, but their social skills had declined - they were having difficulty working with others.</p> <p>Safeguarding information/data including report on the Children Looked After was highlighted , LB spoke about her link visit and the robust systems in place .</p> <p>Q How will the Attendance data for the summer be assessed ? The Head advised that there were no statutory implications for the school in terms of Attendance or non-Attendance rates during the lockdown. It was noted that every class teacher had been in contact with the pupils in their class during the lockdown period.</p> <p>Q The Early Years, in terms of socialisation issues, is there any action being taken by the school to address this ?The Head spoke about the practical activities that were being done with EYFS and the bridging activities being undertaken with the pupils now in year1 who had missed 6 months of their curriculum due to the lockdown. A report was made about the work</p>

	with staff to remind them of the priorities for the recovery around mindfulness, wellbeing including reintegration back into school.
7.7	Q Differential progress – are there any patterns suggesting that inequalities had led to a widening of the gap between disadvantaged pupils (socially or economically) with their peers, or in terms of gender . The Head stated that there was no evidence of this yet. She spoke about the increased confidence of some children since returning , reference was made in particular to pupils in Year 3.
7.8	Q How is the school keeping in touch with children who are shielding? The Head advised that there was only one child that is shielding , the school was keeping in contact with the family.
7.9	The Head was thanked for her Report.
8.0	<u>OFSTED</u>
8.1	Governors were advised that no Ofsted Inspections were being undertaken until January 2021.
8.2	Q When will the school need to start to prepare for the next Ofsted? The Head stated that the current priority was ensuring the safety and wellbeing of the pupils and staff. Consideration would be given to Ofsted preparation later in the term.
9.0	<u>FINANCIAL MANAGEMENT</u>
9.1	2020/21 Budget and three-year projection: The Head reminded that the budget was in deficit and that a deficit recovery plan was needed. A business case had been circulated to support the proposal for a restructure of the staffing. Governors were reminded that governor input had been devolved to sub-committee/panel of governors - Chair , RC, and NG. The SBM advised that last year ended with a deficit of £440k plus a carry-forward deficit of £75k from the previous year. If there was no change, the projection was that there would a deficit of £600K at the end of the current year. However, projected saving of approx. £300k could be achieved if a proposed restructure of staffing is agreed , this would reduce the deficit to approx. £258K.
9.1.1	Governors were referred to the Budget Monitoring report as at the end of August ; the SBM highlighted that savings had been made on supply staff costs resulting from closure of the school.
9.1.2	Q Has the school received any funds from the Government – Catch up funds ? It was noted that the Government allocation was £80 per pupil, this money was yet to be received.
9.1.3	Q Will these funds help with the deficit or is the use of the funding prescribed and need to be separately accounted for ? The SBM advised that the impact of these funds had yet to be factored into the budget . Details will be provided at the next Resources Committee meeting along with the revised budget 2020/21.
9.1.4	Q Had there been any feedback from the LA to the business case/restructure proposals ? The Head advised that there had not yet been a response.
9.2	Schools Financial Value Standard (SFVS): It was noted that the SFVS would be considered by the Resources Committee at its Spring term meeting. The deadline for submission of the SFVS documents to Lewisham Local Authority was 14 February 2021. It was noted that there was a requirement for the SFVS to also be agreed by the full governing body and signed by the Chair of the governing body. .
10.0	<u>SAFEGUARDING AND HEALTH AND SAFETY</u>

10.1	Safeguarding Report: Safeguarding information was included in the Headteachers Report, an audit of Safeguarding would be undertaken by the LA later in the term. Update to be provided at the next full governing body meeting.			
10.2	Keeping Children Safe in Education: Governors were asked to note that the statutory guidance <i>Keeping Children Safe in Education</i> had been updated and a new edition came into effect from 1 September 2020. The new edition includes changes brought about by the Coronavirus outbreak, further clarity on the importance and management of children's physical and mental health, and reference to a new document on data protection. A copy of the guidance had been circulated with the agenda papers prior to the meeting. Governors were asked to provide confirmation that they had read and understood at least Parts 1 and 2 of the guidance . The Clerk AGREED to circulate a declaration for governors to sign and return .			
10.3	Health and Safety: It was noted that the health and safety matters would be considered at the next Resources committee meeting.			
		Action	Who	When
	A 4	Safeguarding update to be provided at the next meeting.	Head	Next FGB
	A 5	KCSE declaration to be circulated to each governor for signature	Clerk	By next FGB
11.0	<u>EQUALITIES DATA AND OBJECTIVES</u>			
	It was noted that Schools were required to publish equalities data online and set equalities objectives for the next four years. It was noted that the data and objectives should be updated annually, and the objectives and equalities policies reviewed every four years. The Head advised that the equalities data was available and undertook to circulate the document/information to governor by the next meeting.			
		Action	Who	When
	A 6	Equalities data to be circulated to governors	Head	Next FGB
12.0	<u>INFORMATION TO BE PUBLISHED ON SCHOOL WEBSITE</u>			
12.1	Governors were reminded of the need to ensure that the information on the school website meets legal requirements, and was up-to-date including key 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.			
12.2	MG , Deputy Head advised that he had reviewed the site and was aware of what was missing and would be updating the website . A link to the DfE guidance was included on the agenda paper.			
13.0	<u>POLICY REVIEW</u>			
13.1	Lettings policy: There was a question (Q) Has this policy been changed? It was noted that no change had been made since the last update but that there would not be any lettings until after the COVID19 pandemic ends. Reference was made to the intention to outsource the WRAP (both before and after school club) going forwards .			
13.2	RSE Policy : It was AGREED that the Policy would be presented for governors' consideration to the next governing body meeting.			
13.3	Performance Appraisal Policy and Pay Policy: It was noted that the school follows the LA model policies . No changes had yet been notified by the LA to these policies except for changes to the pay rates in the Pay policy. The governing body AGREED to continue to adopt/follow the LA models.			

	Action	Who	When
	A 7 RSE Policy to be considered at the next meeting	Head	Next FGB
14.0	<u>UPDATE FROM CHAIR ON ANY CHAIR'S ACTION TAKEN</u>		
14.1	The Chair reported that she had considered and agreed the Finance Management and Governor Allowances policies as Chair's Action. A copy of these policies had been circulated with the agenda papers prior to the meeting. After discussion and consideration, the governing body endorsed the Chairs action and AGREED the Finance Management and Governors Allowances policies.		
14.2	The Chair advised that she continued to keep in regular contact with the Head .		
15.0	<u>GOVERNING BODY PROCEDURES, ACTIVITIES, AND INFORMATION FOR GOVERNORS</u>		
15.1	Agenda plan for 2020-21: A sample plan of the work to be covered by the governing body and committees for the coming year had been circulated with the agenda papers prior to the meeting. It was noted that the plan shows the key items to be considered on a term by term basis . The Chair advised that she would discuss the plan further with the Head and propose any changes at the next full governing body meeting.		
15.2	Governors' visits to the school, meetings attended and other activities: Governors were advised that due to COVID19, it was not possible to undertake any learning walks or make physical visits to the schools. The Head reminded of the discussions last term about changing the number and pattern of full and committee meetings. Governors AGREED to continue the current arrangement and to review the same at the end of term.		
15.3	Governing Body training: The LA Autumn Term Governors Newsletter had been circulated to governors. It was noted that details of the training available , including for new governors and other sessions available in the Autumn term. Courses were being offered remotely and online .		
15.4	The Chair advised that she attended the Autumn term briefing sessions for Chairs of governors which she felt was informative.		
16.0	<u>DATES AND TIMES OF FUTURE MEETINGS</u>		
	Dates of meetings were agreed as follows : -		
	<u>FGB (7:00 pm Start)</u>	<u>Resources (4:30 pm start)</u>	<u>Learning & Achievement (4:30pm)</u>
	<ul style="list-style-type: none"> ▪ Mon 28 Sept2020 ▪ Mon 23 Nov 2020 ▪ Mon 1 Feb 2021 ▪ Mon 29 March 2021 ▪ Mon 26 April 2021 ▪ Mon 14 June 2021 	<ul style="list-style-type: none"> Tues 3 Nov 2020 Tues 9 Feb 2021 Tues 18 May 2021 	<ul style="list-style-type: none"> Thurs 5 Nov 2020 Thurs 11 Feb 2021 Thurs 20 May 2021
	Behaviour & Inclusion Committee : Meeting dates to be decided		
	Pay Committee: Meeting date to decided .		
17.0	<u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u>		
17.1	Minutes : The minutes of the meeting held on 29 June 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.		

17.2	<p>Matters Arising not included elsewhere on the agenda : There were no matters arising that that had not been covered elsewhere on the agenda of this meeting.</p>
18.0	<p><u>ANY URGENT BUSINESS</u></p> <p>RGSA : LB reported that discussions were taking place about the possibility of a RGSA virtual meeting. There was a need to maintain contact /engagement with parents and keep their support . LB stated that she would keep the governing body advised of any developments.</p> <p>MD , MG, and NF left the meeting.</p>