



THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held Remotely on
Monday 1 February 2021 at 7:00 pm

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
Sheena Currie	SC	Parent Governor	11.11.2024	Present
Daisy Hooper	DH	Parent Governor	11.11.2024	Present
Chinedum Obi	CO	Parent Governor	18.03.2023	Apologies
Lucy Masters	LM	Parent Governor	26 .01.2024	Present
Vacancy	.	Staff Governor	.	
Ruth Pott-Negrine (Chair)	RPN	LA Governor	25.06.2023	Present
Lilian Brooks (Vice Chair)	LB	Co-opted Governor	09.11.2024	Apologies
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	Present
Nadia Glasspool	NG	Co-opted Governor	06.10.2023	Present
Vacancy		Co-opted Governor		
Also				
Niome Pegus	NP	Staff Observer	N/A	Present
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	<p><u>WELCOME AND APOLOGIES FOR ABSENCE</u></p> <p>The Chair welcomed everyone to the meeting including Niome Pegus (a member of the school staff) who was present as an agreed observer. Apologies for absence were received and accepted from Lilian Brooks and Chinedum Obi.</p>
2.0	<p><u>DECLARATIONS OF INTEREST</u></p>
2.1	<p>Declarations of Interest: No declaration of interest was received in any item appearing on the agenda of this meeting.</p>
2.2	<p>DBS Checks: Governors were reminded that they are legally required to complete a DBS check including an overseas check if necessary. New governors were required to arrange with the school to apply for one to be carried out (within 21 days of election or appointment) and serving governors to ensure that their DBS check is renewed as and when necessary.</p>
3.0	<p><u>THE BUSINESS OF THE MEETING</u></p> <p>The governors agreed to advance the Finance Report to item 5 and to move the Minutes to item 16.</p>
4.0	<p><u>GOVERNING BODY MEMBERSHIP</u></p>
4.1	<p>Changes to the Governing body : Governors were informed that Elizabeth Wells (Staff Governor) had resigned, she was leaving the school to take up a teaching role elsewhere.</p>

4.2	<p>Vacancies: It was noted that there were now 2 vacancies , a Co-option and a Staff vacancy. The Chair urged other governors to complete and return the governors skills audit matrix circulated prior to the meeting to the Clerk. This would aid in identifying any gaps that need to be filled particularly when seeking to fill the co-option position. Update on filling the vacancies to be provided at the next full governing body meeting.</p>
4.3	<p>DBS Checks: Governors were reminded that they are legally required to complete a DBS check including an overseas check if necessary. New governors should arrange with the school to apply for one to be carried out and serving governors should ensure that their DBS check is renewed, as necessary.</p>
5.0	<p><u>FINANCIAL MANAGEMENT</u></p>
5.1	<p>2020/21 budget and three-year projection: Miguel Diaz , School Business Manager (SBM) gave an update (via a shared screen) on the school budget. He drew attention to the simplification of the Financial Report , as per the request from governors, including the pupil numbers and comparative forecast from last year and for the 3 years (including 2020/21) going forward. It was highlighted that there had been marginal changes to the 2020/21 budget since November ; Nursery numbers were lower than projected , the amount of Pupil Premium had increased , the number of SEND pupils with EHCPs had gone down. Also, highlighted was the year-on-year increase of staffing costs and the steps taken by the school to restructure as part of deficit management.</p>
5.1.1	<p>It was noted that the current projection was for an in-year deficit of approximately £27K and that further work was being done to reduce this down and achieve a balanced budget for the year.</p>
5.1.2	<p>Q How is the school doing in terms of the deficit reduction plan ? The SBM and Head reported that the school was still working with the LA to achieve a sustainable deficit recovery plan. The priority was to stabilise the school's position over the remaining two year of the three-year plan and work towards debt recovery over 5 years. The SBM spoke about ongoing variables outside the school's control including pupil numbers, increases in staff salaries and pension contributions. The Head advised that some of the fall in pupil numbers was due to families that were being housed in temporary accommodation being moved to long term accommodation outside the area.</p>
5.1.3	<p>Q Why is there a forecast overspend of £13k in General Capital ? The SBM explained that the equivalent of this amount was capitalised from the ICT learning resources budget and spent on IT equipment , extra laptops for staff and pupils and to replace Wi-Fi which crashed.</p>
5.1.4	<p>Q Why was there a need for overtime spend on premises staff ? The SBM explained that it had been necessary to cover the long-term sickness absence of the Premises Manager. He advised that, going forward the school would be reviewing the arrangement for facilities management, catering and cleaning.</p>
5.1.5	<p>Q Is there an intention to retain the after-school provision and the existing staffing ? Clarification was provided the staff were now on temporary contracts having previously being paid via overtime claims. Consultations (including the staffing) had begun on outsourcing of the provision based on services that are line with the current offer.</p>
5.1.6	<p>The governors were referred to the DFE guidance benchmark key performance indicators and comparative table for the three years 2019/20, 2020/21 and 2021/22.</p>
5.1.7	<p>The SBM asked for feedback on the format of the report circulated. The Chair requested that governors send in any comments/feedback to the SBM by email. After discussion and consideration , the governing body voted unanimously to AGREEED the 2020/21 updated budget and 3-year plan</p>

5.2	<p>Schools Financial Value Standard: The SBM took governors through the draft SFVS documents circulated with the agenda papers prior to the meeting. He reminded that the submission last year had been prepared ahead of the reviewed budget undertaken following his appointment. The governors decided not to make any changes at that time to the 2020 SFVS submission. However, post review several issues were identified showing that the budget was in deficit. Discussion took place about the actions taken by the school since that included implementing new systems, implementation of several processes recommended by Audit and restructuring the staffing. Governors felt that the emphasis of the submission for 2021 should show that the school had made changes and were now either in line or was moving towards DfE benchmarks – reference was made to the spend on staffing , pupil ratios, educational support ; noting that the catering and cleaning were in house.</p>			
5.2.1	<p>Q What additional scrutiny will there be by the DfE in relation to 2021? It was felt that the key point in the submission was the contextual explanation of the school’s circumstances, the plan of action being undertaken by the new leadership with the support of the LA.</p>			
5.2.2	<p>Q The funding for extra tutoring is this continuing in the future ? The Head explained that it was a national scheme which was only being partly funded by the Government the school was expected to contribute. This was not affordable by the school. The school would however use the Covid Catch-up Grant was being used to employ a teacher to undertake targeted interventions as and when needed.</p>			
5.2.3	<p>Governors AGREED the SFVS for submission to the LA by 14 February 2021.</p>			
		Action	Who	When
	A1	Budget 2020/21 Budget and 3 year Plan: Agreed for submission	SBM	ASAP
	A2	SFVS ; Agreed for submission.	SBM & Chair	As required
6.0	<u>HEADTEACHER’S REPORT</u>			
6.1	<p>The Headteacher’s Report had been circulated with the agenda papers prior to the meeting. The Report included details on the progress made on the SIP priorities for 2020-21, an update on staffing, safeguarding and Inclusion, leadership and management – preparation for OFSTED including the school self-evaluation and staff CPD .</p>			
6.2	<p>It was noted that wellbeing continued to be a key concern across the school community both for pupils and staff. Information was provided about the work being undertaken with pupils and weekly engagement by the SLT with staff and interactions between staff. The Head advised of the preparation undertaken by the staff last term for remote learning that enabled the school to respond quickly to the lockdown and provide quality home/remote learning.</p>			
6.3	<p>The Head reported that the quality of the learning was being monitored, she also referred to challenges faced by some families including lack of access to devices , stressful home environments and pressures on parents. A remote parents meeting had been held for EYFS and Key Stage 1 in the previous week and parents survey undertaken. The feedback from parents was positive, they were pleased with the quality of the learning and support being provided by the school. A summary of the feedback had been circulated with the agenda papers .</p>			

	<p>A crowd funding appeal had been launched to fund additional laptops, the response was better than anticipated, the school was therefore able to top up the current stock and that provided by the DfE. The School remained in contact with all vulnerable and disadvantaged pupils. A coffee morning was being held every Friday morning parents of pupils with additional needs. Attendance monitoring was being undertaken daily to ensure that every pupil was learning.</p>
6.3	<p>One of the parent governors shared with the other governors, her experience of the home learning provision, she commented on the high quality and the engaging nature of the remote learning provision being provided.</p>
6.4	<p>There was a question (Q) Has the school been providing food parcels (as featured recently in the press) to pupils entitled to free school meals (FSM). The Head advised that the school provides its own catering service, families whose children qualify for free school meals were being provided with supermarket vouchers. It was noted that the issue raised in the press related to schools who contracted their meals provision to external providers.</p>
6.5	<p>Q Has it been necessary to change, hold or re-align any of the SIP priorities? And</p>
6.6	<p>Q Is there a difference between the provision being provided in school and that provided remotely?</p>
6.7	<p>The Head reported that pupils attending in person were also being allocated with laptops and undertake the same lessons as their peers who attend remotely. Those in school also undertake PE daily and additionally PHSE work. Governors were advised of the weekly review being undertaken of the quality of teaching, the peer observations both of which were continuing but remotely.</p>
6.8	<p>Q SIP key priority 2 - What mechanisms are in place to accurately evaluate the strengths and weaknesses across the school given the current circumstances?</p>
6.9	<p>Q Improving attendance of the disadvantaged – flagged/RAG rated as ‘red’ now ‘green’ – what are the numbers/data behind this?</p>
6.10	<p>The Head advised that the SLT have access to Google Classroom and review the quality of planning and what was being delivered, peer reviews were being undertaken by staff who were working in triads. She advised that monitoring was done weekly to embed high the standards of teaching and learning expected. Support was provided for any teachers (or other staff) who need it.</p>
6.11	<p>Q Are disadvantaged children able to access the remote learning offer? The Head referred to a digital divide; laptops were being loaned but some pupils were not using devices but receiving learning packs - she felt that it was a challenge to keep some of these pupils motivated.</p>
6.12	<p>Q The fundraising for laptops – has it helped to meet the needs? The Head advised that it had, the school had also applied to the DfE for more laptops.</p>
6.13	<p>Q Is the access to broadband an issue? It was noted that the DfE was also providing access to routers or unlimited data for parents to mobile devices.</p>
6.14	<p>The school was thanked for the online assemblies. Q Are SATS taking place this year? The Head stated that they were not.</p>
6.15	<p>Race Equality Pledge : The pledge was circulated to governors with the agenda papers prior to the meeting. The Head advised that she sits on the LA steering group. All governing bodies were being asked to agree to the pledge. The Head offered to take back any comments that the governors wish to make to the steering group; no comments were made. After discussion, the governing body unanimously AGREED the Race Equality Pledge.</p>

	The governors thanked the Head for her Report.			
7.0	<u>COMMITTEES & WORKING GROUPS</u>			
8.1	Resources committee: It was noted that no meeting of this committee had taken place since the last full governors meeting.			
8.2	Learning & Achievement: It was noted that no meeting of this committee had taken place since the last full governors meeting. The Head stated that the planned virtual link learning walk had been postponed and would be re-scheduled for later in the Spring term.			
8.3	Behaviour and Inclusion Committee: Governors noted that Lilian Brooks (LB) was the designated committee chair, she was unfortunately had not been in the best of health. The Head advised that she would contact LB and seek to arrange a meeting of this committee in the second half of the Spring term.			
9.0	<u>STAFF SURVEY</u>			
9.1	The Chair reported the discussion that she had with the Head about undertaking a staff survey. A survey had been identified at a cost of £150 which she recommends that this be used by the school. Governor can be involved/have input in the questions to be included in the survey . It was proposed and AGREED that a working group be formed (to include governors , the SLT and staff union representative) to finalise which of the questions to include.			
9.2	Q What is the rationale for purchasing a survey – why not access a free confidential survey from Google ? The Chair felt that it was important that the survey be independent and not seen as being both written and analysed by the school. The intention was to use this survey as a benchmark following the series of changes at the school ; this included the change of leadership , Covid and the restructure. One of the governors advised of a ‘sentiment tracker’ that had been used weekly by her employer to track how staff were feeling. It was noted that this was an additional element to a staff survey.			
9.3	The following governors expressed an interest in being part of the working party – DH , EH, CP, LM , CK , Chair and Head. It was intended that the Survey would be undertaken at Easter and outcomes reported back to the governors in the Summer term 2021.			
		Action	Who	When
	A3	Staff Survey: Working Group_to meet to prepare and agree the survey.	Chair & Head	By Easter 2021
10.0	<u>OFSTED</u>			
	It was noted that OFSTED were currently only undertaking safeguarding inspections and others paused due to COVID. Governors’ attention was directed to the Autumn 2020 school self-assessment which was in summary ‘Good’ in each of new framework areas.			
11.0	<u>SAFEGUARDING AND HEALTH AND SAFETY</u>			
11.1	Safeguarding report: A report was included as part of the Head’s Report . Details were provided about Looked After Children, referrals made, a dual roll child , there were no reportable accidents requiring medical intervention. The Safeguarding audit had been undertaken and 2 recommendations (Relating to the use of the Safeguarding took kits and involving children and young people in the development of equal opportunities policies) - governors were referred to the action points and the timelines for implementation .			
11.2	School Health & Safety Self-Audit : It was noted that the Risk assessments relating to Covid were in place and regularly reviewed. There were no other general health and safety issues to report for governor’s consideration. The LA online Self Audit had not so far been issued by the LA.			

12.0	<p><u>POLICY REVIEW</u></p> <p>Remote Learning Policy : The Remote Learning Policy had been circulated with the agenda papers prior to the meeting. No concerns were raised by the governors and it was noted that the policy had been published on the School website. After consideration, the Policy was AGREED.</p>									
13.0	<p><u>REPORT FROM THE CHAIR & CHAIRING ARRANGEMENTS</u></p> <p>13.1 The Chair gave a report back on her attendance at the termly LA Chairs briefing recently , she advised of a representative from Public Health England and the roll out of the Councils Race Equality pledge. The Chair felt that the briefings were useful and good quality and a good forum for sharing ideas between Chairs of governing bodies from other schools.</p> <p>13.2 The Chair advised of her intention to stand down at the end of the academic year. She spoke about the need for succession planning and advised that there was training available from the LA for aspiring Chairs and Vice Chairs. There was an options available, if there was no one willing to put themselves forward would be to seek to recruit a Chair using the Co-option vacancy. She urged that any one interest in the role to contact her, the Head or Vice Chair to discuss the matter. It was AGREED that the item – Chairing Arrangements be included on the agenda of the remaining full governing body meetings during the year .</p>									
14.0	<p><u>GOVERNING BODY ACTIVITIES, TRAINING AND INFORMATION FOR GOVERNORS</u></p> <p>14.1 Governing Body Skills Audit : Governors were urged to complete and send in the skills audit document to the Clerk , if they had not already done so.</p> <p>14.2 Governing Body training : A copy of the current training programme for governors had been circulated with the agenda papers. The Chair drew particular attention to the induction for new governors and the course on Effective Charing. It was noted that courses were taking place remotely and that booking must be completed online – a link to the arrangements was provided. .</p> <p>14.3 Half Termly Governors Newsletter – for subscribing schools. Governors were advised that the LA will be providing a Newsletter each half term.</p>									
15.0	<p><u>DATES AND TIMES OF FUTURE MEETINGS 2020/21</u></p> <p>15.1 It was noted that the future meetings for the remainder of the academic year were as follows :-</p> <table border="0" data-bbox="204 1400 1514 1624"> <thead> <tr> <th data-bbox="204 1400 550 1435"><u>FGB (7:00 pm Start)</u></th> <th data-bbox="571 1400 917 1435"><u>Resources (4:30 pm start</u></th> <th data-bbox="938 1400 1385 1435"><u>Learning & Achievement (4:30pm)</u></th> </tr> </thead> <tbody> <tr> <td></td> <td data-bbox="571 1458 798 1494">Tues 9 Feb 2021</td> <td data-bbox="938 1458 1361 1494">Thurs 11 Feb 2021 * <i>Postponed</i></td> </tr> <tr> <td data-bbox="204 1516 550 1624"> <ul style="list-style-type: none"> ▪ Mon 29 March 2021 ▪ Mon 26 April 2021 ▪ Mon 14 June 2021 </td> <td data-bbox="571 1547 817 1583">Tues 18 May 2021</td> <td data-bbox="938 1547 1201 1583">Thurs 20 May 2021</td> </tr> </tbody> </table> <p>15.2 Behaviour & Inclusion Committee : Meeting dates to be decided.</p> <p>15.3 Learning & Achievement : It was noted that this meeting which was to be a virtual learning walk had been postponed. Arrangements would be made for a learning walk to take place in the second half of the Spring term.</p>	<u>FGB (7:00 pm Start)</u>	<u>Resources (4:30 pm start</u>	<u>Learning & Achievement (4:30pm)</u>		Tues 9 Feb 2021	Thurs 11 Feb 2021 * <i>Postponed</i>	<ul style="list-style-type: none"> ▪ Mon 29 March 2021 ▪ Mon 26 April 2021 ▪ Mon 14 June 2021 	Tues 18 May 2021	Thurs 20 May 2021
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16.0	<u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u>
16.1	Minutes: The minutes of the meeting held on Monday 23 November 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.
16.2	Matters Arising : There were no matters arising that had not been covered earlier in the meeting.
17.0	<u>OTHER BUSINESS</u> Fundraising : The governors noted and commended the work of the RGSA in raising funds to purchase laptops for pupils at the school. .