

THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body of Rushey Green Primary School held at the school on Monday, 23 January 2017 at 7.00 p.m.

PRESENT

Mr O. Ajayi
Mrs N. Evora-Kouassi
Ms C. Kiwanuka
Ms C. Marks-Menzies
Ms A. McGarrigle Vice Chair
Ms Y. Morris Headteacher
Ms S. Phipps
Ms R. Pott-Negrine
Mr G. Rees Chair

Also present:

Ms N. Badar Deputy Headteacher
Mrs J. Woods Clerk

1. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies for absence were received with consent from Ms Banning, Ms Coban, Ms Greene, Ms Montague, and Ms Thomas.

Governors were reminded that they must declare conflicts and pecuniary interest before items were discussed, and must withdraw from the meeting while the item was under discussion.

2. TO AGREE THE BUSINESS FOR THE MEETING

The order in which items were to be discussed and those items which would be considered as urgent business was agreed.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

(a) To approve the minutes of the meeting held on 28 November 2016

It was **RESOLVED** that the minutes of the meeting held on 28 November 2016 be approved as a correct record.

(b) Matters arising

(i) Page 1, Minute 3(b)(i) – Register of Interests

The Clerk reported that Ms Gregory and Canon Pickstone had not yet completed their forms for the Register of Interests, and undertook to email them both again to remind them that the forms must be completed and published on the school website.

(ii) Page 1, Minute 3(b)(ii) – Website

It was noted that only some governors' photographs had been included on the school website, and there was discussion on whether it was better to remove the photos rather than have an incomplete set of pictures. It was **RESOLVED** that all governors' photographs would be removed from the website with the exception of the Chair and Vice Chair.

(iii) Page 1, Minute 3(b)(iii) – National database of governors

Ms Morris confirmed that the governors' information had now been uploaded to Edubase.

(iv) Page 2, Minute 3(b)(iv) – Safeguarding guidance

Copies of the Department for Education (DfE) guidance ‘Keeping children safe in education’ had been circulated with the agenda. Although this had previously been brought to governors’ attention on previous agendas, and all governors had been given a link to the guidance, the Ofsted inspector had commented that there should be a written record that all governors had read and understood the guidance. Accordingly, a sheet was circulated at the meeting for governors to sign to this effect, and was passed to the Headteacher at the end of the meeting.

4. GOVERNING BODY

(a) Changes to the Governing Body

End of term of office

Name	Category	With effect from
Mr G. Rees	Parent	4/2/17
Ms A. McGarrigle	LA	20/2/17

The Clerk informed governors that Ms McGarrigle had been put forward to Mayor and Cabinet for re-nomination as the local authority governor; although this appointment would be for a period of four years, Ms McGarrigle indicated that she was unlikely to continue in office after the end of the academic year because she was keen to become a secondary school governor.

It was noted that Mr Rees’s term of office was due to end on 4 February, but that he would not be eligible to stand for election as a parent governor because he no longer had a child at the school. It was proposed that he should be appointed to fill the remaining vacancy for a co-opted governor in view of his skills and experience as a governor at the school for many years. It was **RESOLVED** that Mr Rees be appointed as a co-opted governor for a four year period of office with effect from 4 February 2017, and arrangements would be made for a parent governor election to take place.

Governors noted with regret that Ms Thomas would be leaving Rushey Green at half term to take up a post at a school closer to home. Unfortunately, the meeting had clashed with the introductory day at her new school, and she had therefore not been able to attend the Governing Body meeting. Governors wished to record their appreciation for her hard work and commitment both as a teacher and governor, and wished her well for the future. It was agreed that Ms Morris would arrange for a staff governor election to take place to appoint her replacement.

(b) Review of committee membership and link governor responsibilities

Governors reviewed their current committee membership and link governor responsibilities, and made changes as shown in the attached appendix. For the benefit of new governors, the Chair explained the role of link governors, and reminded all governors that they should complete a written report following each visit.

It was recognised that the link governor review timetable was out of date, and a number of visits had not taken place as a result of changes in membership. It was **RESOLVED** that the Clerk would arrange to update and circulate the new timetable. Ms Morris agreed to provide updated information on the staff co-ordinators for each area.

5. REPORTS FROM COMMITTEES, LINK GOVERNOR REPORTS VISITS TO THE SCHOOL, AND TRAINING

(a) Reports from committees

(i) Finance and Personnel Committee

The minutes of the meeting of the Finance and Personnel Committee held on 8 November 2017 were received. Mr Rees reminded governors that at the last meeting it had appeared that the school would end the financial year with a deficit of £20,000, but the revised monitoring report indicated that, as a result of further savings, there would now be a surplus of £20,000. Having ended the 2015/16 financial year with a deficit of £117,000, savings of around £140,000 had been made during the current financial year, which it was agreed was a remarkable achievement.

Governors were informed that the local authority had warned that all schools in Lewisham would face an 11% reduction in their budgets over the coming three years as a result of reductions in government funding and increased staff costs. At Rushey Green, which had a budget of £4m, this would represent a reduction in available funding of over £400,000. The recent budget savings would be very helpful in starting to build up a buffer against the coming cuts.

Mr Rees said that she had asked Howard Hawes to produce the three year budget projections for discussion at the forthcoming meeting of the Finance Committee. Discussions would then take place with the Senior Leadership Team to agree priorities and identify areas for further budget savings.

Ms Morris had suggested that additional income could be generated through setting up a school fund, and she would be bringing proposals to the Finance and Premises Committee. It was that this would be a voluntary fund, and parents would be asked to contribute £40 per year for each child; with a school roll of 700 children, this would bring in a significant amount of extra funding.

Governors were reminded that the Committee's terms of reference had been circulated with the agenda for the last meeting and it was **RESOLVED** that the terms of reference be ratified.

(ii) Curriculum Committee

The minutes of the meeting of the Committee held on 14 November 2016 were received. At their meeting, the Committee had received a detailed presentation on the science curriculum, and had reviewed the Behaviour Policy. The Committee's terms of reference had been circulated with the November Governing Body agenda, and it was **RESOLVED** that the terms of reference be ratified.

(iii) Premises Committee

The minutes of the meeting of the Committee held on 23 September 2016 were received. Mr Rees informed governors that all of the main issues around the new build had now been resolved, and he hoped that expenditure on maintenance going forward would be low. The terms of reference had been circulated with the November agenda, and it was **RESOLVED** that the terms of reference be ratified.

(iv) Pay Committee

The terms of reference for the Pay Committee had been circulated with the last agenda, and it was **RESOLVED** that the terms of reference be ratified.

(b) Visits to the school, meetings attended, and other activities

Mr Rees and two other governors had been into school for lunch on the recent INSET day. This had been very enjoyable, and it had been clear that the children were enjoying the new chef's food. Governors were pleased to note that the kitchen had been awarded a 5* hygiene rating.

Mr Rees had attended the Key Stage 1 carol service at St Laurence's Church at the end of the autumn term, and Ms McGarrigle had been to the Key Stage 2 carol concert. They both congratulated the children on their beautiful singing. Ms Badar informed governors that this it had been necessary to split the school for the Christmas performances for the first time this year in view of the further increase in size of the school.

It was noted that Mr Ajayi had been in school the previous week for the health and safety self audit.

(c) Governing Body training

Ms Kiwanuwa and Ms Pott-Negrine had both attended the new governors' induction training, which they had found very useful. Ms Marks-Menzies and Ms Evora-Kouassi were both due to attend the induction training on 25 February.

6. OFSTED

Mr Rees fed back on the recent Ofsted inspection. Rushey Green had been judged to be a good school, and the findings of the inspection had been overwhelmingly positive, with very few criticisms. It was noted that this had been a one day inspection, and under the new framework, detailed reports were no longer produced. Instead, the findings of the inspection had been summarised in a letter, which served as a mini report. The inspector had identified that, although the results for the most able children were above average, they were not as strong as in other areas, and a recommendation had been made that further work was needed in respect of the progress and attainment of more able pupils. Ms Morris said that this had already been included in the School Improvement Plan, and the inspector had acknowledged that the school had begun to address this issue.

Governors congratulated the school for a very successful outcome.

7. SCHOOL IMPROVEMENT PLAN AND SCHOOL SELF EVALUATION

Ms Morris gave a presentation on progress with the key areas from the School Improvement Plan (SIP). She reminded governors that the SIP was a tool for school improvement and preparation for Ofsted and was updated on a regular basis; the latest update of the Plan had been completed that day.

Ms Morris said that the Self Evaluation Summary had not changed since the last time it was circulated to governors.

Teaching and learning - assessment

- Teachers were planning creatively to meet the needs of all pupils, and were ensuring that the whole National Curriculum was covered for each year group.
- Governors noted the dates of staff meetings and INSET days. A staff meeting had taken place on creative planning for English on 5 October, which had also covered history objectives as well as English, which helped to make planning more wholesome and creative. Science planning meetings had taken place on 3 November and 7 December. The INSET day on 3 January 2017 had focused on pace and challenge, and the importance of challenge for all children, particularly the most able. A timetable had been agreed for the Senior Leadership Team to go into classes to look at lessons, particularly geared to pace and challenge, and to give feedback to staff afterwards. A meeting was planned for 22 March

which would look at creative planning in more detail, and the inclusion of the 'wow factor' in planning.

- Work was being marked to inform children how well they were doing, what they needed to do next, and to provide support and challenge, together with in depth learning. It was noted that the Marking Policy had been updated, and the presentation and quality of marking had been judged as good by Ofsted. Ms Morris emphasised the need to monitor marking rigorously. Ms Badar said that she was considering reviewing the Marking Policy again with a view to identifying whether any unnecessary work was being carried out, which could help with teachers' work/life balance. She said that if a child was really struggling, she did not want them to be demoralised by highlighting all spelling errors, for example, and said that this had been discussed by the School Council, who had said that they did not like it when teachers marked too much. It was noted that consideration of marking would be ongoing.
- Teachers were using the tracking system for recording curriculum coverage and pupil understanding, which helped to inform planning. A staff meeting was due to take place later that week to look at the live tracker.

Personal development, behaviour, and welfare

- It was noted that attendance was currently at 96.18%, which was slightly above the target of 96%. Governors asked what had been done to improve attendance, and Ms Badar explained that parents were told to keep their children away from school for shorter periods when they were unwell, and parents' attitude towards attendance was gradually changing as a result of the work carried out by staff to improve attendance, and they were no much more supporting.
- The school worked hard to keep abreast of all revisions to safeguarding procedures and to maintain high quality impact. Ms Morris informed governors that Natasha Orumbie, the new Local Authority Designated Officer for safeguarding, had been extremely helpful. She had given excellent advice, and had helped the school to adapt the Single Central Record, as well as providing a comprehensive checklist. Governors were reminded that Ofsted had been satisfied with all the safeguarding procedures in place.
- There was discussion about the success criteria for the aim to maintain good behaviour around school and support children with behaviour management difficulties, and it was agreed that these would include fewer children in the reflection zone and having less behaviour incidents reported. Changes had been made at lunchtime to the support for more challenging boys. Ms Morris said that one child from Key Stage 1 had been moved to another class for a fresh start, as had one Key Stage 2 child. Mr Rees commented that he felt the school had a very calm and well organised atmosphere when he had visited in the early morning, and the children settled in well.

Teaching and learning - curriculum

- As previously noted, a staff meeting had taken place on creative planning, and staff had looked at different genres of writing as part of the aim to continue to raise the standard of writing throughout the school and across the curriculum. It was noted that the local authority had organised a writing moderation conference, and teachers had looked at levelling. Ms Badar said that Rushey Green would be hosting the next conference for Key Stages 1 and 2.
- There was a focus on improving handwriting, and Ms Badar informed governors that staff would be using an online tool which helped children with the formation of letters.
- Staff were focusing on problem solving and times tables in maths, and the Senior Leadership Team had seen evidence of problem solving in children's books. At governors' request, Ms Badar explained the strategies that were used to support children in learning times tables.

- The expected standards of performance and outcomes were made clear to all teachers, and targets were set.
- There had been discussion about how the foundation subjects were assessed, and the geography and history co-ordinators were looking at their subjects.

To manage and reduce the budget deficit

As noted earlier, significant savings had been made to the school budget, and it was now forecast that the deficit had been replaced by a modest end of year surplus. One of the ways in which a saving had been achieved through the reduction of the equivalent of two full time teaching assistants; in the past, all classes had been allocated a full time teaching assistant for five days per week, but in Years 4 and 5, this support had been reduced to four days per week. In addition, agency supply cover had been reduced substantially, and all cover was now provided in house. However, Ms Morris said that she was extremely apprehensive about the budget challenges which the school would face over the next three years, and how the school would cope.

The Chair acknowledged that if the cuts took place, it would be very difficult to manage, and said that a strategic plan should be developed to manage the reduction in income. However, he pointed out that the deficit had already been reduced significantly. It was suggested that a brainstorming session could be organised to look at ways of generating income; Mr Rees said that this had been discussed on a number of occasions since the new school had been completed, and consideration had been given to using an events co-ordinator, but it had not been possible to identify a suitable person to take on this role.

It was noted that St Dunstan's hired out their hall and canteen each Saturday at a cost of £5,000, and it was **RESOLVED** that Ms Morris would contact the school to discuss how they operated their lettings. It was noted that some parents had asked about weekend tuition classes at the school, but this would be difficult to organise.

Mrs Evora-Kouassi said that she was aware of organisations which wanted to hire halls for the French holiday period, and she undertook to find out how much was charged, and governors could then consider whether it would be possible to undercut these charges. Mr Rees stressed that the school's admin staff did not have the capacity to advertise the availability of the school for lettings, but every effort would be made to accommodate any organisation which approached the school.

8. RAISING ACHIEVEMENT BOARD

For the benefit of new governors, Mr Rees explained the purpose of the Raising Achievement Board (RAB), and the involvement of the School Improvement Adviser. Now that the school had seen significant improvements in progress and attainment, the RAB had been discontinued.

9. SCHOOL ACHIEVEMENT REVIEW

Copies of the autumn term School Achievement Review (SAR) had been circulated with the agenda. Mr Rees had been present at the review, which had taken place on 3 October with the new School Improvement Adviser. Governors agreed that they liked the new format for the report, and the way in which it had been written, which made it much more easily understandable. There was discussion about the section on leadership and management, which had recognised that, although staffing was currently fairly stable, there had been a substantial turnover of governors over the last year, as well as a new Chair, but the changes were now starting to bed down well.

Ms Morris drew governors' attention to the comment made that the school was not at least maintaining or improving on its previous Ofsted judgment, which had been contradicted by the recent Ofsted judgment of good. Mr Rees informed governors that the School Improvement Adviser's reasoning for his comment was largely because of small points on inconsistency in marking. He had classified the school as 'amber' and Ms Morris explained the meaning of the

RAG rating system to new governors. A categorisation meeting was due to take place the following day, and it was hoped that Rushey Green would now be classed as a 'green' school; if this was the case, the level of local authority support would reduce.

10. EQUALITIES DATA AND OBJECTIVES

Governors were reminded that they were required to publish their equalities data online and set equalities objectives for the next four years. The data and objectives should be reviewed and updated annually, and the Equalities Policy should be reviewed every four years; it was noted that, at Rushey Green, this Policy was currently reviewed biennially. It was **RESOLVED** that consideration of the equalities data, objectives, and Policy would be delegated to the Finance and Personnel Committee.

11. FINANCIAL MANAGEMENT

(a) 2017/18 budget and three year projection

Governors noted that the final date for submission of the 2017/18 budget to the local authority had been brought forward to 1 May 2017. In view of the timing of the Easter holidays and the limited time available at the start of the summer term before the deadline, it was **RESOLVED** that the Finance and Personnel Committee be authorised to set the 2017/18 budget. It was agreed that the budget information would be circulated to all governors prior to the meeting of the Committee, and a full report would be made to the meeting of the Governing Body on 15 May 2017.

(b) Schools Financial Value Standard (SFVS)

Governors were reminded that the deadline for submission of the SFVS documentation was 31 March 2017, and authority had been delegated previously to the Finance and Personnel Committee to consider and agree the documentation on behalf of the Governing Body.

12. PUPIL PREMIUM AND SPORTS PREMIUM

(a) To receive a report on the use and impact of the Pupil Premium

Governors were reminded that schools must publish their Pupil Premium strategy on the website and must include information on the amount of funding received for the current academic year, a summary of the barriers to educational achievement faced by disadvantaged pupils, how the Pupil Premium will address these barriers and the reasons for this approach, how the school will measure the impact of the funding, the date of the next Pupil Premium strategy review, and how the allocation for the previous academic year was spent and its impact on the educational attainment of disadvantaged children. It was recommended that governors should receive a termly report on the use and impact of the Pupil Premium Grant, and it was **RESOLVED** that this would be included in the Headteacher's termly report.

(b) To receive a report on the use and impact of the Sports Premium

Schools must also publish details on the website of how the PE and Sports Premium was spent last year, and the impact it had made to pupil performance. It was **RESOLVED** that a detailed report would be included in the Headteacher's termly report to the Governing Body to ensure that governors were fully aware of how this funding was used.

13. SAFEGUARDING

Governors' attention was drawn to the items in the Governors' Information Pack relating to safeguarding. It was recommended that a termly report should be made on general safeguarding issues, the Single Central Record, the Section 11 audit, and any visits made by the Safeguarding Link Governor. Schools should now be reporting more detailed statistical information relating to safeguarding, including referrals made and meetings attended. It was

RESOLVED that this information would be included in the Headteacher's termly report to the Governing Body.

14. HEALTH AND SAFETY

(a) Termly report

Governors were reminded that the local authority felt that health and safety should be a higher priority, and governors' attention was drawn to the item on page 16 of the Governors' Information Pack which highlighted some of the issue raised by the new Health and Safety Schools Adviser. In particular, it was noted that schools were required to have a health and safety committee, which could include governor representation, and to ensure that there were adequate policies in place to address all of the workplace hazards in the school. There was also a requirement for schools to report accidents to the Council, and the Governing Body should receive regular information on accidents and incidents for analysis.

It was **RESOLVED** that a termly report on health and safety, including accidents, would be included in the Headteacher's report.

(b) School health and safety self monitoring checklist

It was noted that Mr Ajayi and Mr Gibbs had completed the annual health and safety self audit and the school had scored 94%. The audit had been returned to the local authority before the new deadline of 27 January.

15. INFORMATION TO BE PUBLISHED ON SCHOOL WEBSITE

Governors were reminded that they were responsible for ensuring that the information available on the school website complied with the Department for Education's guidance. Ms Morris said that Howard Hawes had oversight of the website, and it was currently fully compliant.

16. COMPLAINTS PROCEDURE

It was noted that all schools must have an agreed procedure for handling complaints, which should be published on the website, and governors were recommended to review the Complaints Policy against the Department for Education's Complaints Toolkit. Ms Morris reminded governors that the Complaints Policy had been updated in 2015, and was due for further review.

17. INFORMATION ITEMS FROM THE GOVERNORS' INFORMATION PACK

Governors' attention was drawn to the following items from the Governors' Information Pack.

- **Improving governance** - pages 3-4
This item summarised the key findings and recommendations from the recent Ofsted report 'Improving governance: governance arrangements in complex and challenging circumstances'.
- **Revised statutory guidance on governing body constitution** - pages 4-5
A revised edition of the statutory guidance on the constitution of governing bodies had been issued in October 2016, which addressed the requirement for all governors to have an enhanced Disclosure and Barring Service check, the supply of governors' information to the DfE, governor training and development, and clarification of information on parent governors.
- **Multi academy trusts: good practice guidance and expectations for growth** - page 6
A link was given to the DfE guidance on establishing and developing multi academy trusts.
- **Budget update** - pages 10-14
The budget update gave information on the schools funding settlement for 2017/18, explained the reasons for the 1.5% increase in the Dedicated Schools; Grant, and explained the pressures which schools would face in the coming years through higher staff costs, changes to the Early Years funding, and changes to the Education Services Grant. The

article also gave information on the new National Funding Formula and the potential impact this would have on Lewisham schools

- **Pupil Premium budget for 2016/17 and reporting required** - pages 14-15
Details were given of the Pupil Premium budget and the information which must be included in the information to be published on school websites.
- **Schools' HR annual health check visits** - pages 15-16
It was noted that all schools which purchased the HR advisory services element of the HR service level agreement were entitled to an annual health check to discuss and plan for future priorities. It was agreed that Ms Morris would contact Tony Treacey to arrange for this to take place.
- **Health and safety bulletin: spring term 2017** - pages 16-17
This item highlighted the issues raised by the new Health and Safety Schools Adviser, and set out governors' responsibilities in respect of health and safety.
- **Coasting school numbers and definition** - page 18
A definition was given of the criteria which would be used to determine whether a school was coasting; this had been amended to reflect the changes to the assessment system,
- **Knowing and comparing your school: update to Key Stage 2 performance tables** - page 19
This article gave a link to the Key Stage 2 performance tables for 2015/16, and details of the comparative performance database which was now accessible by members of the public.
- **New guidance on calculating Progress 8 and Attainment 8** - pages 19-20.
A summary was given of how the new progress 8 and attainment 8 measures were calculated and how GCSE grades would be translated to the new grading system.
- **Lewisham Virtual School** - pages 22-23
This item gave information about the role and responsibility of the Virtual School in respect of support and advice on the educational progress of looked after children.
- **Safeguarding link governors** - pages 24-26
Information was given on the role of safeguarding link governors, and included a list of suggested questions which could be asked by governors.
- **Inspection and revisions to safeguarding guidance** - pages 27-28
This article included a link to a blog produced by the National Director of Education at Ofsted about inspection and revisions to safeguarding guidance, and summarised his key messages. A further link was also included to Part 1 of the guidance 'Keeping children safe in education'.
- **Update on the Lewisham Alternative Provision Review** - pages 28-29
The ten key recommendations from the Review Action Plan were included in this article; the Action Plan had been produced following the review of structures and systems for Lewisham alternative provision in all key stages.
- **Lewisham Fair Access and Managed Moves protocols** - page 29
This item gave a link to the Managed Moves Protocol and Fair Access Protocol, which had been reviewed and revised in collaboration with primary and secondary headteachers.
- **School attendance guidance updated** - pages 30-31
A link was given to the updated guidance on school attendance which reflected the amendments in 2016 to the Education (Pupil Registration)(England)Regulations 2006.
- **How does the attainment of disadvantaged pupils vary between ethnic groups?** - page 33
A summary was given of the key findings of a report by the Sutton Trust on variations in the academic attainment of disadvantaged pupils at 16 between different ethnic groups. The report also looked at the rates of university entrance by different ethnic groups.
- **EEF funded study found positive impact from primary school breakfast clubs** - pages 33-34
This article summarised the results of a recent randomised controlled trial carried out by the Education Endowment Foundation of children who attended breakfast clubs, which showed that these children benefited from an improvement in their reading, writing, and maths.
- **Online toolkit to measure and monitor children's and young people's mental wellbeing** - page 34

Information was given on the new online toolkit which had been launched to support school staff in measuring and monitoring the mental wellbeing of children and young people.

18. LEWISHAM GOVERNORS' ASSOCIATION

It was noted that the annual Governors' Conference would be held on Saturday, 6 May 2017, and would have a theme of inclusivity. Any governor wishing to attend was recommended to book early to ensure that they secured a place.

Mr Ajayi informed governors that he had now been elected to the LGA Management Committee.

19. URGENT BUSINESS

No items of urgent business were raised.

20. DATES AND TIMES OF FUTURE MEETINGS

Governors were reminded that the following dates had been agreed for meetings of the Governing Body and committees for the remainder of the 2016/17 academic year.

Governing Body

Monday, 13 March 2017

Monday, 15 May 2017

Monday, 26 June 2017

All meetings to start at 7.00 p.m.

Finance Committee

Tuesday, 31 January 2017

Tuesday, 9 May 2017

All meetings to start at 4.30 p.m.