

FULL GOVERNING BODY VIRTUAL MEETING

TUESDAY, 20 OCTOBER 2020 AT 7.00PM

Membership

Name	Type	Term expiry date	Attendance
Katy Jackson	Parent Governor Co-Chair of Governors	19/12/2021	Present
Helen Walsh	Co-opted Governor Co-Chair of Governors	14/09/2024	Present
Lucy Freestone	Parent Governor	01/09/2023	Present
Alison Vaughan	Co-Opted Governor	15/01/2022	Present
Deborah Smith	Parent Governor	31/07/2022	Present
Camilla Bolt	Parent Governor	12/11/2022	Present
Sophie Papworth	Co-opted Governor	25/03/2022	Present
Fiona Doyle	Co-opted Governor Vice-Chair of Governors	21/11/2021	Present
Ally Tansley	Co-Opted Governor	31/08/2021	Present (until 7.45pm)
Costa Constantinou	Co-Opted Governor	20/01/2024	Present
Simon Green	Local Authority Governor	15/05/2023	Present
Sally Eustance	Staff Governor	19/10/2021	Present
Emily Gazzard	Associate Member	N/A	Apologies
Maria Panayiotou	Associate Member	N/A	Present
Adrian Hall	Headteacher	N/A	Present
Vacancy	Parent Governor	N/A	N/A
Vacancy	Co-Opted Governor	N/A	N/A

Also in attendance:

Tracy Graham – School Business Manager (until 7.20pm)

Hannah Cleary – Clerk

Minutes (For the action log, see Appendix 1 attached to the minutes)

1. Apologies for absence

- 1.1. The Co-Chairs welcomed all attendees to the virtual meeting.
- 1.2. There were no apologies for absence.

2. Declarations of Interest

- 2.1. Annual declaration of interest forms 2020/21 had been completed by all Governors.
- 2.2. There were no new declarations of interest in relation to any items on the agenda or gifts/hospitality.

3. Late items and order of business

- 3.1. There were no items of additional business.

4. Minutes of the last meeting

- 4.1. The minutes of the last meeting held on 15 September 2020 were **approved** as a true record.
- 4.2. There were no matters arising not already covered by items on the agenda.

5. Membership

- 5.1. The Governing Body **noted** that nominations were being sought for the Parent Governor vacancy with a closing date of 22 October 2020. Once this appointment had been made, arrangements to fill the Co-Opted Governor vacancy would commence. Details would be brought to the next meeting.
- 5.2. There were no other changes to membership or terms due to expire to note.

6. Budget monitoring/update

- 6.1. The Governing Body **reviewed** the income vs actual report and commentary as circulated in advance of the meeting and detailed at **Appendix 2** to the minutes.
- 6.2. The following points were highlighted:
- The school remaining open was beneficial for the overall financial position;
 - Around £5-6k pf surplus per week had been generated from the summer catch-up programme;
 - There had been some additional costs incurred as a result of the pandemic including cleaning. Some costs were expected to remain higher whilst the current circumstances and guidance remained in place. An application had been made for some costs to be reimbursed from central funds and income of around £5k was expected to be received by the end of November;
 - The LA had agreed a loan of £200k; £80k of this had been spent so far. Improvements in the overall budgetary position were expected due to increases in income from extended day provision and catch-up premium;
 - It may be necessary to re-profile the budget in December 2020 to take into account significant changes to income and expenditure;
 - Pension and pay grants were expected to be received in 2020/21 but it was unclear if these would continue from 2021/22 going forward. The overall review of the national funding formula (NFF) remained ongoing;
 - Some changes had been made to the national terms and conditions for support staff that impacted the budget and were detailed in the Pay Policy 2020/21 (see item 10).

- 6.3. Governors asked **questions** as follows:

Q: Has any income been received from donations?

A: The original budget included a projection of £10k income from donations; at present there was expected to be around £20k of donation income. Careful consideration would be given to how this would be spent to maximise the benefits to the pupils and outcomes. Some further income was also expected from extended day provision (including higher bookings for the holiday club) that would improve the overall financial position. The budget was based on the worst-case scenario and the additional income was expected to improve the projected position.

Q: What will the donations be spent on?

A: It is expected that donations will be used to support whole school improvement and curriculum resources. Spending will be documented so that details can be shared with the school community.

Q: Have the prices charged for lettings increased?

A: There hasn't been any change to the prices charged for lettings. Some groups have been unable to continue with their regular lets due to the pandemic. Those that continued had risk assessments in place that had been reviewed by the school and cleaning arrangements were also in place to minimise risk. Cleaning materials were also provided as part of the lettings package.

Q: Are there any further ways of generating income or making savings?

A: All appropriate methods are in place to generate income and this continues to be maximised as far as possible. At present there is not expected to be a need for a staffing restructure. At present 89% of LA income is spent on staffing.

6.4. Governors **thanked** the School Business Manager for attending and providing detailed reports.

6.5. The School Business Manager left the meeting at 7.20pm.

7. Co-Chair's Report

7.1. The Co-Chairs provided an update to the Governing Body as follows:

- The NGA learning link had been engaged to provide online training at a small cost of £140 and Governors were encouraged to complete the e-modules;
- The LA BAME newsletter would be circulated to all Governors;
- Ofsted were expecting to resume full inspections from January 2021. Some visits were taking place to review recovery curriculum arrangements. Preparing for Ofsted reviews would be undertaken by the working groups;
- The recent Chairs Forum had included items on parental engagement that was more challenging during the pandemic. Governors would operate an online surgery for parents in place of attendance at parents evening;
- Staff and pupil surveys would also be developed by the working groups;
- Consideration was being given to how monitoring visits could be conducted virtually, and updates would be brought to a future meeting.

7.2. Governors thanked the Headteacher and staff for their ongoing efforts and commitment to the pupils.

8. Headteacher's Report

8.1. The Headteacher referred to the report that had been circulated in advance of the meeting setting out an update on context and admissions; attendance; staffing, staff wellbeing; safeguarding; behaviour; baseline assessments; recovery curriculum and school priorities 2020/21. The following points were highlighted:

- There were currently 703 pupils on roll;
- There had been two confirmed cases of Covid-19 and guidance and advice from the LA and Public Health England had been followed;

- The positive tests had required the closure of two pod groups and after school provision had also been impacted;
- Following the positive tests, a new reporting system was available via the school website with a direct link to SLT staff;
- Fund raising with the school community had raised £24k with further events planned. Thanks were passed to RAPSA and parents for continuing to support the school. A letter would be sent after the half-term break;
- The current arrangements for Fridays were expected to continue until the end of the autumn term. A plan for a full return was expected to be implemented from spring 2021 via some changes to staff training and PPA time to facilitate this;
- Attendance remained good and robust approaches continued to be taken in line with the relevant policies and procedures;
- Some changes had been made to support staff wellbeing including pausing learning walks and formal observations; although performance management meetings would continue;
- Safeguarding concerns continued to increase in comparison with 2019/20. There was an increase in need for counselling services and the student social worker due to join the school shortly would provide support and capacity for wellbeing;
- A virtual tour of the school and online assemblies would be circulated to Governors.

8.2. Governors asked **questions** as follows:

Q: Has there been any further parental feedback on the arrangements for Fridays since the last meeting?

A: One question has been raised about the areas of the curriculum impacted by the arrangements for Fridays. Changes have been made to lunches and assemblies to provide the time required to close at an earlier time; rather than a reduction in lesson time.

Q: Has there been any changes that you would like to see continue going forward?

A: Some changes to the communication channels for parents have resulted in improvements to office systems and capacity. The parents evening held remotely was successful and sessions did not overrun. However, parents would be provided with more information going forward to improve explanations of data and pupil outcomes.

Q: The report details that two new NQTS have joined. Will the usual mentoring programme be available?

A: One NQT has been engaged to support maternity cover; and the second to provide more release time and support for SLT. Both NQTs had appointed mentors and the appropriate support and target setting was in place as per the usual process.

Q: Has behaviour been good?

A: There have been some challenges with behaviour. There had been one fixed term exclusion and steps had been taken to provide support. This included engaging the sports coaches to provide structured play opportunities and extra support for emotional needs.

Q: Had any teaching taken place before the baseline assessments were undertaken?

A: No, no teaching had taken place when these were undertaken to provide a true picture of attainment data. The data is presented in contrast with the last assessment undertaken in spring 2020.

Q: Are there any year groups causing concern?

A: Year 4 remains a lower attaining year group with high levels of SEND. Whilst there is a strong team and strategies in place; raising attainment remained challenging. Overall, the baseline assessments were as expected, although some dips, e.g. in maths were more than anticipated.

Q: Is there a reason for the dip for pupils moving into KS2?

A: There is a significant difference in content and expectations between the KS1 and KS2 curriculums and this is a big change when pupils join year 3. Data is affected nationally and is an issue experienced by all schools.

Q: Are you expecting to see an improvement in the closing of learning gaps?

A: The plans and support in place are expected to show improvements by the end of the autumn 2020 term.

Q: Is home/online learning provision in place for pupils needing to isolate?

A: Yes, the plan B arrangements are in place to provide home learning via see saw and tapestry. All teachers are recording lessons that were available along with other online working tasks.

Q: What help has been offered to families with ICT challenges?

A: Applications were made to provide laptops via the DfE scheme and equipment had been loaned by the school. Some parents had donated laptops and RAPSA had also provided £9k of funds that had been spent on equipment for home learning and recording. Staff were also able to access a salary sacrifice scheme to purchase ICT equipment.

Q: Have any changes been made to the online safety procedures or training?

A: The policy was in the process of being updated based on the latest DfE guidance. Systems already in place were secure and robust and pupil accounts could be monitored by the school to support safeguarding and ensure that regular contact was maintained with families.

Q: How are teachers supported to record lessons?

A: LSAs are providing some cover for teachers to record lessons.

Q: Will assessments go ahead in summer 2021?

A: At present the phonics test is due to be taken by year 2 pupils in December 2020 and the other formal assessments are expected to go ahead in summer 2021. Priority remained on closing learning gaps rather than preparing for the formal assessments at the current time.

- 8.3. Governors **thanked** the Headteacher for providing a detailed update and asked that thanks and support be passed on to all staff for their continued outstanding efforts and dedication to pupils.

9. Strategic Thinking

- 9.1. Governors agreed to appoint Chairs of the working group as follows:
- i. Governance, School Vision and Strategy, Governor Training: Helen Walsh
 - ii. BAME Curriculum: Fiona Doyle
 - iii. Future of the school name: Katy Jackson
- 9.2. Lucy Freestone advised that the DfE training programme Governor Space was available, and Governors were encouraged to participate.
- 9.3. Deborah Smith had completed PREVENT training.
- 9.4. Governors were reminded to complete the PREVENT and online safer recruitment training via the Key.
- 9.5. Lucy Freestone had reviewed the Single Central Record and undertaken a safeguarding monitoring visit. A further visit had been arranged for spring 2021.
- 9.6. Alison Vaughan would be undertaking a staff wellbeing monitoring visit by phone.

10. Policies/documents

- 10.1. The Governing Body **approved** the following policies:
- Pay Policy 2020/21
 - Safeguarding Policy
 - LA Financial Regulations 2020/21
 - Distance Learning Policy
- 10.2. The Governing Body **approved** the following terms of reference:
- Pay Committee
 - Resources Committee
 - Premises and Health and Safety Committee
 - Curriculum Committee

11. Dates of Future meetings 2020/21

- 11.1. The Governing Body **noted** the dates of future meetings as follows:

FGBs (all 7pm):

- Tuesday 24/11/2020
- Tuesday, 15/12/2020
- Tuesday, 09/02/2021
- Tuesday, 23/03/2021

Rhodes Avenue Primary, London

Tuesday, 20/04/2021

Tuesday, 25/05/2021

Tuesday, 13/07/2021

The meeting concluded at 8.30pm

Signed..... Date.....

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
22/01/2019	Details of the impact and progress against the School Development Plan to be brought to each future FGB meeting.	Headteacher	Ongoing from Spring 2019
09/07/2019	Standing item 'Strategic Thinking' to be included on all agendas going forward.	Clerk	Ongoing from Autumn 2019

Appendix 2

FINANCIAL COMMENTARY **SEPTEMBER 2020** **PERIOD 6**

Governors approved the COVID-19 budget in the summer term. We had applied for a loan of £50k to ensure that May salaries and invoices could be paid on time. £2083.33 per month (commencing August) is currently being deducted from our cashflow for this short-term loan. We are not planning to spend this money.

We also applied for a licenced deficit of £200k, which was approved by Haringey. As they omitted to deduct the £50k previously advanced we are showing loan income of £250k. A monthly deduction (£5555) to repay the long-term loan will commence April 2021 through March 2024.

As part of the licenced deficit agreement we submit monthly monitoring reports to the LA. By limiting spending to essentials our expenditure does not exceed our income each month.

We will reprofile our budget in December when we will be able to have a more accurate forecast of the school's financial position at year end. Our additional cleaning, staff pay awards (which were higher than expected when we set the budget in June), LLW, meals, water and energy costs along with school generated income and other government grants (exceptional costs, teachers pay/pension, catch up funding, donations) will be taken into account and the impact both positive and negative reflected in the reprofiled budget.

When the National tuition programme for high needs pupils is announced, tutoring in small groups will be delivered by school staff to maximise impact of spending.

Following parental consultation on the change of the school name we may need to budget for rebranding.

Below are areas that could be impacted by additional costs – some of which will be offset by government grants.

A) SUPPORT STAFF SALARIES

- Support staff paid on the 15th of the month will get their pay award in October.
- Vacancy for school sports coach is being advertised.
- Internal staff overtime claims for staff covering absences, either sickness/covid testing
- Nursery nurses redeployed to Y1 and Y2 (COVID catch-up)
- TA support in Nursery (COVID catch-up)

B) TEACHING STAFF SALARIES

- Higher than expected pay awards on MPS scales if STPCD is approved by governors
- Headship team – additional groups in Y2, 4, 5 , 6 (COVID catch-up)
- 0.5 Teacher – Y3 (COVID catch-up)
- Specialist teachers support core subject tuition (COVID catch-up)

B1) SUPPLY TEACHERS

- We are not using supply teachers at present. Savings may be used to release subject leaders to develop their curriculum to link up with SDP priority 2.

C) RECRUITMENT & EMPLOYEE EXPENSES

- 3 staff have purchased laptops through the techscheme salary sacrifice scheme this term

D) PREMISES

- We may need to budget for additional cleaning materials, handwash and gels if necessary.
- Site assistant cover costs may increase as we have rearranged the site team to meet the needs of the school. These costs will be offset by allocating grounds maintenance duties to the Site Assistant and cancelling our grounds maintenance contract.
- Grounds maintenance expenditure has been exceeded as a number of trees were unsafe following Storm Alex and had to be cut down.

D1/2 CATERING

- There has been a drop in pupils taking up school meals. We will monitor take up/cost and review when profiling in December.

D6) EXTENDED DAY EXPENDITURE

- We were able to run a successful summer scheme for 5 weeks in the summer, by using our existing pod system. Staff/pupil ratios across pods reduces the income generated, but we were still able to make a healthy surplus. Our October half term bookings are on a par with last year.

E) SUPPLIES & SERVICES

- Licences costs for non-capitation has been underestimated and we will reprofile to include additional costs of school money/survey monkey.
- Covid related expenditure will need to be profiled.
- Match funded Powermaths books have been purchased for the whole school and the expense allocated to UNIFORM books for resale. Income from parents who have purchased these is allocated to the corresponding income budget.

F) CAPITATION/ICT/CAPITAL SPENDING

- RAPSAs will fund £9000 to support the purchase of laptops, webcams and microphones for distance teaching.
- We are seeking quotes for the installation of lighting along routes in/out of school currently being used by parents (spinney, gate side of playground, boulevard and carpark) to make it safer as the darker evenings draw in and prevent potential accidents.

G) SLAS/CONTRACTS

- Increased technical support will need to be profiled as the summer term services were not factored into the budget.
- High level cleaning services were included in the budget and includes a daytime cleaner for 5 hours per day. Cleaning related costs were a high percentage of our COVID claim for exceptional costs, which will offset this spend.

H) CONTINGENCY

- The carry forward from 2019/20 is £43,853 (Revenue £35,754. + capital £8,098).
- The in-year underspend stands at £42,444

This figure is subject to change.

I) OTHER INCOME

- If the school is able to remain open this financial year we will meet/exceed our income targets in lettings, FTN, Extended Day and holiday club provision.
- Parent donations being collected via RAPSAs have already exceeded our expectations this year. We will ensure that all spending against these donations will achieve the best outcomes for pupils.
- Middlesex Uni funded summer term student placements even though these had to be cancelled. Four students have been confirmed for the autumn term so this will bring in income above that budgeted.

J)LEA INC

- We are working closely with the LA to ensure that we are able to receive maximum allocations where eligible.
- We received our first instalment of the Covid Catch-up funding of £12,580 in the October cashflow.