

**MINUTES OF THE MEETING OF THE  
DOWNSSELL SCHOOL GOVERNING BODY  
HELD ON MONDAY 14 MAY AT 5PM  
AT THE SCHOOL**

Present: Mr Martin Doré (Chair) Local Authority Governor

**Co-opted Governors**

Mr Dave Leaker  
Mr Robert Morini

**Headteacher**

Mr Deena Chetty

**Parent Governors**

Ms Sumy Choudhury  
Ms Kirsty Sultanti-Jones

**Staff Governor**

Ms Maryam Osman

Clerk to the Governors: Ella Coulson

Also, present: Ms Maria Regan, Assistant Headteacher  
Ms Claretta Jean, Assistant Headteacher

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2.5	AGREED Governors will adhere to the DfE guidance but will seek training for staff.		
5.3.2	School to release a statement to parents to be more specific about school trips, to and from school when the children are wearing the school uniform. Martin to liaise with Claretta to discuss the statement and then email governors.	Governors	ASAP
5.4.2	AGREED Governors agreed the admissions policy.		
5.4.3	5.4.3 AGREED Governors agreed the appraising teacher's performance policy		
5.4.4	5.4.4 AGREED Governors agreed the attendance policy.		
6.1.15	AGREED Governors formally ratified the outturn budget.		
6.2.15	AGREED Governors ratified the stand-		

Chair's Initials:

	alone budget.		
6.3.6	AGREED Governors agreed the predicted carry forward budget		
6.4.9	AGREED Governors agreed the 3-year plan.		
7.6	Consider school email addresses and Microsoft SharePoint to store all documents securely and centrally.	Governors	ASAP
11.1	AGREED Governors agreed to carry on with the same level. The school has budgeted for the same level.		
13.3	Martin will get in touch with the local authority to say the school should have been consulted and request an urgent meeting.	Governor	ASAP

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 The clerk confirmed that the meeting was quorate with 6 governors present.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. GOVERNING BODY**

- 3.1 Clerk to confirm Governing Body membership  
The clerk confirmed that there were currently no vacancies and that no governors would come to their end of term this year.

**4. MINUTES**

- 4.1 Governors received the minutes of the governing body meeting held on the 26 March 2018 and agreed these to be an accurate record of the meeting. Mr Martin Doré signed a copy of the minutes and these were retained by the school.

**5. SCHOOL POLICIES**

- 5.1 Behaviour Principles Policy Review
  - 5.1.1 The policy should come from the governors and it should dictate what goes into the school's policy.
  - 5.1.2 All principles are stated in the behaviour policy.
  - 5.1.3 The three main things that are not mentioned in the policy relate to the searching of pupils, what the school needs to do and who is authorised to search for pupils.

Q: Are certain staff trained to search pupils?

A: Only bags have been searched. No physical searches have happened in the school. The school need to agree who is authorised to do so and they need to be prepared. The school would search the child if they had something to harm themselves or others. Anything else the parents will be called in.

- 5.2 Guidance on using reasonable force

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- 5.2.1 There is guidance from the DfE so the school goes by what the law states.
- 5.2.2 Some staff are trained in positive handling which is one way of using reasonable force. Most schools have a certain number of people who are training in positive handling.
- 5.2.3 The DfE states that the school is to use reasonable force if the child is going to hurt themselves or others.
- 5.2.4 The school are looking to get all staff trained with team teach and the governors will be asked to attend the training as well.
- 5.2.5 AGREED      Governors will adhere to the DfE guidance but will seek training for staff.

5.3 Disciplining children beyond the school gate

- 5.3.1 The school are beginning to think about how the school should respond to what children do outside of the school grounds.
- 5.3.2 Schools have a duty of care from when the children leave the school and go home wearing the uniform.

**Action: School to release a statement to parents to be more specific about school trips, to and from school when the children are wearing the school uniform. Martin to liaise with Claretta to discuss the statement and then email governors.**

Q: Will beyond the school gate include cyber bullying such as WhatsApp?

A: If something happens in their house and the parents raise it, the parents of the child are called in. Sometimes on the seriousness the police are called.

Q: Is this communicated to staff and parents?

A: It goes onto the website for staff and parents. All the policies are published and up to date on the website.

5.4 Admissions, appraisals and attendance

- 5.4.1 The policy has been married against the local authority's policy and is like for like. It will be reviewed every year and the school will have a schedule of the policies being reviewed.
- 5.4.2 AGREED      Governors agreed the admissions policy.
- 5.4.3 AGREED      Governors agreed the appraising teacher's performance policy
- 5.4.4 AGREED      Governors agreed the attendance policy.

Q: Have the unions accepted the model?

A: Yes, it is like for like. Once agreed the policy will go to the staff to read through. Any issues from the staff will be emailed to Martin.

**6. SCHOOL BUDGET 2018/2019**

6.1 Outturn

- 6.1.1 The school had issues with the local authority in which they have a difference in figures that Marina had submitted. The double count in September has now been resolved.
- 6.1.2 £3,660,288 of funds delegated by the local authority.

- 6.1.3 Pupil premium is £246,840.
- 6.1.4 Teaching staff expense was £1,312,368.
- 6.1.5 E12 – E29 which includes the PFI contract, cost of utilities and ICT comes to a total of £1,119,321
- 6.1.6 The total cost under the expenditure was £3,268,538.
- 6.1.7 This leaves a difference of £830 which is a very tight budget.
- 6.1.8 The devolved capital was £10,329.
- 6.1.9 The school have a carryover of £50,940 together with the capital of £25,468.
- 6.1.10 There is a carry forward of £51,769 net as revenue and £14 carry over as capital.
- 6.1.11 There is a total carry over of £51,784.
- 6.1.12 The schools bank statement shows £216,307.93 with unreconciled items of £210,558.38 which leaves in the bank £5749.55
- 6.1.13 Debtors in total come to £366,462. There is a slight difference in VAT of £46.00.
- 6.1.14 The net cash position is £51,784.

Q: How does it compare to the previous budget years?

A: Revenue is like to like.

Q: What makes it high?

A: 75-80% is staffing costs. They have continued to rise in terms of national insurance and pension. Employers must contribute to the pension. Staff can opt out of the pension but the school cannot give them the opt out form, you point them in the direction of the opt out.

6.1.15 AGREED      Governors formally ratified the outturn budget.

## 6.2 Stand Alone Budget

- 6.2.1 The stand alone budget shows that the school can survive without a carry over.
- 6.2.2 Support staff have recently just had a pay increase in April. This has been significant and it has made a difference.
- 6.2.3 Due to retention in the school, teachers have risen in the years and most are at the very top of the pay scale.
- 6.2.4 Pupil premium is indicative and can change.
- 6.2.5 The PE grant is £16,000. There has been an indication that it might change but the school are basing it on what was received last year.
- 6.2.6 The school have an income of £3,618,508.
- 6.2.7 A significant percentage of the expenditure is on teaching staff. Healthcare and development of training is included in the expenditure.
- 6.2.8 £46,860 is the governor's contribution towards the PFI contract. It has been calculated and indexed by the local authority.
- 6.2.9 Learning resources is what the school spends on the curriculum and very little has been set aside for other resources.
- 6.2.10 Admin is for the phones, photocopiers and any other resources such as stationary.
- 6.2.11 £5,500 is for special facilities such as swimming.
- 6.2.12 £25,000 is for supply staff to cover any sicknesses and absences.
- 6.2.13 Professional services would include the sports coaches and anything related to a curriculum professional.

6.2.14 The school is expecting a capital income of £10,460 and are expecting to spend £10,460.

Q: Is this the budget for a balanced budget?

A: Yes, the school is demonstrating that they can stay afloat.

Q: What are the areas that are most vulnerable?

A: The main area is the pension. To balance the budget the school has looked at every staff member who has opted out of the pension and this has been reflected in the budget. Staff members who have reduced their hours has been reflected in the budget.

Q: What can governors do to increase income or reduce expenditure?

A: There is a possibility that the school might be able to get more income due to SEN pupils however the first 10 hours must be funded by the school. It is still part of the main budget but 30% is for SEN. It will have a significant impact on the budget. The children who have 1:1's have very high needs.

Q: Can the clubs be charged at a higher rate?

A: The children who should be attending the clubs are not because of deprivation. Some children's families cannot afford the clubs.

Q: Can the school look to charge £10 per half term rather than a whole term.

Governors propose to increase the price of the clubs and make it free for those who cannot afford it. Parents could willingly pay a little more to sponsor an after-school club or a child. London borough is now the borough of culture so maybe a club that is associated under the borough of culture may be entitled to some funding.

A: The school will consider that.

6.2.15 AGREED      Governors ratified the stand-alone budget.

6.3      Predicted Carry Forward Budget

6.3.1      £51,769 is the revenue element. The rest of the budget has stayed the same.

6.3.2      There is a difference in professional services with an increase in professional services that have been bought in for the curriculum. It is an area of spend that will be spent by the school. Need to make sure the children have the resources they need in the classrooms.

6.3.3      Contingency set aside comes to a total of £36,284 which includes the pension.

6.3.4      The school have carried forward the £14 and the income of £10,460. The school have indicated that they will spend it under new construction, conversion and renovation. The school want to change the nursery steps due to recent injuries and fix the additional gate by the nursery. They have bided for match funding.

6.3.5      Learning resources has increased from £36,500 to £42,000.

6.3.6      AGREED      Governors agreed the predicted carry forward budget.

6.4      3-year plan

Q: Does the Local Authority indicate what they will give to the school?

A: It is based on pupil numbers. The school receive £3535 per child.

- 6.4.1 2019/2020 can only project that the number of children will increase, therefore assume all the children from reception will move down to year 1 and the preceding year will be in year 2.
- 6.4.2 Significant changes would be in the nursery or reception.
- 6.4.3 The pupil premium will remain the same.
- 6.4.4 The income from facilities and services has been reduced from £27,178 to £14,178 due to an EHCP plan that has gone through.
- 6.4.5 More children are becoming eligible for free school meals. A lot of children prefer to bring in a packed lunch rather than have school dinners.
- 6.4.6 The expenditure has considered a 2% inflation.
- 6.4.7 The first year will balance. The preceding year will be £1,138 as a carry forward. 3 years the school will have £2,641 as a carry forward.
- 6.4.8 The school is suggesting that in proceeding years the capital income will be spent.
- 6.4.9 AGREED      Governors agreed the 3-year plan.

*Martin thanked Marina.*

## **7.      GDPR**

- 7.1 The school have bought into the local authority Data Protection Officer.
  - 7.2 The privacy statement has been sent in and all policies have been sent to the local authority.
  - 7.3 The school have listed everything where data is stored.
  - 7.4 90% of the staff have received training on GDPR.
  - 7.5 The school are making sure that by the 25 May the school is compliant.
  - 7.6 Getting the consistency across the school is a high priority.
- Action: Consider school email addresses and Microsoft SharePoint to store all documents securely and centrally.**

## **8.      TWO-YEAR-OLD PROVISION UPDATE**

- 8.1 The flyer has gone out to stay and play parents and in the newsletter. The school are getting parents to sign up if they would be interested if Downsell primary offered 2-year provision.
- 8.2 The school have agreed a price of £5.50.
- 8.3 £20,000 would be enough to cover the refurbishment and the furnishings.
- 8.4 If the nursery is open in the morning and the afternoon it will significantly help the budget. The school have a waiting list for the nursery.
- 8.5 The school have a 20-placement provision.
- 8.6 The school will decide in July once they have the numbers.
- 8.7 The nursery teacher does have the experience of working with 0-3-year olds and the school have the capacity if they need someone internally.

## **9.      CHAIRS ACTION**

- 9.1 Martin will attend the governors briefing on the 6 June.
- 9.2 Martin was asked by David Kilgallon to fill out a questionnaire on home school learning. DfE wants to make changes on the home schooling.

9.3 Martin has received a report on a disciplinary hearing. Certain outcomes were agreed and disciplinary action was taken but it is subject to appeal.

**10. GOVERNORS TRAINING**

10.1 There is a new framework on Ofsted training.

10.2 The school will be officially open to Ofsted as of the next academic year

**11. GOVERNOR SERVICES SLA FOR 2018/2019**

11.1 AGREED Governors agreed to carry on with the same level. The school has budgeted for the same level.

**12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

12.1 Date of next meeting

16 July 2018 at 5PM.

12.2 Agenda items:

Safeguarding

GDPR training

2-year old provision update

Schedule of meeting dates

Microsoft SharePoint

**13. ANY OTHER BUSINESS**

13.1 Langthorn Community Junction

13.2 The council are looking to develop a small green space with some seating.

13.3 Two incidents were reported and there is a lot of anti-social behaviour around the proposed area.

Q: Have they consulted the school?

A: No.

**Action: Martin will get in touch with the local authority to say the school should have been consulted and request an urgent meeting.**

The meeting closed at 19:45PM

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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