

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF
DOWNSSELL PRIMARY SCHOOL
HELD ON 11 MAY 2020
AT 5.00 PM
VIA GOOGLE HANGOUT REMOTE MEETING**

Present: Mr Martin Doré (Chair) **Local Authority Governor**

Headteacher

Mr Deena Chetty

Co-opted Governors

Mr Dave Leaker

Ms Kerry Munden

Parent Governors

Mr Robert Morini

Ms Kirsty Sultani-Jones

Staff Governor

Maryam Osman

Clerk to the Governors: Mrs Angela Ferdinand-Sergeant
In Attendance: Ms Maria Regan – Assistant Headteacher
Ms Marina Kaloki – School Business Manager
Mr David Backhose - NLG

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
Actions from 24 February 2020			
5.18	Holidays during term time. Governors questioned how the school were monitoring this and how the information is being used as part of the court evidence? <i>ACTION: item to be an agenda item for the Autumn term meeting with more detailed information to be provided.</i>	Governors Services	Autumn Term 2020
11 MAY 2020			
4. MINUTES	Governors received the minutes of the Governing Body Meeting held 29 April 2020 with the following amendments. <ul style="list-style-type: none"> Amend quorate to 3 to read the meeting was not quorate until Mr Leaker joined for item 6. Whistleblowing showed say 2021 	Clerk	ASAP

4.3 MATTERS RISING	Staff Furlough Working party. The party agreed that some staff would be furloughed, the school will meet the 20% so staffing salaries will not be affected. <i>Governors agreed noted and approved the actions of the working party</i>	ALL	
5.SCHOOLS OPERATIONAL UPDATE	Governors agreed that an additional meeting is required in the light of the announcement about reopening schools. Governor Services to arrange an additional meeting on the 27 May at 5.00. <i>Action:</i> Mr Chetty to issue a reopening proposal to all governors.	Governor Services	27 May 2020
9 2019/2020 OUTTURN	<i>Governors noted the carry forward of £184,708.93 for 2019/2020</i> <i>(Revenue -£155,934.14 and Capital £28,774.79)</i>	Governors	
10 SCHOOL BUDGET	<i>Governors noted the budget start point for 2020/21 of £3,589,311</i> <i>Governors noted the 3-year budget.</i>	Governors	
12 DATE AND TIME OF NEXT MEETING	Wednesday 27 May, 5 PM Agenda Items: i. Action Team update (verbal report) ii. Review of the SFVS Dashboard data iii. Plan for Re-opening Downsell Primary School	SCHOOL	27 MAY 2020

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1. Welcome

All were welcomed to the meeting.

1.2. Apologies for Absence

Apologies for absence were received and accepted from Ms Sumy Choudhury - Parent Governor.

1.3. No apologies for absence not accepted.

1.4. Quorum

The meeting was quorate with 8 Governors including the Headteacher present.

1.5. Notice of Any Other Business/Confidential Items

There was 1 Any Other Business item to be heard at today's meeting.

2. DECLARATION OF INTEREST

- 3.1. Standing Declaration: Angela Ferdinand-Sergeant, Schools Asset Manager for Waltham Forest.
- 3.2. No other declarations were made pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

No Governing Body issues. Mr Leaker's DBS has been sent to Governors services

4. MINUTES

- 4.1. Governors received the minutes of the Governing Body Meeting held 29 April 2020 and agreed these were an accurate record of the meeting with the agreed following amendments:
 - Amend quorate to 3 to read the meeting was not quorate until Mr Leaker joined for item 6.
 - Whistleblowing showed say 2021
- 4.2. Mr Martin Doré signed a copy of the minutes of the 29 April 2020 and these signed by the Chair to be sent to the school.
- 4.3. Matters arising:
 - Actions: B Hall will join the next governors meeting. At the action group meeting, the conversation will be held to see if she or a member of the Genesis SLT will be able attendance governors meetings going forward..
 - Staff Furlough Working party. The party agreed that some staff would be furloughed, the school will meet the 20% top up so staffing salaries will not be affected. **Governors agreed noted and approved the actions of the working party.**
 - Curriculum Map. This has been drafted however the school is reluctant to issue the map at this point as it is dependent on the LAs guidance. Schools need to wait for this information before circulating the map to governors.
 - Safeguarding meeting with parents in the school's operational update.

5. SCHOOL OPERATIONAL UPDATE

- 5.1. Governors were advised regarding the central government announcement that schools return for Nursery, EYFS, reception, year 1 and Year 6. The school have been planning on a return. However there is still a lot happening at schools which is unresolved at this time.
- 5.2. Governors were informed that schools in WF had received an email issued from the LA advising of whom should be contacted in terms of critical workers and vulnerable children, and the school only has 1 family on that list.
- 5.3. The school has 25 families who have been visited. Over the last week, the school has held video conferences with children and parents and made a home visit to one family.
- 5.4. Mr Chetty advised that at the next Action Group meeting the school will report on how the school is managing contacting vulnerable children.
- 5.5. Mr Chetty advised governors that he had met with Mr Leaker, safeguarding governor, to review what the school is doing.
- 5.6. Mr Chetty advised that schools were initially expecting a phased return for year 6 and was not expecting earlier year groups.
- 5.7. Mr Chetty informed governors that he would be drawing up a proposal of what can work from LA. David Kilgallon has contacted all schools today asking what the LA

can do to support schools. The ownership and responsibilities will be down to the school with LA supporting.

- 5.8. Mr Chetty advised that this would be a logistical nightmare for schools. We do not know how many staff are vulnerable and this is a risk. There is guidance going out to schools that will be more informative.
- 5.9. As this will have huge ramifications, the chair proposed that an extra meeting be held the week before (half-term week). Wednesday 27 May at 5.00

Action: Governor Services to arrange an additional meeting on the 27 May at 5.00

- 5.10. DC advised that over 95% of unions have agreed that they are against schools returning. In their view it is not safe of viable.

Action: DC will send out a reopening proposal to all governors.

Q – Have you set up all Google classrooms?

A – yes this is working well. Thanks to Jo and Bonny from the Genesis Trust have been helping the school set this up and their assistance has been invaluable. The school does not have an ICT technician and Mr Chetty has been working with them.

6. SCHOOLS ACTION PLAN UPDATE

- 6.1. Deferred, no change.

7. AMENDED SCHOOL FINANCIAL REGULATIONS

- 7.1. MK reviewed the document.

Q – the Statement relating to “Governing Body to establish a finance committee” should this be removed?

A - Removal of Finance Committee references.

- 7.2. Ms Munden expressed her concern around the reference to the finance committee and the impact this could have if the school was audited and the auditors asked for minutes of the sub-committee.
- 7.3. Need to ensure that the signed of the document states that Downsell does not have a Finance Committee and should refer to the full Governing Body.
- 7.4. Governors agreed to adopt the SFR with the agreed amendment to remove reference to Finance Committees

8. AMENDED SCHEME OF DELEGATION

- 8.1. MK advised that whilst several areas were amended items were outstanding:

- Page 2 delete finance committee. All items to full governors
- Page 2 delete finance committee all items to the full governing body
- Page 4 delete finance committee
- Page 5 delete finance committee
- Page 6 3rd from bottom. Audit report needs to show governing body responsibility
- Page 7 open bank accounts. Part of GB
- Page 8 authorised by the head for sole signatory. The school has 2 signatories and the values are on the financial regs.
- Page 8 bank reconciliation. Headteacher and SBM to sign off
- Page 8 petty cash 200 and headteacher has signed off
- Page 8 staff structure. Headteacher and Governing Body
- Page 9 fine

- Page 10 last 3 boxes – capital works Headteachers and governors.
- Page 10 values indicated on schools financial regs page 22 to 22 £50,000 - £100,000 will need to signed off by GB
- Page 11 top 2 box EU limits and regulations responsibility of GB
- Page 11 contracts headteacher and SBM
- Page 11 placing of orders, countersigned by GB above £10,000. There is not a named person, agreed to name chair and vice-chair.

9. 2019/2020 OUTTURN

- 9.1. This report shows 2019/2020 revenue outturn at £155,934.14. There was no in year deficit but rather a surplus £88,451.79 from previous year and £67,482.35 from this year to make in all £155,934.14
- 9.2. Governors were informed of the capital income for 2019/2020 £44,728 with capital spend of £15,952.81 and carry-forward (Outturn) of £28,774.79 for 2019/2020
- 9.3. **Governors noted the carry forward of £155,934.15 Revenue and £28,774.79 Capital to make in all £184,708.93 for 2019/2020**
- 9.4. Governors agreed to review the Dashboard. KM requested a staffing list, to understand how this works. Discussion around average teacher cost was low. Which is at 9 months at salary costs, not 12.
- 9.5. Governors requested that MK add some commentary to the dashboard for governors at their next meeting

10. SCHOOL BUDGET

- 10.1. Ms Kaloki provided governors with summary notes to support the draft budget for 2020/2021 provided by the LA Education Finance Team of a budget of £3,589,311. (Budget used subject to Model B for High Needs being approved in Sept 2020) This is broken down into 3 main areas of funding; Schools Block, EYFS and High Needs

Q - There is a difference in the school block between spreadsheets, Is it because of the reduced Pan?

A - No. AWPU is lower than last year. Pupils numbers also lower due to temporary housing movement within the borough. The local area movement is quite high with many families in temporary accommodation being housed outside London. Also, many all through school near Downsell is another factor.

Q - Pan for September are we expecting this to drop?

A - we cannot say, given the current predicament. The number is based on the October Census. Jan census is for SEN review.

- 10.2. Ms Kaloki informed governors that there is a difference with SEN funding and that the funding moves with the child.
- 10.3. Governors also need to be aware that the allocation for Pupil Premium funding for 2020/2021 is £242,822.
- 10.4. **Governors noted the budget start point for 2020/21 of £3,589,311**
- 10.5. Stand-alone budget 2020/21: This is just under IO1 £3,087,490 and is made up of codes within the schools block allocation including teachers and pensions grants. Governors reviewed the following codes.
- IO3 includes funding for 3 out of borough children
 - IO5 pupil premium

- IO1, 3, and 5 make up the difference shown on the ISB as expected income from other LAs under SEND.
 - Other income I18 would normally be used for Sports Grant and UIFSM. However, sports grant came to an end last year. This code currently only reporting on UIFSM.
- 10.6. Ms Kaloki advised that with expected expenditure the school can set a balanced budget 2020/2021.
- 10.7. Ms Munden advised that she had looked at the data from last year to this year and notice some differences. Ms Kaloki explained that the reporting at the last meeting was based on quarter 3 actuals.
- Q – are we reporting on 9 months income?**
- A – yes. This is what the schools are being asked to compare on. The CFR forecast is a benchmark for the end of the year.
- Q - Under the CRF it shows the final figure with and £80,000 difference which is mostly staffing costs.**
- A – that is the difference at outturn.
- Q – Where are the costs for utilities?**
- A – this is covered under the cost of the PFI contract which is under E28b within the 600k budget.
- 10.8. Governors were advised that they are still awaiting the breakdown of their capital allocation and have based this on last year's allocation.
- Q - E08 – 13k what is this?**
- A - Health care cover is approximate £5k, staff travel £250 and the apprenticeship levy is the remaining budget.
- Q- KM asked was this where you had Insurance cost
- A - E23 is the insurance from the LA for buildings.
- 10.9. **Governors noted the budget setting for 2020/21**
- 10.10. **Main budget: 2020/21**
- Ms Kaloki advised that with the inclusion of a Revenue carry forward of £155,934.15 the school is sustainable without using the carry forward.
- 10.11. The differences with this budget exercise are
- Direct employees, Development and training, both highlighted in the notes school spending plan.
 - E08 difference of £2,000 allocated more on staff travel based on Ofsted recommendation staff will be travelling to other schools more often as part of the Ofsted action plan to observe teaching in other schools.
 - E09 development and training specific to areas of concern increased by £32k
- Q - Is there a plan for the training?**
- A - A plan to be drafted and issued to governors after resignation date, which will be based on the new restructure, and mastery elements/professional development within the school. There are no NQTs this year. It's about investing and personalising learning for staff..
- Q – What choices have you had to make to the budget to ensure that we have achieved priorities to set out to ensure that the action plan is accommodated?**

A – Previously we looked more at saving money. Our key focus this year is that we are spending more against the curriculum and resources; this budget takes into account changes to the school and moving it forward. It also takes into account the Ofsted recommendations and the staffing restructure.

Q – Are there areas that you have decided not to spend on?

A – This year we want to make changes to Downsell Primary and this lockdown has given us time to reflect on what Downsell needs to look like. We have not reduced any areas this year. We are looking at what is needed now.

Q – Do you have staff on support Plans?

A – yes, one with a contract coming to an end at the end of the academic year.

Q - Do more staff need support plans?

A - Every teacher will be getting support. We are currently working with Genisis Trust. This will be monitored tightly. we will use a blanket approach on return for all staff in the first instance.

- E19 and 20, curriculum and resources.
- E20 is being used to support the rolling programme of white board replacement, using both revenue and capital. CEO4
- E26 still low levels. We have a system in place to reduce the cost of agency staff. Governors were advised that all staff are qualified teachers who also pick up absences.
- The school is also holding a contingency/surplus sum of £100,000K

10.12. Draft 3-year budget plan This is an indication of what the school budget will look like going forwards over the next 2 years, there is a slight Income Revenue increase of £44K in the first year and 57K in the second., SEND and PP funding to keep the same.

10.13. Governors were asked to note the following:

- Pupil Premium equates to IO5.
- Catering income expected higher
- Contributions from visit etc has an inflationary percentage added and no sports grant added.
- The expenditure is based on 2.7% increase. Teachers on maternity leave and long term sick will be returning. This is why it looking higher than expected.
- All other figures are inflationary figures.
- It is not anticipated varying the budget by £100,000 given the current circumstances.

Q-- staff in maternity, do we have cover internally?

A – Yes where possible. The school had a request for a member of staff to change contractual hours. This will work to the school's benefit and will dove tail where possible to keep agency staff to a minimum.

10.14. Governors need to be aware that we are setting a balanced budget. However, in further years it could be that the school may have to set a deficit budget.

Q – is the school being over cautious?

A – Yes, to some extent

- 10.15. Governors need to understand that a large expenditure is staffing and governors need to keep a close monitor of staffing costs.

Action: Agenda for July Meeting.

- 10.16. **Governors noted the 3-year budget.**

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

All meetings will be via Google Meets. The date and time of the next meeting

- Wednesday 27 May, 5 PM
- Agenda Items:
 - i. Action Team update (verbal report)
 - ii. Review of the SFVS Dashboard data
 - iii. Plan for Re-opening Downsell Primary School

12. ANY OTHER BUSINESS

No other business was heard.

The meeting closed at 7.05 P.M.

Chair: (print)

..... (sign)

Date: