

**MINUTES OF THE MEETING OF THE GOVERNING BODY MEETING
 DOWSELL PRIMARY SCHOOL
 HELD 10 MAY 2021
 AT 5.00 PM
 VIA ZOOM REMOTE MEETING**

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

Headteacher

Mr Deena Chetty (DC)

Parent Governors

Ms Kirsty Sultanti-Jones (KSJ)

Mr Robert Morini (RM)

Co Opted Governor

Mr David Leaker (DL)

Ms Kerry Munden (KM)

Staff Governor

Maryam Osman

Clerk to the Governors: Mrs Angela Ferdinand-Sergeant
 In attendance Marina Kaloki – School Business Manager

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.5	Mr Chetty to share changes to what was Operation Encompass with governors and to determining of this needs to be signed off at governor level also	Mr Chetty	12 July 2021
5.2.10	Mr Chetty to email attendance figures to Governors.	Mr Chetty	12 July 2021
7.1	Governors to identifying specific areas of expertise required for Downsell Governing Body.	All to Action	12 July 2021
10	Financial Regs. To be an agenda item for the next Finance Committee	Governor Services	To be confirmed
11.6	Governors <i>ratified</i> the outturn for 2020/2021 £137k revenue and 31k capital. Total carry forward, £168,543.	All to note	
11.13	Governors wish to explore other sources of income to bring the budget up. To be an agenda item in the new academic term for Finance Committee	Finance Committee Members / Governor Services	

Chair's Initials:

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Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
11.20	Ms Kaloki to provide contract details to Ms Jones in order for her to chase Newham colleagues regarding outstanding payment	Ms Kaloki	12 July 2021
11.22	Governors ratified the school budget for 2021/2022 at £3,353,187	All to note	
13.1	Governors agreed the school term dates for 2021/2022	All to note	
13.2	Governors agreed the schools inset date, which will be posted to schools' website. <ul style="list-style-type: none"> • 1 September 2021 - staff training • 1 November 2021 – Staff Training • 4 January 2022 • 19 April 2022 • 22 July 2022 	All to note	
14.3	Governors agreed Gold level for 2021/2022	Governor Services	
16.2	Governors agreed the SFVF checklist.	All to note	
16.4	Governors agreed to sign off the outcomes pending recommendations from audit.	All to note	
16.5	Governors ratified the SVSF for 2020/2021	All to note	
17	ANNUAL GOVERNORS STATEMENT Governors agreed to defer this item to the next meeting	Governor Services	12 July 2021
18.1	DATE AND TIME OF NEXT MEETING 12 July at 5.30. Governors would like to hold this as an in-person meeting at the school for FBG,		
18.2	Chair of Finance Sub Committee to arrange a Finance Committee Meeting before the end of the summer term as there are still papers that need signing off	Governor Services/ Kerry Munden	
18.3	Agenda Items		

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Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
	Full Governing Body <ul style="list-style-type: none"> • Feedback on LA inspection • briefing – Ofsted Ready • Governors Annual Statement Finance Committee <ul style="list-style-type: none"> • Financial Regs 		

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1. Welcome

The Chair welcomed all members present to the meeting.

1.2. Apologies for Absence

Apologies for absence were received for lateness Ms Osman and Mr Morini. Ms Sumy Choudhry (SC) gave apologies which were accepted by the Chair

1.3. Quorum

The meeting was quorate with 7 Governors including the Headteacher present.

1.4. Notice of any other business/confidential items

There was 1 Confidential Item to be heard at today's meeting.

1.5. Governors agreed to reorder the agenda to ensure that the meeting was quorate throughout.

2. DECLARATION OF INTEREST

2.1. Standing Declaration: Angela Ferdinand-Sergeant, Schools Asset Manager for Waltham Forest.

3. GOVERNING BODY

Vacancies: There are no vacancies on the Governing Body.

Terms of Office: This item was addressed under Item 9 Succession Planning.

DBS Checks: All DBS checks are up to date.

4. MINUTES

4.1. Governors received the minutes of the 22 March 2021 and 25 March 2021 agreed these were an accurate record of the meeting. Mr Doré signed the minutes electronically to be recorded on GovernorHub.

4.2. Minutes of Finance Committee for 18 January are on the Hub but have yet to be agreed and will be presented to the committee for sign off at the next Finance committee meeting on the 4 May 2021.

Q – Has the SENDCo started?

A – Yes, she works 2 and half days at Downsell and as of the 7 June she will be full time.

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From the Minutes of the 25 March 3.7 there was a question of this is not part of the place

Governors agreed to delete the first question.

4.3. Matters Arising

There were no matters arising from either set of minutes.

5. SAFEGUARDING

5.1. Governors were advised that there were no changes to safeguarding.

- Early Help = 8 families
- Counselling – 13
- Child Protection Plans = 3
- Children in Need = 4
- Young carers = 4
- Monitoring = 12

5.2. Mr Chetty advised that there had been an increase in MASH referrals requests for information for families for incidences that have happened outside of school by the police. A higher proportion of families are shouting and swearing at children.

5.3. The police request this information through a process called “The Box”.

5.4. The information is raised in a box and emailed to school. There is an increase most weekend.

Q- Has this replace Operation Encompass?

A - Yes

5.5. Ms Munden reminded Mr Chetty that Governors need to be aware that the school is participating in this scheme and need to sign up to it.

Action: school to circulate the procedures and changes to Governors.

5.6. The school is mindful that they have 2 families in court as part of the safeguarding process. 1 is at day 6 and one has just started. The school will provide information back to the governors on the outcome.

6. HEADTEACHER'S REPORT (Verbal)

5.1. COVID 19 Update – school's impact

5.1.1. The school have not had any cases of COVID since returning from lockdown in March. The school is operating at year group bubbles; however, they are still maintaining class bubbles to reduce children mixing at break and lunch times. Some teaching interventions are required to mix but they are being tracked. The behaviour ladder is to be reviewed as reflection spaces are no longer available.

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5.1.2. The financial impact of Covid has been reviewed by the school and will continue to be monitored.

5.2. Staffing

5.2.1. The restructure has almost completed. The school have the 20 teachers for September and did not need to interview as the reduction in teaching staff met through voluntary redundancies or staff finding posts in other schools. The adverts are ready to go for the Assistant Head and Early Years Practitioner, and subject leaders. This process has allowed the school to identify the strengths of teachers and will be able to build capacity.

5.2.2. A member of the office team is also leaving to pursue a career in nursing. A meeting will be held with admin staff to review filling the attendance officer role supported by BACME. The office staff will pick up on first day response with parents. So far this is working without increasing the workload of staff in the office. The Headteacher's PA has returned from maternity leave and there is a member of staff that is still shielding. The school is looking at process where an internal review is carried out before it is escalated to BACME

5.2.3. Genesis is sending a SLE to embed consistency across the school. Almost every teacher has had the opportunity to work with an SLE, and on day 2 teachers were leading and the SLE jumped in where necessary to support the teaching which has been well received.

5.2.4. The school is being very specific about the Assistant Head's post and this has to be focussed on teaching and learning. The school needs to create additional capacity in the leadership team.

5.2.5. The school is preparing for a teaching and learning review by the LA on the 5 and 6 July 2021

Q - As governors if we got an OFSTED call what can we do to support the school? Where would the school be if this happened?

A – The school is keen for governors to come back in and visit the school to see the changes in action. The school is in a much better place than previously and all the hard work is now paying off.

5.2.6. MO informed governors that as Staff Governor she has observed that teaching staff have gone above and beyond to get the school in a better place. It is evidenced in teaching practice as the standards are consistent across the board. It should be noted however, that the work life balance risk is high. Everyone is working hard to achieve real learning on the part of every child. You can already see the difference in children's books.

5.2.7. The school is much further on than it was the last time Ofsted came in. The focus is to get every piece of the jigsaw relating to school improvement in place by no later than September 2021.

5.2.8. In terms of behaviour, the school aims to give some children time to reflect on their behaviour especially when it comes to going out to play and coming back in. Behaviour is generally very good indeed. In some cases there have been minor

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lapses. This could be due to Covid and the school is seeking to embed good behaviour practice for all.

- 5.2.9. At the action group meeting, the group discussed Ofsted and what the status of the SIP is currently. The school has reviewed all aspects of the Ofsted recovery plan.
- 5.2.10. During a learning walk last week the SLT observed a number of areas that required intervention, such as children's presentation of work. At present it is amber as it is not yet consistent, and thus informs this week's focus task. Along with green pen marking and teacher questions, there is still the need to improve consistency in marking for individual teachers. There continues to be a focus upon assessment for learning so every child benefits.

Action Mr Chetty to email attendance figures to Governors.

- 5.2.11. Governors were advised that every year group will have a named teacher for interventions.
- 5.2.12. Easter programme and summer offer. The school ran Year 5 booster sessions during the Easter break. If the funding is extended for the summer break the school will run this again.
- 5.2.13. The school foodbank supports both staff and families and is in great demand. There is an increase in families being made redundant and the food bank is able to support many of them.

7. SUCCESSION PLANNING.

- 7.1. The Chair advised that he attended an online session to meet prospective governors. Currently there is a need to find a replacement for Mr Leaker whose term of office end on 16th July. There was one candidate that clearly met the school's requirements and she will meet with Mr Chetty and the Chair this week in school to see if it is mutually agreeable for her to join the governing body in July.

Q - Are there any areas in which we would like particular expertise?

Yes, Education and IT. We need to replace one high calibre governor with another high calibre governor.

- 7.1. ***Action Governors to identifying specific areas of expertise required for Downsell Governing Body.***

8. CHAIRS ACTION

Included under item 7.

9. GOVERNOR TRAINING

- 9.1. The Clerk reminded Governors of the Schools Recovery conference, which will be held between the 24 and 26 May 2021

10. FINANCIAL REGULATIONS

- 10.1. The governors adopted the Authority's Financial Regs at its governing body meeting on the 29 April 2020. The document is being revised by the LA and will need to be deferred to the next Finance Committee meeting.

Action to be an agenda item for the next Finance Meeting.

11. SCHOOL BUDGET SETTING

- 11.1. Ms Kaloki presented budget setting information and governors agreed to focus on areas of significant changes.
- 11.2. Year-end spread sheet. This covers period 12, which includes the carry forward from the previous year and the percentage spent (column i). Spend should be at around 100% but if below it is income that has not been received
- 11.3. The figures presented agree with the information held by the LA. The total spend for 2020/2021 was £4,066,252. We should be at around 100% with expenditure. Items in red are overspends, amber is nearly at expectations with a narration explaining why there is a difference between the budget set and the actual spend.
- 11.4. Governors noted the expenditure on Covid for cleaning supplies and given the context this could not have been anticipated.
- 11.5. Governors are concerned about the level of debt outstanding to Downsell. Governors agreed to support the school on clawing this back.
- 11.6. Governors **ratified** the outturn for 2020/2021 £137k revenue and 31k capital. Total carry forward, £168,543.

Q- Capital balance, is this delegated for the smart boards?

Yes, this is due to the on-line learning. We will have to get new quotes as costs may have changed and it will be presented to governors.

- 11.7. ISB Final 2020/2021 final. This is the LA's allocation for Downsell, including the ratified, but excluding the carry forward from 2020/2021 of £3,589,311.
- 11.8. The budget is set by the finance department. However there are areas that will change such as pupil premium, which is an indicative figure and the correct figure will be given later this term.

Q – Looking at 101 what is this based on?

A – for pupils for 5 and above

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11.9. PDS 2021/2022 Governors review the budget which includes the carry forward figure of £187,073. The inaccurate reference to stand alone will be removed. The budget for 2021/2022 has been set at £3,353,187

11.10. The figures are based on ISB final and any additional income. IO3 will differ. The school is expecting an additional 95K from out of borough payments owed and the income will show here. Governors were advised that this does not yet include the carry forward.

Q – i01 difference between figures of the 2 spreadsheets

A – Early years is not included in one of the sheets.

11.11. Governors were requested to note the expenses: teaching staff etc. E01 down to E28B, 3, 490,314. The income is not sufficient to sign off the budget without using the carry forward to offset the deficit.

11.12. Page 3 shows if the carry forward is used, we can balance the budget for 2021/2022. There are several factors that could influence a change in either direction. The school has strict monitoring regimes in place to support this.

11.13. Governors have noted the impact of the difference in income and expenditure, for future years and how this could create a problem.

Q – Aside from the restructure is the school looking at other areas to reduce costs?

A – Yes. However, there are several non-negotiable areas such as PFI contributions that cannot be reviewed.

Q – Catering, is this in line with previous years?

A – Yes, we have calculated this based on the reduced numbers of children

Action: Governors wish to explore other sources of income to bring the budget up. To be an agenda item in the new academic term for Finance Committee

11.14. DC. The key will be looking at how the school can generate more income. The school have a photographer coming in to take promotional material. Also we are aware of a new block of flats being erected nearby and will discuss promoting the school with the estate agent.

11.15. Looking at diversifying the demographic such as forest schools, pupils PE premium to ensure we capture the whole community.

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- 11.16. Governors were informed that Mr Chetty has a meeting with the LA to look at funding streams and the needs of children coming to Downsell. There are several children coming in via the normal admission route alongside those with EHCPs.
- 11.17. Governors were informed that a majority of the carry-forward was made up of sundry debtors with 95% owed by LA for a previous restructuring. The school had to make the payment to the individual concerned and the LA makes the payment back to the school. That payment is still outstanding.
- 11.18. We are making every effort to recoup as much of our outstanding debts as soon as possible. VAT payments are also outstanding from January 2021 to March 2021.
- 11.19. The LA is aware of the impact this is having on the school and is making every effort to rectify this.
- 11.20. Mr Leaker stated that as Governors we need to know that the LA is going to pay out in a timely fashion, against the costs of the new restructuring as this could place the school in a very difficult position in terms of cashflow
Action. Ms Kaloki to provide contract details to Ms Jones in order for her to chase Newham colleagues regarding outstanding payment.
- 11.21. Capital aspects. The school are expecting 10k DFC
- 11.22. Governors **ratified** the school budget for 2021/2022 at £3,353,187

12. OFSTED PREPARATION

- 12.1. As mentioned in the Headteachers report, the LA review is to be undertaken from the 5 – 6 July.
- 12.2. This will be preceded by a Genesis health check.
- 12.3. The action group meeting was very positive and recognised that the school is making continued and sustained improvement

13. School Term Dates.

- 13.1. Governors **agreed** the school term dates for 2021/2022
- 13.2. Governors **agreed** the schools inset date, which will be posted to schools' website.
- 1 September 2021 - staff training
 - 1 November 2021 – Staff Training
 - 4 January 2022
 - 19 April 2022
 - 22 July 2022

14. GOVERNOR SERVICES SLA 21/22.

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- 14.1. Ms Kaloki advised governors that they had previously purchased Governor Services at Gold level.
- 14.2. Governors were pleased with the continued level of service provided and would like to continue this.
- 14.3. Governors **agreed** Gold level for 2021/2022

Marina left. 17.50

15. BUSINESS CONTINUITY PLAN

- 15.1. This was signed off by the Finance Committee, pending inclusion of the evacuation element, which was missing from the plan.
- 15.2. Ms Munden advised the school of the need to review the number of Direct Debits that the school has set put as part of the plan.
- 15.3. Mr Chetty raised concerns as to how a whole school evacuation would happen. This would be reviewed

16. SFVS

- 16.1. MK review with governors. Governors were reviewed the SFVS questions. The commentary provided has been clear and the Finance Committee has advised most of these items.

Q - Are there any questions that Governors have regarding any of these items?

A - Governors did not have any further concerns

- 16.2. Governors **agreed** the SFVF checklist.
- 16.3. Governors reviewed the 3 outcomes and have been addressed throughout the year.

Q - Has the finance audit report been received and does it need to be included in the SVSF?

A - The audit draft has yet to be received. If anything comes from the audit it can be added to the outcomes page.

- 16.4. Governors **agreed** to sign off the outcomes pending recommendations from audit.
- 16.5. Governors **ratified** the SVSF for 2020/2021

17. ANNUAL GOVERNORS STATEMENT

Governors agreed to defer this item to the next meeting

18. DATE AND TIME OF NEXT MEETING

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18.1. Moved back one week to 12 July at 5.30pm. Governors would like to hold this as an in-person meeting at the school, restrictions permitting

18.2. Chair of Finance Sub Committee is to arrange a Finance Committee meeting before the end of the summer term as there are still papers that need signing off

18.3. Agenda Items

Full Governing Body

- Feedback on LA inspection
- Governors briefing – Ofsted Ready
- Governors Annual Statement

Finance Committee

- Financial Regulations

19. ANY OTHER BUSINESS

19.1. If any governors would like to attend school to carry out a Learning Walk they are more than welcome. It was agreed that governors would make arrangements to do so now that it was possible to visit the school in person.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
