

## MINUTES OF THE GOVERNORS' MEETING HELD IN SCHOOL ON MONDAY 29<sup>TH</sup> APRIL 2019

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|    | Present: Ms.Gouws (RG), Revd. D. Howland (DH), Revd. I. Chukuka (IC), Mrs. B. Fielder (BF), Mrs. J. Gillespie (JG), Mrs. T. Bentil-Mensah (TBM), Mrs. S. Jempson (SJ), Mr. P. Vennard (PV), Mr. R. Studd (RS), Mr. B. Leslie (BL), Mr. D. Faley (DF).   |
| 1. | <u>APOLOGIES FOR ABSENCE</u><br>Mrs. L. Miller, Mrs. D. Paul, Mrs. U. Giles, Ms. A. Grande  |
| 2. | <u>DECLARATIONS OF BUSINESS INTERESTS</u> - None  |
| 3. | <u>MINUTES OF THE LAST MEETING</u> (03-19.gov)<br>The Minutes of the meeting held on 4 <sup>th</sup> March 2019, having been circulated were agreed by the meeting and signed by the Chairman.  |
| 4. | <u>MATTERS ARISING</u><br><i>BL asked if the meeting had agreed noting actions on the Governors' Minutes.</i><br><i>RG said that this had been agreed at strategy meetings and quite often the committee meetings lend itself more for actions to follow.</i><br><i>BL suggested that it be clear in the minutes which governors asked what questions.</i>  |
| 5. | <u>BUDGET &amp; FINANCE UPDATE</u><br>DH introduced the Budget for 2019-20 and said that this had been the most challenging year for setting the budget.<br>Funding this year was £1,073,486 compared to £1,147,945 last year.<br>This related to fewer pupils in the School with each pupil allocated £3,250.<br>Pupil Premium this year was estimated at £78,613 compared to £88,989 last year.<br>Grants (re UIFSM and PE) were £43,528 this year, compared to £46,210 last year.<br>Forecast Income was £40,750 this year and £43,528 last year.<br>The increase in Teacher pensions' contributions was only being funded by the Government for 7 months in this financial year<br><i>DF spoke about the SEN top up funding which was £34,702 this year as against £33,052 last year and asked why did SEN go up, considering all the other figures went down?</i><br><br><i>DH said that the funding is calculated according to the number of children with an EHCP in place and has been estimated according to the known movement of children term by term; the School lost funding if children left the School but gained as two children in Reception now have an EHCP.</i><br>DH said that overall income we will be £60,878 less than 2018-19. The carry forward (surplus) from 2017-18 was £116,882 but the school had managed to increase the carry forward from 2018-19 to £157,278. The biggest budget item was for staff which last year was within budget at £1,006,438 and was forecast to be £1,032,200 for this year.<br>DH estimated that the outturn/carry forward figure for 2019/20 would be £115,597, for 2020/21 possibly £15,507 but was forecasting an in-year deficit of £136,767 for 2021/22.<br>DH advised that he had not been able to get any figures from the LA regarding their 'top-slice' funding as against an Academy.<br><i>BL On the income side are you assuming that we would remain at the current level?</i><br><i>DH - At the moment I have not made any projection for an increase in the number of children.</i><br><br>With regard to building works/maintenance costs these would total £16,600 including £2,320 for fixtures and fittings, £5,000 to upgrade the fence/secure the Nursery area in the Infant playground, repairs £5,280 and £4,000 budgeted as the Governors' contribution to upgrade and decorate the Conference Room and other summer works (food preparation area in room for our After-School Club and ICT room door replacement as required by the last fire risk assessment. |

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|    | <p>There was also the cost of the Lease for the Church land which the School used (and is currently being renewed/renegotiated) and this money was put into the Budget by Lewisham. RG suggested that we should raise this question at the next MAT meeting to ascertain whether this money would continue to be paid by the Government.</p> <p>DH said that he was trying to get parents to pay all monies into the School via ParentPay and not have cash being handled by the school office. This would mean time savings in the office and a decreased security risk but it would mean higher Bank charges for ParentPay transactions.</p> <p><i>BF asked if the School was satisfied with the caterers.</i></p> <p><i>DH said that the current Contractor always gave a good selection and that a recent questionnaire gave positive results.</i></p> <p><i>RG said that there was always a mixture of vegetables and salads available for the children.</i></p> <p><i>BL asked what was the message regarding the 2021/22 budget outturn.</i></p> <p><i>DH said that at the moment the budget for 2021/22 did not take into account any revisions to the staffing structure which needed to be looked at carefully in regard to its sustainability.</i></p> <p><i>RG as this is an unknown factor we need to think how we are going to change things, we do not want to make redundancies. This would be discussed in more detail at the next and future Resources meetings.</i></p> <p><i>The meeting was asked to approve the three year Budget which DH had put forward. Agreed.</i></p> |
| 6. | <p><u>TREASURER/GOVERNORS' FUND REPORT</u></p> <p>DH said that there was £5,100.00 in the Bank Account at the moment and noted that the school had not yet received the invoice from the Board for this year's Planned Maintenance Fund contribution.</p>   |
| 7. | <p><u>HEADTEACHER'S REPORT</u></p> <p>RG advised that there were 192 children currently on the School roll.</p> <p>There had been actions taken to try to increase numbers by using the website, banners, nursery, Breakfast Club and After School Club.</p> <p>Staffing: she said that Mrs. Miller would be moving to Worthing and it was intended to ask Ms Gayle to start at 8.00 a.m. in the Office.</p> <p>Mrs. Jefferies was completing her Level 3 NVQ so she would be able to work in the Nursery. Ms. Ferris was getting her QTS with the aim for her to teach in Nursery.</p> <p>Data: The School's data has been refined so that we can see exactly how the children are progressing. The Strategy Committee looked at how to present the data in more visual way.</p> <p>Priorities: Writing – working hard with Talk4writing. Maths – more evidence of reasoning in their books. Wider Curriculum – Knowledge Organisers working well.</p> <p>Parent involvement – website, blog, bring your parent to School day, striving to have good relationships with parents.</p> <p>Pupil Premium – Eunice (Inclusion Manager) is doing a case study for every child showing their achievements.</p> <p>Concerns – these were logged week by week but were stable at the moment.</p>   |
| 8. | <p><u>MULTI ACADEMY TRUST</u></p> <p>RG reminded Governors that there was a MAT meeting on Friday and that she had sent out an email with some suggested questions to ask.</p>  |
| 9. | <p><u>FIRE DRILL</u></p> <p>Fire drill – This ran very smoothly with all the children out of the School in one minute. The School was in the process of looking how to do a lockdown although the School did not have the finances to replace all the doors to enable them to be locked.</p>  |

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| 10. | <u>REPORT FROM RESOURCES MEETING</u><br>No Minutes since the last Governors' meeting.   |
| 11. | <u>REPORT FROM STRATEGY MEETING</u><br>BL said that they had looked at the School's data and the priorities of writing, maths and the wider curriculum. They had also looked at the School's strengths and weaknesses and the School's place in Lewisham.   |
| 12. | <u>REPORT FROM HEALTH &amp; SAFETY MEETING (01-19.H&amp;S)</u><br>DH reported that the School's Health & Safety assessment was completed at the end of March. This had been completed online, obtaining a score of 98% and submitted to Lewisham.   |
| 13. | <u>REPORT FROM FAITH MEETING (02-19.fth)</u><br>Faith Committee Minutes had been circulated.  |
| 14  | <u>CORRESPONDENCE &amp; GOVERNORS' TRAINING</u><br>Lewisham and the SDBE Governors' training had been circulated.   |
| 15. | <u>ANY OTHER BUSINESS</u><br>RG advised Governors that the School would be closed on Thursday 23 <sup>rd</sup> May due to the European elections.<br>RG said that it was good practice for Governors to come into School to observe the SATS tests and she invited any Governors willing to do this. Four governors committed to observe.   |
| 16. | <u>DATE OF FUTURE GOVERNORS'/COMMITTEE MEETINGS</u><br>Strategy meeting - Tuesday 21 <sup>st</sup> May at 8.00 a.m.<br>Resources meeting - Friday 14 <sup>th</sup> June at 9.00 a.m.<br>Faith meeting - Wednesday 5 <sup>th</sup> June at 1.30 p.m.   |
|     | <b><u>PROPOSED NURSERY:</u></b><br><br>The budget figures did take into account the provision for a Nursery from January 2020. DH produced his estimates for take-up of nursery spaces which, he said, was fairly conservative and showed a gradual increase over 6-7 terms.<br><br><i>BF – if the Nursery starts in January, would the two members of staff be finished with their training? If they are not, what would happen?</i><br><i>RG That will delay the opening of the Nursery as we cannot start without them being qualified</i><br><i>BA –What is the ratio of staff to children?</i><br><i>RG – the ratio is 1:13 with a Level 3 qualified teaching assistant and a qualified teacher</i><br><br><i>TBM – Is 30 the set figure for the Nursery?</i><br><i>DH – The maximum number of children in the nursery would normally be 25 (26 is the maximum permitted by the staff/children ratio) the figure in the chart related to 15-hours funded places (i.e.5 morning or 5 afternoons and could increase to 40 based on the assumption that there were also 6 (full-time) 30-hours funded children. These are cautious figures and we hope more would attend.</i><br><i>RG If we can get the children into the School's Nursery and get funding we could then hope to that they will apply for Reception places at St Michael's</i><br><br><i>RS – What are the ways of contacting these potential parents and children and when would the time be right to make people aware?</i><br><i>RG – It is important we get the right staffing and as soon as we know that we will get the funding for the nursery we can start advertising.</i> |

*DF – Would the children who are eligible to start Nursery in September be put off if we only open in January?*

*RG – Unfortunately we do not have much choice, however we are hopeful that with advertising we will get many applicants for January.*

*BF – People will be looking at the best staff and trained staff would be essential. We need to get this right.*

*SJ – What funding does the school get?*

*RG – All children are funded for 15 hours from the term following their 3<sup>rd</sup> birthday. Additionally, working parents on low incomes can apply for 30 hours funding.*

*TBM – If we put two current members of staff into the nursery, what happens to their existing positions?*

*RG – The two staff members who will go into the Nursery will not be replaced. The reality is, that due to the falling roll, we can't sustain the number of TAs we currently have. If the nursery does not open, we will have to consider starting redundancy procedures.*

*TBM – Will the staff be ready?*

*RG – The person who must do the NVQ Level 3 is trying to do this in six months. The school is aware that the pressure is on for her to do this qualification very quickly and is offering her support.*

*BF – Can we allow her some time off?*

*RG – Yes, the school is giving her time every week. She is also working in a school in Croydon to get the necessary work experience with 2 – 3 year olds.*

*DH said that training costs included in the budget for the Nursery posts would be £4,100.00.*

*BF – Are we contributing to the unqualified teacher's GCSE training?*

*RG – No this is free, we are just providing her with the time to go college.*

It was proposed by BL and seconded by RS that this item be kept on the Agenda with the Strategy Committee discussing same.

### **PROPOSED AFTER SCHOOL CLUB**

RG said that part of the School's strategy was to see how we could better sell the School. She said that when parents came to the School they often asked if there was provision of an After School Club or Breakfast Club.

She felt it would be beneficial for the School to run an affordable After-School Club. The external Club running at the moment was primarily for help with homework. An After School Club would provide a good meal, supervision and outside play. This would run until 6.00 p.m. This would put the School in a better position for attracting new parents.

She proposed that the external club run by Mrs. Shockness and Mrs. Kaba would not have a Contract next year but in return if they still wanted to provide Homework tuition, they would still be able to use the School premises free of charge. It was intended to advertise internally for staff to run the Club and Mrs. Shockness and Mrs. Kaba would be able to apply.

*BF asked about the starting time of the Breakfast Club.*

*RG said that they would like to start this at 7.45 a.m. where most Schools started at 8.00 p.m.*

*PV asked how many children attended the Breakfast Club.*

*DH advised that about 30 attended.*

*TBM asked about the Mini Champions using the football pitch.*

*RG said that if the School ran an After School Club then Mini Champions would not be able to continue using the facility.*

*IC said that there was someone interested in running an After School Club, Breakfast Club and Holiday Club in the Church Hall.*

*BF said she thought people would find the earlier start time of the Breakfast Club helpful.*

*IC asked how much this would cost.*

*RG said about £12.50 per After School Club session.*

*SJ felt that the School needed to be mindful of parents treating this as a childminding service and might not always be on time to get their children.*

*RG said that this would have to be monitored.*