

**PERIVALE PRIMARY SCHOOL**  
**The 3<sup>rd</sup> Full Governing Body Meeting for 2019 – 2020 was held on Friday 15 May 2020**  
**The meeting was held via Zoom**

**MINUTES**

<p><b>Attendees:</b>  Audrey Daley (AD)  Pinder Gomez (PG)  Chris Green (CG)  Rabiah Khairoun RK)  Saira Malik (SM)  Trudy Papafio (TP)  Rohini Shah (RS)  Faiza Subhani (FS)  Edmond Yeo (EY)</p> <p><b>Also in attendance:</b>  Orla Brady (OB)  Naomi Dowd (ND)</p>	<p><b>Actions</b></p>
<p><b>1. Welcome</b></p> <p>a) Update Reverend Andy Johnson (AJ).</p> <ul style="list-style-type: none"> <li>• FS advised that AJ had resigned due to work commitments.</li> </ul> <p>b) Update Orla Brady</p> <ul style="list-style-type: none"> <li>• AD advised that OB has resigned to take up a post at a larger school.</li> <li>• OB’s last day is 22 May.</li> <li>• OB has agreed to return for 1 day per week to support us while we advertise for a new SBM.</li> <li>• We are advertising for a replacement SBM.</li> <li>• We have identified an interim SBM from July. This will be on a zero hours contract.</li> </ul>	
<p><b>2. Apologies for absence</b></p> <p>Apologies were received from:  Paul Adair (PA)  Sean Bennett (SB)</p> <p>All other members were in attendance.</p>	
<p><b>3. Authorised / Unauthorised absence</b></p> <p>The absences for PA and SB were both authorised.</p>	
<p><b>4. Declaration of any other business</b></p> <p>There were no declarations of other business.</p>	
<p><b>5. Declaration of interest in any agenda items</b></p> <p>There were no declarations of interest in any agenda items.</p>	
<p><b>6. Headteacher’s Verbal Update</b></p> <p>AD gave a verbal update on the impact of Covid 19.</p> <ul style="list-style-type: none"> <li>• We have the following children attending: <ul style="list-style-type: none"> <li>○ 2 x Key Worker children with probably 2 more shortly.</li> <li>○ 2 x Vulnerable children includes 1 with an EHCP.</li> <li>○ 2 x Part Time.</li> </ul> </li> <li>• We are contacting the 23 SEN children on a regular basis.</li> <li>• At the start the school provided “FSM vouchers” for 80 FSM children.</li> </ul>	

<ul style="list-style-type: none"> <li>○ Cost £2K.</li> <li>● We subsequently provided vouchers under the central scheme. <ul style="list-style-type: none"> <li>○ The logistics were a nightmare at the start.</li> <li>○ We now have an additional 9 families that qualify.</li> </ul> </li> <li>● We have put in place an addendum to the Safeguarding Policy. <ul style="list-style-type: none"> <li>○ All staff have read this.</li> </ul> </li> <li>● We have also added an addendum to the e-safety policy.</li> <li>● Staffing <ul style="list-style-type: none"> <li>○ Anxiety has heightened since the announcements last weekend.</li> <li>○ We are maintaining regular contact.</li> <li>○ 6 staff are shielding, including 2 from the SLT.</li> <li>○ 5 staff are extremely vulnerable.</li> <li>○ 3 are sick, not Covid 19 related.</li> <li>○ 10 are living with / caring for vulnerable relatives.</li> </ul> </li> <li>● We remained open over the Easter Holiday.</li> <li>● We were closed for VE Day.</li> <li>● We will be closed for the May half term.</li> <li>● Possible June Opening. <ul style="list-style-type: none"> <li>○ The main concerns of the Unions and LA are the safety of staff and children.</li> <li>○ The LA is preparing with H&amp;S and the Unions a Risk Assessment for schools to complete. This will include staff availability.</li> <li>○ TP asked if AD had a sense of how many children may return if the school re-opens. <ul style="list-style-type: none"> <li>▪ We are currently doing a survey. We will have responses by the end of next week.</li> </ul> </li> <li>○ CG asked if the school has to write to parents? <ul style="list-style-type: none"> <li>▪ The LA will be writing; they are keen for consistency across Ealing.</li> </ul> </li> <li>○ EY asked who will be completing the Risk Assessment. <ul style="list-style-type: none"> <li>▪ Each school will be completing the Risk Assessment.</li> </ul> </li> <li>○ PK pointed out that children can contract Coronavirus.</li> <li>○ AD stated that any return will be a huge challenge for nursery children. <ul style="list-style-type: none"> <li>▪ All soft toys will be removed.</li> <li>▪ Children will all have their own equipment.</li> </ul> </li> <li>○ PK also pointed out that a lot of children will need to go back to work.</li> <li>○ AD said that we would need to have staggered start times for each year group.</li> <li>○ AD pointed out that all schools are in the same position.</li> <li>○ EY asked about how staff and parents be assured about staffing ratios. <ul style="list-style-type: none"> <li>▪ 15 children per class.</li> <li>▪ TA's can take a class.</li> </ul> </li> <li>○ FS asked about temperature checks for children. <ul style="list-style-type: none"> <li>▪ A couple of schools are doing this, others are considering.</li> <li>▪ We will probably need agreement from parents.</li> <li>▪ OB said that we are preparing an order.</li> </ul> </li> <li>○ AD pointed out that the guidance is that PPE equipment is not required for Teachers and TA's.</li> <li>○ CG asked if the GB would need to meet again about the opening. <ul style="list-style-type: none"> <li>▪ AD suggested that it may be a good idea to set up a working party.</li> <li>▪ AD and FS will discuss.</li> </ul> </li> </ul> </li> </ul>			
<p><b>7. Finance</b>  OB spoke to the Budget Presentation which had been pre-circulated.</p> <table border="1" data-bbox="92 1928 1220 2040"> <tr> <td data-bbox="92 1928 1220 2040"> <p><b>Budget Presentation</b></p> <ul style="list-style-type: none"> <li>● OB pointed out that the Management Committee had undertaken a detailed review last week.</li> </ul> </td> </tr> <tr> <td data-bbox="92 2040 1220 2072"> <p><b>Setting the Scene</b></p> </td> </tr> </table>	<p><b>Budget Presentation</b></p> <ul style="list-style-type: none"> <li>● OB pointed out that the Management Committee had undertaken a detailed review last week.</li> </ul>	<p><b>Setting the Scene</b></p>	<p>AD / OB</p>
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<ul style="list-style-type: none"> <li>• We have undertaken a full school deep clean.</li> <li>• We will need more cleaners when we open.</li> <li>• There is a hardship fund that we can apply to for Covid 19 related expenditure. <ul style="list-style-type: none"> <li>○ The maximum that a school of our size can apply for is £25K.</li> </ul> </li> <li>• Government are continuing to cover the increase in Teachers Salaries and Pension contributions.</li> <li>• We have made savings by moving our insurance to the DfE scheme.</li> <li>• We have an action plan to address staff workload.</li> </ul>	
<p><b>Financial Benchmarking</b></p> <ul style="list-style-type: none"> <li>• We will need to continue to review the spend on admin supplies.</li> <li>• We will also need to review the premises and admin staff costs.</li> <li>• As the building approaches 12 years old it will require proactive management.</li> </ul>	
<p><b>Impact of Solution Focused Financial Planning</b></p> <ul style="list-style-type: none"> <li>• Whilst the recruitment drive cost £ 20K we now have a full permanent staff team.</li> <li>• Our children are not sporty.</li> <li>• We now have our first long term letting.</li> </ul>	
<p><b>Business Development Plan 2020 – 2022</b></p> <ul style="list-style-type: none"> <li>• This has been extended from 1 year to 2 years due to delays as a result of Covid 19.</li> <li>• TP asked about catch-up interventions e.g. Phonics. <ul style="list-style-type: none"> <li>○ OB confirmed that we have included budget in the plan for the next 2 years.</li> </ul> </li> </ul>	
<p><b>Financial Outturn 2019 – 2020</b></p> <ul style="list-style-type: none"> <li>• The carry forward figure of £238,735 (10%) includes committed spend of £34,073 which due to the changes to accrual limits can no longer be accrued (now minimum £10K). <ul style="list-style-type: none"> <li>○ The IT programme was also deferred due to Covid 19.</li> </ul> </li> <li>• The revised outturn is £204,662 (8%).</li> </ul>	
<p><b>Key Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• The percentage of the budget spent on the Leadership Team is high for the size of school.</li> </ul>	
<p>a) Budget Outturn 2019 – 2020</p> <ul style="list-style-type: none"> <li>• See comments above.</li> </ul> <p>b) Proposed Budget 2020 – 2021</p> <ul style="list-style-type: none"> <li>• The detailed budget management report including the budget for m2020 – 2021 was pre-circulated.</li> <li>• Minutes of the Management Committee on Thursday 7 May 2020 where the budget was reviewed in detail were pre-circulated.. <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> </ul> <p>A vote was taken, and the budget was approved unanimously.</p> <p>FS thanked AD and OB for all of the work they had done in managing the budget for 2019 – 2020 and preparing the budget for 2020 – 2021.</p>	
<p><b>8. School Business Manager’s Verbal Update</b></p> <p>OB updated Governors on the replacement of the hot water boilers.</p> <ul style="list-style-type: none"> <li>• The LA had planned to replace the hot water boilers over the summer, they are however reluctant to start this unless they can guarantee completion.</li> <li>• The project will probably be deferred to next year.</li> <li>• If the boilers were to fail we would need a temporary external boiler.</li> <li>• The risk assessment has been updated.</li> </ul>	
<p><b>9. Agree the minutes of the Full Governing Body Meeting on 06/12/2019</b></p> <p>These were agreed as a true and accurate record of the meeting.</p>	

<p><b>10. Matters arising from the Full Governing Body Meeting on 06/12/2019</b> These were carried forward to the next meeting.</p>	
<p><b>11. Items agreed by e-mail for noting</b> The following were all agreed by e-mail since the last meeting:</p> <ul style="list-style-type: none"> <li>a) Re-election of FS</li> <li>b) SFVS</li> <li>c) Cleaning Contract</li> <li>• OB reminded Governors that the plan had been to switch contractors effective 1 April, this was deferred to 1 September due to Covid 19.</li> <li>d) Term Dates 2020 - 2021</li> </ul>	
<p><b>12. Any Other Business as agreed above</b> <u>Scheme of delegation</u> The updated Scheme of delegation was pre-circulated</p> <ul style="list-style-type: none"> <li>• The only change relates to the Purchase Card which is now a Debit Card rather than a Credit Card.</li> </ul> <p><u>Impact on assessment in 2021</u> TP asked about the potential impact on assessment in 2021 if we re-teach the summer term in the autumn term.</p> <ul style="list-style-type: none"> <li>• ND said that there will be intensive catching up.</li> <li>• The DfE may postpone SATS for next year as well.</li> <li>• AD pointed out that this may have a financial impact.</li> <li>• AD stressed that the most important thing when the children come back will be their wellbeing. <ul style="list-style-type: none"> <li>○ The LA are preparing a PSHE package.</li> </ul> </li> </ul>	
<p><b>13. Date and time of next meeting</b> It was agreed to hold an additional meeting on Friday 12 June at 09:30.</p> <ul style="list-style-type: none"> <li>• Nigel Cook from ELP will be joining this meeting.</li> <li>• Areas for discussion: <ul style="list-style-type: none"> <li>○ Covid 19 update.</li> <li>○ Teaching and Learning update including Home Learning.</li> <li>○ Staff CPD during lockdown.</li> <li>○ Interventions required to catch up.</li> </ul> </li> </ul> <p>The next scheduled meeting is on Friday 10 July 2020 at 09:30.</p>	

Meeting closed at 11:00.