

**PERIVALE PRIMARY SCHOOL**  
**A Full Governing Board Meeting was held on Thursday 29 April 2021**  
**The meeting was held via Zoom**

**MINUTES**

<p><b>Attendees:</b>  Sandip Bhalsod (SB)  Audrey Daley (AD)  Chris Green (CG)  Robert Hawkes (RH)  Rabiah Khairoun RK)  Saira Malik (SM)  Duncan Partridge (DP)  Sharine Tyndale (ST)  Edmond Yeo (EY)</p> <p><b>Also in attendance:</b>  Yvonne MacDonald (YM)</p>	<b>Actions</b>
<p><b>1. Welcome</b></p>	
<p><b>2. Apologies for absence</b>  Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Rohini Shah (RS)</li> </ul> <p>No apologies were received from:</p> <ul style="list-style-type: none"> <li>• Jahangir Alam (JA)</li> <li>• George Collins (GC)</li> <li>• Hetal Joshi (HJ)</li> </ul>	
<p><b>3. Authorised / Unauthorised absence</b>  The absence for RS was authorised.</p> <p>The absences for JA, GC, and HJ were not authorised.</p>	
<p><b>4. Declaration of any other business</b></p> <ul style="list-style-type: none"> <li>• Ealing Schools catering Consortium agreement.</li> <li>• Ofsted.</li> </ul>	
<p><b>5. Declaration of interest in any agenda items</b>  There were no declarations of interest in any agenda items.</p>	
<p><b>6. Resources Matters</b></p> <p>a) Final Budget Monitoring report – March 2021</p> <ul style="list-style-type: none"> <li>• The final outturn report was pre-circulated.</li> <li>• This confirms an in-year surplus of £84,378.66.</li> <li>• The total carry forward is 12.1%; this is above the amount (9%) that we allowed to carry forward. <ul style="list-style-type: none"> <li>○ The report indicates a surplus of 14.1% however this is due to an error by the LA. <ul style="list-style-type: none"> <li>▪ We have confirmation of this error from Bursarial Services.</li> </ul> </li> <li>○ The additional 3.1% will have to be allocated: <ul style="list-style-type: none"> <li>▪ Utilities: £7,066</li> <li>▪ Commitments: £14,632</li> <li>▪ T&amp;L Resources: £10,000</li> <li>▪ Curriculum Dev English &amp; Reading: £7,000</li> </ul> </li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>▪ Wellbeing training: £3,700</li> <li>▪ Non Fiction Text £1,500</li> <li>▪ CCTV repairs, Fire doors, internal lighting, Repairs to security gates: £12,000 <ul style="list-style-type: none"> <li>• CCTV is not working / not effective.</li> </ul> </li> <li>▪ Laptop trolleys: £8,000</li> <li>▪ Enhanced outdoor learning: £3,103</li> </ul> <p>b) Proposed Budget 2021/2022</p> <ul style="list-style-type: none"> <li>• YM took Governors through the budget presentation which was pre-circulated. <ul style="list-style-type: none"> <li>○ The budget is based on the worst case scenarios.</li> <li>○ Of the 5 Teachers who could apply to go through the threshold in September: <ul style="list-style-type: none"> <li>▪ 1 has said that they are not interested.</li> <li>▪ 4 have indicated that they are interested. <ul style="list-style-type: none"> <li>• They all know the process.</li> </ul> </li> </ul> </li> <li>○ Over time we will look to recruit NQT's to cushion the blow of increasing salaries.</li> <li>○ We are likely to see an increase in SEND costs, but this should be matched by an increase in funding.</li> <li>○ The budget assumes that we will have a full time SBM from June.</li> <li>○ SEND children are currently being supported by agency staff. <ul style="list-style-type: none"> <li>▪ We intend to move to non-agency staff.</li> </ul> </li> <li>○ We have subscribed to TES Gold.</li> <li>○ We have budgeted for an additional cleaner for 3 hours a day (Covid).</li> <li>○ Swimming lessons are held at Horsenden. <ul style="list-style-type: none"> <li>▪ Costs have been increased by £600 for the same number of children.</li> <li>▪ Transport costs will also increase.</li> <li>▪ RH asked if we could use the PE Sports premium to fund catch up for swimming. <ul style="list-style-type: none"> <li>• No.</li> </ul> </li> </ul> </li> <li>○ DP asked what the consultancy services budget line is for: <ul style="list-style-type: none"> <li>▪ Support identified from the LIP.</li> <li>▪ Early years curriculum training.</li> <li>▪ Speakers.</li> <li>▪ Drama.</li> <li>▪ Sports.</li> <li>▪ Counselling Services.</li> <li>▪ Governor Development.</li> </ul> </li> <li>○ Reception is full for September with 30 on the waiting list.</li> <li>○ Nursery is looking good for September. <ul style="list-style-type: none"> <li>▪ The budget assumes that nursery will have 3 vacancies.</li> </ul> </li> </ul> </li> <li>• <b>A vote was taken, and the budget was approved.</b></li> </ul> <p>c) 3 Year budget forecast</p> <ul style="list-style-type: none"> <li>• A 1% increase has been factored in for Teaching Staff.</li> <li>• A 0% increase has been factored in for support staff.</li> </ul> <p>d) Update - SBM Vacancy</p> <ul style="list-style-type: none"> <li>• Whilst there was a good response to the advert the calibre of candidates was poor.</li> <li>• We will now go through an Agency (Reed) at LA rates.</li> </ul> <p>e) Preparation of the SFVS return</p> <ul style="list-style-type: none"> <li>• The school are currently working on the SFVS.</li> <li>• The aim is to submit by 21 May (deadline 27 May).</li> </ul>	
<p><b>7. Governance Matters</b></p> <p>a) Governing Board Action Plan</p>	

<ul style="list-style-type: none"> <li>• This was pre-circulated.</li> </ul> <p>b) Governor Job Descriptions</p> <ul style="list-style-type: none"> <li>• The Job Description for both the Vice Chair of Governors and Committee chairs were pre-circulated.</li> </ul> <p>c) Process to move to new structure effective September 2021</p> <ul style="list-style-type: none"> <li>• AON outlined the process which will be followed to ensure that the Governing Board is ready to hit the ground running in September with the new structure.</li> <li>• We will agree the following at the next meeting: <ul style="list-style-type: none"> <li>• Vice Chair of Governors</li> <li>• Committee Membership <ul style="list-style-type: none"> <li>○ Resources</li> <li>○ Standards / Teaching &amp; Learning</li> <li>○ Pay</li> </ul> </li> <li>• Chair – Resources Committee</li> <li>• Chair – Standards / Teaching &amp; Learning Committee</li> <li>• Meeting Dates 2021 – 2022</li> </ul> </li> <li>• CG stressed the importance of succession planning, particularly for CoG and VCoG.</li> <li>• <b><u>CG asked all Governors to consider which committee they would like to sit on, and whether they would like to be considered for VCoG or Committee Chair.</u></b></li> </ul>	All
<p><b>8. Agree the minutes of the Full Governing Body Meetings on 25 March 2021</b> These were agreed as a true and accurate record of the meeting.</p>	
<p><b>9. Matters arising from the Full Governing Body Meetings on 25 March 2021</b></p> <p>a) YM to check if the Catch Up funding is protected.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• YM is awaiting confirmation.</li> </ul> <p>b) ND to circulate the Wellbeing Plan.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>c) CG to circulate the Governor Action Plan.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>d) Vice Chair of governors to be elected at the next meeting.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward to the June meeting.</u></b></li> </ul> <p>e) Committee membership to be agreed on 18 June.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>f) Committee Chairs and Vice Chairs to be agreed on 18 June.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>g) AD to share a calendar of events for Governors.</p> <ul style="list-style-type: none"> <li>• Closed.</li> <li>• “Coffee morning” for new Governors on 6<sup>th</sup> and 14<sup>th</sup> of May.</li> </ul> <p>h) RK to liaise with AD re changes to the DBS process.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• To be addressed at the next SCR review.</li> </ul> <p>i) ND to update the CP &amp; Safeguarding Covid addendum re “worry button”.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul>	<p>YM (AD)</p> <p>ND</p> <p>Agenda</p> <p>Agenda</p> <p>Agenda</p> <p>RK</p> <p>ND</p>

<b>10. Policies / Documents for Approval:</b> a) Finance policy <ul style="list-style-type: none"> <li>The policy was pre-circulated.</li> <li><b>APPROVED.</b></li> </ul>	
<b>11. Any Other Business as agreed above</b> There were no items of other business.	
<b>12. Date and time of next meeting</b> Friday 18 June 2021 at 9:30 AM	

Meeting closed at 10:43AM