

BRUNSWICK HOUSE PRIMARY SCHOOL

MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 18 MAY 2020

Present: John Bateson-Cooper (Co-Chair in the Chair), Ellie Dunnet (Co-Chair), Neil Andrews, David Stead, Bryan Douglas, Nadia Pennell, Faye Wilks, Wendy Skinner and Stephen Fenniche.

Also Present: Clare Fullagar (Deputy Headteacher), Lucy Steward (Deputy Headteacher), Rachel West (Bursar) and Geoff Mills (Clerk)

The meeting commenced at 4.00 PM

Agenda Item	Main Discussion	
	The meeting was quorate.	
1.	Apologies None	
2.	Declaration of Business Interests Mr John Bateson-Cooper made a general declaration in accordance with relevant policies and procedures as he sometimes undertook electrical contract work within the school.	
3.	Minutes of the meeting held on 9 March 2020	
	3.1	The Minutes for the meeting held on 9 March 2020 were unanimously approved and signed by the Chair as a true record.
	3.2	Matters arising. (i) Health and Safety Monitoring Report – John Bateson-Cooper said he would undertake to complete this as soon as possible. (ii) Adrian Moll – The Co- Chair (JB-C) said he would contact Mr Moll to let him know that it was hoped he would still join the FGB but that at present that was in abeyance until the general health situation improves. (iii) Ellie Dunnet said in respect of new governors she had a couple of potential leads and would follow those up. Faye Wilks said she also knew of a couple of people who maybe be interested in becoming a governor. (iv) The FGB agreed that if possible, it would be helpful to recruit someone with a background in legal or personnel. It was also agreed that although it was important to sound out whether someone was interested in becoming a governor, no further action should be taken until it would be possible to invite them to tour the school.

	(v) Governors were reminded that if not already they needed to return their Skills Audit by 10 June 2020.
4.	Notification of Urgent Items None
5.	Terms of Reference – Model Standing Order. The FGB unanimously agreed the Model Standing Order on the holding of virtual governor meetings as recommended by KCC.
6.	Budget. The Bursar submitted for consideration and approval the School Budget for 2020/21 and the Three-Year Financial Pan. (i) Revenue Budget (a) The Bursar presented a report which set out the details of the Revenue Budget and she highlighted a number of issues which had to be factored in when building the overall budget. For example, because of the current health situation the income from lettings had fallen to from 13k last financial year to £10k this year. (b) The Bursar said that over the past financial year there had not been any significant changes in school expenditure. The main element of change was an increase in support costs. Changes in contracts had seen increases such as on holiday pay. The school was currently seeking further advice on that from KCC but had regardless budgeted for the increased costs. In addition, Kent pay scales 2 and 3 had been combined and that had also led to an increase in staffing costs. The school had also undertaken a restructure of the school office and that had also led to a small increase in that element of the budget. (c) In answer to questions from Governors the Bursar said as follows: (d) EO7 – this part of the budget included £990.00 to cover the costs of moderators. (e) The increase in years 3/4 included £4000 from government per pupil. However, the government had promised that sum for the past four years and it had not yet come to fruition. (f) Teachers pay and pension costs increase in years 2 and 3 but because of the size of the school it will be getting more income to cover those costs than perhaps others. (g) High Needs – some High Needs pupils will be leaving in July but with others joining from September 2020 that loss of income should be made up during 2021/2. (h) IO 8 – Because of COVID 19 lettings have dropped by some 25% so the predicted income under this budget heading is a result of erring on the side of caution. Income from the Breakfast Club, music and trips has as naturally also dropped.

(i) E15, 22 and 25 – The Bursar explained the expenditure under these headings was predicted to rise so the budget has been adjusted to take that into account. There would be some positive adjustments to be made as some of this expenditure would be offset by some payments yet to be received from government.

Mr Stead said, and it was agreed, that the way the Revenue Budget Forecast Sheet had been laid out and presented was particularly good and had made for easier reading.

(ii) Capital Budget

(a) The Bursar said that the balance in the Capital Budget for this financial year stood at stood at £4,278. This was after payments had been made to cover the costs of schemes such as those on the garden project.

The Headteacher said both the Revenue and Capital Budget projections for years 2 and 3 were very dependent on government funding being received at the levels that had been promised.

Rachel West said as she would be leaving the school this would be her last budget. Governors therefore placed on record their sincere thanks to Rachel for all the hard work she had undertaken in her role as the school's Bursar and wished her well for the future.

Governors then thanked the Headteacher and the Bursar for their report and for managing the school's finances in such a rigorous and efficient way.

Mr John Bateson-Cooper then proposed, and Mr David Stead seconded, that the Brunswick House Primary School budget for 2020/21- and Three-Year Financial Plan be approved. Carried unanimously.

<p>7.</p>	<p>Headteacher’s Report</p> <p>(i) The Headteacher submitted a report that detailed the actions she and her staff had and were taking since all school’s had officially closed on 23 March 2020 due to COVID 19.</p> <p>(ii) The Headteacher had been sending out regular updates to parents keeping them informed on what Brunswick House was doing to support those pupils of key workers and those classed as ‘vulnerable’. The school was also comprehensively supporting pupils who were working remotely from home.</p> <p>(iii) Since the announcement on 10 May 2020 that primary schools in England should arrange for the return of pupils in FS and Years 1 and 6 from 1 June 2020, the Headteacher has been coordinating a wide range of actions designed to have the school ready to receive this phased return of pupils in these year groups. This has included preparing a detailed COVID 19 Recovery Plan and Risk Assessment which has been widely shared with parents and governors.</p> <p>(iv) The Headteacher also set out the Business- Critical Actions which the school was following to ensure key areas of work and activity were being undertaken and reviewed. This included a wide range of actions and included how the school was caring for its vulnerable children and those with ECHP plans. The Headteacher also advised Governors on the measures the school had in hand to monitor the wellbeing and health of pupils and staff, and the arrangements to support parents to educate their child from home. The Headteacher gave an update on staffing matters and reported on a statement from KCC’s Corporate Director for Children, Young People and Education regarding The Kent Test. This said that provision would be made for children to be assessed and that a more detailed plan of how that would be undertaken would be shared as soon as possible.</p> <p>(v) During the course of discussion, the Headteacher advised Governors on some of the other detailed arrangements the school would have in place by 1 June. Because of the size and layout of the school to adhere to social distancing requirements, it would be necessary to restrict class sizes to 11. The Headteacher also said she was also conscience of the need to have in place measures to address any mental health issues that may arise be they in relation to a pupil or a member of staff.</p> <p>(vi) Governors then placed on record their unanimous support for all the Headteacher and her staff had done over the past weeks and were now planning to ensure the school could safely open on 1 June 2020 for pupils in FS and Years 1 and 6. What had been achieved reflected the high professional standards of all staff and was very much appreciated by all the members of the FGB.</p>
<p>8.</p>	<p>Policies</p> <p>(i) Child Protection Policy – COVID 19 Addendum – approved unanimously</p> <p>(ii) Governor Monitoring – approved unanimously</p> <p>(iii) School Behaviour Policy - approved unanimously</p>

	<p>(iv) Special Leave - approved unanimously</p> <p>(vi) Complaints Policy – approved unanimously</p> <p>(vii) EYFS- approved unanimously</p>
9.	<p>GDPR</p> <p>There had been no GDPR breaches since the last meeting of the FGB.</p>
10.	<p>Review of Meeting and Confidentiality</p> <p>The Full Governing Body agreed that it had properly dealt with all items on the agenda for this meeting and there were no matters requiring a confidential minute.</p>
11.	<p>Date of Next Meeting</p> <p>The next meeting of the Full Governing Body is on Monday 13 July 2020 commencing at 4.00 PM.</p>

The meeting ended at 5.40 PM

ACTION POINTS

Agenda Item	ACTION	By whom
3.	<p>(i) Health and Safety Monitoring Report – John Bateson-Cooper would undertake to complete this as soon as possible.</p> <p>(ii) Adrian Moll – The Co- Chair (JB-C) would contact Mr Moll to let him know that it was hoped he would still join the FGB but that at present that was in abeyance until the general health situation improved.</p> <p>(iii) Ellie Dunnet said she had a couple of potential leads and would follow those up. Faye Wilks said she also knew of a couple of people who maybe be interested in becoming a governor.</p> <p>(iv) It was agreed that although it was important to sound out whether someone was interested in becoming a governor, no further action should be taken until it would be possible to invite them to tour the school.</p> <p>(v) Governors were reminded that if not already they needed to return their Skills Audit by 10 June 2020.</p>	<p>JB-C</p> <p>JB-C</p> <p>ED FW</p> <p>All</p> <p>All</p>

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UN Convention on the Rights of the Child.

Article 3 - The best interests of the child must be a top priority in all actions concerning children'

SignedEllie DunnetChair

Date: ...13 July 2020.....