



NEW END PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING HELD REMOTELY ON THURSDAY 14 MAY 2020, 7:30PM

Members
(*Absent)

	Name	Post
LM	Linda Davies	Chair, Co-opted Governor
VZ	Vassilis Zarifis	Co-opted Governor, Chair of Resources Committee
TM	Tony Millard	Co-opted Governors
HA	Helen Andrews	Co-opted Governor
SB	Stephen Buzzard	Co-opted Governor
HT	Karyn Ray	Headteacher, Ex-Officio
BM	Bianca Mollura	Parent Governor
MM	Michal Marion	Parent Governor
ME	Mirit Eldor	Co-opted Governor
RP	Regis Peyraque	Staff Governor
SS	Stephen Stark	LA Governor
AG	Alan Girling	DHT, Associate Governor

Also
Present

NH	Nick Holt	Bursar
Clerk	Carol Murphy	Clerk, Camden Learning

ITEM	BUSINESS ITEM	ACTION
1	WELCOME AND APOLOGIES	
1.1	The Chair welcomed everyone to this remote meeting and introduced Carol Murphy as the Clerk, who has previously acted as Clerk for the Governing Board.	
1.2	All Governors were present.	
2	DECLARATION OF INTERESTS	
	There were no declarations of interest.	
3	MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING HELD ON 23 January 2020	
3.1	Matters of Accuracy The minutes were agreed subject to the amendments below that the minutes are an accurate record of the meeting on 23 January and will be signed at the next meeting.	

3.2	<ul style="list-style-type: none"> - Item 7 -Brexit discussion will be redrafted by HA to more accurately reflect the discussion <p>ACTION: HA to send redrafted Item 7 and send to Clerk</p> <p>Matters Arising None</p>	HA
4	YEAR END FINANCIAL POSITION	
4.1	<p>NH advised that the Finance committee met last night and reviewed both the 19-20 outturn and the new budget in detail. The papers were circulated to all Governors earlier today.</p>	
4.2	<p>NH highlighted the following issues:</p> <ul style="list-style-type: none"> - The year-end position is an in-year deficit of £70K, leaving a cumulative surplus of £98K - There were increased costs in a number of areas but the largest area was in staffing costs. There was an increase in staff costs of approximately 12% related to increased teacher pension and pay costs, an additional post for Nursery and long term absence of 3 teachers. Some of the costs were off-set by the Teacher Pay & Pension grants and absence insurance cover - Other areas of expenditure variance included UFSM costs, School uniform stock purchase, SEN support costs, Extended school costs. Full details are in the report - Income areas of note include national grants: Teacher Pension and Pay Grants & Top up nursery income 	
5	BUDGET 20-21 & THREE-YEAR BUDGET	
5.1	<p>NH highlighted the following:</p> <ul style="list-style-type: none"> • The Budget presented gives a year end position of £2K cumulative surplus confirming all of the current reserves are being used to balance the budget. Setting a surplus budget, however small, gives the school time before there is any additional pressure & scrutiny from the LA • It was confirmed that this is a challenging budget position and the Finance Team and SLT will need to look at ways to significantly reduce costs in the coming years as well as finding sustainable ways to increase income. This situation is made more challenging by the current Covid 19 crisis 	
5.2	<p>There followed discussion about what school budget should be funding. The HT confirmed that from a staffing prospective a HT and 15 class teachers and basic support functions (i.e. caretaking, cleaning, basic admin support) are the necessity and everything else needs to be viewed as non-core.</p>	
5.3	<p>There was a discussion about the use of NESA funding. It was confirmed that NESA have £80K in the bank. It was agreed that this money should not be used to fund classroom teaching staff however Camden is likely to ask the school to look at using this funding to support none core services like music teaching, PE, art etc. If this or</p>	

<p>5.4</p> <p>5.5</p>	<p>other additional funding is not available then non basic provision like PE coaching, specialist music teaching etc may not be able to continue.</p> <p>It was agreed that there needed to be further discussions with NESA regarding use of their funding to further support the school.</p> <p>Question What is the strategy for setting a deficit budget? The school isn't at that point yet. Setting a deficit budget would put the school under more scrutiny. Currently the school is ranked in the middle group of schools. Camden have RAG rated schools and New End are amber. If a deficit budget is necessary in the future Camden have a well-established procedure for supporting schools in this situation and allow 3 years for schools to address their deficit position.</p> <p>The Governors APPROVED the budget for 2020-2021.</p>	
<p>6</p>	<p>COVID 19 UPDATE</p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.3.1</p> <p>6.3.2</p> <p>6.3.3</p> <p>6.4</p> <p>6.5</p> <p>6.5.1</p>	<p>The Chair paid tribute to HT, AG and all the staff for their hard work during the Covid crisis. The HT stated the staff have worked so hard, especially AG, who has been here every day. She also thanked the Chair for her on-going support.</p> <p>Key Worker Provision The HT advised that the Key Worker provision has been open every day except for 2 Friday's and on public holidays. Currently the numbers are a maximum of 7 children per day, but numbers may increase over the next couple of weeks. It was confirmed that the school office has been open every day. Staff working on the Key Worker provision have volunteered to be on the rota.</p> <p>FSM Vouchers It was confirmed that initially the school offered hampers and packed lunches but the take up was low. The school is now using the national FSM voucher scheme run by EdenRed which provides £15 voucher per week per child which is available for a wide range of supermarket.</p> <p>The EdenRed voucher scheme has been problematic and has not been able to cope with the demand for vouchers. The delays have been frustrating for both the school and parents. However the situation is improving.</p> <p>The unused food from the hampers was given to local foodbank.</p> <p>Staffing update The HT advised that staff moral is positive. Staff generally want to return to school but there has been increased anxiety since Government announced school reopening. All staff attend weekly Zoom meetings.</p> <p>Assessment</p>	

<p>6.5.2</p> <p>6.5.3</p> <p>6.5.4</p> <p>6.6</p> <p>6.6.1</p> <p>6.6.2</p> <p>6.6.3</p>	<p>It was confirmed that Reports will be completed based upon the year up to Easter. This is consistent across Camden, with a standard format which the school may adapt.</p> <p>The HT confirmed that all national assessments have been cancelled for this academic year and predicted assessments will be sent to High School for Year 6 children.</p> <p>The HT further advised that there will be no data published for schools next year.</p> <p>It was acknowledged that this is a difficult time for year 6 children. They are missing out on SATS, Residential trip and Year 6 Production. It was confirmed that the Yearbook is still being completed and there will be a leaving event in the future for them.</p> <p>Questions</p> <p>What plans are there to support high school transition? The HT's across Camden have asked Camden schools for a consistent approach by High Schools. The planning is currently being undertaken and will be a main focus for Year 6's.</p> <p>Will parents receive a refund for the cancelled school residential? Yes a full refund will be made.</p> <p>Have all Year 6 children a high school place? All but one who has turned down the place offered.</p> <p>Re-Opening Plans</p> <p>The HT circulated provisional plans prior to the meeting. These have been sent to all staff. The HT advised that this was implementing the Government guidance on reopening as the school is required to do.</p> <p>The HT outlined plans have not been shared wider at this point as there is still much work to do. She stated that any plans and risk assessments can only make changes to minimise risk and not eliminate it.</p> <p>The initial proposals are</p> <ul style="list-style-type: none"> • To return on 1 June with Year 6. Parents will request a place and children will then be placed in bubbles of 8 -10 children with one teacher. • There will be a survey sent to parents to assess demand for places. • Other year groups will follow subject to capacity <p>Following a discussion the following issues were raised</p> <ul style="list-style-type: none"> • The building has limitations in terms of space and how bubbles can operate safely • Not all year groups the Government have recommended return (Yr 6, 1 Reception & Nursery) will be able to be accommodated within the school in bubbles • Work is being done to organise the building to manage the bubbles safely social distancing from each other on site • There will need to be staggered start and finish times 	
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6.6.4	<ul style="list-style-type: none"> HT's are working together but not all schools are doing the same thing. Each school is adapting to their own circumstances including premises and staffing constraints It is not possible to accommodate 15 children in a bubble and socially distance at 2 metres. Most likely 8-10 children per class. There will need to be additional cleaning during the school day concentrating on common areas, i.e. toilets, handrails, door handles etc. This will be an additional cost Play and breaktimes will be challenging and will be divided by bubbles. Home/online learning will need to continue as well school-based learning The Key worker/vulnerable children provision will also need to continue and is likely to grow. The rota for this provision will continue PPE will be available for staff however guidance is that PPE is not necessary in schools, but staff may be more comfortable and confident wearing it There will be no wraparound care available and hours may be shorter than normal. There will be no music or PE. Staff will have PPA 30 minutes per day accommodated by an earlier finish for the children The Unions have raised considerable concerns and are working with the LA <p>The HT confirmed that she and AG will continue to work on plans the Chair will be fully involved. Governors will be updated as plans develop.</p> <p>The Chair thanked the HT, AG and all the staff for all their exceptional hard work.</p>	
7	ADMISSIONS SEPTEMBER 2020	
7.1	Nursery The HT advised that there had been 39 offers made and to date 27 acceptances. It is expected Nursery is to be full.	
7.2	Reception 60 offers have been made and there is a small waiting list. To date there have been 53 offers accepted. It is thought Covid 19 may have some impact, but this is not yet known. It was noted that the Reception numbers are better than in previous years.	
8	ANY OTHER BUSINESS	
8.1	The Chair advised that Dr Susan Blake has retired as a Governor after many years of service. Dr Blake no longer lives in London and doesn't live in London anymore and feels it's the right time to leave. The Chair on behalf of the GB thanked Dr Blake for her service.	
9	CONFIDENTIAL ITEMS	
	There were none to report	
	DATE AND TIME OF NEXT MEETING – TUESDAY 30 JUNE 2020, 7:30PM (via Zoom)	

The Chair thanked those attending and closed the meeting at 9.15 p.m.

Signed: _____ Date: _____

Chair of New End Primary School Governing Body

Ref.		ACTIONS NOTED IN THE MINUTES 21 MAY 2020	Who	Completed
3.1		Item 7 (Brexit) from the minutes from the meeting on 23 January to be redrafted to more accurately reflect the discussion	HA	