

# BURDETT-COUTTS AND TOWNSHEND FOUNDATION CE SCHOOL

## Governing Body

### Minutes of the meeting held on Thursday 7<sup>th</sup> March at 5.00pm

**Present:** Mr S Brickell Mr A Woodward (Chair)  
Mrs R Dyer (Headteacher) Mr W Walter\*  
Revd G Buckle Ms A Johnson\*  
Revd C Duce Ms J Bates  
Mrs N Bowles

**Apologies:** Mrs S Butcher  
Ms Louise Playford (Co Vice Chair) Mr P Carrivick (Co Vice Chair)

**In attendance:** Mr N Cressy (Bursar)  
Mrs S Lee (Minute Taker)

\*[For part of the meeting]

#### 1. Opening prayer; welcome and apologies

1.1 All present were welcomed to the meeting. A prayer was led by Revd Buckle. Apologies from Mr Carrivick, Ms Playford and Mrs Butcher were noted.

#### 2. Declarations of interest

2.1 No declarations of interest were made by those present in any item on the current agenda.

#### 3. Minutes of meeting of 24<sup>th</sup> January 2018 and matters arising

3.1 Draft minutes of the previous meeting were AGREED as a correct record and signed by the Chair.

3.2 Governors considered actions from the previous meeting. All were completed.

#### 4. Chair's/Vice Chairs' reports

4.1 It was reported that there was a Post Ofsted party last week and that it was excellent to see so many staff gathered together to celebrate. Mr Woodward asked that all governors take the time to read the Ofsted letter, if not already done so.

#### 5. School Financial Position

5.1 Mr Cressy's presentation. Mr Cressy explained that the current position in terms of pupil numbers was that there were around 177 pupils predicted to be at the school next year. It was explained that the budget for the financial year 2019/20 needs to be agreed at the next meeting on 28<sup>th</sup> March. It was reported that there are no reserves to draw upon, these have all been used now. The falling roll is something that is affecting the whole of the borough and the funds from Westminster are reducing as all schools draw upon it to address the issue of a falling roll.

- 5.2 Mr Cressy discussed the final budget for 2018/19 in which he explained that there would be a deficit of £5,000 overall for the year end 2018/19 and explained that a number of unexpected issues had resulted in this such as long term sickness and redundancy issues. The continuing falling roll would mean that there will be reduced numbers of 43 children for the year ahead which equates to £150,000 off the budget. The falling roll also means that there will be less SEN money for the forthcoming financial year; this has been reduced to £10,000 for 2019/20. There will also be a negative impact on the budget due to the fact that there will be less Pupil Premium children in 2019/20. Overall, all these factors mean that the budget will be reduced by £200,000 for the next year. It was noted that the falling roll grant of £99,000 has reduced this amount to £101,000. Mr Cressy discussed and explained each section of the budget report and what each area involved and how the predicted costs for 2019/20 were calculated. E.g. £30,000 for building costs. Reduction in agency supply teaching staff which would give the school 100 days of sick leave.
- 5.3 Mrs Dyer explained that the school is looking into alternative insurance arrangement and a new company to provide the insurance for teachers. Mrs Dyer has discussed the falling roll issue at cluster meetings and budget deficits and the cluster has agreed to make a list of places to apply for grants.
- 5.4 Mrs Dyer's presentation. Mrs Dyer explained that she was asked by Mr Woodward to devise a list of the school's non-core services in order to enable the governors to consider how they could reduce the deficit. Mrs Dyer distributed a confidential list of the non-core services for discussion. There was a discussion about the educational psychologist and if a cheaper alternative could be found, it was agreed that this would not be possible. It was commented that the library service could be substituted by the wealth of ICT resources that the school had. There was a discussion about the fact the falling roll situation was not going to change and that longer-term thinking was needed. There are a number of funding streams (agreed funding from the trustees; staffing costs dependent on staffing structure; and potential further funding from Westminster) that are still to be confirmed before the final deficit is known and these are as follows:. Discussion about the fact that there will be a falling roll for the next few years across Westminster due to housing issues and the fact that there are too many primary schools for the number of children. Mrs Dyer explained each of the non-core service areas within the school: what it involved and what the alternative provision might be if the service was cut.
- 5.5 It was AGREED that Mr Woodward would write a robust letter to Westminster Council about the current financial situation and the lack of a strategy and support for schools.

**Action: Chair**

- 5.6 Mr Woodward's presentation. Mr Woodward presented a 'Burdett-Coutts Future Options' brainstorming report which addressed more longer term options to address the falling roll issue and budget deficits.
- Option A – to move formally to a one-form entry school, this would affect SLT pay scales as they are currently decided on a two form entry basis.
  - Option B – additional support from the trustees.
  - Option C and D – collaboration and sharing with other schools.
  - Option E – formally join the LBDS Academies Trust

- Option F – marketing. Suggestion about trying to attract parents who work, rather than live, in the area. Although, the school is still competing against other local schools that also have a falling roll.
  - Option G – alternative incomes. Suggestion about contacting Westminster School to see if interested.
  - Option H – KS3 creating a through school system.
- 5.7 Mr Woodward suggested that a small working party was established to discuss each of the options presented in more detail. Mr Carrivick has volunteered to start this and Mr Woodward invited other governors to join this working party. Mr Woodward explained each of the options.
- 5.8 Mrs Bowles and Mr Walter volunteered to take part in the Working Group and it was agreed Revd Duce would be updated throughout.
- 5.9 It was AGREED that Governing Body would establish a Working Group led by Mr Carrivick, to discuss the Future Options and report back at the May Governing Body meeting. The Working Group would explore the following: timelines, cost benefit analysis of the options and contact relevant people involved for each of the options e.g. Academies Trust.  
**Action: Vice-Chair**
- 5.10 It was AGREED that the following should be taken forward immediately:
- 5.10.1 Mr Woodward, Mrs Dyer and Mr Cressy to write to the Trustees to set out the school financial context and whether they could support any of the non-core services and attend the next Trustees meeting in May.  
**Action: Chair, Headteacher and Bursar**
- 5.10.2 Mr Woodward to the Governing Body of Westminster School to seek wider support and whether they would be interested in renting the spare space in the school building.  
**Action: Chair**
- 5.11 Thanks were noted for the documents related to the budget, the non-core services and the longer term options.
- 5.12 Mr Cressy suggested that Westminster or the trustees may match fund things such as agency staff, long term sickness pay that the school has had to pay out. It was agreed that of these two options, Westminster should be contacted first.
- 5.13 Mr Woodward explained that a decision regarding the cuts to non-core services would need to be made at the next meeting on 28<sup>th</sup> March 2019.

*(Mr Walter left the meeting at 18.42)*

## **6. Link governor reports**

- 6.1 Mr Woodward asked all governors to contact their school link person and begin writing the link governors' reports.

**Action: Link governors**

**7. Headteacher's report**

- 7.1 Mrs Dyer asked all governors to sign to say that they had read the 'Keeping Children Safe in Education' document.
- 7.2. Mrs Dyer reported that Strictly Education had given her permission to announce to governors, staff and pupils that Mrs J. Sweeney has left the school. Staff were informed at the morning briefing.
- 7.3 Mrs Dyer delivered information about the following: the members of the KS1 team, the context of Year 1 and 2 (the number of pupils, attendance, Pupil Premium children numbers, behaviour incidents (no behaviour incidents in Year 1 or 2 to report), SEN needs, ethnicities that make up Year 1 and 2), current Year 1 and 2 attainment.
- 7.4 Year 1 attainment It was reported that the children were lower than their national average at the end of EYFS. The targets for this year were explained and actions for raising achievement were discussed in the context of the IDACI report. Examples of actions included: team teaching, an additional TA in Year 1, moderation with other schools.
- 7.5 Year 2 attainment It was reported that the attainment in KS1 over the past four years has been an improving trend. The targets for the current year were also reported. It was reported that the targets for Greater Depth are a key area of improvement for the year. The Year 2 Raising Achievement Plan was explained and examples included: KS1 SATs support for parents, monthly maths milestones meetings.
- 7.6 Mrs Dyer invited questions but no questions were asked in the meeting.
- 7.7 Annual Premises Condition Survey. Completed by the school. Notes from the meeting were shared with the governors. No comments were made by the Governing Body.
- 7.8 School's Financial Value Standard. Mrs Dyer explained that all the correct policies in relation to this are now in place. Thanks was given to Mr Cressy and Mrs Dyer by Mrs Bowles to acknowledge the work that has been achieved on the document and the improvement over the past 4 years.
- 7.9. The Governing Body APPROVED and AGREED the School's Financial Value Standard.
- 7.10 Mr Woodward signed the document and asked Mrs Dyer to post it to the Local Authority.

*(Ms Johnson left the meeting at 18.57)*

**Action: Headteacher**

**8. Statutory Policies**

- 8.1 **Safeguarding Policy** AGREED by the governing body.

8.2 **Complaints Policy** Adopted DFE protocol. AGREED by the governing body.

8.3 **Serial and Persistent Complaints Policy** AGREED by the governing body.

8.4 **Data Protection Policy** AGREED by the governing body.

8.5 **Freedom of Information Policy** AGREED by the governing body.

**9. Any Other Business**

**Summary of action points**

<b>Action (and relevant section in minutes)</b>	<b>Owner</b>
Write a robust letter to Westminster Council about the current financial situation (5.5)	<b>Chair of Governors,</b>
At the next Trustees meeting in May, set out the context of the school financial situation and discuss option B (whether the trustees could fund any non-core services) (5.10.1)	<b>Chair of Governors, Headteacher &amp; Bursar</b>
Write to the Governing Body of Westminster School to seek wider support and whether they would be interested in renting the spare space in the school building (5.10.2)	<b>Chair of Governors</b>
The Governing Body Future Options Working Group to explore the options in greater detail and report back to governors at the May Governing Body meeting ( 5.9)	<b>Vice Chair, PC</b>
Governors to contact their school link person and begin writing their link governors' reports. (6.1)	<b>All governors</b>

E- Signed as a correct record by the Chair: A. Woodward

Dated: 28<sup>th</sup> March 2019