

**GOVERNING BODY OF EVERSLEY PRIMARY SCHOOL**

Chaseville Park Road, London, N21 1PD  
Telephone No: 0208 360 5159

**RESOURCES COMMITTEE**

**VIRTUAL MEETING**

**3<sup>RD</sup> JUNE 2020**



Membership

Hadiza Adeyemi  
Bambos Charalambous  
Michael Florides (Chair)  
Sanah Khan  
Wahida Khan  
Sam Williams (Headteacher)

Also Attending

Flora Georgiou – Associate Member – Deputy Headteacher  
Hayley Kirkpatrick – Associate Member – Deputy Headteacher  
Marie Maduro – Business Manager  
Ann Munro – Minute and Advisory Clerk

**MINUTES – PART 1**

1. APOLOGIES FOR ABSENCE

**NOTED** that all Governors were in attendance.

2. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

3. MINUTES AND MATTERS ARISING

The Minutes of the meeting held on 12<sup>th</sup> February were confirmed by the Chair as a correct record.

4. BUDGET 2019-2020

(a) Out-turn Budget

**RECEIVED** the Financial Statement/Out-turn, 2019-20, a copy of which is included in the Minute Book.

**NOTED** in answer to questions that there was a debt of £28,235, mainly due to the last 3-4 months of term.

The LA would be more understanding because many schools were going into deficit because of COVID-19 and had a deficit budget that they were not predicted to have. There was a significant reduction in lettings and After School Clubs. After School Clubs wanted to hold the back payments, there were 6 or 7 clubs each night prior to this. Parents needed to be refunded for school trips. It was hoped that the new budget being submitted would be more explanatory and would need to be tackled on a week by week basis.

**RESOLVED** to approve the Out-turn Budget.

(b) Expenditure

(i) Purchases over the Headteacher's Delegated Limit

**NOTED** that there were no potential purchases over the Headteacher's Delegated Limit.

(ii) Urgent Expenditure Approved by Chairs Action

**NOTED** that there had been no urgent expenditure approved via Chair's Action.

(iii) Waiver of Contract Procedure Rules

**NOTED** that no Waivers of Contract Procedure Rules were requested.

(iv) Virements

**Noted** that there were no virements to report.

(c) Financial Impact of COVID-19

**NOTED** that the [Coronavirus Financial Support](#) for Schools has the latest guidance on funding from the DfE.

The school had spent approximately £20,000 for COVID 19 for up to July. £10,000 was spent on cleaning costs, including deep cleaning. A cleaner had been employed from 10.30am to 3.30pm. Portable sinks had been placed outside along with hand sanitisers. A large amount had been spent on Personal Protective Clothing (PPC). There were also associated costs for the Easter period. £20,000 would cover the costs and the school should be able to get a refund of £50,000.

(d) Business Continuity and Risk Assessments

**NOTED** that individual Risk Assessments had been carried out for every single member of staff. One member of staff came up as high risk and would like to go into the school when no other members of staff were working. Some of the staff initially stated they were not happy to sign the Risk Assessment but were happy when they saw the procedures that had been put in place.

All staff would start back on 8<sup>th</sup> June. Senior Leaders would be meeting with each individual teacher, getting their Risk Assessments signed off, which will then be kept in the office.

Flora Georgiou and Hayley Kirkpatrick went through all the Risk Assessments and staff handbook. They also went through the fire drill, evacuation process and the Headteachers bubble groups of children on Wednesday 3<sup>rd</sup> June 2020.

A governor asked how the staff were? The Headteacher confirmed that initially they found it quite daunting and some were anxious when they saw such things as the yellow markings for distancing. After the staff had seen everything that had been put in place, they felt much more confident. The process would be adapted, changed and reviewed on a regular basis.

It was noted that some nearby schools had already opened on 1<sup>st</sup> June. Merryhills had opened, but their Headteacher had not due to disagreements with the Unions. The Headteacher and the SLT had been working on a 20-page document, asking the Union questions, which took away planning time for opening the school any earlier.

5. BUDGET 2020/21 AND 3 YEAR PLAN

**RECEIVED** the Budget 2020/21 and 3 Year Budget Plan, copies of which are included in the Minute Book.

**RESOLVED** to approve the 3 Year Budget Plan 2020/23 and recommend it to the Governing Body for ratification.

**Action: Clerk**

Deficit carry over increased due to COVID-19. There was a reduced income and additional expenses.

The LA date was May but there were already changes. If the school received money back and had the relevant staff changes, they would not be in deficit.

(103) High Needs Top-Up Funding

The funding had gone up by £67,000.

(105) Pupil Premium

This funding had increased.

(107) Other Grants and Payments

The British Council had secured a grant for the Erasmus Plus Project.

(108) Income from Facilities and Services

There was currently a significant reduction in lettings – 63%. It was hoped to resume lettings with social distancing. This included After School Clubs and was based on getting Sherpa Kids back after September. The school was not sure whether they would get clubs back in but were trying to keep them interested. It was difficult to know which clubs which were going to stay in business.

(109) Income from Catering

There was a reduction in income from catering due to COVID-19.

(1112) Income from Contributions to Visits

There was no income due to parent refund.

(I113) Donations and Private Funds

There were no donations from the EPSA as there would be no Summer Fete and all previous funds had been spent.

There was not likely to be any parent contributions at the moment, which has caused a significant reduction in funds.

(E01) Teaching Staff

This included 2 new NQT's that would join in September. There was reduced agency and supply cover. £15,000 had been put in for contingency supply cover.

(E04) Premises Staff

Remained the same.

(E05) Administrative Staff

Remained the same.

(E07) Other Staff

1 Play Leader left.

(E09) Staff Development and Training

All staff have carried out CPD at home and covered quite a lot of courses. This will hopefully reduce the amount of CPD that might be needed in September.

(E12) Building Maintenance and Improvement

This was reduced as less maintenance was required. The asbestos in the boiler room had not been done yet but would be completed during the summer holidays.

(E14) Cleaning and Caretaking

An extra £5,000 had been put in for cleaning. The school now had a daily cleaner. The toilets are to be cleaned twice daily. The tables and chairs are

to be cleaned after the children have had lunch. The classes will be cleaned between 3.30pm -6pm. If there was to be a COVID-19 case a deep clean would be done and the classroom shut down.

(E17) Rates

Rates were down slightly.

(E19) Learning Resources (not ICT)

Learning resources were showing as 21%.

(E20) ICT Learning Resources

There were already a lot of packages in place. White Rose Maths was the only one that required a subscription. There were no additional resources. No budget had been set aside for this.

(E22) Administrative Supplies

The school have bought out the two photocopier machines from Toshiba. There is still a 2-Year Warrantee.

(E23) Other Insurance Premiums

The Insurance Company had changed to Aston Lark and a significant reduction was made.

(E24) Special Facilities

The school had been hosting maths courses for the LA which had not been accounted for. The LA will pay for tutors.

(E25) Catering Supplies

There was no supplier due to COVID-19. By Q2 this should be clearer.

(E28) Bought in Professional Services

ICT Technicians reduced by half a day.

Capital Expenditure

(CE02) New Construction, Conversion and Renovation

Last year the windows were fixed and £7,250 was for the Asbestos in the boiler room.

(CE04) Information and Communications Technology

ICT funding will be a telephone line and ICT screens, if the school gets to that stage.

The In-Year Revenue was £4,778 deficit but this number would change.

6. HEALTH AND SAFETY

**REPORTED** that there were no major works on the upkeep of the premises, apart from the asbestos in the boiler room.

7. AOB

Other members of the Full Governing Body were invited to join this meeting for AOB. The following issues were discussed:

Prafulla Pujara asked if Eversley were happy with Lewis and Graves, the new cleaning company. The SBM confirmed that the cleaners had been excellent.

Online learning -The school decided to carry on into July with the same packages. There were only two days to sort out a learning platform and it was not thought a good idea to have a new package for parents and staff to learn to use for the online lessons.

A questionnaire will be sent regarding online learning in July. The school was finding out what had worked well for parents, quite a few were happy with Purple Mash. All staff and parents would need to be re-trained, if the school changed their learning platform. Each teacher will be in school for 3 days and will have either 1-2 days working from home. This would be an opportunity for the staff to create online packages for their current class, plan for their 'bubble' and do general things for children who are not in school. The parents at home would be contacted to let them know which days their child's teacher would not be accessible.

The children in school will be learning similar things but managing to do much more in school, there would be teachers to speed their learning up. There would be PHSE classes for anxiety and worries. Teachers will have a plan for pupils to follow.

Flora Georgiou and Hayley Kirkpatrick did Risk Assessments and asked the NEU questions, hoping everybody had had time to read them and ask questions. They

had been writing policies, Staff Handbook and Risk Assessments. There was a new Behaviour Addendum to parents giving strict guidelines. Parents would be sent a Home/School Agreement to sign.

The Headteacher went through a day in COVID-19 for Year 6:

The children will stand outside the gate of the Main Entrance of the school on a yellow circle. The yellow circles are 2 metres apart.

The children arrive with 1 parent. The starting time and finishing time for each bubble of children will be staggered, to ensure they are handed over safely. There will be no mixing of bubbles, any child that returns in a bubble stays in that bubble.

The child will enter without their parent. There is a hand sanitiser with a foot pedal so that the sanitiser drops on the child's hand. For those that are allergic to hand sanitiser there are 2 portable sinks, where they will be encouraged to wash their hands.

Each child will stand on a yellow spot on the pathway.

Children that arrive late are not able to go into school that day.

The children then enter the school.

6L will be in the KS2 hall which is the largest bubble. Each child will sit at their own table at 2 metres apart.

Children will be encouraged to bring everything with them, including their own lunch box and bottle of water.

Clean clothes should be worn every day and the old ones washed, not necessary to wear uniform.

Children should stay seated at their table.

More washing of hands again will be encouraged.

Any child who feels unwell during the day has to go to the Medical Room, where there are 3 seats, 2 metres apart. The Welfare Assistant will wear PPE and will take the unwell child to the Library and will stay there until the parent collects them. The parent will enter through the Reception Gate and collect their child from the Library.



If the child has COVID-19 symptoms, the bubble and teacher leave to isolate for 14 days and the class will be deep cleaned.

Lunch will be in the classrooms and not in the Dining Hall. The catering staff will deliver to the bubble.

When the child finishes eating the tables will be cleaned. The bubbles will be taken out by the Play Leader for half an hour break.

There will be more learning after lunch, including sport and drawing.

At the end of the day the children, in their bubbles, stand on the yellow circles, 2 metres apart. A Senior Leader will dismiss them with their own teacher.

The cleaners will then come in and clean the classroom.

The ratios in the Staff Room are only 6 members of staff at any one time. Every member of staff is responsible for washing and drying any cups and cutlery they use. Photocopying can only be done within their bubble. The Headteacher commented that only White Rose work would need to be photocopied and the children could copy anything else. The photocopier was only allowed to be used half an hour before the lesson or given to the office team in advance, each member of staff using their own folder.

Hadiza Adeyemi asked if pupils present with symptoms, who will be responsible for the testing and how were the tests done?

The Headteacher responded that the parents would have to sign a Home/School Agreement to say they will take their child for a test. The parent will then have to inform the school of the outcome. The Headteacher would then contact the staff and parents of the children within the bubble to let them know when it is fine to come back.

Bambos Charalambous asked how many children would be going back to school on 8<sup>th</sup> June and was there sufficient PPE?

142 children were going back and there was enough space for 47 additional children. No other child would be able to go back until 1<sup>st</sup> July and only if there is space.

There was plenty of PPE and emergency packs had been put together to access if required. There were PPE zones. Reception staff could access aprons and gloves,

but year 6 staff would not need so much as there would not be so much contact. There were small zones placed about the school for gloves to be accessed for activities. There is enough PPE for whoever needs it.

The SLT had been working incredibly hard for the whole week and they had no Half Term break. It was a good team effort with very little notice. There would be a continuous Risk Assessment.

The Chair asked how the support was from the LA?

The Department of Education send emails on a daily basis. The Headteacher gained the most support from working with the other Headteachers. The main representative was Dominic Smart from De Bohan School. There was a meeting about the transitioning from Year 6 to Year 7 but there was not enough guidance that was needed to be opening the school. There was good support from Sarah Fryer – Human Resources.

Track and Trace – If someone does have symptoms, do they give the school details or just their own? If they come back with a positive result the parents would have to get their child tested.

Prafulla Pujara asked if there were any pertinent questions coming from the staff as a result of the training they had?

A representative from the NEU came regarding Health and Safety and went through the Risk Assessment to check the school was happy. The Headteacher walked them through the life of a Year 6 child. Looking at the practical issues the Union were really happy and commented on it being a very thorough Risk Assessment document.

There would be a wider re-opening in July for schools.

The Chair sent thanks and well done to the Forest School.

8. DATE AND TIME OF NEXT MEETING

To be decided at the next Full Governing Body Meeting.