

THE GOVERNING BODY OF THE ELIOT BANK AND GORDONBROCK PRIMARY SCHOOLS FEDERATION

MINUTES OF AN EXTRAORDINARY MEETING OF THE GOVERNING BODY, HELD ON FRIDAY, 2 JULY AT 10.30 A.M.

PRESENT

Mr P. Fidel	Chair
Ms M. Gilmore	Executive Headteacher
Mr C. Hale	Vice Chair
Mr P. Jenkins	
Ms K. Knowles	
Ms N. Sood	
Mr B. Stephen	

ALSO PRESENT

Ms S. McAllister	Federation Business Manager
Ms K. Walsh	Head of School, Eliot Bank
Mrs J. Woods	Clerk
Ms J. Wright	Head of School, Gordonbrock

Due to the ongoing pandemic, the meeting took place remotely via Zoom.

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received with consent from Ms Bishop, Mr Bremner, Ms Eadie, Ms Stickland, and Ms Worthington.

Governors were reminded that they must declare conflicts and pecuniary interest before items were discussed, and must withdraw from the meeting while the item was under discussion. If there is a change to a governor's declarable interests, the governor concerned must complete and return a new Register of Interests form.

2. ELIOT BANK 2021/22 BUDGET AND THREE YEAR PROJECTION

Copies of the budget reports for Eliot Bank had been circulated prior to the meeting.

Ms McAllister drew governors' attention to the outturn figures for the 2020/21 financial year. She reminded governors that it had been necessary for Eliot Bank to make budget savings of £200,000 year on year, and a working party had been set up to look at staffing structures for the coming three years. An in year deficit of £206,939 had originally been predicted for the end of the financial year, but significant savings of £150,000 had been made during the year, resulting in a greatly reduced in year deficit of £44,452 at the end of March. Governors were reminded that, at the last meeting of the Resources Committee, Ms McAllister had predicted that the in year deficit would be in the region of £40,000, so this estimate had been extremely accurate.

Ms McAllister took governors through the sign-off sheet, which showed expenditure and income over the next three years. An in year deficit of £194,239 was predicted for the end of 2021/22, but she stressed that this was based on the assumption that all of the funding in every budget heading was spent in full, which was never the case in practice and she hoped that this would be reduced during the year. There would still be an overall surplus of £237,046 at the end of the financial year, which would be carried forward to the next year.

The projected in year deficit for 2022/23 was £282,406, and there would be an overall deficit of £43,361 at the end of the year. However, this would reduce if the outturn for 2021/22

was lower than the amount included in the budget plan. By 2023/24, the overall deficit would increase to £376,702 if savings were not made.

Ms McAllister informed governors that the Working Party would be meeting in September to discuss further options for cost reductions, and any proposals would feed into the autumn term meeting of the Resources Committee.

Ms McAllister had spoken to Lewisham Finance earlier that day, and had received confirmation that it would be acceptable for the budget plan to be signed digitally by the Chair and Executive Head. Although the deadline for submission of the budget had originally been 15 June, Finance had agreed that this could be delayed in view of Ms McAllister's sickness, and she would be making arrangements to submit the budget later that day.

Ms McAllister reported on the service level agreements for the 2021/22 financial year, and informed governors that SLAs totalling £30,321.40 had been approved for the year at the time of preparing her report, and an additional £3,300 had to be added for the Drumbeat SLA that had been agreed the previous day.

It was **RESOLVED** that the 2021/22 budget and three year budget plan be approved for submission to the local authority, and the service level agreements for 2021/22 be agreed.

3. RACE EQUALITY PLEDGE

Copies of the Race Equality Pledge and letter to parents had been circulated to all governors with the agenda. ***The Chair explained that the Pledge had previously been considered by the Strategic Group, and the schools had been waiting for Lewisham to draft the letter to parents before presenting both documents to the Governing Body for approval. However, the letter had only been received recently, after the June Governing Body meeting and the local authority had asked schools to send out the letter and Pledge to parents on Windrush Day, on 22 June.*** It had therefore been proposed that the Chair should take action under the urgency procedures to approve the letter and Pledge to meet this deadline. Governors' Services had been consulted on this, and the initial advice had been that this was not an appropriate matter for the urgency procedures to be used. It had been pointed out that Eliot Bank and Gordonbrock would have been among the few schools in the Borough not to have signed up to the Pledge, only because of a timetabling issue, and this would reflect extremely badly on the Federation. Under the circumstances, it had been agreed that urgent action would be appropriate, and the ***Chair had therefore taken action to approve the Pledge and letter on behalf of the Governing Body***, which had been sent out to all parents and carers on Windrush Day.

Mr Fidel explained that there had been only minor amendments to the Pledge from the version which the Strategic Group had considered, and he felt that the Pledge encapsulated the direction in which Lewisham wished to move. Governors were unanimous in their support of Mr Fidel's action.

4. URGENT BUSINESS

Mr Fidel and Ms Gilmore had met a prospective new governor, to replace Hayley Keyte. He said that this had been an extremely fruitful meeting, and he had been very encouraged by the candidate's skills and professional qualifications, which would be a valuable addition to the Governing Body. More importantly, she had the lived experiences that the governors were looking for, and would enhance the diversity of the Governing Body,

and he asked governors to approve her appointment. It was **RESOLVED** that Ms Candice Carboo-Ofulue be appointed as a co-opted governor for a four year period of office with effect from 2 July 2021.

5. DATES AND TIMES OF FUTURE MEETINGS

Governors were reminded that the following dates and times had been agreed for meetings of the Governing Body and Resources Committee for the 2021/22 academic year.

Governing Body

Thursday, 2 December 2021

Monday 14 March 2022

Monday 13 June 2022

Resources Committee

Thursday, 1 November 2021 following **PAY COMMITTEE** at 6 p.m.

Monday 21 February 2022

Monday, 16 May 2022

All meetings to begin at 6.00 p.m.

These minutes were approved at the virtual meeting of the Governing Body held on 2 December 2021. In view of the ongoing pandemic, the Clerk was asked to sign the minutes on behalf of the Chair.



Jackie Woods, Clerk to the Governing Body

Signed on behalf of Peter Fidel, Chair 2 December 2021