

School Officers' Meeting Minutes

School name:	Ripley CofE Primary	Date / time:	Tuesday, 19 April 2016 at 5pm
School DfE:	936/3031	Venue:	
Headteacher:		Leadership / Overview Partner:	
Chair of Governors:		Leadership Reviewer: (if applicable)	
This school is an Inclusive Values Strategy school			No
File save as: <i>School name Officers Agenda ddmmyy Cons initials</i>			

Chair: [REDACTED]	
Minutes taken by: [REDACTED]	
Invited:	
1.Principal Consultant: Schools, Babcock 4S	
2.Area Education Officer	
3.Leadership Partner, Babcock 4S	
4.Leadership Reviewer, Babcock 4S	
5.Executive Headteacher, Ripley CofE Primary School	
6.Schools Commissioning Officer (SW)	
7.Chair of Governors	
8.Deputy Director of Education Diocese of Guildford	
9.Governance lead	

Minutes	Actions
<p>1. Context of the meeting</p> <p>Previous minutes from last meeting agreed.</p> <p>Matters Arising:</p> <p>[REDACTED] as since the last Officers meeting there had been no clear actions carried through nor any decisions made.</p> <p>[REDACTED] noted that: [REDACTED] wrote a letter to [REDACTED] at the LA outlining the concerns and challenges in detail as indicated below. This was read to the meeting as it had not been circulated. After repeated emails there was a visit organised by [REDACTED] and [REDACTED].</p> <p>Other matters arising presented below outline the question of the school's viability.</p>	

2. Round the table concerns / challenges

The same serious concerns/challenges linked to the future of Ripley CofE remain as outlined and discussed at previous Officers Meetings. They are now at a more intensified intensified level:

Leadership:

- The 2 Acting Headteachers are now covering ALL aspects of leadership as [REDACTED] went on maternity leave at Easter and the Senior Leader at Feb ½ term. Another established member of staff is due to go on maternity leave during the next two terms
- The 2 senior leaders were the Yr2&6 teachers. Progress/attainment was good before their maternity leave commenced but the heads have been unable to recruit temporary staff with 17 agencies having been approached. This links to both shortage of supply and the location of the school.

Governance:

- The COG has relocated to [REDACTED] and now travels down to fulfil [REDACTED] role at Ripley.
- There have been a number of new governors joining but 1 has left.

There are 8 on the GB at present but they do not have the skill sets/experience required.

- [REDACTED] has sourced an experienced Chair of governors who would be willing to work with [REDACTED] to support handing over the role. [REDACTED] will consider this option and speak to [REDACTED].
- [REDACTED] will continue to support this school this term.

[REDACTED] contact
with
decision

Pupil numbers:

- Low numbers in school at present. Last year Nos increased during the year.
- No link to secondary school so pupils travelling miles to schools which are not their choice.
- Nos in classes make the school unsustainable:

YrR - 19

Yr1 - 18

Yr2 - 20

Yr3 - 21

Yr4 - 23

Yr5 - 20

Yr6 - 24

- [REDACTED] met with admissions who indicated there are not enough pupil numbers to keep school viable as a 1 form entry Primary for the foreseeable future (over time nos likely to be 15-18 pupils per year).

Secondary school places

The school has no linked secondary and pupils are having to travel great distances to many different schools which they have not chosen

There were previous minuted discussions with the Diocese concerning [REDACTED] making Ripley CofE a named feeder school. [REDACTED] indicated that at this point in time it was not practicable.

School environment and building

Key concerns listed below. However, there are risks all over the school.

Toilets

Swimming pool

One building not safe to use at all

Subsidence

Fencing

Resources not in place to deliver the KS2 curriculum

Funding

- Lack of funding means the leadership is unable to deliver an effective curriculum and this is a central concern. 96% budget goes on staffing and there is little scope to reduce this. There is an in-year deficit of approx. £[REDACTED]. School will put in a balanced budget through stripping back vital services covered by heads (e.g. caretaker role; SENCo).

- In year deficit will start to grow. LA supporting school at present which will cease shortly. New formula will therefore not make the school viable.
- [REDACTED] put in a bid for funding from DfE but turned down as the school has had monies in the past.
- [REDACTED] noted that [REDACTED] has secured just over £[REDACTED] via [REDACTED]. [REDACTED] hoped that this will help to accelerate some of the maintenance work including refurbishment of the junior toilets, removal of the old demountable, resurfacing the playground, fence improvements and removal of the swimming pool.

Added to the above points it was noted that:

Academy status:

- [REDACTED] met with [REDACTED]. Even with the White Paper indicating all schools should join a MAT/become an Academy none would be prepared to take the school on due to:
 - the financial liability linked to building upgrade essentials (approx. [REDACTED] to make it fit for purpose). In reviewing the minutes [REDACTED] noted that the funding allocated (see above) will address the majority of the issues to enable the school to continue and be fit for purpose
 - low projection of pupil numbers both short and longer term

Possible solutions:

During the meeting there were no objections raised by members present that:

- It was acknowledged that it is highly likely that the school would ultimately close, as some point, due to pressure from the other local improving schools and a proposed new free school
- The children are at present getting a raw deal.
- Longer term future of school is not positive. Will also be additional costing for the leader/staff to run down the school.
- If the school were to close then it needs to be considered that as no leaders/staff want to do this there would be a need to find additional monies of up to 50% to pay key staff for a year to do this.
- Ideally the LA needs to find other places in local schools for the pupils but places will be full and there is no money to expand a local school without basic need justification for additional places.
- [REDACTED] noted that school commissioning indicate the LA still needs the school and moving into the future more places will continue to be needed so would oppose closure. [REDACTED] further noted that until it is clear whether or not a solution can be identified to relocate the pupils, and it is costed, the decision for closure cannot be made [REDACTED]
- [REDACTED] agreed they would explore costings for:
 - Using the site for other areas of need [REDACTED]
 - Close school and transporting of pupils to other schools. (Noted that the logistics of costs for transportation would be critical and Cabinet may not agree to this)
 - Keep school going until 2018 [REDACTED]

3. Support agreed and actions

- [REDACTED] indicated the 2 acting HTs will be prepared to carry on if a solution for the school's future is made soon. All present agreed that it is in the best interest of the school if they could continue for another year. It was agreed that [REDACTED] will indicate that a decision for the future of the school will be made and they will be immediately informed.
- The Acting HTs should then recruit necessary teachers for Sept.
- It will be necessary to secure funding for the HTs to continue this year (funding from [REDACTED])

[REDACTED] speak to Acting Heads/ support recruitment staff

[REDACTED] write to [REDACTED]

<p>will cease at end of summer term). ■■■ to discuss this and for closure of school.</p> <p>- ■■■ write to ■■■ again about:</p> <ul style="list-style-type: none"> - concerns both immediate and longer term outlining above - the school needing additional money for another year as well as to support the leadership costings - the need for finances for a transition strategy - the costings necessary surrounding closure 	<p>■■■ discuss issues with County</p> <p>■■■ plan of where pupils could go in 3 weeks (10.05.16)</p>
<p>4. Categorisation</p> <p>The school will continue as Focused Support.</p>	
<p>5. Date of next meeting</p> <p>This was not discussed.</p>	

Distribution by LP/OP to: Head of School Effectiveness, attendees, admin for filing