

LONDON BOROUGH OF NEWHAM GOVERNING BOARD OF GODWIN JUNIOR SCHOOL

Minutes of the meeting held on Monday 12th March, 2018 at 6.30pm

Present:

Mr Alastair Pearson	Parent Governor, Chair
Ms Sine Brown	Headteacher
Mrs Kate Christie	Parent Governor
Mr Anwar Faruq	LA Governor
Ms Julie Burman	Co-opted Governor
Ms Edwina Hughes	Co-opted Governor
Mrs Suzannah Walker	Co-opted Governor
Mr Andrew Farnhill	Co-opted Governor
Mrs Annett McKitty	Co-opted Governor
Ms Deborah Seago	Staff Governor

In attendance:

Ms Sarah Bartley	Clerk
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Summary of decisions

Item	Decision
266. School budget monitoring	Governors agreed with the request for a virement of £65,000.

Summary of actions

Item	Action	Person Responsible
266. School budget monitoring	Review the 18-19 budget with the bursar.	Headteacher
267. Constitution	Inform the Chair if standing down at the end of the academic year.	Governors
268. Minutes of the meeting held on 29 January 2018	Attend GDPR training on 18 April.	Ms Hughes
269. Governors' committees	Look at the cost of Iris Connect.	Headteacher
271. Compliance Calendar	Email policies to the relevant governors to be reviewed by 23 March.	Headteacher
	Review Attendance Policy	Mrs McKitty & Ms Burman

	Review Whistle Blowing Policy	Ms Seago & Ms Hughes
	Review Complaints Policy	Mr Pearson & Mrs Christie
272. GDPR	Attend GDPR training on 18 April.	Ms Hughes
273. Governor education and training	Ask Governing Body Services to send information about training to individual governors.	Clerk
	Arrange a meeting with their link member of staff.	Link governors
	Revise the guidance for link governor visits and arrange for a governor to take responsibility for one of Mrs Walker's visits.	Chair
274. Confidential item	Scan and email Redbridge Education Partnership papers to governors.	Chair

264 Apologies for absence and introductions to the meeting

The Chair welcomed governors to the meeting. Apologies were received from Mr Arnold Zac-Wiliams The apology was condoned.

The Chair reminded governors of the GDPR requirements. In order to be compliant with the requirements Governors must have a school email account instead of using their personal email addresses.

Governors provided their personal details to be used by Mrs Kettle to create individual email accounts.

265 Declarations of interest

There were no declarations of interest.

266 School budget monitoring

The Headteacher gave a verbal summary of the Resources Committee meeting.

A letter was sent to parents and carers to explain the increase in the charge for Breakfast Club. Families are charged £3.00 per day per child, this price has remained the same since 2015. Breakfast Club is running at a loss and is being subsidised by the school.

The Resources Committee agreed that from Monday 16th April the cost would be increased to £3.50 per child per day. The Headteacher noted this was still cheaper than their competitors. Chestnuts (located at Woodgrange) charge £4 per day Blossoms (located at the church) charge £5 per day.

The Headteacher described the demographic of the children who attend Breakfast Club as children who usually have 2 working parents. If the school is aware of a child's circumstances then the school will take this into consideration.

The cost of Breakfast Club was reviewed in 2017, the number of staff was reduced from 3 to 2 people to make a saving. Sharon Yates who manages Breakfast club will review the cost of food to see if additional savings can be made.

There is a carry forward of £108,167 at the end of the financial year, however the school needs to make significant financial savings during the next financial year. There will be a number of cuts in the next financial year which could be more than £108,000.

The classrooms in years 5 and 6 need to be refurbished, they also need new interactive white boards, this will cost in excess of £50,000.

The school will have to consider reducing the number of Teaching Assistants (TAs), both general TAs and those who provide 1 to 1 support. A lot of agency TAs are used to support children who require 1 to 1 support.

The school is yet to receive some funds from the LA, this has been taken into account.

Action:

Headteacher to review the 18-19 budget with the bursar.

The Headteacher noted that the teaching staff budget was less than the forecasted budget because the school were unable to employ a permanent year 5 teacher.

The Agency and supply staff budget has increased because the Year 5 teacher is employed via an agency, also 1 to 1 TAs are partially funded from this budget and high needs funding. The school receives less income than it spends on 1 to 1 TAs.

The Headteacher noted that she can agree virements of below £15,000 , amounts above this figure have to be authorised by the Resources Committee.

Governors noted Mrs Kettle requested a virement of £65,000 to increase the Agency and supply staff budget. The Resources Committee agreed to bring this virement to the attention of the full governing board.

The committee requested that Mrs Kettle provide a breakdown of the costings for the agency and supply staff budget.

The Resources Committee confirmed they supported the request for a virement of £65,000. Governors agreed with the request.

Governors' questions in italics.

In the new budget will more money be allocated to the agency budget?

The Headteacher stated the school will have to reduce the number of agency TAs as the school cannot sustain them. Looking forward there are 7 children in year 2 who require 1 to 1 support.

Mrs Walker informed governors that the school needs to find ways of raising additional funds. It would be helpful if the school is made aware of governors/people within the community who can put bids together to secure funding.

Governors also commented on the usefulness of staff creating a wish list.

267 Constitution

Appointment of a co-opted governor

The Chair noted his term of office as a parent governor ends in October, however it would not be practical to end his term of office. As there is 1 vacancy for a co-opted governor, he will convert to a co-opted governor (when his term ends) which will create a vacancy for a parent governor.

The Chair emphasised the importance of having a stable governing body,

Action:

Governors to inform the Chair if they are going to stand down at the end of the academic year.

268 Minutes of the meeting held on 29 January 2018

The minutes of the meeting held on 29th January 2018 were agreed as a true record of the meeting.

Matters arising from the minutes:

The following corrections were made to the minutes:

- Item 254: Report of the Headteacher: Staff attendance
The Headteacher clarified the absence figure as 42 days out of 66.
- Item 254: Report of the Headteacher -Quality of Teaching and learning , should read as:
Governors asked when they would receive confirmation of the SATs results.
The Headteacher confirmed governors would receive the results in the governing body meeting following the publication of the results.
- Summary of actions: Item 252, should read as:

Item	Action	Person responsible
252. Minutes of the meeting held on 27.11.2017	Email information about induction training at NPW to Ms Hughes	Mrs Walker

Summary of actions from the meeting held on 29 January 2018

Action	comments
Provide an update on co-opted governor applications at the next governing body meeting.	completed
Email information about induction training at NPW to Ms Hughes-	completed

Clarify absence figures	completed
Complete SFVS	completed
Review SFVS and raise any questions with the School Business Manager (SBM).	completed
Email questions related to the Monitoring and Evaluation, Educational Visits, Gifted and Talented policies to the Headteacher and Chair within a week.	No email responses were received
Present a report to governors in March on data training.	completed
Liaise with SBM re signing governors to the National Governors Association (NGA) and agree how to pay governors who pay £30 to complete Safer Recruitment Training online.	Chair noted this action is almost completed, waiting for the invoice to be paid.
Email NSPCC Safer Recruitment Training link to Mrs Walker.	completed
Email Mrs Walker if interested in attending Safer Recruitment Training.	3 governors have registered to attend training

269. **Governors' Committees**

Pupil and Curriculum Committee

The Chair gave a verbal update on the following:

The Progress Board meeting held on 14th December and the actions the school has put in place.

- i) Catch up Literacy was rolled out across years 3 and 4, after it was trialled in years 5 and 6. The focus is on developing children's comprehension. The impact will be reviewed towards the end of March.
- ii) Teachers will receive an INSET day on phonics at the end of March. TAs will have the opportunity to attend another school to observe phonics being taught.
- iii) Headteacher to liaise with Newham North London Partnership (NNLP) headteachers and request a member of their staff deliver a phonics session at Godwin.
- iv) More reading volunteers are being used across the school.

The Headteacher noted the committee also looked at the School Development Plan, how INSET days are organised; the role of subject leaders to support teachers and the use of

Iris Connect.

How much does Iris Connect cost?

The Headteacher noted the cost is relative to releasing members of staff to review someone else's lesson. Staff work in triads to review lessons.

Action:

Headteacher to look at the cost of Iris Connect.

The Chair noted there is not a lot of time to make a big impact. The SATs results will measure the impact of the school's actions.

270. Report of the Headteacher

The Headteacher highlighted the following areas:

Pupil Roll

There are 390 children on roll when the school is full.

There are 120 children on roll, in year 3 when it is full, there are 90 children in the other year groups when they are full.

4 new children have joined year 4, there is 1 vacancy in year 5.

Governors sought further clarification about the expansion of the school despite there being a number of vacant places.

The Headteacher informed governors that the expansion identified in some parts of the borough was not always needed. There are also issues with how school places are allocated.

SEND

There have not been any significant changes in the number of children with SEND.

Parents of year 2 children at Woodgrange will look at Godwin to see if it is an appropriate school for their child. 1 child at Woodgrange uses a sensory room, Godwin does not have this provision, therefore it may not be an appropriate school for the child.

Staffing

One of the year 5 classes has their third supply teacher. It is not an issue with the class, the school is supporting the new supply teacher.

1 NQT has been recruited for September, the school needs to recruit a year 5 teacher for September.

Last year a potential NQT accepted a post and then withdrew, therefore it is important to get the NQT contract signed as soon as possible.

The Headteacher is involved in interviewing potential trainee teachers at SCITTELS.

Staff development

Teachers from the same year groups will work across NNLP schools to share best practice in maths reasoning and review children's books. Reasoning is an area where Godwin's results fell down .

Sickness

Up to 9/3/2018, 92 days were lost as a result of teacher sickness.

1 member of staff has returned to work after a long term absence. Another member of

staff returned to work this week, on a part time basis. This will be reviewed to ensure he is able to return full time after a week.

How many days of absence is the 92 days out of?

The Headteacher clarified that 92 days needs to be seen as the absence figure across the total number of working days for teaching staff, i.e. 92 days out of 13 (staff) x 195 (days).

External support

Sue Foster, LA School Improvement Advisor, took part in the joint monitoring of lessons and books. The report was submitted to the LA.

What does the LA do with the report?

The Headteacher confirmed the LA review the report, identify any issues then it is placed on file.

After reading the report governors asked for further clarification about the less effective lesson.

The Headteacher stated less effective practice was seen in just 1 lesson. The individual will be given areas for development , there will be a follow up observation focusing on these areas.

Reading volunteers

Governors noted the report from Ms Gould.

Behaviour

There was 1 bullying incident perpetrated by a child who has challenging behaviour.

Attendance and punctuality

Persistent absence to date is 3.5%, this is a good figure compared to the national average. Governors examined the persistent absence data for individual children. The Headteacher noted there were valid reasons for the absences. Parents and carers of children with persistent absence are invited to a meeting with the deputy who leads on monitoring attendance.

What can the school do to support child B? (There is domestic violence and issues with damp in the home).

The Headteacher noted the school had written letters to the housing department to support the family, however this has made no difference to their situation. The school liaises with triage if there is a safeguarding concern.

Outcomes for children

The targets set will be difficult to achieve. The year 6 curriculum has been reduced, children receive an extra 30 minutes of maths everyday and an extra 45 minutes of English per week.

Building works

The damp in the year 3 corridor is being investigated to see who is liable.

The lift is not working.

The finish on the wooden balcony over the sports hall has not been completed to the school's satisfaction.

Did the fire drill take place?

The Headteacher confirmed the fire drill had taken place. The time taken to leave the building was less than the previous time; however Year 3 still need more practice. There were no issues of doors being left open.

271. Compliance Calendar Items

The Chair noted this was a key area for governors to address to ensure they have meaningful input into policy review.

Policies will be delegated to 2-3 individuals to review by a set deadline.

The review process may involve reading the policy, looking for typos and seeing if it makes sense.

Actions:

Headteacher to email policies to the relevant governors to be reviewed by 23 March.

Attendance – Mrs McKitty & Ms Burman

Whistle Blowing - Ms Seago & Ms Hughes

Complaints – Mr Pearson & Mrs Christie

272. General Data Protection Regulations (GDPR)

The Headteacher noted the school is waiting for more guidance from the DfE.

Mrs Walker informed governors that it was important for a governor to attend GDPR training.

The Headteacher added that it would be useful in the short term if a governor sat with Mrs Kettle to check what the school is doing to ensure the school is compliant with the GDPR requirements.

Action:

Ms Hughes to attend GDPR training on 18 April.

Mrs Walker added that training can be completed online at £25 per person. The Headteacher emphasised the importance of ensuring the training is delivered by a reputable organisation.

273. Governor education and training

The Chair referred governors to the notes taken from the training on 'Making use of data'. The Chair asked Governors to look at the key questions and to be aware of what they are required to do.

The Chair reminded governors that the training was essential for all governors to attend as soon as possible.

How do we know where the pupil premium is spent?

The Headteacher stated that Ms Gould takes responsibility for this, her report includes how the money is spent and the impact of pupil premium. The report is 99% completed and will be uploaded to the school's website.

Some governors noted they were unable to book onto training courses.

Action:

Clerk to ask Governing Body Services to send information about training to individual governors.

The Chair informed governors of the 2 week window (w/c 4 June) for link governor visits to take place. The Chair suggested that meetings should take no more than 30 minutes. Mrs Walker has 3 link governor meetings and asked for a governor to take responsibility for one of the meetings.

Actions:

Link governors to arrange a meeting with their link member of staff.

Chair to revise the guidance for link governor visits and arrange for a governor to take responsibility for one of Mrs Walker's visits.

274. Confidential Item

In light of the motion that was passed by the council not to support academisation, governors wanted clarity from the council on their official stance regarding academisation and how they will support schools that do not become academies.

Governors attended a Newham North Learning Partnership (NNLP) meeting about MATs that took place in the previous week.

Ms Seago commented that staff had requested feedback about the NNLP meeting, she was able to feedback that nothing had been decided and the school was still exploring different options.

Governors noted it appeared that some NNLP schools had already made the decision to become an academy.

The Headteacher responded that some schools were further along in their governing board discussions about forming a MAT.

Mrs Walker gave a verbal report about a presentation she attended at Maryland Primary School presented by Redbridge Education Partnership. Redbridge Education Partnership are a group of 52 academies and maintained schools who provide school to school support and work together to get the best procurement deals for the partner schools. Schools can have associate or full membership. Schools pay an annual fee (£1500 for a 2 form entry) to employ a chair, financial support and a broker. The fee is not top sliced and contracts are held in the school. Schools have saved money by pooling resources and renegotiating contracts. For example they renegotiated fees with a supply agency, resulting in lower agency fees.

Schools also work in clusters to share CPD. School partners meet half termly to provide critical challenge for each cluster, e.g. examining school's data.

Different panels e.g. behaviour, procurement feed into a strategy board. There is also a website for online support.

Can schools have all of the above for £1500?

Mrs Walker noted there are other additional fees. The Partnership is keen to support Newham headteachers.

Have NNLP schools thought about this type of partnership?

The Chair stated NNLP schools had not discussed working in this way.

How does Redbridge Education Partnership address issues of accountability?

Mrs Walker stated that each school remains independent, there is no CEO, schools retain their individuality.

Mrs Walker added the headteachers at the meeting had more questions to ask and wanted to call another meeting. As the meeting was called at short notice some headteachers were not aware of it, another meeting will be planned.

Action:

Chair to scan and email Redbridge Education Partnership papers to governors.

The Chair noted there was 3 months before the next full governing board meeting. Governor's agreed to have discussions about the school's options before the next meeting.

Can we have a trial period as a MAT?

The Headteacher noted it was not possible to have a trial period as a MAT, the school must explore other models carefully as it is a major decision for the school.

Governors noted that it would be useful to visit other MATs to have the opportunity to ask questions.

Meeting dates in academic year 2017/18

Governors noted the following meeting dates:

Summer Term

Monday 11 June 2018

Sub-committee meeting dates

Summer Term

Pupil and Curriculum – Monday 14 May 2018

Resources – Monday 21 May 2018

All meetings in the Summer Term to commence at 6pm.

Any other business

No other business was reported.

Agenda items for the next meeting

No items were noted.

The meeting closed at 8.30pm.