



Committees	Minutes of the Pupil and Curriculum meeting on 7 <sup>th</sup> November 2016 to be distributed to Governors.	The Headteacher
Governor Training	Governors agreed to a briefing and discussion for Governors on Safeguarding at the Governing Body meeting in the summer term to include the new Governors.	Ms Christie and the Headteacher.
Governor Training	Governors agreed to review the ethnicity data and issues at the school at the next meeting.	The Headteacher
Governor Training	Ms Burman to give the slides from the Achievement for All workshop to the Headteacher for circulation.	Ms Burman and the Headteacher

*Governors' questions are in italics.*

### **159. Apologies for absence and introductions to the meeting**

There were apologies for absence from Ms McKitty which were condoned. Governors noted that Associate Members Mr Niall Malloy and Ms Angela Nelis would attend meetings when needed. The Chair said that he would like to aim to finish meetings within an hour and a half if possible and that he would be happy for questions that were not asked during the meeting to be emailed to him outside of the meeting.

### **160. Declarations of interest**

There were declarations of interest from staff members in the decision on car parking (item 169).

### **161. Governors DBS Check and Compliance with publishing governors information on websites**

The Headteacher confirmed that the forms for one governor and one associate governor were still outstanding but should be completed this week. The Chair and Headteacher thanked everyone for completing the DBS forms.

### **162. Constitution**

#### (a) Appointment of 3 Co-opted Governors

The Chair said that there were 4 potential new governors who had expressed an interest and been contacted to discuss what was involved. He confirmed that one potential governor had withdrawn, and one was considering being an Associate Governor. Governors discussed that there was a risk of potential Governors not having sufficient skills and understanding of primary schools. The Chair said that the skills audit would be used to inform decisions.

*Governors asked about using the Governor recruitment fair.* The Chair said that this would be in January.

Governors agreed that this item would be deferred to the next meeting.

(b) Link Governor for History and Geography

Governors discussed the role of Link Governor and noted that Link Governors were expected to undertake a minimum of one meeting this year and copy correspondence with link staff to the Headteacher.

**Action: The Headteacher to inform Link Governors who their link member of staff is and their contact details. Action: The Headteacher**

Governors noted that deciding the Link Governor for History and Geography would be deferred to the next meeting.

(c) Committee membership

Committee membership was confirmed as:

Resources: Ms Brown, Mr Farnhill, Ms Walker, Ms Christie, Ms Burman

Pupil & Curriculum: Ms Brown, Ms Thambiah, Mr Pearson, Ms McKitty, Mr Faruq

Governors noted that Ms Christie was the Governors' Forum representative.

**163. Minutes of the Meeting held on 26<sup>th</sup> September 2016**

The minutes of the meeting held on the 26<sup>th</sup> September 2016 were agreed as a true record of the meeting subject to an amendment about the Link Governor for Modern Foreign Languages, which the Chair had agreed to do this year.

Matters arising:

- Governors agreed that new Declarations of Interest forms would be emailed to all Governors for them to complete and return to the school. **Completed**
- Governors to send in the details of their current DBS check or bring in the relevant paperwork within 2 weeks. **Ongoing**
- Ms Brown to distribute the description of Link Governor responsibilities which included a minimum of 2 visits per year to the school. **Completed**
- Mr Pearson to circulate relevant information from the Governance Handbook to Governors. **Completed**
- Ms Burman and Ms Thambiah to book on the New Governor training. **Completed**
- All Governors to tell Ms Walker if they have done any recent training. **Completed**

#### **164. Minutes of the meeting held on 13<sup>th</sup> October 2016**

The minutes of the meeting held on the 13<sup>th</sup> October 2016 were agreed as a true record of the meeting.

##### **Matters arising:**

Governors noted that a thank you had been given by the Headteacher to all who had assisted in the recruitment and that the new Deputy Headteacher, Ms Sabina Sheik, would start in January.

#### **165. Governors' Committees**

##### **(a) Minutes of the Resources Committee on 17<sup>th</sup> October 2016**

The Headteacher said that the committee had discussed that there were a number of funding issues including SEND pupils coming into the school in Year 3 without additional funding which was only partially compensated for by pupils leaving in Year 6. She detailed the actions that she was taking. The Committee had also discussed potential Year 3 and Year 4 classrooms being refurbished and an item relating to the car park which were on the agenda.

**Action: Minutes of 17<sup>th</sup> Oct and 21<sup>st</sup> November Resources Committee meetings would be circulated to Governors. Action: The Headteacher**

##### **(b) Minutes of the Pupil and Curriculum meeting on 7<sup>th</sup> November 2016**

The Chair said that the committee had discussed the new assessment framework. The Headteacher said that the school was looking into a bespoke system to track pupil progress on an Excel spreadsheet.

The Chair said that the committee had also discussed Teaching Assistant (TA) development to encourage retention and maintain TAs as a valuable resource for the school. The Headteacher said that the committee had discussed that there was now a senior leader overseeing the SMSC (Spiritual, Moral, Social and Cultural development) curriculum.

**Action: Minutes of the Pupil and Curriculum meeting on 7<sup>th</sup> November 2016 to be distributed to Governors. Action: The Headteacher**

#### **166. Governor education and training**

The Chair said that this item had been moved forward on this agenda to give it more importance and allow discussion about how to use Governor training to help the school. He asked Governors to send in written reports on training they had attended for the meeting.

*Governors asked about issues from the Safeguarding training.* Ms Christie said that the training had emphasised the importance of Safeguarding visits to the school, and that there were a few questions for the Governing Body to

address as Safeguarding should be an issue in which everyone on the Governing Body should be involved.

*Governors asked how a school knew that everyone had read the Safeguarding information.* Ms Christie said that schools sometimes did a quiz. She said that skills training was done on-line at some schools and details and issues were fed back to the Safeguarding lead. The Headteacher said that had there was INSET training on safeguarding for all staff and that it was recorded if staff had not been able to attend, and that this was followed up by the designated lead. She said that the lead would meet with them as a group or individually and Governors noted that this had been done for new staff who had started in September.

*Governors asked about record keeping in the school.* The Headteacher said that information would be recorded in personal folders.

Ms Christie suggested a 20 to 30 minutes briefing and discussion of Safeguarding for Governors.

**Action: Governors agreed to a briefing and discussion for Governors on Safeguarding at the Governing Body meeting in the summer term to include the new Governors. Action: Ms Christie and the Headteacher.**

Ms Burman and Mr Faruq reported on attending the Governors' conference. Mr Faruq said that the guest speaker was Mark Phillips, one of Her Majesty's Inspectors (HMI), and they talked about ethnic groups in the borough that needed particular support, noting that this varied from school to school. Governors discussed how they obtained staff feedback about the issues concerning different ethnic groups.

**Action: Governors agreed to review the ethnicity data and issues at the school at the next meeting. Action: The Headteacher**

Ms Burman said that she had attended training in data administration at the conference and reported that Raise Online was being discontinued and that the Fischer Family Trust (FFT) data would be the new system. Governors said that the FFT data seemed easier to understand and compare. Ms Burman said that OFSTED were doing a 5 year project on ethnicity and reported that underachieving white boys were an issue across Newham and nationally. Governors discussed concerns about identifying key groups to focus upon when OFSTED only used 5 ethnicity groups.

Governors discussed the use of Pupil Premium funding and its effective use and how to see impact and outcomes. The Headteacher reported the way the school tracked its use and impact.

**Action: Ms Burman to give the slides from the Achievement for All workshop to the Headteacher for circulation. Action: Ms Burman and the Headteacher**

*Governors asked about issues arising from the mobility of families due to the housing crisis in the borough.* Ms Burman said that there were issues talked about at the conference from pupils only being in a school for a short period

due to evictions and the issues from upset within the family home and estranged families.

The Headteacher said that the information about the spend of Pupil Premium money would be put on the website the following week. She said that the data had been anonymised and spend had been focussed on every child getting appropriate support including building confidence and enrichment activities as appropriate to the child. The Headteacher said that there wasn't always hard data to show the impact of spend but that the school was looking at impact such as increasing confidence and an improved ability to share and work with others.

*Governors asked about the school providing PE kit.* The Headteacher said that every child gets PE kit whenever they start and this was not funded through Pupil Premium funding.

*Governors asked about school uniform.* The Headteacher said that the school was able to be flexible and pupils had discussed issues of individual liberty and freedom of choice under British Values.

The Chair reported that he had attended Headteacher appraisal training and Chair training and he said that he would bring in the ideas from this as appropriate. The Chair mentioned the importance of having an awayday to look at team building and the school's vision and said that he was planning this in the spring.

The Chair also said that he had attended a conference organised by the Westminster Forum on children's mental health and wellbeing. He said that the conference highlighted the importance of the whole school having a well being ethos and the mental health and wellbeing of school staff, the effectiveness of relationships with mental health professionals, and inclusivity including of LGBT (Lesbian, Gay, Bisexual and Transgender) pupils. The Chair said that there was a guide for mental health for teachers which he would give to the school and would send to Governors if they were interested.

All Governors were reminded to tell Ms Walker if they have done any relevant training.

## **167. Report of the Headteacher**

The Headteacher presented her report and drew Governors' attention to key issues.

*Governors asked what would be a full pupil roll.* The Headteacher said that the school would be full with 360 pupils.

*Governors asked about the Special Needs funding issue.* The Headteacher said that the way special needs funding was allocated had changed this year. A meeting of headteachers had agreed that funding would start in April and would not be backdated. She said that there were 4 pupils in year 3 who needed 1:1 support. One needed behaviour support and 3 had highly personalised curriculums, so each needed a specially trained TA. She said that one pupil had been identified as living in Waltham Forest so the school

was putting in an application for funding to them. Funding for the others would not come until April.

*Governors asked about the financial impact.* The Headteacher said that the school had had to hire supply staff in case the pupils changed schools. She said that the cost was £780 per week for each child. The Headteacher said that the new council SENCO had understood the issue and might be able to change the policy for the following year. She said that the school could currently offset some of these costs as it had funding until April for 3 pupils who had left in year 6, but that this would be a substantial issue if the same issue occurred next year as there were no special needs pupils funded in the current year 6.

*Governors asked if the school had any choice in accepting pupils without appropriate funding.* The Headteacher said the school could not refuse to accept any pupil.

*Governors asked about the pupil from Waltham Forest.* The Headteacher said that the pupil had an E7 address but it was discovered when they arrived at the school that they lived in Waltham Forest.

*Governors asked if the Council would make any concession for these circumstances.* The Headteacher said that they would not, but that the policy may be able to be changed for next year.

*Governors asked about finding out in advance from feeder schools.* The Headteacher said that she could do this but that there may be late changes that could not be predicted.

*Governors asked about the cost to the school.* The Headteacher said that the cost for these 4 pupils would be 4 times £780 for each month from September until the end of March. She said that the staff had been recruited through an agency and that they were very highly skilled especially in autism which was what was needed.

Appraisal: The Chair said that the Headteacher appraisal had been arranged for 14<sup>th</sup> December and would be done by him and Ms Christie.

*Governors asked about the appraisals for other staff.* The Headteacher said that she thought it was important for her to do appraisals of all the teaching staff in her first year.

*Governors asked about the appraisals for non-teaching staff.* The Headteacher said that appraisals for support and office staff would be done every 12 months.

Governors noted their appreciation to the staff who were working well through the changes of leadership and issues of funding, and suggested this was communicated to all staff during appraisals.

Behaviour: The Headteacher said that the school had to exclude one pupil from year 5. Governors discussed the circumstances and the investigation, and supported the actions that the school had taken.

#### **168. School Development Plan**

Governors discussed and noted the updated School Development Plan (SDP).

#### **169. Safeguarding Report 2015-16**

Governors reviewed the Safeguarding Report 2015-16. The Chair said that if Governors had further questions they could be emailed to him.

#### **170. School Budget Monitoring**

The Headteacher circulated the updated budget report and Governors noted the SEND funding issues discussed above.

The Headteacher said that the empty year 3 classroom needed to be refurbished, by Easter preferably. She said that there had been a £21k quote for this. The Headteacher said that the costs would be broadly double if the adjoining year 4 classroom was also refurbished but that doing them together would decrease disruption. She said that this had been discussed in detail at the Resources Committee who recommended progressing refurbishing both classrooms.

Governors noted that the expected outturn at March 31<sup>st</sup> was £8,500 and that the devolved formula capital could only be spent on a large project. There was £25k in this budget and the school could withdraw £20k for refurbishing the year 3 classroom.

*Governors asked if the school could refurbish both classrooms.* The Chair of the Resources Committee said that the school could apply to LBN for a licenced deficit. He said that if this was agreed then it could get a loan of £20k and would need to plan how to pay it back. He noted that the school would also need furniture and a whiteboard. Governors discussed the options. The Headteacher said that she would ask for help from LBN to be able to expand.

*Governors asked how common a licensed deficit was.* The Chair of the Resources Committee said that he understood that it was not uncommon. He said that a proper financial plan would need to be in place to include where funds would come from in the future, and the income from the increased size of the school.

*Governors asked what the impact would be of not making a decision at this meeting.* The Headteacher said that there would be a delay in implementation, and that there was already a tight timescale.

*Governors asked if there would be interest charged on the licensed deficit.* The Chair of the Resources Committee said that he did not know.

*Governors asked how many other classrooms needed refurbishment.* The Headteacher said that the school was likely to need to refurbish 2 more classrooms in 2 years' time.

Governors noted that there were challenges and risks, and that there were compelling reasons to go ahead with refurbishing 2 classrooms. The



Headteacher said that there was a further meeting with the bursar on 9<sup>th</sup> December to confirm the way forward. Governors noted that the Resources Committee would continue to be involved closely in the decision and that email updates to Governors would be done.

**Decision: Governors agreed that the school would undertake the refurbishment of 2 classrooms.**

Virements: The Headteacher reported on a number of budget virements due to the changed circumstances. As the Deputy Headteacher post was not being filled until January, £32k was proposed to be moved from the teaching staff budget to increase the agency staff budget.

**Decision: Governors agreed to vire £32k from the teaching staff budget to the agency staff budget.**

Car parking: The two staff in the meeting declared an interest in this item. The Headteacher said that there was the introduction of controlled parking across the borough from 5<sup>th</sup> December. She said that there had been a survey of current facilities which could fit in 14 cars if double parked. The Headteacher said that options included £600 per year for a business permit or trying to use local parking bays for 4 hours.

The Headteacher said that there was a proposal to extend the car park by moving the bike shed and reducing some of the grassed area which would create space for 19 – 21 cars. She said that the school had a quote of £5686 for these works and that if implemented, there would be a clear demarcation between the car park and the children's space.

*Governors asked about the need from school staff.* The Headteacher said that 21 staff drove in each day at the moment of whom 3 drove in because of the current train line closure, and that the school was expanding by 2 staff in September.

*Governors asked if this was a staff retention issue.* The Headteacher said that she thought that it was.

*Governors asked about encouraging staff not to use cars.* The Headteacher said that this would be done but also noted that staff worked long hours and carried heavy books and materials.

**Decision: Governors agreed to the expansion of the Car Park.**

#### **171. Setting Attainment Targets**

This item was deferred to the next meeting.

#### **172. Compliance Calendar items**

Governors noted the updated compliance calendar and that the committees had delegated authority to agree policies.

### **173. Future Meeting Arrangements**

Meeting dates in academic year 2016/17

#### **Spring Term**

Monday 30<sup>th</sup> January

#### **Summer Term**

Monday 12<sup>th</sup> June 2016

***All meetings will start at 6.30pm***

Committee meeting dates: (dates to be arranged by email)

Finance and Resources: 6pm

Pupil and Curriculum: 6pm

### **174. Agenda Items for the Next Meeting**

- Appointment of Co-opted/ Associate Governors
- Link Governor for History and Geography
- Review of the school's ethnicity data and issues
- Setting attainment targets
- Compliance Calendar items
- The management and impact of Pupil Premium funding

**The meeting ended at 8.40pm**