

LONDON BOROUGH OF NEWHAM GOVERNING BOARD OF GODWIN JUNIOR SCHOOL

Minutes of the meeting held on Monday 10th June, 2019 at 6.30pm

Present:

Mr Alastair Pearson	Co-opted Governor, Chair
Ms Sine Brown	Headteacher
Mrs Kate Christie	Parent Governor
Mrs Jihan Bazan	Parent Governor
Ms Deborah Seago	Staff Governor
Ms Edwina Hughes	Co-opted Governor
Mr Arnold Zac-Williams	Co-opted Governor
Ms Kehinde Adeyinka	Co-opted Governor
Ms Daze Osuide	Co-opted Governor
Ms Hillary Briffa	Co-opted Governor

In attendance:

Ms Sarah Bartley	Clerk
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Summary of decisions

Item	Decision
364. School budget monitoring report	Governors approved the school budget monitoring report.

Summary of actions

Item	Action	Person Responsible
360. Membership of Governing Board	Compile an electronic resource for governors	Chair
	Contact governors to bring their ID and the appropriate documentation required to process their DBS .	Mrs Kettle
	Request a new password for Ms Hughes.	Headteacher
365. Newham LA Core Offer	Request the Governors' Briefing Pack is sent to new governors.	Clerk
	Review Governors' Briefing Pack.	new governors
368. Governor Education and Training	Check that new governors are sent details about the induction for new governors.	Clerk
	Organise link governor visits with subject lead, inform the Chair and Headteacher when the meeting is taking place.	governors
	Provide subject lead contact details for governors.	Headteacher

	Send link governor report to the Chair.	governors
369. Forthcoming Events	Inform Headteacher if attending the Governors' Open Afternoon.	governors

358. Apologies for absence and introductions to the meeting

Introductions were shared, the Chair welcomed new governors to the meeting. Apologies were received from Mrs Suzannah Walker. The apology was condoned.

359. Declarations of interest

The chair explained the purpose of this item and the importance of declaring any interest or conflict of interest in an agenda item.

There were no declarations of interest.

360. Membership of Governing Board

a. Board membership

The Chair reminded governors that Mr Faruq had resigned from the governing board. Governors thanked Mr Faruq for his contribution. A thank you card was circulated for governors to sign.

The Chair noted there was 1 vacancy for a local authority governor.

b. Co-opted Governor vacancies

The Chair invited the new prospective governors Ms Kehinde Adeyinka, Ms Daze Osinde and Ms Hillary Briffa to introduce themselves and give a short statement about why they wanted to be a governor at Godwin.

The Chair noted that new governors had previously had a meeting with him and toured the school.

Following their statements, new prospective governors left the meeting whilst existing governors discussed their comments.

Governors unanimously agreed they were happy to accept all 3 governors; the new governors had a good skill set and would make a positive contribution to the governing board.

The new governors were welcomed back into the meeting. Each governor was given an induction pack containing key policies.

New governors were matched with existing governors to provide peer support:

Mrs Christie and Ms Briffa

Ms Hughes and Ms Adeyinka

Mr Zac-Williams and Ms Osuide.

The Headteacher noted new governors will be given email addresses and Google accounts. Governors were informed about the importance of using their school email account to ensure data protection requirements are adhered to.

Actions :

Compile an electronic resource for governors – Chair.

Contact governors to bring their ID and the appropriate documentation required to process their DBS – Mrs Kettle.

Request a new password for Ms Hughes – Headteacher.

c. Nomination/re-nomination of link governors

Refer to agenda item 368c, Link governor reports.

361. Minutes of the meeting held on 11th March 2019

The minutes were agreed as an accurate reflection of the meeting.

Summary of actions from the meeting held on 11th March 2019

Action	comments
Send the Chair's contact details to the individual who is interested in becoming a governor.	completed
Clarify with Governors Services if a member of school staff can be an associate governor.	completed
Follow up the request for a Google account to be created for Mrs Bazan with Mrs Kettle.	Mrs Bazan to contact Mrs Kettle
Send minutes of the meeting with the school improvement adviser to governors.	Enclosed in the pack for today's meeting
Find the details of the contact at Google and forward their details to Ms Hughes.	Ms Hughes and the Headteacher have liaised re Google
Review the cost of purchasing and preparing planters for the garden and buying food for a community picnic.	completed
Inform Mrs Kettle of the recording error of total employee costs in the budget report	The error was corrected
Check with NPW if there is an updated Disciplinary Policy.	completed
Email any questions about the policies to the Headteacher by Monday 25 th March.	No questions were received
Organise a window for link governor visits via email.	Refer to agenda item 368c, Link governor reports

Governors questions in italics

What was the Big Dig?

The Headteacher explained that the builders had damaged the school garden. Godwin had successfully won a bid for £2000 to develop the garden. A number of parents and carers attended the school on 2 weekends and dug the garden to prepare it for planting. Children use the garden for growing plants.

a. Matters arising from the minutes:

There were no matters arising.

362. Governors' Committees

a. **Committee membership**

Item to be delayed to the next academic year.

b. **Minutes of Committee Meetings**

The Chair explained the purpose of sub committees for new governors. Sub committees do not make decisions, they bring back a summary of recommendations to the full governing board meeting.

Pupil and Curriculum Committee

Ms Seago summarised the following:

The Headteacher presented the breakdown of the key stage 1 results for the current year 3 and year 4 pupils.

The expected standard is similar in writing and maths but differed in reading.

The Headteacher added, the results for SEND children are included in the data.

Ofsted is only interested in the school's external data.

Attendance was the lowest it had ever been at 93.9%. A number of children had left the school and relocated as a result of domestic violence. However, they remain on Godwin's roll until they start a new school.

The absent children are referred to the children missing education team (CME) in Newham, who follow up absences. Children remain the responsibility of Newham until they enrol in another school.

The attendance figure is also affected by children taking unauthorised time off school for holidays. The LA has not issued fines, as Godwin's office staff need to liaise more closely with the LA.

Can we not mark the children who are missing education on the register?

The Headteacher confirmed this was not possible as the school does not know if the children are being appropriately educated, the school needs to state what educational provision they are receiving, or they are marked as absent.

The Headteacher confirmed if a child is not in school for 21 days then they can be taken off the school roll, when the LA has established they are safe.

Does the school have an educational welfare officer (EWO)?

The Headteacher stated the school does not buy into this service. The EWO becomes involved with absence that relates to truancy, not absence related to extended

holidays. The EWO would ask the same questions that the deputy head does when she meets the parents/carers of poor attendees.

Data for March 2019 indicated that children in years 4 and 5 are less on track for reading, writing and maths. A reason for this is that the children have not been taught some of the content they are being tested on.

The biggest disparity was between pupil premium and non-pupil premium pupils.

What is pupil premium?

The Headteacher explained if a family are disadvantaged then children are entitled to free school meals (FSM). If a child has been entitled to FSM in the last 6 years then they are identified as Pupil Premium. The school receives an allocation of £1,320 per pupil.

Godwin pays a subscription to Whole Education, a network of schools that share the same ethos. Staff from Godwin visited other schools to share and review their practice.

Changes will be introduced to Sex and Relationships Education (SRE) in the next academic year. SRE is taught in the summer term, parents and carers will be consulted about the curriculum when it is reviewed in September.

Is there a reason why SRE is taught in the summer term?

The Headteacher noted in year 6 there is a recap on puberty, the children look at relationships including friendships, promoting their self-worth and the transition to secondary school.

Children in year 5 look at puberty.

Resources Committee

Ms Hughes informed governors that a draft budget was submitted and the following key points were noted:

The teachers' pay grant contributes to the increase in teachers' pension costs and teachers' salaries, which increased by 3%.

The increase in high needs top up was in line with increased pupil numbers because of the new class. The funding provided is never sufficient to meet the needs of the children.

Most of the school's budget is spent on human resources.

The school has reduced the spend on agency staff. The Headteacher explained the school has found it difficult to recruit teachers, so they had to use agency staff.

The school may need to move money from one budget to the other to cover increased costs.

The carry forward of £99,000 is £120,000 less than the carry forward in the previous financial year. The carry forward of £220,000 in March 2018 was more than usual as there are a number of projects to undertake. The Headteacher and Chair need to sign off the plan for the projects.

363. Headteacher's Report

The Chair reminded governors that they are expected to read the report prior to the meeting, then bring any questions along to the meeting. The Headteacher will also highlight any key points.

The Headteacher noted the following:

Pupil Roll: There are currently 401 pupils on roll, 420 when the school is at full capacity. The school must fill as many of the vacant places prior to the October pupil census when the capacity will be 450.

Special educational needs and disability (SEND): There are 66 children with SEND. Four children have an education health care (EHC) plan. Some children have high needs funding, however, the funding received is not enough to meet all the children's needs.

Staffing: The school has 1 teaching vacancy to fill. Retention and recruitment of teachers is a national issue. The school must ensure there is an appropriate balance between the number of experienced staff and newly qualified teachers (NQTs) to ensure the budget is balanced and there is appropriate support for NQTs.

Will you fill the teaching vacancy with an NQT?

The Headteacher stated the school needs to ensure there are enough experienced staff to support an NQT and that staff are able to cope with the additional workload.

Will members of staff who are leaving be offered an exit interview?

The Headteacher noted it would be more appropriate if an exit interview was conducted by an external person. This was an area for the school to develop.

External support: Sue Foster the school's improvement advisor visits the school for half a day per term to discuss key issues.

The Headteacher referred governors to the Peer Review Report conducted by the schools, students and teachers network (SSAT). The review focused on the impact of reflection on pupils' learning.

What is Iris Connect?

The Headteacher explained that the best way to develop reflective practice is when teachers film their own lesson. All teachers have used Iris; however, there are some teachers who are less keen to use it.

Ms Seago added that it should be planned into teaching and is good to use as part of appraisal.

Is it a generational issue that prevents people from using Iris?

The Headteacher commented that issues were around staff attitudes to filming themselves, some people do not like to watch themselves.

Behaviour data: One year 6 child with challenging behaviour, who has a 1-2-1 teaching assistant (TA) at all times had recently been excluded.

How long do exclusions last?

The Headteacher stated that fixed term exclusions usually last for a day. The school tries to avoid excluding pupils. There are no permanent exclusions, as this is seen as the last resort.

Attendance and punctuality: Authorised absence to date for 2018-19 was 2.6% (compared to 0.08% for the academic year 2017/18). Two holidays were authorised,

other authorised absences were the result of year 6 children going to visit different secondary schools.

Curriculum: A Curriculum newsletter for each year group is sent to parents and carers informing them of the learning for the half term.

Is there an increase in poverty?

The Headteacher commented that families were evicted from their homes because they had fallen behind with the rent. Three families were moved to another part of the country, another family was living in a Travel Lodge hotel. The school has bought clothes for children and staff have contributed to presents for children.

364. School Budget Monitoring

The Headteacher highlighted the following:

The school's block income for 2019-20 is £2,021,354.

There is a small increase in the basic entitlement to £1,238,492 (*previously £1,134,794*).

The level of deprivation is recorded in bands, where band A is the most deprived and band F is the least deprived. There are 159 children in band F, 83 children in band E and no children in band A. The school receives £226.56 for each child in band F. If a child was in band A the school would receive £651.36 per child.

60% of the pupils in the school have English as an additional language (EAL), however they are not new to English.

The income for prior attainment, £171,540, is allocated to schools based on the number of children who scored below 78 in their Early Years Foundation Stage profile.

The new funding formula was introduced so that funds were more evenly distributed between schools in coastal and urban areas. Schools in coastal areas now receive more funding. The Minimum Funding Guarantee, is an allocation from central government given to schools to cushion the funding if the funds received fell below 1.5% from the previous year's funding.

The teacher pay grant allocation of £314,328 contributes to the increase in teachers' pension costs and teachers' salaries, which increased by more than 1%.

High needs top up funding, £268,500, is allocated on a termly basis to provide support for children with specific needs.

£54,456 is the estimated income to cover the cost of school expansion in September 2019.

Pupil premium income of £150,480 (*previously £147,840*) is an estimated sum based on the number of children who have been eligible for free school meals in the last 6 years.

LA de-delegation is money retained by the LA, £6,270. Some of this is used to pay the Fischer Family Trust subscription.

What are the other government grants used for?

The Headteacher confirmed this was for the PE grant.

The anticipated carry forward in March 2018 was £220,784.

The anticipated carry forward in March 2019 is £99,389

Revenue Budget Plan

The Teaching Staff budget has increased to £1,227,404. The increase is due to the estimate for next year's staffing structure.

The agency and supply staff budget is used to cover supply staff, staff absence and staffing for teachers when they attend courses.

The Human Resources total has increased to £2,095,897 because of the increase in teachers' pensions.

School meals are free for children, the budget has to show the funds received (£175,000), before the money goes out of the school's account.

Why have the energy costs increased from £7,000 to £33,000?

The Headteacher noted the figure of £33,000 was a contingency figure as the School Business Manager believes the energy company underestimated the school's energy costs. There are a number of different meters in the school and they do not know if the energy company has taken account of all of the meters. The School Business Manager has told the energy company to close the account and provide accurate meter readings.

The school has a safety net of £220,000, therefore the school will not set a deficit budget. This money will be spent on projects over the next 12 months. For example approximately £55,000 will be spent on upgrading the IT infrastructure, as it does not support the technology within the school. New interactive white boards were installed; all classrooms have a learning wall and the school needs more chrome books. It will cost £10,000 to install a traverse climbing wall and the safety netting.

There will be a carry forward of £99,389 after the spend on the projects.

Does the LA claw back funds?

Can they reject a plan?

The Headteacher confirmed the LA does not claw back funds, they can ask to see a costed plan and receipts, they will not reject a plan as long as it is realistic. Also, governors need to sanction the plan as they hold the school to account.

Governors approved the school budget monitoring report.

365. Newham LA Core Offer

The Headteacher informed governors that the LA was proposing a business model where schools pay a subscription fee for certain services. The LA initially compiled a draft offer, however, the final offer is no different to the draft offer. Some of the duties are statutory LA duties, e.g. Ofsted support; data analysis (which is paid for by subscribing to Fischer Family Trust); peer review which the school buys into. The Headteacher continued that she agreed with headteachers from Newham North Learning Partnership (NNLP), who do not think the LA's offer is meeting the need of

their schools. The Headteacher added the inspection of the LA was unsatisfactory. NNLP headteachers think the LA should focus on delivering its core responsibilities of safeguarding and SEND rather than branching out.

Actions:

Request Governors' Briefing Pack is sent to new governors - Clerk

Review Governors' Briefing Pack – new governors

366. NNLP Update

The Chair informed governors of the NNLP subgroup, the Joint Strategic Committee who focused on reviewing the pros and cons of different models of school organisation; that is a multi-academy trust (MAT), a hard or soft federation. He noted there was no evidence to show improved pupil outcomes if Godwin became part of a MAT. The process undertaken by the Joint Strategic Committee has not generated any compelling evidence that the school should academise. There is no longer political pressure for schools to academise; the LA has asked schools not to academise. This has helped to strengthen the NNLP federation of schools.

Other governors agreed if there were no benefits for the children, or political pressure, then the school should not pursue academisation further.

367. Governing Board Annual Report

The Chair reported that governors need to be aware of the report.

368. Governor Education and Training

a. Training attended

Governors did not attend training.

b. Training required

Action:

Check that new governors are sent details about the induction for new governors – Clerk.

c.

Link governor reports

The Chair reminded governors to get in touch with their subject lead to book a link governor visit in the next 2 weeks.

Governors agreed to take on the following link roles:

History, computing (from September 2019) – Mrs Bazan

Maths- Ms Osuide

Science – Adeyinka

Global citizenship – Ms Briffa

Health and Safety – Mr Pearson to cover in the short term, Mrs Walker in the long term

The Headteacher noted that it was useful if new governors were involved in link governor meetings.

What do the meetings entail?

The Chair clarified that governors arrange a 30 minute meeting with their subject lead, the primary aim is to discuss how the subject is delivered and managed. The template is in the governance handbook, governors can contact the previous link governor for the last report. The Chair added he was happy to talk through link governor meetings if governors needed to.

Actions:

Organise link governor visits with subject lead, inform the Chair and Headteacher when the meeting is taking place – governors

Provide subject lead contact details for governors – Headteacher.

d. Send link governor report to the Chair – governors.

Governor visit reports

No reports were received.

369. Forthcoming Events

Governors were reminded of the forthcoming events:

Governors Open Afternoon- on 3rd July, from 12.00 -2.30pm.

The focus of the visit will be on the UNICEF Rights Respecting work of the school. Governors will have lunch with the children; observe play time activities; meet the global citizenship leader; observe art week activities and look at cross curricular learning.

Godwin Great Get Together – on 12th July starting at 4.30/5pm.

The event is a school fete.

Action:

Inform Headteacher if attending the Governors Open Afternoon – governors.

370. Dates of next meetings

Autumn Term

Governing Board meeting

Monday 7th October 2019

Monday 25th November 2019

Spring Term

Monday 27th January 2020

Monday 9th March 2020

Summer Term

Monday 8th June

371. Agenda items for the next meeting

Committee membership

The meeting closed at 8.45pm.

