

**LONDON BOROUGH OF NEWHAM GOVERNING BOARD OF GODWIN JUNIOR SCHOOL**

**Minutes of the meeting held on Monday 11<sup>th</sup> June, 2018 at 6.00pm**

**Present:**

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

**In attendance:**

Ms Susanne Rauprich	Observer
Ms Sarah Bartley	Clerk

Summary of decisions

Item	Decision
295. School Budget 2018-19	Governors approved all budget recommendations.
298. Summary of Governing Body meeting Effectiveness Review	Governors agreed the Chair or Head teacher will email the minutes to governors after they have proof read them. The other papers will be sent to governors a week prior to the meeting.

Summary of actions

Item	Action	Person Responsible
290. Policy for Governors Virtual Meeting Attendance	Update the Virtual Meeting Attendance Policy and email it to governors by 18 June.	Headteacher
291. Constitution	Prepare information about the role of governors for interested parents	Chair
292. Minutes of the meeting held on 12 <sup>th</sup> March 2018	Inform Governing Body Services to change the first page of the agenda as Ms Hughes is now responsible for geography.	Clerk
	Email governors with login instructions	Headteacher

294. Minutes of the meeting held on 23 <sup>rd</sup> May 2018	Email Mrs Kettle to follow up Forest Gate School not using LGfL	Headteacher
296. Report of the Headteacher	Find out when penalty notices are triggered	Deputy Headteacher
297. SEF	Confirm the start time of the Godwin Great Get Together	Headteacher
300. Governor Training Report, education and training	Email the template for governors to report the training attended.	Chair
	Check the minutes of the previous meeting when it was agreed that governors could claim the money back, and inform Mrs Kettle.	Chair

**288 Apologies for absence and introductions to the meeting**

The Chair welcomed governors and Ms Susanne Rauprich who was observing the meeting. Apologies were received from Ms Edwina Hughes, Mrs Suzannah Walker. The apologies were condoned.

**289 Declarations of interest**

There were no declarations of interest.

**290 Policy for Governors Virtual Meeting Attendance**

Governors were referred to section 2.2. of the policy. The Headteacher noted the school did not have the technology to support a video link option. The only option available to the school is a telephone conversation using a speaker phone.

(Ms Christie joined the meeting at 6.10).

A discussion ensued regarding the use of the policy. Governors agreed that virtual attendance should not be the norm and should only be used in exceptional circumstances. The virtual member should not engage in a discussion with governors whilst someone else is in the room. Governors discussed the issue of confidential items, i.e. they should not be discussed if a member is not present at the meeting, the phone call should be terminated.

Governors questions in italics.

*Is this a borough policy or a school policy?*

The Headteacher informed governors that it was a borough policy, schools had to decide how to implement it.

*Can we use the policy for voting?*

Governors agreed this was feasible.

**Action:**

Headteacher to update the Virtual Meeting Attendance Policy and email it to governors by 18 June.

The Headteacher noted governors had 2 weeks to raise any concerns with her about the policy.

**291**

**Constitution**

**Parent Governor Elections**

The Chair reminded governors of the vacant parent governor post, (as a consequence of his conversion to a co-opted governor). It would benefit the school if governors were available to talk to parents/carers about their role during parent/carer conferences, usually held in the first or second week of October. Parent elections will take place after this.

**Action:**

The Chair to prepare information about the role of governors for interested parents.

*Ms Seago noted that she missed the first governing board meeting and questioned if the new governor will miss the first meeting of the academic year?*

The Headteacher confirmed that the parent governor might miss the first meeting, however this would be outweighed by the benefit of parents engaging with governors at the parent/carer conferences. More parents might put themselves forward for parent governor elections.

The Chair informed governors that the parent governor will have an induction meeting and a mentor/buddy.

(Mr Faruqh joined the meeting at 6.30pm).

Governors noted that if they are available they should attend the community picnic and be available for parents/carers to talk to them.

**292**

**Minutes of the meeting held on 12<sup>th</sup> March 2018**

As the minutes were not signed off, governors agreed to only review the action points.

Summary of actions from the meeting held on 29 January 2018

<b>Action</b>	<b>comments</b>
Review the 18-19 budget with the bursar.	Completed, refer to agenda item 295.
Inform the Chair if they are thinking of standing down at the end of the academic year.	The Chair informed governors that Mr Farnhill was standing down after his term of office ends in the spring term.
Attend GDPR training on 18 April.	To be followed up with Ms Hughes

Look at the cost of Iris Connect.	Item to be deferred to the next meeting
Email policies to the relevant governors to be reviewed by 23 March.	completed
Review Attendance Policy	No email responses were received
Review Whistle Blowing Policy	Needs to be revised in light of GDPR
Review Complaints Policy	completed
Ask Governing Body Services to send information about training to individual governors.	completed
Arrange a meeting with their link member of staff.	Governors should be arranging their second link governor meeting.
Revise the guidance for link governor visits and arrange for a governor to take responsibility for one of Mrs Walker's visits.	Ms Hughes has taken responsibility for geography
Scan and email Redbridge Education Partnership papers to governors	Refer to item 300

Matters arising from the minutes:

- The Headteacher thanked governors for reviewing the policies and requested that future policies are reviewed electronically, with comments added.
- Referring to link governor meetings the Chair noted a template is available for governors to use. Governors should summarise the key points and send a copy to the Chair and Headteacher. Also governors should ask their link staff about the effectiveness of the link meetings. The Chair will receive and collate this feedback in the autumn term. Governors should find a mutually convenient time to meet their subject lead, ideally most meetings should be conducted this week. Meetings should last no longer than half an hour.

**Action:**

Clerk to inform Governing Body Services to change the first page of the agenda as Ms Hughes is now responsible for geography.

**293. Minutes of the meeting held on 8<sup>th</sup> May 2018**

Summary of actions from the meeting held on 8<sup>th</sup> May 2018

Action	Comments
Email governors with details of how to access their email account	Some governors were still unable to access their account

Confirm the length of the Chair's term of office	Completed
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Matters arising from the minutes:

There were no matters arising.

**294. Minutes of the meeting held on 23<sup>rd</sup> May 2018**

Summary of actions from the meeting held on 23<sup>rd</sup> May 2018

Action	Comments
Chair to arrange an exit interview with the deputy head teacher.	To be arranged
Email all governors and copy Mrs Kettle into the email.	ongoing
Email Mrs Kettle if email addresses are not working	ongoing

Matters arising from the minutes:

- The following correction was made to the minutes: Mr Arnold Zac-Williams was present during the meeting.
- The Headteacher confirmed that staff were aware of the deputy head teacher appointment, however the appointment has not been communicated to parents/carers and the children as it may unsettle them.
- Mrs Christie reported that some people were aware that the school was recruiting a deputy head. Governors noted this was possible as the post was advertised externally.
- Some governors had not got a user name to access their Godwin email account.
- The Headteacher confirmed that if a governor has a Newham email account then their Godwin account will be synchronised with this account. When emails are sent they will be sent from their current email account. However, when someone emails them they will send an email to their Godwin account.
- The Chair reminded governors of the importance of checking their email account regularly.
- Governors noted that NPW were still sending emails to their personal email accounts.
- The Headteacher noted this will continue to happen until everyone has a Godwin email account.

**Action:**

Headteacher to email governors with login instructions.

*Forest Gate school will not be using LGFL from September, how will this work?*

**Action:**

Headteacher to email Mrs Kettle to follow this up.

**295. Governors Committees**

**Resources Committee meeting held on 3<sup>rd</sup> May**

The item on the budget setting report was brought forward.

**School Budget 2018-19**

The Headteacher highlighted the following:

Pupil numbers have increased by 11 pupils, however the funding received by the school has decreased by £146,000. The amount of funding per pupil has been reduced from £3,608 to £3,100, due to the new National Funding Formula (NNF).

Prior attainment is an allocation based on the number of children who achieved a score of less than 78 in their Early Years Foundation Stage Profile.

The Minimum Funding Guarantee is a safety net to ensure the school's overall funding does not fall below 1.5% per year of the funds that would have been received under the old funding formula.

There was going to be a drop of 5% in SEND funding. Headteachers complained about this and the decision was reversed.

Funding for the bulge class expansion has been reduced from £63,140 to £54,000 as a consequence of a reduction in the funding per-pupil rate.

*Are classes full?*

The Headteacher responded that year 3 has the most spaces. The other year groups are almost full.

Pupil premium spend is an estimated figure, this figure will not decrease as it has been guaranteed for 6 years.

The Eat for Free Grant will continue, the school has not received any news to contradict this.

The facilities and services income and the sports premium grant have both increased. The LA De-Delegation is used to pay for initiatives that schools work on collectively.

*Is the sports premium ring fenced?*

The Headteacher confirmed that it is ring fenced, some of it was used to subsidise year 3 PE kits. The Headteacher continued, she wanted to use some of the funds to have a low climbing wall installed in the school playground.

*Have the children asked for this?*

The Headteacher responded the children were unaware of this as she wanted to confirm the costs before taking this to the school council. The sports premium can also be used to pay for sports coaches and to subsidise school clubs. She noted the DfE have put money aside to encourage children to become more active.

*Have you tried the Daily Mile?*

The Headteacher commented that the Daily Mile did not take off at Godwin.

The budget for agency and supply staff has increased. Agency staff are used to support children who require high needs funding, the funding stops immediately if the child leaves the school.

There is also an agency teacher in year 5.

The budget may change depending on the number of children who join the school in September who require 1 to 1 support.

Governors were reminded that the balance of £49,214 remaining at the year end, is presented as a negative figure, however it is not a deficit. The carry forward is more than 10% of the school's budget. At the end of the financial year 2018/19 there will be a carry forward of £50,000. The school will continue to cut costs to make as much savings as possible.

Staffing costs as a percentage of the total budget share is 88.7%, this compares to 82% in 2017/18.

The LA will pay for 2 of the upstairs classrooms to be renovated. This is very positive as previously Godwin paid for the renovations.

*What triggered this payment from Newham?*

The Headteacher commented that she was not entirely sure.

*Are there other budgets that have been reduced because of the change in funding?*

The Headteacher noted the school will try to shave money off all budgets.

The Headteacher asked governors to consider the following recommendations.

- approve the school budget plan;
- agree to review progress towards achieving the expected outcomes of this expenditure as part of the termly budget monitoring report;
- approve the expected balance as at 31 March 2019 of £49,214 surplus;
- approve the statement on best value.

The Chair reminded governors that the budget was thoroughly reviewed during the Resources Sub-Committee meeting; the purpose of this meeting was to provide governors with an overview.

Governors approved all budget recommendations.

#### **Resources committee meeting – 21<sup>st</sup> May 2018**

This meeting was cancelled because of the Ofsted inspection.

#### **Pupil and Curriculum Committee meeting held on 14<sup>th</sup> May**

Mr Zac-Williams reported the following:

The committee looked at the most recent progress board report. Attainment and progress are positive.

At times the data appeared to dip. The Headteacher explained there are different reasons for this apparent dip for example 4 girls joined the school with a number of different factors e.g., new to the country, EAL.

Children who join Godwin from Woodgrange who are assessed at age expected in year 2, are not at age expected when they are assessed at Godwin. The Headteacher elaborated when children join in year 3 after the long summer holiday, they are not secure at age expected. A few years ago governors agreed the classes would be mixed in year 4 so there was an even spread of the lower attaining children.

*Have strategies been put in place for these 4 girls?*

The Headteacher responded that there are no additional interventions, the girls receive the same interventions as the other pupils e.g. Catch up Literacy, maths intervention groups.

The Chair thanked Mr Zac-Williams for Chairing and noted that rotating the chair in sub-committee meeting was part of the development of the governing board.

(Mrs McKitty left the meeting at 7.30 pm)

## **296. Report of the Headteacher**

The Headteacher highlighted the following areas:

### Pupil Roll

There will be 120 children on roll, in year 3 when it is full, all other year groups have 90 children when they are full.

There are 11 spaces throughout the school. Funding for the school is determined by the school census.

### Special Educational Needs and Disability (SEND)

There are 61 SEND children on the code of practice. There are 3 children with educational health care plans (EHCPs). One child in year 6, 1 child in years 4 and 3. The school did not receive any funding for the child in year 4 who came from Waltham Forest. This situation has changed, the school will receive funding. Most year 3 children come from Woodgrange and some are from Odessa. Six children from Woodgrange have 1-to-1 adult support, there are no SEND children from Odessa. Some children have very specific needs, the school does not have the facilities (e.g. a sensory room) to meet the needs of these children.

*Can you use the sensory room at Woodgrange?*

*The Headteacher stated that you cannot plan for the use of a sensory room, it is used when it is needed. Godwin does not have the space for a sensory room.*

*Is there a way of negotiating this?*

The Headteacher responded that the likelihood of Newham paying for a portacabin was very slim. The school also needs to consider safeguarding issues, it would not be appropriate to be in a 1-to-1 situation with a vulnerable child away from the main part of the school. The sensory room should be part of the main school, however there is no capacity for this.

Governors recalled a previous discussion about showing parents around the school so they were aware of the facilities available for their children.

The Headteacher noted the school needs to think about the facilities that it currently has and the adaptations that can be made retrospectively.

*Did any parents look at the school and say it is not for us?*

The Headteacher noted that parents are committed to keeping children together, e.g. siblings, friendship groups. Parents also like the ethos of Godwin.

*Will you have to employ more staff or train existing staff?*

The Headteacher noted they will have to get staff from outside the school, as the current staff did not have the experience of working with children with that level of need.

The funding will transfer for children who receive the highest level of funding (level 4), the funding for children at level 3 doesn't transfer until April. Governors will be kept updated as this has major implications for staffing.

#### Staffing

A deputy headteacher, 2 experienced teachers and an NQT have been successfully recruited for September. The long-term supply teacher in year 5 will be staying at the school. One teacher is leaving in year 6 and another teacher is going on maternity leave.

The Headteacher reminded governors that the staffing structure is confidential at the moment.

#### Teaching and Learning: External support

Sue Foster, LA School Improvement Advisor, delivered INSET to subject leaders focusing on evaluating their impact on their individual subject areas and their ability to discuss progress and standards in their subject area.

Colleagues for Newham North Learning Partnership (NNLP) will meet for the first formal subject leader network meeting. The purpose is to share good practice and establish effective working relationships.

The Chair commented on the need to review NNLP to see how the school benefits from it.

Ms Susannah Rauprich was asked to withdraw from the meeting for this item.

#### Ofsted

The last time the school was inspected in June 2014, leadership and management was graded as outstanding, the overall inspection grade was good. This inspection was a light touch, section 8 inspection; which lasted for 1 day led by 1 inspector. A full inspection (section 5) would be triggered if there was a safeguarding issue or if the outcomes from the inspection were seen as more than good. Schools that are graded as good are not inspected for another 3-4 years.

The draft report was sent to the school for a factual accuracy check. The final report should be published in the next week.

#### Behaviour data – confidential item

##### Attendance and punctuality

The percentage for persistent absence has fallen to 3.3%.

The Headteacher noted the school has made a concerted effort to address this. The school needs to focus on reducing the number of late marks.

Attendance is currently at 96.3%, the attendance target is 97%.

*Is there a reason for the increase in holiday absence?*

*The Headteacher responded there was no specific reason, however it has not been helped by the local secondary school having a 3 week Christmas holiday.*

Have we looked at penalty notices?

The Headteacher noted that penalty notices are issued by the LA not the school.

**Action:**

Deputy Head to find out when penalty notices are triggered.

Safeguarding

The school is using safeguarding software (Safeguard) to log incidents. This is also used by Forest Gate and Woodgrange. When a child changes school this data transfers with them.

Curriculum newsletters

Governors noted the curriculum newsletters for years 3-6.

**297 School self-Evaluation update (SEF)**

The SEF focuses on the key areas that Ofsted focuses on. The Headteacher included a list of the things that governors do well.

The Chair noted the effectiveness of leadership and management is judged to be good and emphasised the need to increase governors' participation.

The Headteacher invited governors to the following events:

Godwin Great Get Together - Friday 13 July.

Year 6 end of year performances - 10 & 11 July at 6pm.

Years 3, 4 and 5 assemblies - 17 July from approximately 9.30am onwards.

**Action:**

Headteacher to confirm the start time of the Godwin Great Get Together .

Confidential item

**298 Summary of Governing Body meeting Effectiveness Review**

The Chair reviewed the scores for the different areas of effectiveness, he noted that the timing of meetings was an issue. The Chair stated he wanted all governors to have the opportunity to participate in meeting, whilst managing the timings of meeting. If governors have any questions and AOB items they can be emailed to the Chair outside of the meeting.

The Chair clarified that the funding referred to in the questionnaire referred to the money spent on NGA membership.

Governors discussed the issue of when they receive papers prior to a meeting.

Governors noted it would be useful to receive the minutes sooner after meetings, so they were fresh in their minds.

Governors agreed the Chair or Head teacher will email the minutes to governors after they have proof read them. The other papers will be sent to governors a week prior to the meeting.

Governors requested the budget report is sent to them prior to the meeting to allow

more time for scrutiny.

Governors also noted that it was useful if the agenda stated if there were papers to follow.

The Chair noted the questionnaire would be administered periodically to check the effectiveness of the governing body.

**299. Newham North Learning Partnership (NNLP) /MAT  
Redbridge Education Partnership**

Both items were reviewed together as they are both linked.

The Chair confirmed the next MAT meeting will take place on Thursday 14 June.

*Have we had any feedback from the LA about their stance on academies?*

The Chair informed governors that the Chair of NNLP wrote to politicians and had a meeting with the new Mayor. The Chair emphasised the need to have a thorough review of what the LA is doing as the new mayor is opposed to academisation.

The Chair noted it was important that governors did not lose the momentum and should continue to think about the benefits of federation or academisation (for example the benefits of economies of scale) and the different options available for the school to consider. The Chair added that things would be clearer when NNLP headteachers met.

Governors reviewed the documents from Redbridge Education Partnership. The Chair commented that it did not look like a viable option for Newham schools to join. Newham schools could do something similar, as there could be gains from a collective model.

**300. Governor Training Report  
Governor education and training**

The above items were combined.

The Chair attended training on Handling and resolving complaints.

The Chair noted that 1 or 2 governors need to attend the training, if a complaint goes to stage 4 then it is dealt with by governors.

(Mr Farnhill left the meeting at 8.12pm).

**Action:**

Chair to email the template for governors to report the training attended.

Mrs Christie and Mr Faruq attended Safer Recruitment Training.

Ms Burman noted she was going to complete Safer Recruitment Training on line but was unsure of how to claim the £30 fee for the training. Mrs Kettle was also unsure of the procedure for claiming back the fee.

**Action:**

The Chair to check the minutes of the previous meeting when it was agreed that governors could claim the money back, and inform Mrs Kettle.

The Chair also attended a training session on Child Mental Health in England. The Chair highlighted the forthcoming changes in legislation, that is every school will have a trained designated senior lead for mental health and mental health support teams to be embedded in schools. There will be more training for school staff so they are aware of the signs and issues surrounding mental health.

The Headteacher noted school staff do not need training to identify children who have mental health issues, they need places to refer children to. A lot of the cases do not meet the threshold; therefore no action is taken. Schools are asked to take on more responsibility without the support to deliver it. There is also the issue of how to resource this with a depleting budget.

**301. Compliance Calendar Items**

The Headteacher noted there was nothing urgent that needed attention

**302. Proposed governing board meeting dates in academic year 2018/19**

The Headteacher noted that the suggested meeting dates did not suit the school's calendar as the headteacher would not be able to provide data from lesson observations.

The Headteacher proposed the following meeting dates:

Autumn Term

Monday 8<sup>th</sup> October, 2018

Monday 26<sup>th</sup> November, 2018

This will be a training and development session to focus on the review of the governing body. The clerk and staff governor are not required for this meeting.

Spring Term

Monday 28<sup>th</sup> January, 2019

Monday 11 March, 2019

Summer Term

Monday 10 June, 2019

Sub-committee meeting dates to be decided at the governing board meeting on 8<sup>th</sup> October

Meetings to commence at 6.30pm.

**303 Any other business**

No other business was reported.

**304 Agenda items for the next meeting**

Look at the cost of Iris Connect

The meeting closed at 8.26pm.