

LONDON BOROUGH OF NEWHAM
GOVERNING BODY OF GODWIN JUNIOR SCHOOL
Minutes of the meeting held on Monday 12th June 2017 at 6.30 pm

Present: Mr Alastair Pearson Parent Governor, Chair
Ms Sine Brown Head Teacher
Ms Kate Christie Parent Governor
Ms Suzannah Walker Co-opted Governor
Mr Anwar Faruq Local Authority Governor
Ms Asha Thambiah Staff Governor
Ms Julie Burman Co-opted Governor
Mr Arnold Zac-Williams Co-opted Governor

Attending: Ms Sabina Sheikh Deputy Headteacher (for item 190)
Ms Maureen Gould Assistant Headteacher (for item 190)
Paul Baglee NPW (for item 190)
Ms Gill Hay NPW, Clerk

Decisions

Item	Decision
Attendance	Governors agreed to introduce Penalty Notices for unauthorised absences due to holidays and to monitor its effectiveness in reducing unauthorised absences.
Newham Model Pay Policy	Governors agreed the Newham Model Pay Policy.

Actions:

Item	Action	Responsible
Matters arising	Governors agreed to a briefing and discussion for Governors on Safeguarding at the Governing Body meeting in the Autumn Term	The Headteacher
Governor Committees	The Headteacher to distribute the minutes of the Resources Committee meeting of the 22 nd May.	The Headteacher
<i>Attendance</i>	The Headteacher to add the Penalty Notice process into the appropriate policy, do a letter to all parents before the summer holiday for	The Headteacher

	enacting from September 1 st and update the website with relevant information.	
<i>The Headteacher's Report</i>		The Headteacher
<i>Governor Training</i>		The Headteacher

Governors' questions are in italics.

188. Apologies for absence and introductions to the meeting

Apologies were condoned from Mr Andrew Farnhill, Ms Annett McKitty, Mr Niall Malloy and Ms Angela Nellis.

189. Declarations of interest

Ms Burman declared an interest as a member of the Governing Board of the Forest Gate Community School Trust.

190. Considering the future of the school

The Chair introduced the discussion on the future of the school. He said that the school was part of a soft federation with a number of other schools and had been sharing best practice. The Chair said that an increasing number of schools were thinking about their future structure.

Paul Baglee from NPW was introduced and Governors and staff discussed the history, current position and possible issues to consider about the future of the school.

The Chair summarised the discussion and asked Governors to consider the issues that had been covered before the next meeting on the 10th July. He said that he would welcome any questions by email in advance of the meeting.

Ms Sheikh, Ms Gould and Mr Baglee left the meeting

191. Minutes of the Meeting held on the 30th January 2017

The minutes of the meeting held on the 30th January 2017 were agreed as a true record of the meeting.

Matters arising:

1. The Headteacher to email details of the link teacher for English to Mr Zac-Williams. **Completed**
2. Governors agreed to a briefing and discussion for Governors on Safeguarding at the Governing Body meeting in the summer term. **C/f to the Autumn Term.**

3. Governors agreed to review the ethnicity data and issues at the school at the next meeting of the Pupil and Curriculum Committee. **Completed**
4. The Headteacher to detail positive rewards and provide detailed attendance and punctuality data for the next Pupil and Curriculum Committee meeting. **Completed**
5. The Headteacher to communicate congratulations to the Brilliant Club pupils from the Governors. **Completed**
6. The Headteacher to confirm the arrangements for the Governors afternoon to Governors. **Completed**

192 **Governors' Committees**

(a) Pupil and Curriculum Committee - 27th February 2017

The Chair said that this committee meeting had discussed Pupil Premium children and noted that the data indicated that this group of pupils were doing as well as they should be overall. He said that the committee had discussed the variations in different year groups and the Headteacher said that issues had been followed up in the June meeting of the committee.

(b) Pupil and Curriculum - 5th June 2017

The Chair said that the meeting had discussed a range of issues including the support to teachers through the IRIS system which was an innovative way of teachers getting feedback.

(c) Resources Committee - 6th March 2017

The Chair of the committee said that the committee had looked at budget setting and staffing structures, which included discussing the costs and practicalities of the Eat for Free scheme which the school is funding 60% of up to Sept then 40% from Sept until March. The Headteacher said that the school would need to review this in the future to see if it was viable. She said that it currently cost the school £60k.

(d) Resources Committee – 2nd May 2017

The Chair of the committee said that the committee had looked in detail at the budget, and had agreed the Revenue Budget Plan and proposed it be adopted by the Governing Body.

(e) Resources Committee 22nd May 2017

The Chair of the committee said that the committee had looked at the Breakfast Club in more detail and agreed some changes to increase its viability from the start of the new academic year. She said that the committee had also discussed the staffing structure in detail and reviewed 6 proposals from the Headteacher. These had all been agreed by the committee for implementation in the new academic year.

Action: The Headteacher to distribute the minutes of the Resources Committee meeting of the 22nd May. Action: The Headteacher

The minutes of the above meetings were accepted by the Governing Body subject to 2 typographical amendments.

193. School Budget 2017-18

The Headteacher said that the Resources Committee had discussed the budget in detail. She said that there was £98k carried forward from the previous year. The Headteacher said that the National Funding Formula indicated that the school would lose 3% for each of the 2 years from March 2018.

Governors asked about the potential for cuts. The Headteacher said that the school would have to make cuts in the future and that the major costs that the school could control were staffing costs. Governors asked about the number of children in the school.

The Headteacher reported that it was already becoming difficult to recruit staff and that the school may only be able to afford Newly Qualified Teachers (NQTs) in the future. She said that people were finding it hard to live in London on low salaries and were reluctant to undertake long commutes.

Governors noted that the difficulties and that the school and Senior Leadership Team (SLT) had done very well in managing the budget and keeping it as stable as they had.

194. Attendance standards and Unauthorised Absence

The Chair said that the school had had too much absence and that this had been discussed at the Pupil and Curriculum Committee. He said that the Department for Education (DfE) allows schools to ask Local Authorities to issue Penalty Notices. The Headteacher said that she had issued a summary.

The Chair said that the committee had supported the Headteacher's proposal to ask the council to issue penalty notices for unauthorised absence due to holidays. He said that the committee had emphasised the need to inform parents/carers about the reasons why the school took unauthorised absence seriously and invite them to work with the school. The Chair said that the school would also explain the reasons as part of the Home-School Agreement.

Governors asked about the process for issuing Penalty Notices. The Headteacher said that the Local Authority do the administration of the Penalty Notices, they write to the Parent or Carer based on the information provided by the school. She said that the borough has a code of conduct which included an unwarranted delayed return at beginning of term-time and persistent absence.

Governors asked about the cost of Penalty Notices to parents and carers. The Headteacher said that the cost would be £60 and that this would double if it was not paid within 21 days.

The Headteacher said that a Penalty Notice would be issued after discussion with the parent or carer and meetings with them to try to persuade them by explaining the impact of absences.

Governors asked about training for staff. The Headteacher said that there would be publicity about the reasons for the new policy within the school and to parents/carers and discussing it would be included in all meetings with parents/carers. She said that teaching staff would be asked to refer parents and carers to the office staff and, if they wished, to meet the Headteacher.

The Chair said that most of the other schools in the North Newham Learning Partnership (NNLP) including Woodgrange School had similar policies with broadly similar ways of implementing them.

The Headteacher explained the need to consistently apply the policy, if agreed.

The Chair said that the school valued its good working relationships with parents and carers and wanted to be supportive to them. He said that he would like to try and create a Parents Forum as well as use Parent View to get feedback on policies like this and support parents and carers. Governors discussed the need to monitor the policy to clarify its effectiveness. The Headteacher said that this would be included in her regular reports.

Decision: Governors agreed to introduce Penalty Notices for unauthorised absences due to holidays and to monitor its effectiveness in reducing unauthorised absences.

Action: The Headteacher to add the Penalty Notice process into the appropriate policy, do a letter to all parents before the summer holiday for enacting from September 1st and update the website with relevant information. Action: The Headteacher

195. Report of the Headteacher

The Headteacher presented her report and drew Governors' attention to key issues. She said that the school had 12 vacancies, mostly in Year 3.

The Headteacher said that there were 4 SEN pupils who were currently in receipt of High Needs Funding coming in to the school in the Autumn Term. She said that unfortunately the policy was that the funding stays with Woodgrange Infant School until April 2018 so Godwin would have to fund their support until then.

On staffing, the Headteacher said that one part-time teacher was covering full time temporarily and that 3 teachers had been recruited, leaving one vacancy that she had yet to fill.

The Headteacher said that staff attendance had been similar to last year so the improvement on previous years had been maintained. She said that the staff team were very dedicated. The Headteacher said that the member of staff in the admin team who had been LT sick had now had medical retirement agreed.

The Headteacher said that the Annual Improvement Plan detailed the priority areas for the school and how far they were being met. She said that the Pupil and Curriculum Committee had discussed the plan in detail.

The Headteacher said that she was getting external support for being new HT which she had found very useful.

On the SEF judgement the Headteacher said that the school still thought that was good and that the school was looking to improve this to be outstanding. The Chair said that Governors could contribute to this by assessing how they could be outstanding as Governors.

The Headteacher said that there were no concerns about the Quality of Teaching and Learning which was steadily improving. She said that all of the teaching was assessed as being at least good, and she felt that the assessment was robust as it had been moderated within the NNLP.

On behaviour the Headteacher said that there continued to be a small number of children involved in racist incidents. She said that primarily this seemed to be due to a lack of knowledge of different cultures. The Headteacher said that one behaviour incident had been serious enough to warrant a one day exclusion for threatening a teacher.

The Headteacher said that as part of personal development every child in the school had been involved in political action on the Tuesday before the general election and that the local MP, Lyn Brown, had attended as returning officer for the mock election. She said that the Deputy Head Teacher had co-ordinated the day very well and Governors said that the children had been very excited.

On safety the Headteacher said that there had been 1 accident only.

The Headteacher said standards had been discussed in detail at the Pupil and Curriculum Committee who noted that in most years and in most subjects, most standards had risen. She said that the figures in brackets were the February figures which had been included for comparison.

Governors asked about the possibility of Prevent training for parents. The Headteacher said that staff training information had been provided and that she would follow up training for parents.

Governors asked about the out of hours curriculum. The Headteacher said that there was a wide array of options available to make sure that there were opportunities to explore and boost every child's confidence. She said that experience such as team work gave children skills that they could transfer into the class. The Headteacher said that the school's aim was for every child to have the opportunity to find out what they were good at. She said that the school was consciously trying to ensure that pupils from all groups participated in a range of after-school activities. The Headteacher said that there would be new activities in September

196. Link Governor Meeting Feedback

The Chair thanked everyone for doing Link Governor meetings and reminded Governors that they needed to demonstrate that they had had conversations with the relevant member of staff. He encouraged Governors to have a phone conversation or meeting before the end of June, and that they should liaise with him and the Headteacher. The Chair asked Governors to use the feedback form for Governor visits to write a summary of what they had found and bullet points of the impact on learning. He said that he was hoping to refine the process for the following year.

Governors asked how many Link Governor visits were expected. The Chair said that Governor visits should be undertaken as needed, and there should be at least one this year.

197. Newham Model Pay Policy

The Headteacher explained that this is a Newham model policy and if Governors had suggestions for changes then these would be proposed for negotiation in the normal way.

Decision: Governors agreed the Newham Model Pay Policy.

198. Governors CRB/ DBS

The Headteacher confirmed that all Governors had completed their DBS checks.

199. Constitution

(a) Appointment of 2 Co-opted Governors

The Chair said that there was 1 person interested in being a Co-opted Governor from the Governors' Fair and that this would be explored.

(b) Appointment of an Associate Governor

The Chair said that the school was talking to Nick Shapland about supporting the school on nutrition.

184. Compliance Calendar items

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

185. Governor Education and Training

Governors discussed Governor training. The Chair said that he had attended the Good to Outstanding and Headteacher's induction, and would be sharing his learning with committee chairs and vice chairs. He said that he was pulling together useful information to aid the induction of new Governors and would send it out to Governors to review.

Ms Walker said that she was doing a grid of training, and would like Governors to add in external training.

186. Future Meeting Arrangements

- Monday 10th July 2017: EGM at 6.00pm

The Chair also reminded Governors of the Community Picnic on the 14th July.

187. Agenda Items for the Next Meeting

- Appointment of Co-opted and Associate Governors
- Attendance standards and unauthorised absence sanctions

The meeting ended at 8.50 pm