

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

**Minutes of the meeting held on Monday 8<sup>th</sup> October, 2018 at 6.30pm**

**Present:**

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

**In attendance:**

Councillor Julianne Marriot	Cabinet member for education
Ms Dani Wade	Head of Commissioning, Education and Skills
Ms Sarah Bartley	Clerk

Summary of decisions

Item	Decision
311. School budget monitoring	Governors approved the pay policy.
312. Headteacher's Report	Governors approved the calendar dates for 2019/20.

Summary of actions

Item	Action	Person Responsible
307. Membership of Governing Board	Inform Governor Services of Mrs McKitty's resignation	Clerk
	Meet governors individually before governing board meeting in November to discuss areas of interest and capacity for long term planning	Chair
	Revisit Governors' code of conduct	all governors
	Send the draft annual report to governors for them to review prior to being signed off in November	Chair
308. Minutes of the meeting held on 11 June 2018	Provide the Chair with Forest Gate email address	Mr Zac-Williams

309. Governors' committees	Agree via email and discussion who will chair sub-committee meetings.	all governors
311. School budget monitoring	Review the budget and prepare questions about the figures for the next Resources Committee meeting.	Resources Committee
312. Headteacher's Report	Confirm the number of children with an EHC plan	Headteacher
	Look at NPW Governor training programme	all governors
	Obtain the record of governors who have attended Safer Recruitment Training	Mrs Walker
	Inform the Chair and Mrs Walker if attending the Governors' Conference	all governors

**305. Apologies for absence and introductions to the meeting**

The Chair welcomed governors to the meeting. Apologies were received from Ms Julie Burman. The apology was condoned.

**306. Declarations of interest**

The Headteacher distributed pecuniary interest forms. There were no declarations of interest.

**307. Membership of Governing Board**

The Chair noted the following amendments to the membership sheet: Mrs Annett McKitty has resigned from the governing board.

**Action:**

- Inform Governor Services of Mrs McKitty's resignation - Clerk

The Chair informed governors of the timeline for the forthcoming parent governor elections:

17 & 18 October – governors to talk to potential parents at the parent/carer conferences.

w/c 29<sup>th</sup> October– receive nominations

12 November - count the ballot papers.

The Chair noted that all governors would retain the same area of responsibility. Mrs Christie would take on Mrs McKitty's role as link governor for SEND, inclusion and pupil premium.

Mr Farnhill's position will be recruited to in the spring term.

**Actions:**

- Meet governors individually before governing board meeting in November to discuss areas of interest and capacity for long term planning – Chair.
- Revisit Governor's code of conduct – all governors.

- Send the draft annual report to governors for them to review prior to being signed off in November – Chair.

**308. Minutes of the meeting held on 11 June 2018**

The Chair stated that the practice of the Governing Board was to assume that members had read the previous minutes prior to attending the meeting.

The Headteacher added that when the minutes are received from NPW, they will be sent to governors for their approval more rapidly.

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

Summary of actions from the meeting held on 11 June 2018

<b>Action</b>	<b>comments</b>
Update the Virtual Meeting Attendance Policy and email it to governors by 18 June.	To be completed
Prepare information about the role of governors for interested parents	Chair and Mrs Christie preparing this for the parent/carer and teacher conferences
Inform Governing Body Services to change the first page of the agenda as Ms Hughes is now responsible for geography.	Completed
Email governors with login instructions	Email account for Mrs Walker and Mr Farnhill to be set up
Email Mrs Kettle to follow up Forest Gate School not using LGfL	Completed
Find out when penalty notices are triggered	Completed
Confirm the start time of the Godwin Great Get Together	School raised £940
Email the template for governors to report the training attended.	Chair to send this in the near future
Check the minutes of the previous meeting when it was agreed that governors could claim the money back, and inform Mrs Kettle.	Being addressed

Matters arising from the minutes:

Governors to receive email alerts to their personal email reminding them to check their governor email accounts.

**Action:**

- Provide the Chair with Forest Gate email address - Mr Zac-Williams

The Headteacher provided an update on penalty notices. The role of monitoring attendance has been taken over by the new deputy head. There are 25 children in the school whose attendance is below 90%. Of the 25 children, 18 came back late after the summer holidays. The deputy has instigated the process to trigger the first penalty notice. The LA is responsible for deciding if the family will receive a fine.

*Governors' questions in italics.*

*Where does the money go?*

The Headteacher confirmed she was unsure of where the money went as the school does not receive it.

### **309. Governors' Committees**

The Chair informed governors the structure of committees would remain the same. Committee members need to agree who is going to chair the meetings, so that all members have the opportunity to develop their chairing skills.

#### **Action:**

Agree via email and discussion who will chair sub-committee meetings –all governors.

### **310. Newham Council Policy on supporting maintained schools to remain locally accountable**

Councillor Julianne Marriott and Dani Wade joined the meeting at 6.57pm.

The Chair welcomed Councillor Marriott and Ms Wade to the meeting.

Councillor Marriott informed governors of the new Mayor's pledges:

Firstly to unite the family of Newham schools.

Secondly to oppose academisation.

The councillor continued they were visiting schools to ascertain governors' views on academisation and how the LA can improve how it supports schools.

Ms Wade acknowledged that most maintained schools converted to academies because they were unhappy with the support from the LA. The LA was now focusing on how to get maintained schools to stay with the LA. She continued that schools had fed back that the support was not of a high standard and was not consistent. The LA wanted to offer an improved and consistent service. For example they wanted to improve the SEND service in response to schools reporting there was a long backlog to get children through the system. Safeguarding was under resourced and needed improving as well as the school improvement offer and school to school support.

Ms Wade highlighted the models of school support adopted by Tower Hamlets and Camden. That is schools paid money into a central fund, it is matched by the LA or seed funded. A board of headteachers decide how the money is going to be spent. Schools can also make a bid to the board for funds to improve the outcomes for children. Newham is exploring a range of models to formulate an Educational Partnership to meet the requirements of schools.

Councillor Marriot sought the Headteacher's view on the next steps the LA needs to take to work in partnership with schools. The Headteacher responded that the Newham North

Learning Partnership (NNLP) had been exploring the advantages and disadvantages of forming a MAT for the past 18 months and will continue to explore this. Godwin's governors have discussed the advantages/disadvantages of joining a MAT at the formation stage of the MAT or further along in its development.

The Headteacher continued that the model in Camden is a large model and schools have a large budget to share. In Tower Hamlets schools pay into a central fund, then they choose the service they require. Academies can also buy these services. NNLP uses the same principles but on a smaller scale, that is schools use economies of scale to pool resources. If the model in Newham is changing then schools need to see how the model is structured, a timescale for its implementation and if it is fit for purpose.

Ms Wade confirmed the LA wants to provide a model that is responsive to the needs of schools. Initially they will have to start with a small offer and build on this.

Councillor Marriott noted that historically money for schools was sent directly to the council, now money is sent to schools then schools choose the services they require.

Ms Wade added that some services are free of charge. The LA wants all services to be of a good enough standard if they are offered as a free service or if schools purchase them. The LA needs to provide more clarity about the services that are free and what schools can buy into.

*How can the LA make maintained schools share resources?*

Councillor Marriot noted that the LA could not make schools share resources. However, schools are more vulnerable if they remain on their own.

*As the LA is connected to NPW? What are the implications for NPW?*

Councillor Marriot commented that NPW provide services such as payroll, health and safety, this is in line with what schools want. They do not provide school improvement or school to school support.

*What do you think of the Redbridge model?*

Councillor Marriot reported that she was not excited by the Redbridge model as it did not include the LA and secondary schools.

Ms Wade emphasised the LA were still at the stage of exploring different models as their resources are limited.

Governors noted the LA needs to speed up the process of developing models. There also needs to be more transparency around how decisions are made and more engagement of schools in the decision making process. The LA should consult with more headteachers instead of just focusing on a few headteachers.

*How are you going to feedback to governors about the outcome of these meetings?*

Councillor Marriot noted that a cabinet paper will be published in December with a summary of the outcomes.

The LA's aim is to re-establish the trust of schools and encourage schools to put money into a fund which will be matched or seed funded by the LA.

*Ms Wade and Councillor Marriot left the meeting at 7.38.*

*Is the LA taking feedback from headteachers?*

*The Headteacher noted that when the LA met headteachers it was more of a dialogue. Decisions were made, most headteachers were not involved in the consultation, only a few were consulted.*

*The Chair commented that governors must continue to explore all options and make informed decisions about academisation.*

### **311. School Budget Monitoring**

The Headteacher presented the budget and noted it would be discussed in more detail at the Resources Committee.

The following points were highlighted:

Funding is based on pupil numbers. There are currently 398 children on roll, 420 when the school is full. Of these, 47 children are eligible for free school meals. There are 135 pupils who receive pupil premium at £1320 per child. Pupils are eligible for pupil premium if they received free school meals in the last 6 years.

The communication from NPW Schools HR stated Newham have recommended:  
3.5% uplift to the unqualified pay range and main pay range.  
2% uplift to the upper pay range , leading practitioner pay  
1.5% uplift to the leadership pay range.

The Headteacher informed governors that when the budget forecast was made they were unaware of the figures for the teachers' pay award, so they budgeted for a 3% pay award. The Resources Committee will look at the budget in more detail. After it has been approved by governors. The budget will be changed to reflect the pay award. The only change to the policy from last year was the revised pay scales for 2018/19.

It is still recommended that schools continue to use the recommended pay ranges for headteachers and deputy headteachers and the discretionary pay points on the leadership scale.

The Headteacher added that Newham introduced half points for main scale teachers, i.e. M1, M1a as a way of recognising the efforts of teachers who only partially met their targets.

The Headteacher clarified that the pay award was only for teachers and was not applicable for support staff. She also noted that A2 level payment structure for outside of school learning hours is not used at Godwin.

Governors approved the pay policy.

#### **Action:**

Review the budget and prepare questions about the figures for the next Resources Committee meeting - Resources Committee.

### **312. Headteacher's Report**

The Chair informed governors they would operate on the premise that all governors had read the report, the Headteacher would highlight what input was needed from the governing board.

### Spider infestation

The Headteacher informed governors that a false widow spider was found in 1 classroom on Thursday 4<sup>th</sup> October, webs were also found outside the school. The classroom was closed on Friday 5<sup>th</sup> and fumigated on Saturday 6<sup>th</sup> October. The classroom is back in use, however some spiders were seen in the year 3 corridor and school kitchen. The whole school will be fumigated at 4.30pm on Tuesday 9<sup>th</sup> October. As it takes 4-5 hours for the noxious fumes to subside the advice from pest control was the school did not need to remain closed. The fumigation kills the spiders but not their eggs. The school will be fumigated again in half term.

### *Who pays for the fumigation?*

The Headteacher confirmed that the school pays. A conversation needs to be had with the LA about reclaiming the fee of £6,000 - £8,000.

### Calendar dates 2019/20

The Headteacher informed governors that the school would disaggregate 2 Inset days. Staff will have Inset sessions after school to make up the 2 days.

The headteacher also proposed to close the school on 22 May for Eid, as some of the children and the 1-2-1 support staff will not attend school on that day. Governors noted the children will still attend school for 190 days.

### *Why isn't there another Inset day?*

The Headteacher responded that the school would have to open on Monday 22<sup>nd</sup> July. A lot of children will not attend on that day, so it was more appropriate to disaggregate the day.

Governors approved the calendar dates for 2019/20.

### SATs Data

The Headteacher highlighted the following for children at age expected:

- 2 children in year 6 joined the school in year 5 with no English so their data will be ignored.
- The school is significantly above where it was last year and is above the national average for all year groups. The positive results are due to the hard work of the year 6 teachers and all the staff who worked with the children.
- Although the school's result for reading (81.9%) is above the Newham average (80.7%), the school is below the Newham average for writing and maths.
- Godwin's average for writing and maths was 81.9% and 80.7% respectively.
- Newham's average for writing and maths was 84.1% and 85.9% respectively.
- Writing is a school priority this year.

Referring to the percentage of pupils at greater depth the headteacher noted:

- Reading was up by 6.7%, from 25.8% in 2017 to 32.5% in 2018.
- Writing decreased by 4.6%, from 19.1% in 2017 to 14.5% in 2018. There were less children at greater depth but more children who achieved age expected.
- Writing, maths and GPS were all below the Newham average by 9.4%, 9.9% and 17.2% respectively.

### *Which schools in Newham are above the national average?*

The headteacher noted there were several schools who were above average. There are a number of contributing factors. That is some children have higher starting points, others

are tutored at home. Godwin is reviewing models that are used in other schools. Governors noted the school needs to maintain its focus on setting school targets. The Headteacher responded that they need a few weeks to look at the targets with the year 6 leader, which will be shared with the Pupil and Curriculum Committee. There are more children with SEND in the current year 3 and year 4 classes. When these pupils are in year 6 their data will be less positive. The Headteacher informed governors that the LA had decided that there was no more need for a Progress Board.

#### *Was the Progress Board beneficial?*

The Headteacher noted the school would have put measures in place as they were not happy with the previous results.

Referring to average progress score (APS), the Headteacher explained that an APS of 0 is the progress that a child is expected to make from end of KS1 to end of KS2.

- There was a marginal improvement for reading from 0.4 in 2017, to 0.5 in 2018.
- There was a slight decrease in writing from 0.1 in 2017 to - 0.5 in 2018.
- The APS for maths showed good progress -0.9 in 2017 to 0.2 in 2018.
- The Headteacher noted that each cohort of children must be looked at separately.
- Although maths and English are a key focus, the children must have a rounded education and be encouraged to follow their talents.

#### Exclusions

A child in year 3 with very complex needs has been excluded twice. The child has learning needs and has a developmental age similar to a child of 2 ½ -3 years old. The first exclusion was a 1 day exclusion, after the child punched a TA. The second exclusion was after the child assaulted another child and a member of staff.

The Headteacher noted her concerns about the child's safety and the safety of staff.

The child is experiencing severe difficulties with the transition from Woodgrange to Godwin. Godwin doesn't have the resources that he needs e.g. sand and sensory play. Concerns about the child's safety have been raised with the SEND team as the child runs around the school.

The Headteacher has raised concerns about the child's safety with his parents, who were informed that the child should start back at Godwin on a part time basis, to support the transition. The school has sought lots of advice from other professionals who support the Headteacher's decision.

The Headteacher added there are not enough places in Newham schools to accommodate children who have these particular needs.

The SEND department are writing the child's EHC plan, then parents can nominate Godwin or a different school for the child to attend.

Governors noted there was a discrepancy between the number of children with EHC plans in the Headteacher's report and the number stated in the minutes for June 2018.

The headteacher confirmed this number does not affect the school's funding.

#### **Action:**

Confirm the number of children with an EHC plan – Headteacher.



**313. Costing of Iris Connect**

The Headteacher noted that Iris Connect is being used to improve teaching and learning. However, it cannot be stated that the impact on teaching and learning is solely down to the use of Iris Connect. The cost is £5000. Teachers will be asked to make more use of Iris Connect and use it as a part of their appraisal.

*Are the TAs using it?*

The Headteacher confirmed that some TAs have used it, i.e. the HLTA and those delivering interventions. General TAs have not used it.

**314. Governor Education and Training**

Mrs Christie and Mr Faruq attended Safer Recruitment Training in May. The Chair suggested that governors would find it useful to attend the training on Chairing Meetings.

Governors' Conference is on 17<sup>th</sup> November, the focus is safeguarding. Mr Faruq has booked to attend the conference.

**Actions:**

- Look at NPW Governor training programme – all governors.
- Obtain the record of governors who have attended Safer Recruitment Training - Mrs Walker.
- Inform the Chair and Mrs Walker if attending the Governors' Conference – all governors

**315. Dates of next meetings**

Autumn Term

Monday 26<sup>th</sup> November, 2018 - Training and development session

Monday 29<sup>th</sup> October, 2018 – Resources Committee

Monday 5<sup>th</sup> November, 2018 – Pupil and Curriculum Committee

Spring Term

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

Monday 11 March, 2019

Summer Term

Monday 10 June, 2019

The Chair noted that a draft of all meeting dates for the year will be confirmed in the next few days.

**316. Parent/carers and teacher conferences**

The Chair noted that some governors had agreed to be available on 17<sup>th</sup> October, they needed governors to attend on 18<sup>th</sup> October, to talk to parents/carers about being a

parent governor.

Mr Zac-Williams agreed to attend on 18<sup>th</sup> October.

Governors suggested that it would be useful if the governing board looked for a person who had the appropriate skill set to be a governor and not just limit it to looking for a parent governor.

**317. Agenda items for the next meeting**

No items were recorded.

The meeting closed at 8.43pm.