

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

**Minutes of the meeting held on Monday 27 November, 2017 at 6.30pm**

**Present:**

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

**In attendance:**

|                  |       |
|------------------|-------|
| Ms Sarah Bartley | Clerk |
|------------------|-------|

Summary of decisions

| Item   | Decision  |
|--|---|
| 236. Constitution                                  | Governors voted unanimously for Ms Hughes to join the governing board.  |
| 240. Report of the Headteacher                     | Governors agreed to disaggregate 2 INSET days for 2018/19.  |
| 241. School Budget monitoring<br>Free school meals | Governors agreed in principle that the Headteacher would inform parents that Godwin could not fund school meals if necessary. |

Summary of actions

| Item  | Action  | Person Responsible |
|---|---|--------------------|
| 237. Minutes of the meeting on 25 September 2017. | Contact Governing Body Services to inform them of the correct start time for the meeting.             | Clerk              |
|   | Inform NPW to remove Mr Malloy and Ms Nellis from the governing board.                                | Clerk              |
| 238. Governors' Committees                        | Book link meetings before the end of the Autumn Term.   | Governors          |
| 240. Report of the Headteacher                    | Outline teaching assistants' (TAs) professional development at the next governing board meeting.      | Headteacher        |
| 243. Policies                                     | Email questions related to the Teaching and Learning Policy to the Headteacher and copy to the Chair. | Governors          |
| 245. Governor education & training                | Check the date of training - ensuring the website is compliant.                                       | Ms Burman          |
|   | Inform the Headteacher if any forthcoming training  | Governors          |

|                    |  |             |
|--------------------|--|-------------|
|                    | events have not been noted in the minutes.   |             |
|                    | Prepare a summary about on line safety training for governors.                                     | Ms Christie |
|                    | Review the key points from the governors' conference on mental health with Ms Gould.               | Chair       |
|                    | Ask Governing Body Services to email the details of the introductory training to new governors.    | Clerk       |
| 246. Meeting Dates | Inform Governing Body Services of the meeting and training dates that are incorrect in the agenda. | Clerk       |

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

The Chair welcomed governors to the meeting. Apologies were received from Mrs Annett McKitty . The apologies were condoned.

**235. Declarations of interest**

There were no declarations of interest.

**236. Constitution**

**a. Staff governor election**

The Chair welcomed Ms Seago as the new staff governor. The Headteacher expressed her thanks to Ms Seago for putting herself forward. Ms Seago informed governors that she was in her fourth year of teaching and was currently teaching year 5.

(Mrs Christie joined the meeting at 6.40pm)

The Chair introduced Ms Hughes as a prospective co-opted governor. Ms Hughes had previously met the Chair and subsequently visited the school. Ms Hughes informed governors that she was a local resident who wanted a voluntary role within the community. She appreciated the ethos of citizenship at Godwin and the promotion of pupil voice.

Ms Hughes withdrew from the meeting.

The Chair asked governors to review Ms Hughes' application to join the governing board. Governors agreed that Ms Hughes had the appropriate skill set and she would be an asset to the governing board.

Governors voted unanimously for Ms Hughes to join the governing board.

Ms Hughes re-joined the meeting and was welcomed to the governing board.

**237. Minutes of the meeting held on 25 September 2017.**

The minutes of the meeting held on 25 September 2017 were agreed as a true record of

the meeting.

Matters arising from the minutes:

- In response to a query about item 213: Appointment of associate governors, the clerk clarified that the statement that Mr Shapland withdrew from the meeting was not an action point; the statement should have been placed in brackets.
- The Headteacher noted that she informed Governing Body Services of the correct start of the meeting; however this was not corrected in the agenda.

**Action:**

Clerk to contact Governing Body Services to inform them of the correct start time for the meeting.

Summary of actions from the meeting held on 25 September 2017.

| Action  | comments   |
|---|--|
| Produce a display that shows the sugar content in different foods.  | Ongoing  |
| Liaise with Mr Shapland regarding healthy lunches   | Mr Shapland's term as an associate governor becomes active in the Spring Term. He will visit the school on Tuesday 16 January to look at the packed lunches. |
| Email a copy of KCSIE to governors  | Completed  |
| Read part 1 of KCSIE  | Completed  |
| Put up a display about safeguarding with information for parents/carers and children  | Completed, there is also a display at the back gate entrance   |
| Put a number against each picture on the body map.  | Completed  |
| Amend section 3: Roles and Responsibilities of the Safeguarding and Child Protection Policy:  | Completed, copies are available in the foyer   |
| Email the Chair and copy in Mrs Christie within the next week if they have any thoughts or questions about the Safeguarding and Child Protection Policy | There were no queries  |
| Meet absent governors to discuss the Code of Practice.  | Completed. Mrs Christie and Ms Hughes to review and sign the Code of Practice  |
| Liaise with NPW to request an update of training attended by governors.   | Completed, to be addressed in today's meeting  |

|   |   |
|---|---|
| Include training completed by governors in the Annual Report.   | Completed, to be signed off today   |
| Research the governing board moving towards using Google Drive, for the November meeting                                  | Ongoing   |
| Send the Governors' Induction pack to Mr Zac- Williams  | Completed   |
| Review the Governors' Induction pack  | Completed   |
| Inform the Chair within the next week of any additional feedback regarding his Annual Report.                             | Completed   |
| Review the training schedule to identify the sessions they will attend  | Completed   |
| Attend safeguarding training  | Mrs Christie to attend this week  |
| Attend the annual governors' conference on mental health on 11 November.  | 4 governors attended  |
| Contact Huw to invite him to deliver a half hour session on data to governors at the November governing board meeting.    | The Headteacher informed governors that this session was cancelled as the school would have to pay £50 per person. Governors can attend the session on data that is being delivered by NPW on Wednesday 6 December. |
| Arrange a meeting with their subject lead during the Autumn Term between a 3 week period from 30 October to mid-November. | Ongoing   |
| Copy the Head Teacher info the correspondence with the subject lead.  | Ongoing   |
| Provide the Chair with dates when prospective governors can visit the school.   | Completed   |
| Publish governors' attendance and pecuniary interests on the school's website and governors' contact details on Edubase.  | Completed   |
| Attend the governors' recruitment fair on 17 October.   | Attended by the Chair and Mr Faruq  |

|   |  |
|---|--|
| Email Mr Malloy and Ms Nellis to ascertain if they would like to remain as associate governors. | The Chair noted that he had not received a response from Mr Malloy or Ms Nellis, so they were to be removed as associate governors from the governing board. |
| Agree by email if anyone is available to attend the NNLP meeting.                               | Completed  |
| Discuss the proposed term dates and the arrangements for INSET with Woodgrange Infants.         | Item to be discussed on today's agenda   |
| Review the SATs results at the Pupil and Curriculum Committee meeting                           | Completed  |
| Review the School Development Plan at the Pupil and Curriculum sub-committee meeting            | Completed  |
| Email questions regarding the budget to the Chair.  | Completed  |
| Share the pupils' targets at the Pupil and Curriculum Committee meeting on 9 October.           | No questions were received   |
| Review the SEND Policy and email the Headteacher if there are any changes.                      | No amendments were received  |

**Action:**

Clerk to inform NPW to remove Mr Malloy and Ms Nellis from the governing board.

Governors questions in italics

*Does the school use Google Drive?*

The Headteacher confirmed this was part of the school's vision and they were in the process of moving towards using Google Drive.

Mr Zac-Williams noted it would be beneficial if all governors created a Google account, so they could access and work on the same documents.

The Chair recommended that Mr Zac-Williams should look at developing processes for governors to review

**238. Governors' Committees**  
**a. Report of committees**

Pupil and Curriculum Committee

The Chair informed governors that the main focus of the committee meeting was to

ensure that governors had a clear understanding of the SATs results and school's internal data. The Chair noted that when reporting back to the full governing board, sub committees should report on key decisions that were made.

#### Resources Committee

Ms Walker reported the virement of £25,000 to the agency teaching staff budget. The Headteacher added that a long term supply teacher is being paid from this budget. The Headteacher also noted that the transfer of High Needs Funding from their infant school for Year 3 children had been approved and would be backdated to September.

The Chair reported he had sent out the new format for link governor meetings.

He noted:

- When governors are considering recommendations to feedback to the governing board they should focus on strategic issues and implications.
- Governors should assess the teacher's contribution to the specific area, not their own contribution.
- It was important to strike a balance with regards to the amount of information presented in the report.
- The report should be typed up within a week of the meeting and emailed to the subject link for their approval before sharing it with the governing board.
- All subject areas will be completed this term.

#### **Action:**

Governors to book link meetings before the end of the Autumn Term.

### **239. School Development Plan**

The Headteacher stated the School Development Plan was for 3 years, it would be a standing item on all agendas.

The following points were noted:

Priority 1: Improve the quality of teaching, had the following key areas -assessment, planning, self-development, assessment for learning and maximise the impact of TAs.

Priority 2 Improve children's ability to apply their understanding in reasoning questions  
The Headteacher noted that children sit 3 maths papers. The children perform well on the arithmetic paper but struggle with the second and third reasoning papers.

Priority 3: Improve children's higher-order comprehension skills involves improving the reading outcomes for all year groups.

Priority 4: Ensure that the programme of interventions improves pupil outcomes. The school is focussing on looking at the impact of interventions on children's learning and how well they are able to transfer skills to the classroom.

Priority 5: Improve data analysis - the school triangulates the evidence gathered to measure the quality of teaching and learning. This includes looking at children's books and conducting pupil interviews.

The following priority areas were noted as important areas but were not an immediate priority:

6. Develop the impact and effectiveness of middle leaders.
7. Develop community links
8. Develop a creative curriculum
9. Improve provision for computing
10. Maximise the impact of teaching assistants
11. Unicef Rights Respecting School
12. Local partnership of schools
13. Manage a reducing budget

*How does Iris Connect Work?*

The Headteacher responded that teachers can film themselves and groups of children. Initially it is used as a self-reflection tool and only shared if the teacher wants to share it with a trusted colleague. Staff have had 2 INSETs on using Iris. It will help teachers evaluate how well they meet the school's expectations and how they can develop their practice.

*Is it invasive?*

Ms Seago commented It is an Ipad camera so the children know it is there but they quickly forget about it.

Governors requested further clarification about confidentiality.

The Headteacher confirmed that information about Iris was sent to parents/carers in the newsletter. If the films are shared with other schools then parents/carers consent will be sought.

**240. Report of the Headteacher**

The Headteacher reminded governors that it had been previously agreed to disaggregate the fifth INSET day for 2017-18. The Headteacher highlighted INSET that has taken place this term. For this academic year, staff will complete 4 days of training and the fifth INSET day will be disaggregated and made up of twilight sessions. This term teachers have paid back 5 hours of training equivalent to 1 INSET day. TAs have completed 1 hour of training, the remainder is to be completed in the spring term.

Proposed term dates 2018-19

The Headteacher continued with the proposal to disaggregate 2 INSET days in the academic year 2018-19. 3, 4 September and 7<sup>th</sup> January are INSET days for Woodgrange and Godwin. If Godwin held another INSET day this would result in the last day of term being Monday 22 July. This would not be advisable as it could have a significant impact on attendance, i.e. attendance could plummet.

The Headteacher proposed that school finishes on 19<sup>th</sup> July and 2 INSET days are disaggregated throughout the year; ensuring all staff receive their full entitlement of professional development.

Governors commented on the benefits of staff receiving blocks of professional development after school and suggested this appeared to be the most practical option. Ms Seago stated that the 1 hour professional development sessions scheduled after school had been well received by staff. She requested further clarification of how 2 disaggregated days would work.

The Headteacher confirmed that in addition to the INSET received there would be either

longer session some weeks or two sessions some weeks.

*How will this work for teaching assistants?*

The Headteacher confirmed that sometimes TAs and teachers will receive the same INSET, it depends on the nature of the training. At the moment teachers and TAs have received 5 hours and 1 hour of disaggregated training respectively.

The Chair noted that no substantial concerns were raised about disaggregating 2 INSET days.

Governors agreed to disaggregate 2 INSET days for 2018/19.

Pupil roll

There are 24 vacant places across the school. There are more children in years 3 and 4 than upper KS2 who have SEND high needs funding (HNF).

*Have any modifications around signage been made for the visually impaired child? What are the cost implications?*

The Headteacher stated there had not been any modifications. The visually impaired child cannot read Braille and it is not appropriate to teach him. He receives support from the Sensory Service to use his white cane round the school. He has a prodigy electronic magnifier which he uses at his desk and is assisted by an adult when he is outside.

*How is the class supported regarding their emotional needs?*

The Headteacher confirmed the child is very popular; the children are aware that he has some issues and are receiving training about this. As the child's condition deteriorates measures are in place to support staff.

*Have you received any feedback about the allocation of vacant places?*

The Headteacher noted there was no feedback, Pupil Services are aware of vacant places and the school's requirement to fill the places as soon as possible.

*What is the range of children with disabilities?*

The Headteacher stated hearing and visual impairments, muscular dystrophy.

*Do they have risk assessments?*

The Headteacher reported that children with hearing impairments do not have risk assessments. The child with degenerative sight has an ongoing risk assessment with accessing the building. The children with disabilities are currently on the lower floor; this will be reviewed if the children need to go upstairs.

*What happens if there is a fire evacuation or if a child has a broken leg?*

*Is there a PEEP?*

The Headteacher informed governors of the evacuation point where children and adults supporting them wait until assistance arrives.

*What is a PEEP?*

Ms Burman stated it is a pupil emergency evacuation procedure.

Staffing

The long-term supply teacher in Year 5 is leaving at Christmas, therefore the school has recruited a replacement agency teacher to the end of the academic year. The



Headteacher will inform parents and carers of the change in staffing.  
 The site supervisor will be returning after Christmas.  
 The TA who was on long term absence has returned to work.

Staff development

**Action:**

Headteacher to outline teaching assistants' professional development at the next governing board meeting.

External support

The Headteacher and the Deputy visited a school in Waltham Forest that was previously in special measures and about to close. The school was turned around in a year and is now rated as outstanding. One of the key things that Godwin has adapted from this school is how to improve reading in year 6. The whole class goes through a SATs paper orally, unpicking the answers. Children complete a few questions then discuss their answers. Godwin is also reviewing how to be more creative with the curriculum.

Behaviour

All bullying incidents are followed up to ensure children understand why this behaviour is not acceptable and to change their mindset. There is ongoing work in philosophy for children and in promoting the ethos of the school which encourages children to consider others.

Attendance and punctuality

The attendance and punctuality target is 97.25%. Most absence happens at the start of term in September or at the end of the Easter holidays when children do not return to school after their holiday.

The attendance figures to date are as follows:

| <b>Attendance</b>      |                    | <b>2017-18</b> |
|------------------------|--------------------|----------------|
| Attendance             | Attendance         | 97.1%          |
|                        | Persistent absence | 0.6%           |
| Punctuality            | Late marks         | 450            |
|                        | % on time          | 95.8%          |
| <b>Holiday Absence</b> |                    | 0.6%           |

*Do you have a target for sickness and absence for staff?*

The Headteacher confirmed the school does not have a target as it is difficult to set one. She added that if a member of staff is absent for a week this will skew the data. The trend varies a lot, sickness has gone down massively. Sickness and absence are addressed on an individual basis, in meetings with staff using Newham's procedures.

Safeguarding

The Headteacher confirmed 12 children require monitoring. Some children were previously categorised as children in need, they have been stepped down as there was not enough evidence to trigger a child in need. The Headteacher noted the remaining children also need monitoring.

### Special events and projects

Year 3 children were involved in a charity food bank appeal.

Year 5 children will participate in raising money for the homeless charity, Shelter. Staff and children pay £1 to wear their "Slippers for Shelter Day".

Children and staff held a 'Do your thing' theme for Comic Relief. Children and staff came to school dressed in a range of attire.

Year 3's Indonesian Gamelan performance was very popular.

The school has a number of enrichment activities planned with Forest Gate.

### Buildings works

There are still a number of snags to be resolved by Morgan Sindall. The Perspex circles in the balcony over the sports hall were badly scratched when they were replaced, so Morgan Sindall will replace them again. Work to repair the flood damage caused by the faulty seal on the boiler will take place on 21 & 22 December, when the school is closed.

### History Time Line

Ms Seago described the time line that has been installed in the school. The time line shows the chronology of British and worldwide events.

*Will you use it as an extra tool?*

Ms Seago noted that all classrooms have a time line used to show how events relate to each other.

Governors commented this was a useful tool to reinforce learning.

### Strategic Diary and Curriculum Newsletters

Governors noted the Strategic Diary and the newsletters for years 3-6.

## **241 School Budget monitoring 2017-18 Free school meals**

The Chair stated these agenda items would be merged.

The Headteacher informed governors at the end of the academic year 2016/17 there was a £110,000 carry forward. Some of this money will be used to fund the refurbishment of the upstairs classrooms. School budgets continue to be squeezed.

The Headteacher reminded governors of the Mayor's pledge that all primary aged pupils receive a free school meal. In the summer term 2016/17, schools had to pay 60% of the costs towards funding school meals, the Mayor's office paid 40% of the costs. After discussions with NAPH the Mayor's office agreed to pay 60% of the costs, schools paid the remaining 40%.

For autumn 2017 and spring 2018, the Mayor's office will fund free school meals. Schools have not been informed of the arrangements after the spring term 2018.

The Headteacher outlined the worst case scenario, i.e. if the Mayor does not fund free school meals in the new financial year and schools fund 100% of the cost. There are currently 36 children on roll who qualify for free school meals 331 children are not eligible. It costs £2.35 per meal per day; if the school fully funded school meals for the school year, the estimated cost is £147,791.51. This cost would probably increase as the school roll increases. The Headteacher expressed her concern that Godwin would not be able to fund this.

The Headteacher asked governors to agree in principle that Godwin could not fund free school meals for all pupils. The Headteacher reminded governors that pupils who were eligible for free school meals would receive their entitlement.

*When will it come into effect?*

The Headteacher recalled previous experiences of free school meals notifications from the Mayor's office and anticipated it would come into effect in the new financial year.

*Do we know what other schools in Newham are doing?*

The Headteacher confirmed that a lot of schools paid their percentage for the costs of free school meals and agreed to review the situation after a year.

Governors acknowledged that it would be difficult for some parents/carers to budget for school meals.

*Will there be an option for these families to have some recourse to school funds?*

The Headteacher commented that the school is not the appropriate authority to assess the finances of adults. She continued that Nick Shapland will be coming into the school in January to look at packed lunches. Parents/carers will be supported to address the nutritional element of packed lunches.

*What will the school do if a child comes into school with no packed lunch and no money?*

The Headteacher commented that the child would be given a meal but this could not be done on a regular basis. The school would signpost parents/carers to the local voluntary sector who provide support for families.

Governors agreed in principle that the Headteacher would inform parents/carers that Godwin could not fund school meals.

## **242 Setting Attainment Targets**

The Headteacher reported that targets are set using a software programme, Fischer Family Trust.

Children's keystage 1 data is entered into the programme, which predicts progress at the end of keystage 2.

Targets for children to reach age expected are:

Reading 76%

Writing 81%

Maths 78%

Grammar, Punctuation and Spelling (GPS) 83%

Maths, reading, writing combined score 66% (The Headteacher noted the national average was 61%, Godwin's average was 60% and the baseline was 65%).

The Headteacher noted the targets were challenging and aspirational. However, they were achievable with a push.

## **243 Policies**

### **Online Safety Policy, Teaching and Learning Policy, Acceptable Use Policy**

The above policies were emailed to governors.

The Headteacher noted the following points:

- The Online Safety Policy is based on the London Grid for Learning template. It is a

useful document to ensure the school is compliant.

- Staff, visitors and children will be asked to sign the Acceptable Use Policy.

**Action:**

Governors to email questions related to the Teaching and Learning Policy to the Headteacher and copy to the Chair.

**244 Compliance Calendar items**

The Headteacher provided the following update:

| <b>Task</b>   | <b>Review Date</b>  | <b>comments</b> |
|---|---|-----------------|
| Review school performance and set pupil performance targets*  | Annual  | Completed       |
| Monitor attendance and set targets  | Annual  | Completed       |
| Update School Self-Evaluation Review  | At least annual   |                 |
| Approve School Development Plan   | Annual  | Completed       |
| Review Teacher Appraisal policy   | Annual  |                 |
| Review performance of Head Teacher  | Annual  | Completed       |
| Review pay policy   | Annual  | Completed       |
| Review staff pay  | Annual, next Resources Committee(21.5.18)                                       |                 |
| Review capability procedures  | Annual summer term  |                 |
| Ensure procedures in place for dealing with allegations against staff   | Annual summer term  |                 |
| Elect a Chair and Vice-Chair  | Annual (unless agreed otherwise)  |                 |
| Review delegation of functions and committee memberships and terms of reference   | Annual spring term  |                 |
| Review Pecuniary Interests Scheme, update registration forms and publish interests, attendance and governance structure on the school's website | Annual - recommended by Internal Audit  | Completed       |
| Review freedom of information publication scheme  | Spring Training   |                 |
| Review governors' expenses policy   | None  |                 |
| Consider changes to admissions policy for consultation – see spring term ( <i>Aided and foundation only</i> )                                   | At least every 7 years  |                 |
| Monitor budget  | Termly  | Completed       |
| Monitor effectiveness of pupil premium spending   | Termly<br>Next Resources (21.5.18) or Pupil and Curriculum (14.5.18) Committees |                 |
| Review staff disciplinary, conduct and grievance procedures   | Next Governing Board meeting  |                 |

|  |                                      |                  |
|--|--------------------------------------|------------------|
|  | 29.1.18                              |                  |
| Review whistleblowing policy                         | Annual Next Governing Board 29.1.18  |                  |
| Carry out skills audit of governing board membership | DfE recommend annual review          | <b>Completed</b> |
| Monitor school development plan                      | Termly Pupil and Resources Committee | <b>Completed</b> |

## 245 Governor education and training

Governors reported forthcoming training events:

- Mrs Christie will be attending safeguarding training on 30<sup>th</sup> November.
- The Chair and Mrs Walker will be attending data training on 6<sup>th</sup> December.
- Ms Burman and Mr Faruqh will be attending training on ensuring the website is compliant.
- Governors noted that online training is also available.

Recent training:

- Mrs Christie attended on line safety training and advised governors that anyone can be asked questions about this.
- The Chair, Ms Burman, Mr Faruqh, Mr Zac-Williams attended the governors' conference on mental health.
- Governors noted that NPW provides introductory training for new governors.

**Actions:**

- Ms Burman to check the date of training on ensuring the website is compliant.
- Governors to inform the Headteacher if any forthcoming training events have not been noted in the minutes.
- Ms Christie to prepare a summary of on line safety training.
- Chair to go through the key points from the governors' conference on mental health with Ms Gould.
- Clerk to ask Governing Body Services to email the details of the introductory training to new governors.

## 246 Meeting dates in academic year 2017/18

Governors noted the following meeting dates:

Spring Term

Monday 29 January, 2018      Monday 12 March, 2018

Summer Term

Monday 11 June 2018

Sub-committee meeting dates

Spring Term

Pupil and Curriculum – Monday 26 February 2018  
Resources - Monday 5 March 2018

Summer Term

Pupil and Curriculum – Monday 14 May 2018  
Resources – Monday 21 May 2018

Governing body meetings commence at 6.30pm, sub-committee meetings commence at 6pm.

**Action:**

Clerk to inform Governing Body Services of the meeting and training dates that are incorrect in the agenda

**247 Any other business**

No other business was reported.

**248 Agenda items for the next meeting**

School Development Plan

The meeting closed at 8.45pm.