

LONDON BOROUGH OF NEWHAM GOVERNING BOARD OF GODWIN JUNIOR SCHOOL

Minutes of the meeting held on Wednesday 5th February at 6.30pm

Present:

Ms Sine Brown	Headteacher
Ms Kam Hudson	Chair
Ms Kehinde Adeyinka	Co-opted Governor
Ms Hillary Briffa	Co-opted Governor
Mrs Jihan Bazan	Parent Governor
Ms Sadaf Rayworth	Parent Governor
Ms Deborah Seago	Staff Governor
Mr Alastair Pearson	Associate Governor

In attendance:

Ms Sarah Bartley	Clerk
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Summary of decisions

Item	Decision
413. Membership of Governing Board	Governors agreed unanimously to appoint Ms Hudson as a co-opted governor and the Chair with immediate effect.
414. Election of Chair and Vice Chair	Governors agreed unanimously that Mr Pearson would remain on the governing board as an associate governor.
	Governors agreed unanimously to appoint Ms Briffa as vice-chair.

Summary of actions

Item	Action	Person Responsible
413. Membership of Governing Board	Send a thank you card and a gift to Mr Zac-Williams from the school.	Headteacher
414. Election of Chair and Vice Chair	Check when the next governor recruitment event is taking place and inform the Chair.	Clerk
415. Minutes of the meeting held on Monday 25 th November, 2019	Email revised SEF to governors.	Headteacher
	Email comments about the SEF to Headteacher within 2 weeks of receipt.	governors
	Inform the Clerk if unable to access the NGA website.	– governors
	Check Google accounts are set up for governors.	Headteacher
416. Governing Board Committees	Consider how to present the log of actions arising from each meeting.	Chair
	Email vision statement to governors.	Headteacher

	Email suggestions for an adjective beginning with the letter O to the Headteacher	governors
417. School Budget Monitoring	Inform the Headteacher if they have strength in bid writing or become aware of any funding streams.	governors
	Find the details of the website for funding streams.	Ms Rayworth
418. Head Teacher's Update	Send slides from RSHE training to governors.	Ms Briffa
	Update governors about the progress of Newham Learning.	Headteacher
421. Governor Education and Training	Find a window for the next governor link visits.	Headteacher
422. Dates of next meetings	Agree the start time of governing board meetings	governors

410. Welcome and apologies for absence and introductions to the meeting

Governors were welcomed to the meeting.
Apologies were received from Ms Edwina Hughes, Ms Daze Osuide, Mrs Kate Christie
The apologies were condoned.

Mr Pearson explained that apologies are condoned if accompanied by a valid reason.
Patterns of repeated absence are discussed outside of the meeting.

411. Declarations of interest

There were no declarations of interest. Mr Pearson noted that governors should review the agenda and note if it is necessary to declare an interest. Declarations of interest are not necessarily a conflict of interest.

412. Governors' Online Platform GovernorHub

The Clerk outlined some of the functions of GovernorHub.

Ms Hudson noted that she did not have a login for GovernorHub.
The Headteacher confirmed that Ms Hudson would receive a login when her appointment as a governor at Godwin was confirmed.

413. Membership of Governing Board

a. Board membership: appointments/resignations/expiration of term of office

b. Election of parent governor

Mr Pearson welcomed Ms Rayworth to the meeting. Ms Rayworth has 2 children at the school in years 5 and 6. She established the PTA at Godwin and the Association of Muslim Governors. She previously worked in banking and is currently employed in governance and control.

c. Expiration of term of office

Mr Pearson informed governors of Mr Zac-Williams' decision to stand down as a governor. Governors expressed their appreciation for Mr Zac-Williams contribution to the governing board for the last 3 years.

Action:

Send a thank you card and a gift to Mr Zac-Williams from the school – Headteacher.

d. Appointment of co-opted governors

Ms Hudson withdrew from the meeting (6.50pm).

Governors discussed Ms Hudson's appointment as a co-opted governor and the Chair of the governing board.

Governors agreed unanimously to appoint Ms Hudson as a co-opted governor and the Chair with immediate effect.

Ms Hudson was welcomed back to the meeting as the Chair.

e. Authority governor vacancy

Governors noted the above vacancy.

414. Election of Chair and Vice-Chair

Mr Pearson noted that although he had stood down as the Chair he wanted to continue as an associate governor to maintain continuity.

The Headteacher added that Mr Pearson's background in mental health was very valuable for the governing board.

Governors agreed unanimously that Mr Pearson would remain on the governing board as an associate governor.

Mr Pearson, reminded governors of Mrs Christie decision to step down as vice-chair but to remain on the governing board throughout the transition period.

Action:

Check when the next governor recruitment event is taking place and inform the Chair – Clerk.

Ms Briffa described why she wanted to be the new vice-chair and how she would use her knowledge of further education to contribute to the board.

Ms Briffa withdrew from the meeting (6.58 pm).

In support of her nomination for vice-chair, Mr Pearson commented on Ms Briffa's commitment to the governing board.

Governors agreed unanimously to appoint Ms Briffa as vice-chair.

Ms Briffa was welcomed back to the meeting.

On behalf of the governing board, the Chair thanked Mr Pearson for his contribution to the board; his commitment and leadership.

The Headteacher commented on the structure and clarity that Mr Pearson brought to the board, whilst supporting and welcoming new governors.

415. Minutes of the meeting held on Monday 25th November, 2019

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

Summary of actions from the meeting held on 25th November, 2019

Item	Action	comments
395a. Governing Board Committees	Review the Behaviour Policy and email any amendments to the Headteacher in the next 2 weeks – governors.	completed
	Arrange to meet the Chair of the Resources Committee from other NNL schools – Ms Hughes.	completed Ms Hughes has the contact details of the chairs from other NNL schools
	Email events to governors.	completed
	Inform Ms Hughes if interested in attending a meeting with the Resources Committee from other NNL schools – governors.	ongoing
397. School Self Evaluation Form (SEF) and School Development Plan	Review the SEF, consider what makes Godwin unique – governors.	Ms Seago gave feedback
	Visit the National Association of Governors (NGA) website, enter the school's details. Inform the Chair if unable to gain access to the NGA website – governors.	completed
400.Policies	Email any questions about policies or amendments to the Headteacher within 2 weeks – governors.	ongoing
403. Learning Powers Approach	Report about the Learning Powers Approach at the next Governing Board meeting in January - Headteacher	On the agenda

405. Governor Education and Training	Email the template for recording governor training to Mrs Bazan – Chair.	completed
	Email a list of training to governors – Chair.	completed
	Inform the Chair of training that you would like to attend – governors.	completed
406. Link governor meetings	Email the Chair if unable to arrange a link meeting or if support is required – governors.	ongoing
407. Governing Board Annual Report	Send a copy of last year’s report to governors – Chair.	completed

Matters arising from the minutes:

The Headteacher asked governors to provide feedback about policies, even if they had no amendments.

Mr Pearson noted that new governors should attend the introduction to governance course, the data course should be mandatory for all governors.

Ms Rayworth requested the template to record governor training.

The Headteacher stated that governors will have a Google account to allow for documents to be shared.

(Ms Adeyinka arrived at 7.15).

The Chair suggested that the actions from minutes should be recorded as a separate log to ensure the progress of ongoing actions continues to be monitored.

Actions:

Email revised SEF to governors – Headteacher.

Email comments about the SEF to Headteacher within 2 weeks of receipt – governors.

Inform the Clerk if unable to access the NGA website – governors.

Check Google accounts are set up for governors – Headteacher.

Consider how to present the log of actions arising from each meeting– Chair.

416. Governing Board Committees

a. Minutes of Pupil and Curriculum Committee Meetings

The Headteacher noted they had not found an adjective beginning with the letter O to be included in the school’s vision statement.

Actions:

Email vision statement to governors – Headteacher.

Email suggestions for an adjective beginning with the letter O to the Headteacher – governors.

b. Minutes of Resources Committee Meetings

The Headteacher informed governors that Ms Hughes is still liaising with Segro, a global

development company who provide volunteers to work in schools. Segro agreed to pay for the coach to take children to Fairplay House.

Governors' questions in italics.

Has the PTA been asked to raise money for Fairplay House?

The Headteacher noted the PTA has raised money for the following: each year group to have a history workshop; the Animal Man visited children in Year 4; children in year 5 had a subsidised visit to the Tower of London and a workshop was included as part of the visit. The Headteacher noted that she wanted the PTA to continue to raise funds for enrichment activities.

How is it determined how the money raised by the PTA is used?

The Headteacher responded that it is linked to the curriculum and what the children are doing in class. There is an agreement with the PTA to fundraise for enrichment activities.

417. School Budget Monitoring

The Headteacher stated that following a discussion with the bursar about providing governors with a monthly budget update, it was agreed that it was not a realistic expectation. A monthly discussion would have to occur between the school business manager (SBM) and the bursar, which the school would have to fund. Currently the Bursar visits the school at the end of each month in order to provide an independent scrutiny on the budget. If a monthly report was to be produced for governors the school would have to request additional time from him and this would incur a cost. However, they would meet monthly and produce a report to governors each time if the budget was in deficit.

Why did this discussion come about?

The Headteacher added there could be a deficit budget in 3 years time. The school reviews costs regularly with a view to reducing them. The school has no additional teachers; there is 1 general TA for every year group; other TAs are 1-2-1 TAs who support some children with SEND.

Is the budget just a snapshot at that time?

The Headteacher explained the budget has to be useful when it is presented to governors. Therefore the bursar is involved in confirming these figures, to ensure the budget is verified by someone who is not involved in the school.

Are there any indicators set?

The Headteacher confirmed the school is not likely to set a deficit budget, this is monitored by the Resources Committee.

The Chair noted that the frequency of budget monitoring should be agreed. This is an action.

Is there a meeting for budget setting?

The Headteacher commented that the Resources Committee has an additional meeting in May to review the carry forward and projected figures after Newham closes the budget. The Resources Committee needs to discuss what is presented and how often the budget should be reviewed.

The Headteacher presented the Budget Forecast Report 2019-20.

The £30,000 increase in the teaching staff budget was the result of the following: a new SLT member joined Godwin to replace the SLT member who left in December 2019; back pay for teachers' progression; the backdated percentage uplift for teachers and credit for the upper pay scale teacher reduced to part time; extra hours for part time teachers and the appointment of a wellbeing leader which was not originally budgeted for.

The Headteacher informed governors the support staff budget has increased by £3000. Agency TAs are employed to support some of the children who require 1-2-1 support. If a child who requires 1-2-1 support leaves the school, then the funding for the child immediately stops. If the TA is employed by an agency then the school does not have to continue to employ the TA after the child has left. If the TA is employed by Godwin, the school would have to make the TA redundant. There is an agency admin staff in the office to cover maternity leave.

What is Newham's recommended percentage to spend on -staff?

The Headteacher reported the spend on staffing is in line with Newham at approximately 88%.

Have you looked at the DfE's School Financial Benchmarking website?

The Headteacher noted the Resources Committee will review how Godwin's spend compares to similar schools.

The budget for staff training and development has reduced from £21,510 (revised amount 2019) to £15,498 (2019-20 year end forecast).

There was an increase in the ICT learning resources from £17,400 (revised amount 2019) to £20,196 (2019-20 year end forecast), the school had to purchase a white board to replace a broken one.

The school made a saving of over £3000 for the premises and contents insurance.

The budget for staff training and development was reduced. Was something cancelled?

The Headteacher explained that sometimes the cost of training is taken out of the curriculum budget.

The budget for professional services/clubs will be spent to budget, £92,648. After every child a musician (ECAM) ceased, the school made a successful bid to the LA for a music grant of £5000. The spend for the ukulele teacher comes from this grant.

The premises cost has increased by £3000. The site supervisor is on holiday, therefore the school has to pay for someone to do his duties, including to open and close the school for the cleaners.

The recent gas invoice appears to be correct. The projected expenditure has reduced from £33,000 400 (revised amount 2019) to £7,894 (2019-20 year end forecast). The contingency budget that was put aside to pay outstanding charges has been lowered to £3000. The school business manager has contacted the energy company but has not heard from them.

Revenue contribution to capital is money taken from last year's carry forward that was

used for large projects. That is 5 new whiteboards were purchased; the site supervisor's house was redecorated, it is used for teachers' planning and meetings; 30 new Chrome Books were purchased. The school anticipated a spend of £70,000, however only £50,351 was spent.

Do you have to procure whiteboards from a set provider?

The Headteacher confirmed the school can shop around for them. The procurement service provided by NPW (The Education Space) has ended. The school got a better deal through The Education Space as they bulk buy.

The LA income of £2,367,797 is slightly more than the anticipated figure of £2,350,775. This is because of an increase in the school's block allocation, teachers' pay grant, pension scheme and high needs funding. This also includes £28,000 as Waltham Forest have confirmed they are going to pay this sum for the child in year 6, who lives in Waltham Forest and has high needs funding.

There is a slight increase in other grants £153,817 (2019 revised amount) to £159,902 (yearend forecast) due to an increase in the music grant and school meals.

Action:

Inform the Headteacher if they have a strength in bid writing or become aware of any funding streams – governors.

How do you find the funding streams?

Ms Rayworth stated there is a website that schools can sign up to, it costs approximately £60 to register.

Action:

Find the details of the website for funding streams – Ms Rayworth.

The Headteacher informed governors about the London Book Club. The aim of the initiative is to get books into children's home. The London Book Club provides the school with a stock of 600 used books. Children take the books home, they do not need to bring them back to school.

The Chair commented on the importance of utilising parent power to raise funds. The Chair added that investment banks have a budget for corporate responsibility. Ms Rayworth noted that Barclays provides some money and volunteers for schools.

The Headteacher commented on the school's link with Business in the Community. Volunteers from Business in the Community completed a 1 day project in the school. Godwin needs people who volunteer regularly, for example to read with the children. The school also needs a volunteer to co-ordinate the work of volunteers.

The total income was £2,973,003 2019-20; the expenditure was £2,835,367 (2019-20 year end forecast); the carry forward at 31 March 2020, is £137,636. In September 2020, the school roll will increase by 30 children. Therefore the school will be in a better financial position, as the only additional cost will be the salary of the extra teacher.

The Headteacher explained that as pupil numbers increased, the LA asked schools to

expand. However, the LA overestimated the number of places that were required. In some parts of the borough, classes are only half full. Pupil intake in Forest Gate is level, there are a few surplus places. Woodgrange is almost full. There are currently 15-18 places in year 3 at Godwin. The borough does not have any additional children who need to be placed.

Are there children with SEND joining the school in September?

The Headteacher noted there are a lot of children with needs at Woodgrange. Woodgrange is focusing their SEND support on the younger children.

The Headteacher noted that the Resources Committee will review the 2019-20 Budget Monitor Report in more detail.

418. Head Teacher's Update

Strategic Diary

The Headteacher noted the school's key foci are: teaching and learning; progress and attainment of boys across reading, writing, maths; writing; Learning Powers and Curriculum.

The Headteacher invited governors to the Governors' Afternoon on 24th March (12.00 - 3.20pm), to focus on the integrated curriculum. Governors will have lunch with the children, then meet the Deputy Head and subject leaders to discuss their subject and how the different curriculum areas are linked.

Do we need to be DBS checked?

All governors are asked to complete a DBS application. The Headteacher confirmed that governors are not left on their own with the children.

Governors noted Ms Briffa's apologies as she has a teaching commitment on that day, however she would try and arrange to attend on another day.

Learning Powers

The Headteacher stated that the list of Learning Powers was agreed at the staff Inset and shared with parents.

The Headteacher informed governors that she had sent them a link to Guy Claxton's video. Ms Briffa noted that she has a copy of Guy Claxton's book which governors can borrow.

Are we embracing the whole Learning Powers Concept?

The Headteacher commented that they are not changing everything, they are reminding teachers about developing children's curiosity.

Ms Seago added that teachers are making small tweaks, not great changes to their practice, they are changing what they say to the children to develop their curiosity. Children are encouraged to learn from their mistakes and to use the language of Learning Powers.

How long has the school used Learning Powers?

Ms Seago informed governors that staff were made aware of the approach before the summer holiday. Staff attended an Inset in September with other NNLP schools

followed by a launch of the approach.

The Headteacher added that learning champions from each NNLP school meet to trial ideas and to keep the momentum going.

Relationship, Sex & Health Education (RSHE)

Newham RSHE Policy

The Headteacher noted RSHE will be compulsory in the next academic year. Following a lot of consultation with different groups, the local authority devised a draft RSHE policy that can be tweaked by individual schools. Although this has been requested, a scheme of work has not been developed to support the policy. Most NNLP schools will use Jigsaw, a PSHE resource to deliver the curriculum. There is not a lot of difference to what is currently taught at Godwin. However, the materials need updating. Governors noted that the section in the policy on myth busting was useful.

In the summer term there will be an opportunity for parents and carers to have group discussions, to gather and share information. A minute taker will be appointed to record the views expressed within each school. Godwin will invite parents and carers from Y2 at Woodgrange to these discussions. The Headteacher is considering how to organise the discussions; possibly holding different meetings for parents and carers of different year groups.

Ms Briffa attended RSHE training, she noted some people have received a lot of misinformation, however people will come on board when they receive the correct information. Most of the curriculum has already been taught, new information is about online safety.

Action:

Send slides from RSHE training to governors – Ms Briffa. This is an action

This is a sensitive topic, is information available in another language?

The Headteacher commented that it would be difficult to know which languages and how many languages to translate the information into.

Can meetings be arranged and invite a translator to the meetings?

The Headteacher remarked that they would not be able to ensure the content was being translated verbatim if other parents were asked to act as interpreters.

The Headteacher reassured governors that parents/carers will be invited to attend a meeting about the subject. In the past very few parents/carers attended these meetings.

What are the timings of these sessions?

The Headteacher stated that it made no difference to the number of attendees if the sessions were held in the morning or afternoon. There was a good attendance for the sessions on online safety. The school has not received complaints, some parents/carers phoned the school and held discussions on the phone. Some families brought letters in, the letters all had the same content.

Is there still an option to opt out of these lessons?

The Headteacher confirmed that children cannot be withdrawn from the scientific part of the lessons, they can be withdrawn from the relationships part.

Does the school monitor the numbers of people withdrawing?

The Headteacher stated that parents/carers who want to withdraw their children need to discuss this with her.

Newham Learning

The Headteacher reported the LA has allocated funding for school improvement. Previously, the LAs previous offer was largely a list of the statutory services they must provide. Headteachers of maintained schools, reviewed the LA's offer, stated their priorities and shaped the current offer. The key foci are: curriculum support, peer review and CPD opportunities. The Headteacher noted that she is pleased that Godwin is part of this initiative; the school will pay a subsidy of £5 per child from April. The director of Newham Learning brief is to organise peer review and bring in outside organisations if and when needed. Schools can propose their own staff to support other schools. Schools will review each other so in effect this will be cost neutral.

Are you thinking of putting anyone forward?

The Headteacher stated that she would discuss this with staff. The school must ensure there is a balance between maintaining the school so the children are not disadvantaged.

Action:

Update governors about the progress of Newham Learning – Headteacher.

419. Governors' Annual Report

Mr Pearson stated the report needs to be aligned with the academic year, the school improvement plan and shared with parents.

Governors should consider how the report is used, as a checklist and for internal audit. The report should be seen as an interim document, revisited in June and signed off at the start of the academic year.

The Chair added the report could be shared at the start of the year with parents. It could be used to report the changes to the membership of the governing board.

420. Newham's Sickness Absence Policy

The Headteacher noted the policy is still a draft, there are very few changes to the policy. The policy has to be approved by the unions in the next 6 weeks.

421. Governor Education and Training

Mrs Bazan attended training on How safe is your school online. The training highlighted the importance of schools having an internet usage agreement between children, staff and parents and that schools provide workshops for on online safety for teachers and children.

The Headteacher stated that online safety is covered as part of the curriculum on a termly basis. Parents and carers are invited to attend workshops. Computing is taught by specialist teachers.

Ms Briffa attended RSHE training on the 15th January (refer to item 418, Headteacher's

update.).

Mr Pearson noted that some link visits have been completed.
Governors noted it would be useful if a folder was available to store the link visit reports.
The next link visits will take place after the governing board meeting in March.

Action:

Find a window for the next governor link visits – Headteacher.

422. Dates of next meetings

Spring Term 2020

Governing Board meeting
Wednesday 11th March, at 6pm

Resources Sub Committee
Wednesday 26th February

Pupil and Curriculum Sub Committee
Monday 10th February

Summer Term 2020

Resources Sub Committee
Monday 18th May

Pupil and Curriculum Sub Committee
Monday 8th June

Governing Board meeting
Monday 15th June

Action:

Agree the start time of governing board meetings – governors.

423. Agenda items for the next meeting

Feedback on the Behaviour Policy
Impact of subject leads
Link governor meetings

The meeting closed at 8.55pm.