

LONDON BOROUGH OF NEWHAM GOVERNING BOARD OF GODWIN JUNIOR SCHOOL

Minutes of the meeting held on Wednesday 3rd February, at 5.15pm

Present:	Sine Brown	Headteacher (HT)
	Kam Hudson (KH)	Chair
	Edwina Hughes (EH)	Co-opted Governor
	Jacqueline Thompson (JT)	Co-opted Governor
	Hillary Briffa (HB)	Co-opted Governor
	Sarah Raine (SR)	Co-opted Governor
	Persephone Henderson (PH)	Co-opted Governor
	Ryan Wise (RW)	Co-opted Governor
	Amy Gaunt (AG)	LA Governor
	Jihan Bazan (JB)	Parent Governor
	Deborah Seago (DS)	Staff Governor
	In attendance:	
	Sarah Bartley (SBa)	Clerk

Summary of decisions

Item	Decision
471. Membership of Governing Board	Governors approved JT's appointment as a co-opted governor
472. Election of Chair and Vice Chair	Governors unanimously agreed to reappoint KH as the Chair
	Governors unanimously agreed to reappoint HB as the Vice Chair

469. Welcome and apologies for absence

Governors were welcomed to the meeting.

470. Declaration of interests

There were no declarations of interest.

471. Membership of Governing Board

Resignations

KH informed governors of the following resignations: Kehinde Adeyinka and Sadaf Rayworth.

Governors approved JT's appointment as a co-opted governor.

KH noted people who are interested in becoming a governor register their profile on Inspiring Governanced website. KH contacted 26 people who live within a 3-mile radius

of Godwin, she received 5 responses. Four of the respondents are male. KH expressed the need for more diversity on the governing board.

Action:

Arrange to interview prospective governors -KH, HT &HB.

KH stated the process will be different to replace Sadaf Rayworth, as the school needs to arrange parent elections.

Action:

Organise the process for parent elections – HT & KH.

472. Election of Chair and Vice Chair

SBa outlined the process for the election of the Chair and Vice Chair.

KH withdrew from the meeting.

Governors unanimously agreed to reappoint KH as the Chair.

KH re-joined the meeting.

HB withdrew from the meeting.

Governors unanimously agreed to reappoint HB as the Vice Chair.

HB re-joined the meeting.

SBa confirmed the reappointment of the Chair and Vice Chair.

473 Minutes of last Governing Board meeting

a. Approval of the minutes of the last board meeting held on 21st October 2020.

The minutes were approved as an accurate representation of the meeting.

b. Matters arising

Governors noted the absence of an Action Log and wanted confirmation if the action to keep the parent and carer communication strategy on the agenda, was included as an item on the action log.

KH confirmed an Action Log was prepared and the item was included.

Actions:

Ensure the action log is included along with the minutes – KH.

Review the Terms of Reference for the governing board and committees - governors.

Complete and return Governor Registration of Interest form – governors.

Email individual governors if they have not submitted their Registration of Interest form – HT.

Governors questions in italics.

How will the content that children have missed be caught up?

The HT stated children will not be able to catch up with everything. By July the children will not be where they should be for their age as they have missed certain topics.

Teachers will address the gaps when the children return to school and address how to support children. Teachers ensure children learn key things. The content of home

learning is similar to the curriculum, but children are not learning at the same pace. The content of English and maths is taught as closely as possible. The take up of home learning has improved.

Can you gauge where the children are at when they return to school and the work that is ahead?

The HT responded, teachers have a good idea of where the children are. However, when children are working remotely, teachers have to judge if it is the child's best work; if it has been done independently and also consider the child's home circumstances, which they might not be aware of. When the children are back at school, teachers will take stock and identify the important topics to teach to help reduce the gap.

KH noted she had sent the SDP to all governors.

Action:

Review the SDP and the budget plan – governors.

474. Minutes of committee meetings held since the last Governing Board Meeting

a. Resources Committee, 13 January 2021 including approval of School Budget Monitoring Report

EH highlighted the following:

Governors attended governor financial training in December and reviewed the accounts for period 7. The recording of the financial training is available on Google Drive.

The Resources Committee should receive the Budget Outturn Report 3 times a year and The Budget Monitoring Report 6 times a year.

The school receives pupil premium of £1345 for each child. There are currently 122 eligible children, totalling £164,090.

Pupil premium is used to support:

- The Catch Up Literacy intervention programme which was discontinued as it was not good value for money
- Maths interventions which have had a really good impact
- After school booster classes in reading and maths
- 1-to-1 writing conferences
- Pupil achievement meetings
- Debate Mate
- The trip to Fairplay House, which is subsidised by the school.

There is a problem with the drains in the playground. Newham has allocated £170,000 to repair the drains and resurface the playground. The school received a quote to redevelop the playground from PlayCubed. Playcubed is a company that has a good reputation amongst local schools.

The school has retained approximately £15,000 of the PE and Sports Premium to contribute to the cost of the playground project. The school also needs to explore fund raising opportunities.

The school has only received £16,714 of the Covid-19 repayment grant from the government. This grant is currently capped at £30,000. The school business manager is pursuing the remaining sum of money.

The following virements were noted:

- Teaching Staff- to be increased by £18,000.
- Agency & Supply Staff -to be increased to £43,000.
- ICT Capital Expenditure - to be increased by £20,000.
- All Support Staff- to be decreased by £65,000.

The forecast balance is £91,600.

Should we be worried that the last audit was completed approximately 6 years ago?

The HT confirmed several schools are in a similar position to Godwin. The next audit is due in the new financial year. Newham conduct the audit and will contact the school business manager in May.

EH noted the school needs £100,000 to support the trip to Fairplay House and the redevelopment of the playground. The HT and EH met to discuss fundraising opportunities.

RW noted he was happy to get involved with discussions about fundraising.

Actions:

Discuss fundraising, strategies to increase the school roll and lettings at a committee meeting - Resources Committee.

Contact EH if interested in supporting fund raising - governors.

b.

Quality of Education Committee, 20th January 2021

The following amendment was made to item 7: Partial school closure update and impact:

The amount of screen time is a school day from 9.00 – 3.30. Screen breaks and time for reading are built in.

HB highlighted the following:

Alastair Pearson discussed wellbeing and identified resources for governors to review.

The deputy head reported on how pupil attendance is carefully monitored.

The inclusion lead discussed how pupil premium funding is used to support interventions.

As a result of the pandemic, it is difficult for the school to set targets and compare pupil data from year to year, to track progress.

If the school closure continues after half-term, then the school will consider which teachers cope best with remote learning and spread the workload amongst staff. The biggest challenge for the school is if the criteria for critical workers and vulnerable children changes and more children are taken into school.

The school needs to review how to free teachers to deliver the Catch Up Strategy. The school does not use agency staff who are working in other schools, as they might spread Covid-19.

The review of school policies was postponed.

Action:

Upload policies to the Google Drive for governors to comment. Email governors when policies are uploaded -HT.

How will the school use the responses from the pupils, parents and carers' surveys?

The HT confirmed there are 2 surveys, the first survey is administered annually and includes the same questions that Ofsted ask when they visit a school. The second survey was about remote learning. A new version of the second survey was distributed to parents and carers today. The survey is organised in year groups so the school can focus on the feedback it receives for each year group. The school can also get an idea about how confident parents are with home learning and what the barriers are to home learning.

Governors noted the response rate for the general survey was good. The HT stated the school usually has a good response rate. The survey is completed during parent carer conferences, during the second week in October, therefore any issues can be addressed quickly.

During remote learning, what are the teachers' experience of parents, have there been incidents of parents/carers blurring boundaries?

The HT stated protocols were sent to parents and carers. A few parents/carers have posted comments on Google Classroom. This is discouraged, parents/carers are encouraged to direct their comments to the school info account.

475. People Committee Update

KH informed governors of the purpose of the committee, that is to review HR and people issues and conduct the HT performance management review.

SR informed governors of the HT's 3 core objectives for this academic year:

Objective 1 -analyse gaps in learning and narrow them. Focus on the children's social development and mental health when they return to school; to identify the gaps and to close them. This also includes improving boys' attainment in writing which is identified in the SDP.

Objective 2 - to strengthen links with key stakeholders in the community that have a positive impact on children's outcomes. To focus on the transition from Woodgrange to Godwin, to build closer links between these communities and strengthen partnerships with parents/carers.

Objective 3 - continue to develop the curriculum so that it provides clear progression of learning in terms of skills, knowledge and understanding.

Action:

Agree the terms of reference for the committee – People Committee.

Do the objectives get revisited?

SR noted there is a mid-year review.

476. Headteacher's Report

Governor's acknowledged the hard work of the school to keep children in education.

KH requested an update on the current situation in school. The HT reminded governors, that Godwin has 4 forms of entry. When the school is fully open there are approximately 25-30 children in each class. Of the children who are currently in school, 14 children are in year 3. Most of these are children of critical workers, 2 are vulnerable children. There are 18 to 19 children in other year groups. There are a few vulnerable children who are supported by adults who they are familiar with. Feedback from parents and carers whose children are in school and the feedback about home learning is positive.

As more children are joining the school, children in years 4,5 and 6 are grouped in 2 different groups, most children are not with their usual teacher.

If more children join the school, how will you resource this?

The HT replied as pupil numbers have increased, the school has split some year groups. There is 1 teacher for each year group; where there are 19 children in a year group, a teacher is in class with approximately 13 children and 1-2 TAs are in another class with approximately 6 children. The teacher plans and gives feedback to all 19 children, ~~these~~ all children access Google Classroom.

If more children attend school, the number of teachers in school will not increase.

Instead of having 2 TAs working with 6 children, 1 TA will work with 6 children and the other TA will work with another group of children.

For teachers who are working at home, the workload is significantly greater if they have to cover teachers who going to school.

More parents/carers have requested places. Where they are not eligible, these parents/carers have been sent the link to the DfE list of critical workers. One teacher who usually works part time, is now working full time to cover staff absence in 1 year group.

What is the difference between remote learning and learning in school?

The HT confirmed this varies depending on the subject. For example, children in school have outdoor PE lessons. Children at home receive the same content for lessons like maths and English, as children who are in school.

Are part time children moving seamlessly from home learning to school?

The HT stated teachers plan as a year group, so the same lessons occur across each class in a year group, therefore children can move seamlessly between home and school. Children who are in school receive a different level of support to children who are accessing remote learning.

What is the maximum number of children who are eligible for a school place given the current government guidelines?

The HT confirmed this includes children where 1 parent is a critical worker, children with an EHCP, children who are on the Child Protection or Child in Need register and children at risk of domestic violence.

If all vulnerable children and children of critical workers took up school places how many children would be in school?

The HT stated the school can identify the vulnerable children, but she could not identify the number of children who are children of critical workers. The school will not run out of capacity as they have enough adults, however, they would not have enough staff to

be able to make the pastoral calls and deliver intervention sessions.

How are we helping children who do not have access to a device?

The HT replied, there are currently 33 children without a device; another 10 devices will go out tomorrow and the school has received 4 plug-in dongles. Teachers know who are not online because of online registration, as well as who are accessing learning on Google Classroom. Registration is followed up by attendance calls. The school has also put a call out to the local community requesting devices that are no longer needed. The school received 5 or 6 devices; however, some are not suitable for home learning. The technician is working on repairing these.

Action:

Email the school info account if there are any spare devices that can be brought into school - governors.

Do you just need laptops?

The HT stated laptops are better than tablets, as there are more glitches with tablets. There may be the option of using tablets after lockdown for children with SEND.

What preparation is required to help children with no devices to catch up?

The HT confirmed the school will make this judgment when the children return to school. Extra support will be provided for children.

Clarify the difference between the attendance figures for support staff and teaching staff, as there appears to be a significant difference between the years?

The HT explained that in the previous academic year most staff finished in March and did not go back to school. If they were sick, they would only report this if they had to perform some work e.g., remote learning. If they were doing CPD at home, they would not phone in sick as they would make this time up on other days.

Staff absence was higher in 2018 than 2019 because there were staff members with individual circumstances which meant they were not at work for long periods of time.

What is the financial impact of staff absences?

The HT confirmed that some absences can be covered internally by staff. There are cost implications for some absences, e.g., if a teacher is ill then the school needs a replacement teacher. The school follows the procedures in Newham's Absence and Sickness Policy.

The Inclusion Lead is in contact with the social workers of children who are on the Child in Need or Child Protection registers. If a child is not in school, this is documented on the safeguarding software and followed up.

Governors noted if there are vacant pupil spaces, this affects the funding the school receives.

Action:

Share the case study about how to market a school with governors -HB.

The HT informed governors about falling school rolls across some Newham schools, as there was not the predicted increase in pupil numbers anticipated by the local authority. For example, the capacity of St James has reduced. Flats that were built in the local area have been populated by single people/couples rather than people with

families.

Why have NNLP schools gone against the trend with pupil attendance?

The HT stated parents and carers need to feel their children are safe in school. The deputy head has done an amazing job to follow up on attendance, she continues to monitor attendance so poor attendance does not escalate.

The school has been successful at getting the local authority to issue penalty notices.

477. Risk Assessment

Why has "Parents/carers requested to wear a face mask when on the school site dropping off/collecting children etc." been struck off the risk assessment?

The HT confirmed that parents and carers are currently not allowed on site. As soon as the school reopens the statement will be put on the risk assessment again.

What is the take up by staff of lateral flow tests?

The HT stated there is a 75% take up amongst staff, this option came into force last week.

478. Safeguarding

RW and KH reviewed the Single Central Record.

Governors were reminded about the requirement to have a DBS check.

Action:

Update KH about the progress of outstanding DBS check- governors.

The HT shared the Online Safety Policy, governors noted that it was very thorough.

Do teachers feel confident about identifying what a risk looks like in a school setting compared to an online setting?

Can a 1 page document be created for parents and carers?

The HT stated parents and carers are informed about certain aspects of online safety via newsletters. Information about online protocols is disseminated to children via Google Classroom or in assemblies. The HT agreed that it was useful to create a document for parents/carers.

How do you enforce the requirement that teachers should not be friends with former pupils aged over 18 on Facebook?

The HT confirmed the school does not have an issue with staff being Facebook friends with adult pupils.

Action:

Amend the Online Safety Policy about staff being Facebook friends with former adult pupils.-HT.

479. Relationships, Sex and Health Education (RSHE)

The HT stated the policy is still in draft form. Godwin SLT and PSHE Lead are reviewing the scheme of work with staff from other schools. The school needs to consider the

resources used, as parents and carers want to know about the resources. The resources will be reviewed and adapted and shared with staff. The consultation with parents and carers will happen when children are back in school in the second half of the spring term, or first half of the summer term.

480. Newham North Learning Partnership Memorandum of Understanding and update

There are now 7 schools in NNLP, originally there were 9 schools. Schools wanted to revisit the memorandum of understanding to ensure schools still held the same ideals.

Why did 2 schools leave the partnership?

The HT stated Earlham became an academy, St James had a change of headteacher, the school now has links with an academy.

Does being in a partnership work for Godwin, does it add benefits and value to the school?

The HT confirmed it was useful for Godwin to be part of a group of similarly-minded schools. There was a strong sense of trust amongst NNLP headteachers who provided mutual support, to move schools forward for the benefit of the children. The money put into the partnership is used for collective purposes, for example the conference and headteacher mentoring. This money is well spent and benefits the children.

DS added subject leaders also benefit, as they contact other subject leads.

481. Link Process

KH noted that some governors met their subject leads. Governors should consider the capacity of teachers and have productive but succinct conversations.

The HT added the initial conversation is a 'get to know you' conversation of approximately 20 minutes. Meetings in the summer term can focus on unpicking the subject area.

Governors agreed that link meetings must have a clear purpose.

Link governors were asked to consider the following:

The conversations that had previously worked well during link governor meetings.

What governors wanted to get out of link governor meetings.

Is there a standard template to use?

Is it aligned to Ofsted?

KH replied the template needs to be revised and alignment to Ofsted needs to be considered.

Action:

Start a Google Doc for governors to add comments about the link meeting process – KH.

482. Governor Training and Development

SR commented on the skills audit. Sections 3 and 5, people and compliance scored strongly, as well as competency which was almost 100 percent. There were minor

weaknesses with structure and evaluations; and weaknesses in the following areas: strategic leadership, reviewing governance structures and evaluating board decisions. Accountability was the weakest area; governor training needs to focus on this. SR noted that she was unable to access governors' training records.

Action:

Arrange a conversation about the skills matrix SR & KH.

KH attended Safer Recruitment training.

SR will attend the next Safer Recruitment Training Workshop.

SR informed new governors about the importance of attending the Introduction to Governance course on 13 March.

483. Membership of the Resources Committee

Governors stated there was a vacant place on the Resources Committee.

KH informed governors that she was collecting the details of people interested in joining the governing board.

RW noted he was interested in joining the Resources Committee.

Action:

Discuss the membership of the Resources Committee - HB & KH.

484 Dates of next meetings

Resources Committee Meeting

Summer Term

Wednesday 26th May

Wednesday 16th June

Quality of Education Committee Meeting

Summer Term

Wednesday 23rd June

Full Governing Board

Summer Term

Wednesday 30th June

485. Agenda items for the next meeting

No agenda items were stated.

The meeting closed at 7.27pm.