

**LONDON BOROUGH OF NEWHAM**  
**GOVERNING BODY OF GODWIN JUNIOR SCHOOL**  
**Minutes of the meeting held on Monday 30<sup>th</sup> January 2017 at 6.30 pm**

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

**Attending:** Ms Sabina Sheikh Deputy Headteacher  
Ms Gill Hay NPW, Clerk

Decisions

<b>Item</b>	<b>Decision</b>
Constitution	Governors agreed that Mr Zac-Williams would be a Co-opted Governor.
Governor Committees	Governors agreed that Mr Zac-Williams will join the Pupil and Curriculum Committee.

Actions:

<b>Item</b>	<b>Action</b>	<b>Responsible</b>
Constitution	The Headteacher to email details of the link teacher for English to Mr Zac-Williams.	The Headteacher
Matters arising	Governors agreed to a briefing and discussion for Governors on Safeguarding at the Governing Body meeting in the summer term.	Governors and the Headteacher
Matters arising	Governors agreed to review the ethnicity data and issues at the school at the next meeting of the Pupil and Curriculum Committee.	Chair of the Pupil & Curriculum Committee

The Headteacher's Report	The Headteacher to detail positive rewards and provide detailed attendance and punctuality data for the next Pupil and Curriculum Committee meeting.	The Headteacher
The Headteacher's Report	The Headteacher to communicate congratulations to the Brilliant Club pupils from the Governors.	The Headteacher
Governor Training	The Headteacher to confirm the arrangements for the Governors afternoon to Governors.	The Headteacher

*Governors' questions are in italics.*

#### **176. Apologies for absence and introductions to the meeting**

Governors noted that Associate Members Mr Niall Malloy and Ms Angela Nelis had submitted their apologies and would attend meetings when needed. Ms Sheikh was introduced to Governors.

#### **177. Declarations of interest**

There were no declarations of interest.

#### **178. Governors DBS Check and Compliance with publishing governors information on websites**

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

#### **179. Constitution**

##### (a) Appointment of 3 Co-opted Governors

The Chair said that Mr Arnold Zac-Williams had applied to be a Co-opted Governor. He said that he was a local teacher, that his children had attended the school and that he was looking forward to supporting the school.

*Governors asked Mr Zac-Williams what skills he brought to the Governing Body.* Mr Zac-Williams said that his relevant skills included a commitment to the area, the school and curriculum skills including current and planned changes.

**Decision: Governors agreed that Mr Zac-Williams would be a Co-opted Governor.**

The Chair said that an induction pack for new Governors was being developed. There are now 2 vacancies for Co-opted Governors which will be discussed at the next meeting.

(b) Appointment of an Associate Governor

This item was deferred to the next meeting.

(c) Link Governor for History and Geography

The Governing Body reviewed the Link Governors and noted changes in responsibilities to be made on the agenda and signing-in sheet.

**Decision: Ms Walker will be the Link Governor for History and Geography for this academic year, and Mr Zac-Williams will be the Link Governor for English.**

The Chair asked Link Governors to arrange meetings with their lead members of staff.

**Action: The Headteacher to email details of the link teacher for English to Mr Zac-Williams. Action the Headteacher**

**180. Minutes of the Meeting held on the 28<sup>th</sup> November 2016**

The minutes of the meeting held on the 28<sup>th</sup> November 2016 were agreed as a true record of the meeting subject to the following amendments:

- p3, item 163: delete 'June' and 'Modern'
- p5, item 164: Correct typo, Mr Faruq

Governors noted that the start time for Governing Body meetings on the agenda should be 6.30pm.

Matters arising:

1. The Headteacher to inform Link Governors who their link member of staff is and their contact details. **Completed**
2. Governors to send in the details of their current DBS check or bring in the relevant paperwork within 2 weeks. **Completed**
3. Minutes of 17<sup>th</sup> Oct and 21<sup>st</sup> November Resources Committee meetings would be circulated to Governors. **Completed**
4. Minutes of the Pupil and Curriculum meeting on 7<sup>th</sup> November 2016 to be distributed to Governors. **Completed**
5. Governors agreed to a briefing and discussion for Governors on Safeguarding at the Governing Body meeting in the summer term to include the new Governors. **C/f, staff training will be done on 21<sup>st</sup> February.**
6. Governors agreed to review the ethnicity data and issues at the school at the next meeting. **C/f to next Pupil and Curriculum Committee meeting**
7. Ms Burman to give the slides from the Achievement for All workshop to the Headteacher for circulation. **Completed**

The Chair suggested that committees go through the detail of proposals so that Chairs of Committees can bring recommendations to the Governing Body with explanations of the committee's thinking.

## **181. Governors' Committees**

### (a) Minutes of the North Newham Learning Partnership 20<sup>th</sup> October 2016

*Governors asked about the Whole Education Partnership.* The Headteacher said that the partnership was supporting schools to get the best outcomes and create a rich environment where pupils could enjoy school.

*Governors asked about the launch of Linden Learning.* The Headteacher said that Linden Learning talked about coaching. She said that the school was prioritising English and that 3 English subject leaders from different schools were meeting together to move reading forwards in the local area. The Headteacher said that Linden Learning were supporting the development of ideas and the group had had 2 meetings so far.

*Governors asked about the support from Newham libraries who were keen to encourage their use.* The Headteacher said that the school had signed up for their summer scheme and was linking up with Kay Rowe Nursery School to support reading. She said that it was complicated managing the staffing and timings to make library visits work well. Governors discussed options and noted that the school had a good library and its use had to be balanced with encouraging pupils in using the local library.

Governors discussed new Governors joining committees.

**Decision: Mr Zac-Williams will join the Pupil and Curriculum Committee.**

## **182. Report of the Headteacher**

The Headteacher presented her report and drew Governors' attention to key issues.

The Headteacher said that the school was now full in Years 5 & 6 and that in total there were 352 pupil on the school roll. She said that the pupils that had left had done so primarily due to moving away from the area. The Headteacher said that there had been more pupil mobility than usual. She said that 2 recent admissions were of pupils with very early English skills and knowledge who were being supported by a skilled TA in learning basic English.

The Headteacher said that Governors had previously discussed SEND support and funding. She said that the school was still waiting for a reply about the funding for the pupil who lived out of borough. Due to financial reasons the pupil was now only supported during the mornings.

*Governors asked about escalation of the funding issue with Waltham Forest and whether the school should put in a complaint.* After discussion the Headteacher said that she would escalate the issue of funding with Waltham Forest Council initially.

Pupil Premium: The Headteacher said that there were 125 pupils who were entitled to Pupil Premium funding which she felt was a better indication of deprivation than pupil entitlement to Free School Meals.

Staffing: The Headteacher said that the appointment of Ms Sheikh as Deputy Headteacher was a welcome addition to the staff team. She also reported that a part time member of staff had accepted redundancy at the end of the previous term.

The Headteacher said that the majority of appraisals had been completed by her and that staff targets were being set and measured against the School Development Plan (SDP).

*Governors asked if appraisal was a performance management process.* The Headteacher said that it was. She said that the staff priorities and targets would match school priorities. The Headteacher said that the process also agreed professional development activities to enable staff to meet the school's priorities. She said that she expected to be able to complete all appraisals by the February half-term break.

Staff attendance: The Headteacher said that the 157 days of staff sickness were primarily due to one person who was on long-term sickness absence and who was being considered for retirement on medical grounds. She said that attendance for the rest of the staff was stable and that the school was following absence management procedures.

School Development Plan: The Headteacher explained the development of the school's priorities and how this translated into the annual improvement priorities and the Annual Improvement Plan.

*Governors asked about the impact on learning of the budget changes.* The Headteacher said that the national funding formula changes will have a huge impact on the school. She said that the main cost was staffing, on which there were limited options, and that income generation was very limited for the school. The Headteacher said that the school was looking at Service Level Agreements as a partnership with other schools to see if there could be economies of scale.

Mr Farnhill left the meeting

Annual Improvement Plan: The Headteacher said that the Annual Improvement Plan focusses on targets for the year and she reported on progress. The Headteacher said that she would be meeting with the Chair and Vice Chairs to check the evidence and scrutinise progress to ensure the school meets the end of year targets.

*Governors asked about examples of improvements in planning and impact.* The Headteacher said that the English subject leader had looked in detail at Year 5 teaching of English and had helped with some planning changes. The Headteacher said that from observing the subsequent lesson she thought that it was significantly better, that subsequent lesson planning had maintained the improvements and that children were progressing better accordingly.

Behaviour: The Headteacher said that one pupil was now subject to a child protection order as a result of the issues which had become apparent when the pupil was excluded. Governors discussed that the Child Protection Plan was an opportunity to support the pupil.

The Headteacher said that there had been an incident of racist language in year 6, something which hadn't happened before in the school. She said that the school was addressing the issue with the year group and explaining why racist language was unacceptable. Pupils had discussed the issue in assemblies, and had watched a short video, discussed it and the impact of racist language and behaviour and their options changes in behaviour. The Headteacher said that it had been positive, but reported that there had been another incident subsequently and that she would be meeting with the parent of the pupil involved.

The Headteacher said that there had been a number of requests for extra leave during term-time over Easter. She said that the school currently didn't fine parents for taking unauthorised absences, they only issued a letter. Governors agreed to discuss unauthorised absences, standards and remedies in the next meeting.

*Governors asked about whether it was an issue about the family having children at schools with different holiday dates.* The Headteacher said that this had been considered and was found not to be an issue.

*Governors asked about the number of late marks and punctuality.* The Headteacher said that punctuality was an issue. She said that there had been an improvement on last year but that it was still not good enough, it caused disruption and that it was often repeated by the same families. The Headteacher said that the school sends letters home and met with the parents and explained the impact.

*Governors asked about a having a Parent/ Teacher Association (PTA).* The Headteacher said that there was little appetite for a PTA in the school. Governors discussed how to increase opportunities for parental involvement, and creating a way to encourage collaboration with parents. Governors suggested linking to assemblies and fundraising activities.

*Governors asked about certificates for attendance.* The Headteacher explained the rewards for attendance and punctuality. Governors discussed how to incentivise parents and whether visual stimulants for parents would help.

**Action: The Headteacher to detail positive rewards and provide more detailed attendance and punctuality for the next Pupil and Curriculum Committee meeting. Action: The Headteacher**

Standards: The Headteacher said that the Maths assessment was against the end of year (EOY) targets and that 66% of pupils were already meeting the EOY targets at the end of December. She said that the school had made conservative assessments in other subject areas. The Headteacher said that the school was focussing on making assessments more accurate and

consistent. She reported on the implementation of the Singapore Maths scheme and the INSET training on that to make sure it was successful.

Car park: The Headteacher reported that the agreed works had been completed.

Building works: The Headteacher said that snagging on the building works was due to be done.

Fire Drill: The Headteacher said that there had been a fire drill on the 24<sup>th</sup> Jan and that it had been completed in 2mins and 1 sec which was very good.

Gifted and Talented pupils: The Headteacher said that the 12 of the Gifted and Talented pupils in Year 6 were part of the Brilliant Club and had had a graduation ceremony. She said that at least 4 of the pupils were Pupil Premium students. The Headteacher said that 8 had achieved a 1<sup>st</sup>, 2 had achieved a 2.1, and 2 had achieved a 2.2. She said that it had been a very successful programme.

**Action: The Headteacher to communicate congratulations to the Brilliant Club pupils from the Governors. Action: The Headteacher**

Governors noted the Y3 Curriculum Newsletter 2017, Y4 Curriculum Newsletter 2017, Y5 Curriculum Newsletter 2017 and the Y6 Curriculum Newsletter 2017.

### **183. School Budget Monitoring 2016-17**

This items was deferred to the next Resources Committee meeting.

### **184. Compliance Calendar items**

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

### **185. Governor Education and Training**

Governors discussed the Governor training and agreed the following training:

- Introduction for new Governors: Ms Burman and Mr Zac Williams
- From good to outstanding: Mr Pearson
- Promoting British Values: Ms Burman

The Chair encouraged Governors to attend the Understanding the Budget training but noted the short notice. All Governors were reminded to tell Ms Walker if they do any relevant training and provide a short summary of what they have learnt to the Governing Body. Ms Burman said that NPW welcomed suggestions for training.

*Governors asked about online training.* Ms Burman said that she had used it and found it helpful.

The Headteacher said that the forthcoming Governors' afternoon would focus on Reading and suggested that it would be from 12pm on the 21<sup>st</sup> March. Mr Faruq said that he would attend.

**Action: The Headteacher to confirm the Governors' afternoon to Governors. Action: The Headteacher**

## **186. Future Meeting Arrangements**

Meeting dates in academic year 2016/17

### **Summer Term**

Monday 12<sup>th</sup> June 2016

**All meetings will start at 6.30pm**

Committee meeting dates:

Finance and Resources Committee:

- Monday 6<sup>th</sup> March 6pm
- Monday 22<sup>nd</sup> May 6pm

Pupil and Curriculum Committee:

- Monday 27<sup>th</sup> Feb 6pm
- Monday 5<sup>th</sup> June 6pm

## **187. Agenda Items for the Next Meeting**

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

**The meeting ended at 8.25 pm**