

LONDON BOROUGH OF NEWHAM GOVERNING BOARD OF GODWIN JUNIOR SCHOOL

Minutes of the meeting held on Monday 29 January, 2018 at 6.30pm

Present:

Mr Alastair Pearson	Parent Governor, Chair
Ms Sine Brown	Headteacher
Mrs 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-Wiliams	Co-opted Governor
Ms Deborah Seago	Staff Governor

In attendance:

Ms Sarah Bartley	Clerk
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Summary of decisions

Item	Decision
251 Constitution b. Election of Chair c. Election of Vice- Chairs	<p>Mr Pearson was re-elected as Chair.</p> <p>Mrs Christie and Mrs Walker were re-elected as Vice-Chairs</p> <p>Governors agreed to appoint the Chair and Vice-Chairs for a term 2 years instead of 1 year.</p>

Summary of actions

Item	Action	Person Responsible
251. Constitution a. Appointment of Co-opted Governors	Provide an update on co-opted governor applications at the next governing body meeting.	Chair
252. Minutes of the meeting held on 27.11.2017	Email a governor's introduction pack to Ms Hughes.	Mrs Walker
254. Headteacher's Report	Clarify absence figures	Headteacher
255. School Financial Value Standard (SFVS)	Complete SFVS	Resources Committee
	Review SFVS and raise any questions with the School Business Manager (SBM).	Chair

256. Policies	Email questions related to the Monitoring and Evaluation, Educational Visits, Gifted and Talented policies to the Headteacher and the Chair within a week.	Governors
259. Governor Education and Training	Present a report to governors in March on data training.	Mrs Walker and Chair
	Liaise with SBM re signing governors to the National Governors Association (NGA) and agree how to pay governors who pay £30 to complete Safer Recruitment Training online.	Chair
	Email NSPCC Safer Recruitment Training link to Mrs Walker.	Clerk
	Email Mrs Walker if interested in attending Safer Recruitment Training.	Governors

249 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.

250 Declarations of interest

There were no declarations of interest.

251 Constitution

a. Appointment of a co-opted governor

The Chair noted that applications had been received and were being reviewed.

Action:

Chair to provide an update on co-opted governor applications at the next governing body meeting.

The Headteacher raised the issue of the Chair and Vice-Chairs' length of office. A discussion ensued and governors agreed that appointing the Chair and Vice-Chair for one year was not beneficial to the working of the governing board. It would provide more stability for the governing board if these appointments were made for 2 years.

b. Election of Chair

Mr Pearson withdrew from the meeting.

Mr Pearson's nomination as Chair was seconded by Ms Seago. Governors agreed unanimously that Mr Pearson would be re-elected as the Chair . Mr Pearson re-joined the meeting and was congratulated by governors.

c. Election of Vice -Chairs

Mrs Christie and Mrs Walker withdrew from the meeting.

Mrs Christie and Mrs Walker's nomination as joint Vice-Chairs was seconded by Ms Seago.

Governors agreed by a majority vote that Ms Christie and Mrs Walker would be re-elected as joint Vice-Chairs. Ms Christie and Mrs Walker re-joined the meeting and were congratulated by governors.

252 Minutes of the meeting held on 27 November 2017.

The minutes of the meeting held on 27 November 2017 were agreed as a true record of the meeting.

Matters arising from the minutes:

Action:

Mrs Walker to email an introduction pack to Ms Hughes.

Summary of actions from the meeting held on 27 November 2017

Action	comments
Contact Governing Body Services to inform them of the correct start time for the meeting	Completed
Inform NPW to remove Mr Malloy and Ms Nellis from the governing board.	Completed
Book link meetings before the end of the Autumn Term.	Health and Safety meeting to be completed by Mrs Walker
Outline teaching assistants' (TAs) professional development at the next governing board meeting.	Included in the Headteacher's Report, agenda item 254
Email questions related to the Teaching and Learning Policy to the Headteacher and copy to the Chair.	No questions were received
Check the date of training on ensuring the website is compliant.	Ms Burman to share her notes with governors
Inform the Headteacher if any forthcoming training events have not been noted in the minutes.	Headteacher did not receive any notifications
Prepare a summary about on line safety training for governors.	To be completed by Mrs Christie
Review the key points from the governors' conference with Ms Gould.	Completed
Ask Governing Body Services to email the details of the introductory training to new	Completed

governors.	
Inform Governing Body Services of the meeting and training dates that are incorrect in the agenda.	Completed

253 Governors' Committees

The Chair noted that committees had not met since the last governing body meeting.

254. Report of the Headteacher

The Headteacher highlighted the following areas:

Special Educational Needs and Disability

Children with SEND who transferred from Woodgrange to Godwin have not received their allotted funding. The LA agreed Godwin will receive back dated funding. The funding should arrive in late January/early February. There are 4 children in year 3 who are in receipt of 1-2-1 support in the morning and afternoon; some children also require 1-2-1 support at lunchtime. Provision of 1-2-1 support has resulted in an increase spend in the budget. Ms Gould has been in contact with the LA regarding SEND funding and to emphasize the importance of considering the transition of children with SEND from infant to junior school.

Governors' questions in italics

What is the LA's position?

The Headteacher noted there are only 2 cases of separate infant and junior schools within the authority. When making arrangements for SEND funding, the LA has overlooked the children with SEND who transition from infant to junior school. This is once again being discussed with the LA so that this is not a recurring issue.

Do you know how much money you will be getting?

The headteacher confirmed they knew how much money they will receive. It is not received in a lump sum but divided over the year. The School Business Manager (SBM) cannot include this figure in the budget balance sheet until it appears in the school's account.

Staff Attendance

2 teachers were absent due to sickness, both teachers should be back in school by 1 February. The site supervisor recently returned from long term leave.

The quality of supply teachers covering absent teachers has been variable. The good supply teacher who was available during the Autumn Term is no longer available. The school does not have spare capacity; although the 3 members of SLT are not class based they have a number of other responsibilities.

Does the school have sickness cover for TAs as well as teachers?

The Headteacher noted the school does not have this cover. TAs are moved around to fill any gaps in staffing.

What year groups are the teachers who are on long term sick from?

The Headteacher confirmed Years 3 and 4.

Governors asked the Headteacher to clarify the absence figure of the TA who had a long period of absence – “2 days of 66 days”.

Action:

Headteacher to clarify absence figures.

Self-Evaluation

Governors were reminded of the following areas judged by Ofsted.

Leadership and Management

Leadership and Management is good.

Measures are in place to address the key areas of reading and writing. The measures as judged by Newham at the recent Progress Board Meeting were considered to be appropriate.

Quality of Teaching, Learning and Assessment

11 teachers were observed for 30 minutes teaching English. Over the next two weeks, the focus will be 30 minute lesson observations of reading. Observers also look at children’s books, teachers’ planning and assessment.

The assessment for teaching and learning is an overall good.

However, KS2 SATs results need to improve. Godwin’s results were at the national average but below the Newham average.

What assessments are in place for the core subjects?

The Headteacher confirmed the tests used are firmly in line with the National Curriculum. The school uses Singapore Maths (Maths No Problem) but does not use the associated tests. Maths tests are created using questions from Test Base, a resource bank of SATs papers. The school purchases published tests for reading; grammar, punctuation and spelling. This allows teachers to identify gaps and how to support children. Tests are administered as late in the term as possible to measure progress, the test data is taken to the local authority Progress Board approximately a week later. Teachers need to ensure their data is more robust and is a true representation of a child’s ability

Did you get last year’s paper back?

Yes, all papers are available to view online from July. The Headteacher stated the data analysis was done by the subject leaders for maths and English. They both looked at the children who did not reach age-expected and analysed the questions they fell down on. Year 6 children are regularly completing SATs papers so teachers can identify gaps and map out what needs to be taught on a weekly basis. Year 6 children are currently on track to achieve their targets.

What booster classes are available?

The Headteacher informed governors of the following booster classes:

Maths- Mondays 3.20-4.00pm

Reading – Tuesdays 3.20 -4.00pm.

Booster classes are aimed at borderline children. Parents and carers are informed that their children will benefit from booster classes. Approximately 30 children are targeted, they are taught in small groups of 6, most children attend regularly. Teachers can see the children who attend booster classes are making progress.

Personal Development and Welfare.

This is still as good as it was previously; there are good measures in place to raise the children's awareness of their actions. Children are educated to keep themselves safe.

Outcomes for children

Mrs Walker gave a verbal report on the Progress Board meeting that took place on 14 December. Mrs Walker noted Matthew Portal, the LA representative was impressed by what the school was doing to improve the children's grades. The Progress Board was happy with the work of the governing board and was impressed with the school's use of Iris Connect.

The Headteacher noted that a key focus in the authority is on what schools are doing to support the lowest 20% of children who are achieving below age expected.

Which children fell below age expected in all 3 categories (reading, writing and maths)?

The Headteacher reported this data was not included. Mr Portal advised the school not to include the data of children working at P levels; this is favourable for the school.

Mr Portal was supportive of the measures the school has in place.

Can we do the same for SATs?

The Headteacher confirmed the arrangements were different for SATs; all children, except those new to the country, would be included in the school's published data.

Was the Progress Board surprised that the school had fallen into this category?

The Headteacher clarified that there was no discussion about the school's historical data. Godwin's data had remained the same from last year, whereas other school's data had risen.

Did the Progress Board question why you cannot use Singapore Maths Tests?

The Headteacher responded the school had always used Testbase, as it is in line with the Curriculum. Singapore Maths is more hands on and used for consolidation, it is good for children who find it difficult to grasp different concepts as well as extending the ability to reason for all pupils.

Ms Seago added that Singapore Maths provides more discussion around maths and encourages children to question why things are wrong. It helps them with their SATs, they understand the concepts as it is not rote learning. Conversations about how maths encourages a deeper understanding, then mastery took place between governors. The class also spends more time on a concept instead of quickly moving onto another topic.

Does the data allow you to identify pockets where children are not achieving?

The Headteacher acknowledged the data allows teachers to drill down into it by class. The data was not presented to governors in this format as there would be too much data. The data is drilled for individual pupils during Pupil Achievement Meetings which are held half termly instead of termly. This allows teachers to become aware of issues then things are put in place to close the gap.

How often are Progress Board meetings?

The Headteacher noted that meetings could be as frequent as half termly, however the school does not have half termly data. The next Progress Board meeting in March will be after the next round of assessments and will determine when the next meeting will take place in the summer.

Will all children sit SATs?

The Headteacher confirmed that recent arrivals to the UK will not sit the SATs tests but their data will be included in the school's data, this data also includes children who are working at P levels. The DfE should remove the data of recent arrivals to the UK and publish this as 'validated data'; however this has not happened to date.

Curriculum enrichment

The school offers children the opportunity to attend a range of educational visits to enrich their learning and lives. Governors fully endorsed the activities and discussed the benefits for the children. The Headteacher invited governors to visit the school to look at the art work around the school.

Building works

There is damp in the year 3 corridor and the floor in the sports hall is bowed. The floor was re-sealed in the plant room during the Christmas holiday by Morgan Sindall sub-contractors.

The fire drill will occur soon.

Did they lay new wood when they relayed the floor in the in the sports hall?

Yes

Curriculum newsletters

Governors noted the curriculum newsletters for each year group.

255 School Budget monitoring 2017-18

Governors were provided with an outline of the budget.

The headteacher reminded governors that the Resources Committee will review the budget at their next meeting. The budget closed on 31st January, therefore only essential spending will go through the budget. In March the SBM will provide a forecast review for the year end.

The Mayor has stated funding for school meals will continue.

Governors previously agreed to spend the devolved formula capital on chrome books. The school will pay for the Chrome Books when all 93 are delivered. Only 91 of the 93 Chrome Books have been delivered.

School Financial Value Standard (SFVS)

Governors were handed a copy of SFVS .

Action:

SFVS must be completed by Members of the Resources Committee.

Chair to review SFVS and raise any questions with the SBM.

256 Policies

Monitoring and Evaluation

Gifted and Talented

Educational Visits

The Chair noted governors need to consider how they take ownership of reviewing the policies.

The Headteacher continued that some policies need minor tweaks, other policies need further additions because of changes in technology.

Action:

Governors to email questions related to the policies to the Headteacher and Chair within a week of the meeting.

The Headteacher informed governors of an incident that occurred when the children were returning to school during an educational visit.

12 children attended a chess tournament with 2 very experienced teaching assistants(TAs). When the children are about to leave a train, the procedure is the adults block the train doors until all the children alight. On this occasion the procedure was not adhered to and 2 children were left on the train. The incident was reported to the station staff at the next station, the station staff were asked to receive the children. The children got off the train at the next station, they were not met by station staff and were brought back to Forest Gate station by a member of the public. The children were all right they were not distressed.

The Headteacher debriefed the 2 TAS and the children's family and went through the Educational Visits Policy and procedures with all members of staff in a meeting the following morning and again during staff INSET in January.

Governors discussed children travelling during peak hours to attend educational visits. The Headteacher confirmed that at some point during the outward or return journey the children will travel during peak times at crowded stations.

Do staff complete the children's risk assessment verbally?

Ms Seago noted the risk assessment is done with the children, so the children take ownership of it. The children are very aware of what to do.

257 Compliance Calendar items

The Headteacher and the Chair reviewed the items on the Compliance Calendar.

258 General Data Protection Regulations (GDPR)

Governors noted the school needs to be aware of the requirements for GDPR and the information that is taken about the children on educational visits.

The Headteacher and SBM attended GDPR training. The Headteacher noted any former pupil who is now an adult or the parent/guardian of current or former pupils can request information held about them if they attended Godwin. The school needs to shred a lot of information that has been hoarded.

259 Governor education and training

Mrs Walker and the Chair attended training on data.

The Chair reported the training was very useful and was essential for all governors to

attend in the next academic year.

Action:

Mrs Walker and the Chair to present a report on data training to governors in March.

Mrs Walker recommended that governors should complete online Safer Recruitment Training.

The Clerk informed governors of the date of the next Safer Recruitment Training – 24 May 2018, and that online training is also offered by NSPCC.

Actions:

Chair to liaise with SBM with regards to signing governors up to the National Governors Association (NGA) and to agree how to reimburse governors who pay £30 to complete Safer Recruitment Training online.

Clerk to email NSPCC Safer Recruitment Training link to Mrs Walker.

Governors to email Mrs Walker if they are interested in attending Safer Recruitment Training.

260 Meeting dates in academic year 2017/18

Governors noted the following meeting dates:

Spring Term

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.

261 Any other business

No other business was reported.

262 Agenda items for the next meeting

Ms Seago withdrew from the meeting at 8.23pm.

