

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

**Minutes of the meeting held on Monday 28<sup>th</sup> January 2019 at 6.30pm**

**Present:**

Mr Alastair Pearson	Co-opted Governor, Chair
Ms Sine Brown	Headteacher
Mrs Kate Christie	Parent Governor
Mr Anwar Faruq	LA Governor
Mr Arnold Zac-Wiliams	Co-opted Governor
Mrs Suzannah Walker	Co-opted Governor
Ms Edwina Hughes	Co-opted Governor
Mr Andrew Farnhill	Co-opted Governor
Mrs Jihan Bazan	Parent Governor

**In attendance:**

Ms Sarah Bartley	Clerk
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Summary of decisions

Item	Decision
337. Governing Board Committees	Governors approved the budget and virements of £10,000 and £17,000.

Summary of actions

Item	Action	Person Responsible
333. Apologies for absence and introductions to the meeting	Request a Google account is set up for Mrs Bazan	Headteacher
335. Membership of Governing Board	Inform the Chair of anyone who would be interested in becoming a governor and could contribute to the governing board.	governors
337. Governors' Committees	Highlight the issue of SEND funding for junior schools at relevant meetings.	governors
340. School budget monitoring	Continue to liaise with the CRM director of Ikea and contact Lidl about funding.	Ms Hughes
341. Policies	Contact the Headteacher at Forest Gate about ex pupils from Godwin attending the reading club at Godwin from 3.30-4.30pm.	Headteacher
	Find out information about Right to Read and Contact Business in The Community about reading volunteers.	Ms Hughes

<b>343. Governor education and training</b>	Email details of fund raising training to governors.	Headteacher
	Email Mrs Walker if interested in attending the fund raising training, or if booked onto the training	governors
	Send the link about the Go For It grant to the Headteacher.	Mrs Walker
	Inform the Chair if available to attend the annual governors' visit on Wednesday 3 <sup>rd</sup> July at 12pm.	governors

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

The Chair welcomed governors and Mrs Bazan, the new parent governor to the meeting. Governors introduced themselves to Mrs Bazan. Apologies were received from Ms Deborah Seago The apology was condoned.

(Mrs Christie joined the meeting at 6.40pm).

Governors were informed that Mrs Christie is acting as a mentor for Mrs Bazan.

#### **Action:**

Request a Google account is set up for Mrs Bazan - Headteacher

### **334. Declarations of interest**

There were no declarations of interest.

### **335. Membership of Governing Board**

The Chair noted there are currently 2 vacancies for co-opted governors, there will be 3 vacancies when Mr Farnhill steps down.

The Chair is liaising with NPW Governor Services regarding the 2 vacancies, a suitable governor has not been identified to date. The date of an event to recruit new governors has not been confirmed.

#### **Action:**

Inform the Chair of anyone who would be interested in becoming a governor and could contribute to the governing board – governors.

Governors' questions in italics.

*What about the other people who expressed an interest in becoming a parent governor?*

The Headteacher informed governors there was only 1 other applicant. In addition the governing board has to ensure there is a balance of parent governors and other governors.

The Chair confirmed the link governor roles will remain unchanged.

*How frequent are the link governor visits?*

The Chair commented that visits should take place twice a year and reminded governors of the importance of writing a report about each visit.

**336. Minutes of the meeting held on 26<sup>th</sup> November 2018**

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

Summary of actions from the meeting held on 26<sup>th</sup> November 2018

Action	comments
Liaise with NPW Governor Services regarding the 2 vacancies for co-opted governors.	ongoing
Inform the Chair of any people who have the potential to become a co-opted governor at Godwin.	ongoing
Send the previous year's annual governing board report to governors.	completed
Ask the school business manager to check the total school allocation figures in the budget report.	completed – Mrs Kettle sent the amended figures
Request that NPW sets up a Google account for each governor	completed
Review Mr Faruqh's report and the school's Safeguarding Policy, make a note of any issues in the report that are not addressed in the Safeguarding Policy.	completed
Look out for training on data and any other relevant training and report this to Mrs Walker.	ongoing
Complete link report	Ms Hughes' link governor meeting is scheduled for 4 <sup>th</sup> February.
Arrange to see the School Business Manager about the single central record	Mrs Christie to arrange meeting.

- b.** Matters arising from the minutes:  
Mrs Walker will continue to Chair the Resources Committee.

**337. Governors' Committees**

- a. Committee membership**  
Membership remains unchanged.

**b. Minutes of Committee Meetings**  
Pupil and Curriculum Committee

Mr Zac-Williams reported that the Headteacher informed governors of the strategies and interventions to improve outcomes for children. The committee noted there was a good awareness of what needs to be done to improve children's attainment. The committee

was particularly impressed with the History Policy. The meeting was productive and governors were positive about what the school is doing.

The Headteacher added the committee looked at pupils' data. The current cohort of year 3 children have more children with High Needs Funding than the previous cohort. The committee discussed the school's current assessments; that is if they were robust and if the reading tests were too long for the younger children. Staff are looking at good practice in other schools. In addition, the school continues to review Policies to reflect the changes in practice; then they will be brought to the Governing Board.

#### Resources Committee

Mrs Walker informed governors that the Resources Committee reviewed the budget. The finances are very tight and the School Business Manager is looking at different ways to save money, for example reviewing the school's energy use. The budget is okay, however the school is not receiving enough income and needs to increase this. Discussions ensued about promoting the school and engaging with pupil services to ensure vacant places are filled. The committee noted the school could not cut back on staff as it was operating with the minimum number of staff. The committee agreed the best way to increase the school's income to make a significant difference is to increase the number of children on roll. The further expansion to four forms of entry to Year 5 in the next academic year should be in the school's favour.

The Headteacher noted the school does not receive enough SEND funding to balance the spend on children with High Needs Funding. The school's expenditure is more than the budget received.

The Headteacher expressed her dissatisfaction with how High Needs Funding is allocated to junior schools. Funds for children who joined the school in September are not automatically received until the following April, this is not the situation for primary schools.

#### **Action:**

Highlight the issue of SEND funding for junior schools at relevant meetings - governors.

Mrs Walker informed governors of the following virements:

The transfer of £10,000 from the teaching staff budget and £17,000 from the main budget to the agency and supply staff budget.

The Headteacher added a teacher had been on long term sick since October 2018, her absence was being covered by an agency teacher, therefore money needed to be moved into the agency budget.

The Chair asked governors if they were happy to approve the budget and virements. Governors approved the budget and virements of £10,000 and £17,000.

### **338. Headteacher's Report**

The Chair reminded governors that the practice was governors read the report prior to the meeting and raise any questions at the meeting.

(Referring to section 2.2. Pupil Roll) *Why isn't a figure stated for the number of vacant places across the school?*

The Headteacher informed governors that the number of vacancies changed daily. There are currently 406 children on roll and 14 vacancies.

(Referring to section 3.1 Recruitment and retention), *What is the role of trainee teachers?*  
The Headteacher explained that trainee teachers usually train at Godwin for their first term in the autumn. They then gain experience at another school during the spring before returning to complete the remainder of the school year at Godwin. They do not take on a full teaching responsibility from their first day, they build up their practice over the year. If they pass their training year then they have a probationary year (induction year). During this year they are allocated a mentor who completes termly assessments about their performance; they need to pass the induction year to continue teaching.

*Is it similar to apprenticeships in other sectors? Do they take on additional projects?*

The Headteacher confirmed that trainee teachers need to focus on honing their teaching skills and do not take on additional projects.

Teachers are paid for taking on additional responsibilities. The school needs to think about developing a pastoral role as the school no longer has a learning mentor. One TA in each year group has this responsibility. It is easier for a member of support staff to take on the role as it is easier for them to withdraw from class.

Governors commented on the nature of teacher training that it appears to be fragmented with many different routes.

The Headteacher informed governors that traditionally people who wanted to teach completed a 4 year Bachelor of Education degree, or they completed a 3 year subject degree followed by a one year post graduate certificate in education (PGCE). There are now a number of different routes, some are funded training routes, other routes are non-funded. The Headteacher noted there are a number of different teaching schools in Newham. The school had to consider different teaching models to find a model that was appropriate for Godwin. Previously Godwin had a good relationship with SCITTELS (School Centred Initial Teacher Training in East London Schools). Now the school is working with LETTA (London East Teacher Training Alliance).

Governors discussed the teacher recruitment crisis faced by schools nationally and the pressure to recruit more people onto initial teacher training courses.

Referring to the behaviour data, governors noted there had been a number of incidents. The Headteacher informed governors there had been 7 racist incidents this academic year, some involving comments about skin colour. The Deputy Head, who leads on behaviour, discusses the behaviour with the perpetrator, explains the behaviour is racism and why it is unacceptable. Children are encouraged to reflect on why their language is inappropriate. Parents and carers are also informed. The Headteacher emphasised the importance of creating an ethos where everyone in the school is treated with respect, this is also taught through the curriculum.

Governors noted that February is LGBTQ month and asked how the school addresses this. The Headteacher noted that at the moment the term gay is not a term that is currently used in an offensive or derogatory way. The term was used once in September.

*Have you got a School Council?*

The Headteacher commented that the School Council meets weekly and does a lot of work on the UNICEF Rights Respecting agenda.

*Can the racist issues be resolved using conflict resolution?*

The Headteacher noted the issues can become very heated, conflict resolution works better with issues of friendship.

Governors noted it was good that the school was able to isolate the racist incidents. The Headteacher added the adults in the school will never know everything that happens. It is important that adults give children strategies they can use to resolve situations.

*Is there a buddy programme?*

The Headteacher informed governors the school used to have playground buddying but the staff who oversaw this are no longer available to lead a buddy squad. The school needs to have enough staff outside in the playground to lead this. Initially buddying needs to be led by staff so that children know how to help other children.

Governors discussed having a bench where children could sit if they needed support. The Headteacher noted the concept of having a bus stop or a bench is more appropriate for key stage 1. Children in key stage 2 are more conscious of the stigma of being perceived as having no friends.

Governors commented that in the most recent Ofsted inspection, the inspector noted how the children relate well to each other.

**339. Strategic Diary**

The Strategic Diary provides an overview of what is happening throughout the school. The Headteacher asked governors to note the CPD provided for staff and the NSPCC Pants Week taking place w/c 11<sup>th</sup> February. Pants week is about safeguarding children.

**340. School Budget monitoring**

Refer to item 337b: Governors Committees -Minutes of Resources Committee.  
Ms Hughes noted that she has made contact with the CRM director at Ikea about funding for the school. Ms Hughes was advised by the director to wait until the shop opens. Ms Hughes noted that she will continue to contact Ikea as an opening date has not been confirmed.

**Action:**

Continue to liaise with the CRM director of Ikea and contact Lidl about funding – Ms Hughes.

**341. Policies**

**Homework Policy**

The Headteacher stated the policy was written in conjunction with the teachers who were reviewing the impact of homework on children's learning.

Children receive weekly spellings and are expected to read every day. Teachers may ask children to complete unfinished homework at school as it may be difficult for children to complete homework at home.

The school subscribes to Mathletics, an online resource. Teachers set homework tasks related to the maths taught in class. Children can play the maths games after they have completed the tasks. Teachers can see how well the tasks were completed and the

number of attempts taken.

Mrs Bazan noted that her daughter in year 3 really enjoys Mathematics as she can see her progress and she wants to get a certificate.

*When do the children complete written homework?*

The Headteacher stated that the homework completed by children in years 3 to 5 does not need to be marked by the teacher. The children are given weekly spellings to learn. Children were initially asked to write the words in a sentence so they could understand the meaning. This wasn't being completed properly and some children do not have dictionaries at home. The words are now introduced in class and a definition is given. When spellings are given in class they are placed in context. Children also need to know their times tables as they will be tested from next year at the end of Year 4. Children should be reading everyday with an adult, this should be recorded in their reading journals. The school doesn't want to penalise children who cannot read at home with their parents.

90% of parents at the parents/carer conference who responded to the question about homework agreed strongly/very strongly that the homework given was appropriate. In Year 6 homework is also given to help children to organise themselves and prepare for the transition to secondary school.

*Where do volunteers come from?*

The Headteacher responded Newham Women's Institute and Active Newham.

*Is there an after-school reading club.*

The Headteacher mentioned a club has been started by a teacher who has agreed to commit 1 hour each week after school to this. To date only a couple of children have attended the club, the children need to be reminded about it.

Governors agreed it would be useful if ex pupils from Godwin (who are now in years 7 and 8 at Forest Gate Academy) came back to inspire the children at Godwin to attend the reading club. Mr Zac-Williams stated the Headteacher at Forest Gate would be interested in promoting this.

**Actions:**

Contact the Headteacher at Forest Gate about ex pupils from Godwin attending the reading club from 3.30-4.30pm– Headteacher.

**History Policy**

Refer to item 337b: Governors Committees- Minutes of Pupil and Curriculum Committee.

**342. Governing Board Annual Report**

The Chair thanked governors for their comments about the report. It was agreed that no content needed removing from the report. The Chair noted that governors need to consider how the report and is used and how to refine it. The Chair continued that he would like to see how other governing boards use their report more strategically.

### **343. Governor Education and Training**

#### **a. Training attended**

Mr Faruq attended the Governors' Forum meeting. Mr Faruq informed governors that schools complained about the receipt of SEND funding. That is funds were received late, which made it difficult when planning the school's budget. Schools did not have sufficient staff to meet the needs of the children with SEND in their school. The Headteacher at Tunmarsh gave a presentation about how Tunmarsh supports children who have been excluded from school. The aim of Tunmarsh is to reintegrate children back into mainstream schools. Mainstream schools may not have the resources to find out the root cause of a child's behaviour, which may be the result of autism or a mental health issue and may not have the budget to support the child's needs.

The Headteacher noted that schools and the other services, for example counselling and the educational psychology service are all stretched.

The Chair attended a conference organised by NU Education Charity that looks at exclusion and inclusion. The aim of the charity is to train teachers to provide inclusive education.

The Chair noted that governors should write a report if they attend a conference.

*Did the school get the chance to contribute to the council's survey on Every Child a .....?*

The Headteacher commented the school responded to the survey and questioned the impact of one off events such as Every Child a Theatre Goer. The Headteacher continued that initiatives have more impact if they are done regularly, for example the chess teacher attends the school regularly. The Headteacher continued that she thought Every Child a Musician (ECAM) was an expensive scheme which will be stopped; there are many instruments that children have abandoned and are left unused. Godwin can only accommodate ECAM before or after school.

*What is happening with eat for free?*

The Headteacher confirmed the scheme will remain for now.

#### **b. Training required**

Governors were informed of a training course for fund raising taking place on Saturday 9<sup>th</sup> February. Governors attending the event should take along an idea for a project that the school is interested in raising funds for.

#### **Actions:**

Email details of fund raising training to governors – Headteacher.

Email Mrs Walker if interested in attending the fund raising training, or if booked onto the training – governors.

The Headteacher added that Newham North Learning Partnership (NNLP) has a bid writer. If the school sees something they would like to bid for, they will write the bid on the school's behalf. The school is waiting to hear if they were successful with the bid for the school garden.

Mrs Walker informed governors about the Go For It grant. Schools can apply for a grant of up to £2000 over the course of the year from the council. The grant is available to fund a project not a specific item.

**Action:**

Send the link about the Go For It grant to the Headteacher – Mrs Walker.

Following on from a brief discussion about funding for a climbing wall Ms Hughes informed governors about the East London Business Alliance (ELBA). ELBA provide professional volunteers for organisations like schools and fund the administration costs. They could provide reading volunteers.

**Action:**

Find out information about Right to Read and Contact Business in The Community about reading volunteers– Ms Hughes

c.

**Link governor reports**

No reports were received.

d.

**Governor visit reports**

The Chair noted that the half termly review was completed.

The proposed date for the annual governors' visit is Wednesday 3<sup>rd</sup> July at 12pm. The visit will focus on the School Council, the Rights Respecting School Award and cross curricular work.

**Action:**

Inform the Chair if available to attend the annual governors' visit on Wednesday 3<sup>rd</sup> July at 12pm – governors.

**344.**

**Dates of next meetings**

Spring Term

Governing Board meetings

Monday 11 March, 2019

Summer Term

Governing Board meeting - Monday 10<sup>th</sup> June

Resources Committee - Monday 20<sup>th</sup> May

Pupil and Curriculum Committee -Monday 13<sup>th</sup> May.

Governing Board meetings commence at 6.30pm, curriculum committee meetings commence at 6pm.

**345.**

**Agenda items for the next meeting**

No items were recorded.

The meeting closed at 8.10pm.