

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

**Minutes of the meeting held on Monday 26<sup>th</sup> November, 2018 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
Ms Deborah Seago	Staff Governor

**In attendance:**

Ms Sarah Bartley	Clerk
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Summary of decisions

Item	Decision
323. School Budget Monitoring	Governors approved the budget.

Summary of actions

Item	Action	Person Responsible
320. Membership of Governing Board	Liaise with NPW Governor Services regarding the 2 vacancies for co-opted governors.	Chair
	Inform the Chair of any people who have the potential to become a co-opted governor at Godwin.	governors
321. Minutes of the meeting held on 8 October 2018	Send the previous year's annual governing board report to governors.	Chair
323. School Budget Monitoring	Ask the school business manager to check the total school allocation figures in the budget report.	Headteacher
326. Governing Board Annual Report 2016/17	Request that NPW sets up a Google account for each governor	Headteacher
327. Developing Governing Body Peer Support and Practice in NNLP	Confirm with the school business manager the amount that Godwin contributes to NNLP	Headteacher
329. Governor education and training	Review Mr Faruq's report and the school's Safeguarding Policy, make a note of any issues in the report that are not addressed in the	governors

	Safeguarding Policy.	
	Look out for training on data and any other relevant training and report this to Mrs Walker.	governors
	Complete link report	Mrs Walker
	Arrange to see the School Business Manager about the single central record	Mrs Christie

**318. Apologies for absence and introductions to the meeting**

The Chair welcomed governors to the meeting. Apologies were received from Ms Julie Burman and Ms Edwina Hughes. The apologies were condoned.

**319. Declarations of interest**

There were no declarations of interest.

**320. Membership of Governing Board**

The Chair noted the following resignations: Mr Shapland as an associate governor and Ms Burman as a co-opted governor.

The Chair emailed both governors to thank them for their work. A thank you card for Ms Burman was available for governors to sign.

(Mrs Christie joined the meeting at 6.40pm).

The Chair informed governors of the parent governor election. The votes were tied for the 2 candidates so lots were drawn. Jihan Bazan won the draw sent her apologies, she was unable to attend the meeting at short notice. Mrs Christie agreed to mentor her.

With regards to the 2 vacancies for co-opted governors

**Actions:**

- Liaise with NPW Governor Services regarding the 2 vacancies for co-opted governors – Chair.
- Inform the Chair of any people who have the potential to become a co-opted governor at Godwin - governors

**321. Minutes of the meeting held on 8 October 2018**

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

Summary of actions from the meeting held on 8 October 2018

Action	comments
Inform Governor Services of Mrs McKitty's resignation.	completed
Meet governors individually before governing board meeting in November to discuss areas of	ongoing

interest and capacity for long term planning	
Revisit Governor's code of conduct	The Chair reminded governors to review the document
Provide the Chair with Forest Gate email address	completed
Send the draft annual report to governors for them to review prior to being signed off in November	outstanding
Agree via email and discussion who will chair sub-committee meetings.	Ms Hughes to chair the next Resources Committee
Review the budget and prepare questions about the figures for the next Resources Committee meeting.	On the agenda for today's meeting
Confirm the number of children with an EHC plan	3 children
Look at NPW Governor training programme –	On the agenda for today's meeting
Obtain the record of governors who have attended Safer Recruitment Training	Completed the information was sent to the Head Teacher
Inform the Chair and Mrs Walker if attending the Governors' Conference – all governors	On the agenda for today's meeting

(Mrs Walker joined the meeting at 6.45).

Matters arising from the minutes:

- The Chair met Mrs Christie, Mr Faruq and Mrs Walker and is aiming to meet all governors before the end of term.
- The Chair noted committees will have a rotating chair so that all members have the opportunity to develop their chairing skills.
- The Headteacher confirmed that some children were awarded EHC plans but the school was not informed. There are 3 children in the school (in years 3, 4 and 5) with an EHC plan. The school does not receive any additional money for these children just the document.
- The Headteacher confirmed she needed to record the number of governors who have completed safer recruitment training for the S11 document.

**Action:**

- Send the previous year's governing board annual report to governors – Chair.

### **322. Governors' Committees**

#### **a. Committee membership**

Governors noted the Resources Committee has one less member because of Ms Burnham's resignation.

#### **b. Minutes of Committee Meetings**

##### Resources Committee

The Headteacher informed governors that the Resources Committee reviewed the budget (refer to item 323).

##### Matters arising from the minutes

The outstanding issues with governors' passwords were resolved.

Ms Hughes will look at sources of funding for the school.

Mrs Walker to talk to Ian Martin about developments in the local area.

##### Pupil and Curriculum Committee

Governors on the Pupil and Curriculum Committee reviewed policies and fed back their comments to the Headteacher.

### **323. School Budget Monitoring**

The Headteacher reported the following:

- A 3 year budget will be presented on 14 January at the next Resources Committee meeting. The school has to ensure they will not have a deficit budget as a result of the funding cuts.
- Pupils must be on the school roll on the date of the school census, 5<sup>th</sup> October to be included in the census figures. 398 pupils were on roll when the pupil census occurred; there are now 400 children on roll.
- There are an increasing number of children who require one-to-one support. The forecasted year end figure for LA funds including SEND was £2,050,494. £986,108 has been received to date. The school business manager will amend the figure on receipt of more funds.
- Pupil Premium is received in 2 stages. The forecasted year end figure is £178,200. The school has received half of the funds (£89,000). The remainder will be received at the end of the financial year.
- The facilities and service income are an estimate of funds (£62,000) collected from last year from income including the sale of book bags; school trip contributions and Fairplay House which is heavily subsidised. The school does not make any additional income from school trips.
- Other grants including Eat for Free, Every Child a Musician and Every Child a Theatre Goer are under review.
- The grant to cover the increase in teachers' salaries is paid from a central government fund.

Governors' questions in italics.

*Why is there an increase in pupil premium?*

The Headteacher noted there has not been an increase in the amount of money received per child. The initial figures were based on a conservative estimate there are more pupil premium pupils. The figure is calculated from January to January on the basis of pupils

who have left the school. The current year 3 pupils are not included in this figure. The school does not have access to information about pupil premium until pupils are on role. Pupil premium is also referred to as Ever Six. Pupils are eligible for pupil premium if at any point in the last 6 years they have been classified as disadvantaged and received free school meals (FSM) in the last 6 years. Children receive FSM if the family are on a low income at any moment in time. Godwin doesn't have to do much to get families to apply as Woodgrange encourages parents/carers to do this.

If Eat for Free is discontinued then the children who receive FSM will continue to receive FSM as it is paid for by central government. Fair Play House applies the full charge to pupil premium children, only children who are eligible for FSM are subsidised.

*Why is there a shortfall in pupil numbers?*

The Headteacher reported there is a flurry of activity of new children arriving at school a few days before the census. Godwin and St James were asked to expand, however there were not enough children to fill the available places. St James has asked the LA to reduce their pupil numbers as they are unable to fill their vacant places. Some parts of the borough do not have enough vacant places to meet the demand for places, other parts of the borough have more school places than pupils who require a school place.

Governors noted anomalies with the total school allocation figures.

**Action:**

Ask the school business manager to check the total school allocation figures in the budget report – Headteacher.

The Headteacher clarified why the original budget and the forecasted budget are different. The original budget is based on an educated guess. However, as the school progresses through the year they are better able to forecast the budget.

Governors approved the budget.

**324. Headteacher's Report**

The Chair invited governors to ask questions in relation to the Headteacher's report.

*What is the update on the child in year 3 with an EHC plan?*

The Headteacher reported that an application was started when the boy was in Woodgrange. Newham's SEND department made a clerical error and did not consult with Godwin as the named school on the EHC plan prior to the draft report being prepared. After Godwin was sent the final draft of the report, the Headteacher informed the SEND department this was not the correct procedure as Godwin should have been consulted prior to receiving the report. Although the child's parents are happy with him being at Godwin, the school does not have appropriate resources to meet the child's complex needs.

The child's parents are EAL speakers and it became apparent that the parents wanted to nominate a different local school. The parents have also stated they do not want their child to go to a special school. The parents' nominated school have said they are unable to provide for the child's complex needs; the child is autistic and visually impaired. If the nominated school states they are unable to provide for the child, then his case may well go to an appeal. At the moment the child will stay at Godwin, whilst the headteacher

prepares a report.

*What impact is it having on the other children?*

The Headteacher commented the child has a developmental age similar to a child of 2 ½ - 3 years old, however he has the strength of a 7 year old. He is violent towards the other children, spits and swears. He also runs into lessons and disrupts learning,

*Are there staff trained in restraint?*

The Headteacher responded that some are staff who are trained in positive handling, however they have not used this with the child. The child runs around the building, he has also climbed on the balcony on the mezzanine floor. This is a health and safety issue and it is difficult to reason with him.

*What external support is available?*

The Headteacher noted that the child and school are being supported by agencies including: complex needs and dyslexia service; visual impairment and sensory team; language, communication, interaction service.

*When was it agreed about disaggregating 2 Inset days?*

The headteacher confirmed this was agreed in the previous academic year for 2018/19 and at September's governing body meeting for the academic year 2019/20.

Governors noted they were pleased that Ms Aslam had settled in as the new deputy.

*What is being done to move good teachers to outstanding?*

The Headteacher reminded governors that Ofsted had commented on the need for consistency. Teachers are using Iris Connect to share good practice. The school is focusing on improving writing across the school, to accelerate the percentage of children working at age expected and greater depth teachers work in small groups to identify and share good practice; to identify areas they can tweak in their own practice and to feedback to the group. This works well for the school as teachers do not need to be released from class to observe other teachers; they can review Iris at a time that is convenient to them. The English Subject Lead has held discussions with all teachers to identify how to move children on in their learning. The Subject Lead discusses the objectives a child is meeting and what teachers need to do next to move them on.

The Year 5 teacher and the Maths Lead are doing research with the North East London Maths Hub. They have observed teaching in other schools, have noted what is effective and how it can be transferred to Godwin. Initially the new practice is trialled on a small scale, if it is successful it is rolled out across the school.

*What is the update about the wall?*

The Headteacher informed governors that initially no one was working on the wall, then the school complained, now 1 man is building the wall on his own. This individual is also being shared with Sandringham, so the work was going at a very slow pace.

### **325. Governors' code of conduct**

Refer to item 321: Minutes of the meeting held on 8 October 2018.

The Chair reminded governors to review the document.

### 326. **Governing Board Annual Report 2016/17**

The Chair reported that governors need to give some thought to their roles and achievements; how they are being held to account and sharing knowledge with each other. The Chair emphasised the importance of all governors taking ownership of the report. The Chair invited comments from governors regarding the Governing Board's achievements.

Governors noted:

The governing board functions much better as a team, all governors came together, were willing to give up their time when the school was inspected by Ofsted.

Meetings are more efficient and minutes of meetings are available in a timely manner.

The profile of governors has improved, teachers are more aware of governors and their role.

As a consequence of link meetings governors are able to talk with more knowledge about their area of responsibility.

There is more consistency in the format of link meetings.

The school and governors have a better understanding of each other's role.

Governors were visible at parent/carer conferences so were able to inform parents/carers about the role of a parent governor. Although many parents/carers stated they were too busy to take on the role, the Chair stated it was important to continue to build on these interactions with parents.

Governors were very committed to the discussions about Godwin exploring converting to a MAT. There was a high turnout of governors at these meetings.

The next steps for the governing body were identified as acting as a sounding board for the headteacher and to support the school to find other sources of funding, for example to make better use of the school for lettings and making use of local knowledge to connect the school with other organisations.

*Is there a fund raiser attached to NNLP?*

The Headteacher confirmed there was.

Mrs Walker had previously signposted the school to Active Newham Volunteers. The volunteers come into school to read with the children. Mr Faruq, who is on their steering group informed governors that the volunteers also read in libraries and community centres.

Governors suggested their profile could be raised if they had a space in the school's newsletter to share information about the activities they are involved in.

*Are we in a position to have a shared folder with templates and a tool kit so governors can access it?*

#### **Action:**

- Request that NPW sets up a Google account for each governor – Headteacher.

*As Google Drive is free does it comply with GDPR requirements?*

The Headteacher reassured staff that it is GDPR compliant and it is safe for schools to use.

Mr Zac-Williams volunteered to manage the drive.

**327. Developing Governing Body Peer Support and Practice in NNLP**

The Chair informed governors that this item came from the Memorandum of Understanding that Godwin has with NNLP.

The Chair wants to actively to promote peer-to-peer support between Governing Boards. The joint strategic committee would like governors in each school to consider how schools can support each other.

The Chair invited suggestions for collaboration.

*Do we make a financial contribution to NNLP?*

*The Headteacher confirmed the contribution is determined by the pupil head count.*

**Action:**

- Confirm with the school business manager the amount that Godwin contributes to NNLP – Headteacher.

*Where are the NNLP funds kept?*

The Headteacher stated there is a joint NNLP bank account.

*Is there a formal signed agreement?*

*Are all the regulations and requirements included?*

The Headteacher confirmed there are other supporting documents. The Memorandum of Understanding includes the core values and vision of why the schools came together. Details of financial arrangements are included in another document.

Governors noted the Memorandum of Understanding should be dated to put it into context.

Governors expressed concern about the time that governors already commit to their roles and suggested some meetings (e.g. chair/vice chair forum) could be arranged via conferencing.

The Chair added that the document was prepared to give governing boards permission to have discussions about further collaboration.

*Is NNLP organising any celebratory events?*

The Headteacher stated that there was no formal arrangement for a celebratory event, however there was going to be a speech making competition. They may also consider organising a geography bee etc.

When NNLP headteachers next meet they will consider timetabling joint events.

**328. NNLP Memorandum of Understanding**

Refer to item 327: Developing Governing Body Peer Support and Practice in NNLP

### **329. Governor Education and Training**

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

Mr Faruq and Mr Zac-Williams reported on the annual governors' conference. Safeguarding children was one of the key themes of the conference. Superintendent Paul Clements, Head of Safeguarding at the Metropolitan Police was the keynote speaker. Superintendent Clements, highlighted that adverse family circumstances was one of the key factors that impacted on a child's school performance. Children who displayed disruptive behaviour at school may also have associated mental health issues. The superintendent noted that schools must be aware of the poor communication and a lack of co-ordination between the different services. Governors noted it was important that the school intervened at an early stage to support children who had issues.

#### **Action:**

- Review Mr Faruq'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 – governors.

#### **b.**

#### **Training required**

#### **Action:**

- Look out for training on data and any other relevant training and report this to Mrs Walker – governors.

#### **c. Link governor reports**

Governors sought clarification regarding the procedure for producing their reports. The Headteacher stated that governors should send the report to the teacher for him/her to confirm the content is correct. Then the report should be sent to the Headteacher, Chair and copied to the teacher (this then negates the need for the teacher to sign the document as a true record of the meeting).

#### **Actions:**

- Complete link report - Mrs Walker.
- Arrange to see the School Business Manager about the single central record – Mrs Christie.

#### **d.**

#### **Governor visit reports**

No reports were received.

### **330. End of term Christmas assemblies**

The Headteacher informed governors of the timing of the assemblies. Wednesday 19<sup>th</sup> December starting at 9.15/9.30, assembly for year 3 followed by years 4, 5 then 6.

Governors were invited to attend and help out at the Winter Fair on Monday 17<sup>th</sup> December, from 3.30pm for approximately 1 hour.

**331. Dates of next meetings**

Spring Term

Governing Board meetings

Monday 28<sup>th</sup> January, 2019

Monday 11 March, 2019

Resources Committee - Monday 14<sup>th</sup> January

Pupil and Curriculum Committee -Monday 21<sup>st</sup> January

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> June

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

**332. Agenda items for the next meeting**

No items were recorded.

The meeting closed at 8.17pm.