

LONDON BOROUGH OF NEWHAM
GOVERNING BODY OF GODWIN JUNIOR SCHOOL
Minutes of the meeting held on Monday 26th September 2016 at 6.00 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 Annett McKitty	Co-opted Governor
Ms Asha Thambiah	Staff Governor
Mr Andrew Farnhill	Co-opted Governor
Ms Julie Burman	Co-opted Governor

Attending:

Mr Niall Malloy	Associate Member
Ms Angela Nellis	Associate Member
Mr Arnold Zac-Williams	Visitor
Ms Gill Hay	NPW, Clerk

Decisions

Item	Decision
Constitution	Governors agreed that Ms Julie Burman would be a Co-opted Governor.
Constitution	Mr Pearson was elected as Chair of the Governing Body until January 2018.
Constitution	Ms Walker and Ms Christie were elected as joint Vice-Chairs of the Governing Body until January 2018.
Constitution	Governors agreed that Ms Nellis and Mr Malloy would be Associate Governors.
Constitution	Governors agreed that Ms Christie would be the school's representative to the Governors' Forum.
Constitution	Governors agreed that Link Governors would be appointed as detailed.

Constitution	Governors agreed that Mr Pearson would be the school's Authorised Representative to Newham Partnership Working.
Constitution	Governors agreed that Ms Julie Burman would be the school's Delegated Attendee to Newham Partnership Working.
Constitution	Governors agreed to keep the same committee structure.
Constitution	Governors agreed that Ms Walker would be Chair of the Finance and Resources Committee.
Constitution	Governors agreed that Mr Pearson would be Chair of the Curriculum Committee.
The Headteacher's Report	Governors agreed the proposal for the term dates in 2017-18 and that the school would be open on Eid and absences would be authorised.
The Headteacher's Report	Governors agreed to email comments and questions- on the budget to the Head Teacher by Monday 10 th October. Action: All Governors

Actions:

Item	Action	Responsible
DBS checks	Governors to send in the details of their current DBS check or bring in the relevant paperwork within 2 weeks.	All Governors
Constitution	Ms Brown to distribute the description of Link Governor responsibilities which included a minimum of 2 visits per year to the school.	The Headteacher
Constitution	Mr Pearson to circulate relevant information from the Governance Handbook to Governors.	The Chair
Training	Ms Burman and Ms Thambiah to book on the New Governor training.	Ms Burman and Ms Thambiah
Training	All Governors to tell Ms Walker if they have done any training.	All Governors
Declaration of Interest	Forms to be emailed to all Governors	The Headteacher

Governors' questions are in italics.

143. Apologies for absence

There were no apologies for absence. Governors noted that Ms Nicola Tetty had resigned from the Governing Body. Governors noted that the terms of

office for Mr Malloy and Ms Nelis had ended. Governors welcomed Ms Brown as Headteacher of the school.

144. Declarations of interest

There were no declarations of interest. Governors noted that new Declarations of Interest forms would be emailed to all Governors.

145. Governors DBS Check and Compliance with publishing governors information on websites

Governors discussed the outstanding DBS information which Governors agreed would be provided to the school by the end of the month.

Action: Governors to send in the details of their current DBS check or bring in the relevant paperwork within 2 weeks. Action: All Governors

146. Constitution

(a) Appointment of a Co-opted Governor

Governors noted that Ms Julie Burman, Mr Arnold Zac-Williams and Ms Rachel Larkin had applied to become Co-opted Governors.

Decision: Governors agreed that Ms Julie Burman would be a Co-opted Governor.

Governors agreed that the next meeting would discuss other applications to join the Governing Body.

(b) Election of a Staff Governor

Governors noted that Ms Asha Thambiah had been elected as a Staff Governor.

(c) Election of Chair

The clerk chaired this item. Mr Pearson said that he would offer to be the chair until January 2018 and welcomed the support and feedback from other governors and the committees in doing the role.

Decision: Mr Pearson was elected as Chair of the Governing Body until January 2018.

Governors thanked Mr Malloy for his contribution as Chair through a period of significant change at the school.

(d) Election of Vice-Chair

Governors discussed that Ms Walker and Ms Christie were volunteering to job share the role of Vice-Chair and Mr Faruq explained that he had previously been the Chair of the Finance Committee.

Decision: Ms Walker and Ms Christie were elected as joint Vice-Chairs of the Governing Body until January 2018.

Governors thanked Ms Nellis for her contribution as Vice-Chair through a period of significant change at the school.

(e) Associate Governors

Mr Malloy and Ms Nellis volunteered to help when needed as Associate Governors. Ms Nellis said that she would be available during the daytime and help with Safeguarding and the recruitment of Deputy Headteacher.

Decision: Governors agreed that Ms Nellis and Mr Malloy would be Associate Governors.

(f) Governors' Forum representatives

Mr Malloy and Ms McKitty explained the role.

Decision: Governors agreed that Ms Christie would be the school's representative to the Governors' Forum.

(f) Link Governors

Governors discussed the role of Link Governors and reviewed the range of Link Governors.

Action: Ms Brown to distribute the description of Link Governor responsibilities which included a minimum of 2 visits per year to the school.

Decision: Governors agreed that Link Governors would be appointed as detailed.

- **RE: Mr Pearson**
- **Computing: Mr Faruq**
- **Safeguarding: Ms Christie**
- **Children Looked After: Mr Pearson**
- **SEN: Ms McKitty**
- **Inclusion: Ms McKitty**
- **Governor Training: Ms Walker**
- **English: Ms McKitty**
- **Maths: Mr Farnhill**
- **Foreign Languages: Mr Pearson**

- **Science: Ms Burman**
- **Health & Safety: Ms Walker**
- **History & Geography: to be decided at the next meeting**

(g) Newham Partnership Working

Governors discussed the roles and work involved in NPW.

Decision: Governors agreed that Mr Pearson would be the school's Authorised Representative to Newham Partnership Working.

Decision: Governors agreed that Ms Burman would be the school's Delegated Attendee to Newham Partnership Working.

Mr Pearson talked about the usefulness of the Governance Handbook.

Action: Mr Pearson to circulate relevant information from the Governance Handbook to Governors. Action: The Chair

147. Minutes of the Meeting held on 13th June 2016

The minutes of the meeting held on the 13th June 2016 were agreed as a true record of the meeting subject to amendments on p6 "53 pupils" not 53% and "2017" in item 140.

Matters arising:

Governors to send in the details of their current DBS check or bring in the relevant paperwork within 2 weeks. **Action to be done by the end of the month.**

Governors agreed that the Chair would be delegated to answer the RE questionnaire for the school. **Completed**

The Headteacher to send the SDP electronically to Governors for them to add comments and feedback by 27th June. **Completed**

148. Governors' Committees

(a) Committee Structure

Governors discussed the changes of Headteacher and Chair on all committees.

Decision: Governors agreed to keep the same committee structure.

(b) Chair of Finance and Resources Committee

Governors discussed the role of Chair of Finance and Resources Committee.

Decision: Governors agreed that Ms Walker would be Chair of the Finance and Resources Committee.

(c) Chair of the Curriculum Committee

Governors discussed the role of Chair of the Curriculum Committee.

Decision: Governors agreed that Mr Pearson would be Chair of the Curriculum Committee.

(d) Reports of Committees

The minutes of the joint Strategic Committee of the Newham North Learning Partnership were noted by the Governing Body. Mr Pearson will attend future meetings.

No committees had met since the last meeting.

149. Report of the Headteacher

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

Term dates 2016-17:

The term dates for 2016-17 were noted. The Headteacher said that there were 5 inset days, the fifth of which was proposed to be used to lengthen staff training days to meet specific needs.

Term Dates 2017-18:

Ms Brown and the Headteacher at Woodgrange Infant School were jointly proposing to disaggregate the 5th inset day in 2017-18. She talked about the reasons for not closing the school for festivals such as Eid al Futr given the difficulties in predicting dates. She proposed that it would be an authorised absence for the relevant staff and children. The Headteacher said that parents would need to come into office, call or write in to make sure the school was aware

Governors asked how many children and staff were affected. The Headteacher said that it affected approximately half of the school.

Governors asked how this would be communicated to parents. The Headteacher said that term dates would be given out at the start of the next year and Eid al Futr arrangements would be notified to parents nearer the time with enough time for them to be able to ask for authorised absence. She also said that information would be repeated in the newsletter and verbally on the gate with parents.

Decision: Governors agreed the proposal for the term dates in 2017-18 and that the school would be open on Eid and that absences would be authorised.

Pupil Roll: The Headteacher said that the school was almost full.

Ethnicity: The Headteacher explained the mix of children in the school had varied slightly since the previous year, and there was an increasing number of Eastern European children. She explained the arrangements for supporting learning English with separate high support from a trained Teaching Assistant (TA) during English classes until children had sufficient language skills.

SEND: The Headteacher said that four SEND pupils had arrived in year 3, 2 of whom had transferred from Odessa with High Needs Funding. She said that there was 1:1 support full time for these pupils. The Headteacher said that there were 2 SEND pupils who had transferred from Woodgrange School. Ms Thambiah said that the children had settled in well since the right support had been found to support the pupils appropriately.

Free School Meals: The Headteacher said that as of September 2016 there were 12.8% pupils claiming Free School Meals support. She said that there were very few who had not applied as most had already submitted applications when at Woodgrange School. She said that the school were allocated pupil premium of £1300 per pupil.

Governors asked about parent carer conferences. The Headteacher said that staff would target parents/carers to apply for Free School Meals.

The Headteacher said that there had been one addition to the staff team. She said that the Acting Deputy Headteacher was doing this 3 days a week and that the school was currently recruiting and the pack of information had been circulated. The Headteacher said that the deadline for applicants would be 5th October and that shortlisting would be on the 6th October at 5.30pm with interviews on the 13th October. She said that the school would be taking up references before interview if possible to be able to make a quick decision and ask additional information if needed. The Headteacher confirmed that the Deputy Head Teacher would be full time and start in January.

Sickness Absence: Governors noted that teacher sickness and absences had reduced significantly. The Headteacher said that the school was following best practice in monitoring and following up after sickness absences and providing appropriate support.

The Headteacher explained the outline of the leadership priorities and how they fitted in with the school plan.

Ms Thambiah talked about Singapore maths and the learning walk she had undertaken and noted that students were participating well, that there was always an opportunity for them to talk and work things out with partners. The Headteacher said that all pupils could explore the topics in greater depth, which ensured greater retention as the children's understanding was embedded.

Governors asked if teachers were moving around the class. The Headteacher said that they were to be able to target their input. She said that in Year 5 maths and Y6 maths and English the school had mixed the middle and lower attaining sets to develop oracy and encourage greater participation.

Governors asked about mixing in the higher attaining group. The Headteacher said that they did not do this as the range of abilities was too high for this to be useful.

Governors asked about how the middle attaining pupils were stretched. The Headteacher said that the way the groups were mixed and their role in explaining things was stretching the middle attaining pupils.

The Headteacher said that comprehension skills needed improving from the SATs results and that this would be discussed at the Pupil and Curriculum committee.

Governors asked about the school trip to Fairplay House. The Headteacher said that this was booked very far in advance so it was difficult to change. She said that she would consider it in the future.

Attendance & punctuality: The Headteacher said that persistent absence had increased because of the measurement had changed from below 90% not 85% as before. She said that more work was being done to address attendance and punctuality rates and would be the responsibility of the new Deputy Headteacher.

Fisher Family Trust dashboard. The Headteacher distributed this. She said that the school had applied for 4 children to be disapplied as they were new to the country. She said that the results were not as good as the school would like but noted that this had been a lower achieving cohort. Despite this the Headteacher said that the school had been rated as slightly above the national average. She reported that the results included 2 children who were very low achieving as well as behavioural issues that had impacted on other children. The Headteacher said that the validated data was expected sometime between November and February.

Governors asked whether the reading test had been hard. The Headteacher said that it was but that other schools had done better, so the school would be focussing more on comprehension in the future. She said that this would be discussed at the Pupil and Curriculum committee.

School Development Plan

The Headteacher said that the priorities for the School Development Plan had been reviewed.

Governors asked if the whole 3 year plan was been reworked. The Headteacher said that the school reworked the plan annually based on priorities, as well as the Annual Improvement Plan.

The Headteacher said that she had reviewed classrooms and that the work to be done was being planned for the empty classroom, and would be completed by Easter next year. She said that the snagging list for the previous major works was being worked through slowly.

150. School Budget monitoring 2016-17

The Headteacher circulated the budget. She said that it would be discussed at the Finance and Resources committee.

Governors asked if there were any urgent issues. The Headteacher said that there was nothing urgent and that the funding was similar to the previous year.

Action: Governors agreed to email comments and questions about the budget to the Headteacher. Action: All Governors

Ms McKitty left the meeting

151. Compliance Calendar items

Governors noted that there were no compliance calendar items for this meeting.

152. School Term and Holiday Dates 2017/18

These were discussed as part of the Headteacher's report.

153. Governor education and training

Ms Walker said that the Training group had met and she briefed Governors on the training options for Governors. She said that the New Governor training was recommended to all new Governors

Action: Ms Burman and Ms Thambiah to book on the New Governor training. Action: Ms Burman and Ms Thambiah

Governors noted that Mr Pearson would be attending the Headteacher performance training and that there was a broad range of Leadership and other training available. Ms Walker said that she would be collating a file in the school on training done by individual Governors and the Governing Body as a whole for a review in November.

Action: All Governors to tell Ms Walker if they have done any training. Action: All Governors

154. Future Meeting Arrangements

Meeting dates in academic year 2016/17

All meetings will start at 6.30pm

Autumn Term

Monday 28th November

Spring Term

Monday 30th January

Summer Term

Monday 12th June 2016

Committee meeting dates

Resources: Monday 17th October 6pm

Pupil and Curriculum: Monday 7th November 6pm

155. Agenda Items for the Next Meeting

- Appointment of Co-opted/ Associate Governors
- Link Governor for History and Geography

The meeting ended at 8.50pm