

LONDON BOROUGH OF NEWHAM GOVERNING BOARD OF GODWIN JUNIOR SCHOOL

Minutes of the meeting held on Monday 11th March 2019 at 6.30pm

Present:	Mr Alastair Pearson	Co-opted Governor, Chair
	Ms Sine Brown	Headteacher
	Mrs Kate Christie	Parent Governor
	Ms Deborah Seago	Staff 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
352. School budget monitoring report	Governors approved the school budget monitoring report.
353. Policies	Governors approved the Disciplinary Policy on the proviso it is the most up-to-date policy.

Summary of actions

Item	Action	Person Responsible
348. Membership of Governing Board	Send the Chair's contact details to the individual who is interested in becoming a governor.	Ms Hughes
	Clarify with Governors Services if a member of school staff can be an associate governor.	Clerk
349. Minutes of the meeting held on 28 th January 2019	Follow up the request with Mrs Kettle for a Google account to be created for Mrs Bazan.	Headteacher
	Send minutes of the meeting with the school improvement adviser to governors.	Headteacher
	Find the details of the contact at Google and forward their details to Ms Hughes.	Headteacher
	Review the cost of purchasing and preparing planters for the garden and buying food for a community picnic.	Headteacher
352. School budget monitoring	Inform Mrs Kettle of the error for total employee costs in the school budget report.	Headteacher

353. Policies	Check with NPW if there is an updated Disciplinary Policy.	Clerk
	Email any questions about the policies to the Headteacher by Monday 25 th March.	governors
355. Governor Education and Training	Email governors to organise a window for link governor visits.	Chair

346. Apologies for absence and introductions to the meeting

The Chair welcomed governors to the meeting. Apologies were received from Mr Anwar Faruq, Mr Arnold Zac-Wiliams and Mrs Suzannah Walker. The apologies were condoned. The Chair informed governors that it was Mr Farnhill’s last session; Mr Faruq and Mrs Walker’s terms of office were expiring. Governors acknowledged that as Mr Fauqh and Mrs Walker were not able to attend the meeting the item on their reselection would be deferred until the next meeting.

Mr Farnhill summarised his time as a governor at Godwin. He noted there had been a lot of change amongst the governing board, the school had faced a number of challenges but was making progress.

Governors thanked Mr Farnhill for his support and hard work over the past 4 ½ years.

347. Declarations of interest

There were no declarations of interest.

348. Membership of Governing Board

a. Board membership

The Chair informed governors of the governors’ recruitment event that he attended at NPW. There was a strong field of people interested in becoming a governor. Seven participants expressed an interest in visiting Godwin; four participants have followed this up. The Chair was hopeful they might be able to recruit someone from the event.

Ms Hughes informed governors about a friend who was interested in becoming a school governor.

Action:

Send the Chair’s contact details to the individual who is interested in becoming a governor - Ms Hughes

The Chair also noted that individuals might be interested in becoming associate governors; this role was less involved and would be useful for succession planning.

Action:

Clarify with Governors Services if a member of school staff can be an associate governor – Clerk.

b. Co-opted Governor vacancies

Governors noted there will be 3 co-opted vacancies when Mr Farnhill steps down.

c. Nomination/re-nomination of link governors

The Chair informed governors that Mrs Walker wants to reduce her link role. Mrs Bazan agreed to take on the role of link governor for history temporarily. Mrs Bazan informed governors that as a secondary ICT teacher, this was her area of strength.

Governors noted there was no link governor for maths, it was agreed to discuss link governor roles at the next meeting.

349. Minutes of the meeting held on 28th January 2019

The minutes were agreed as an accurate reflection of the meeting. The Chair and Headteacher noted they were reducing the time taken to review the minutes so governors could receive them whilst the content was still fresh in their minds.

Summary of actions from the meeting held on 28th January 2019

Action	comments
Request a Google account is set up for Mrs Bazan	to be completed
Inform the Chair of anyone who would be interested in becoming a governor and could contribute to the governing board.	ongoing
Highlight the issue of SEND funding for junior schools at relevant meetings.	Ongoing School Improvement Advisor continues to do this with Newham LA following termly visits at Godwin.
Continue to liaise with the CRM director of Ikea and contact Lidl about funding – Ms Hughes.	ongoing
Contact the Headteacher at Forest Gate about ex pupils from Godwin who are now in years 7 and 8 to come to Godwin school at 3.30-4.30 for the reading club.	completed
Find out information about Right to Read and Contact Business in The Community about reading volunteers.	ongoing
Email details of fund raising training to governors.	completed
Email Mrs Walker if interested in attending the fund raising training, or book onto the training then	governors did not attend

inform Mrs Walker	
Send the link about the Go For It grant to the Headteacher.	completed
Inform the Chair if available to attend the annual governors' visit on Wednesday 3 rd July at 12pm.	ongoing

b. Matters arising from the minutes:

- The Headteacher met the school improvement adviser; the issue of SEND funding was discussed.
- Ms Hughes contacted Lidl and emailed town planning to ask about 106 funding, she will continue to pursue this.
- The Headteacher at Forest Gate thought it was a good idea that ex pupils from Godwin return to support the reading club.
- The Headteacher informed governors that children from Godwin had played chess at Google headquarters The Headteacher agreed to be interviewed about the benefits of keeping chess in school and suggested that Ms Hughes should make contact with Google.
- It was noted that no one was available to attend the fund raising training session.

Governors questions in italics

Have we thought about getting someone to write bids?

The Headteacher stated Newham North Learning Partnership (NNLP) pays someone to write bids on behalf of NNLP schools. Godwin has successfully won a bid for £2000 to develop the school garden. A number of parents and carers attended the school and dug the garden to prepare it for planting. The school has also bid for musical instruments through the National Lottery funding. NNLP schools will also have access to these instruments but Godwin will house them.

The Headteacher explained the purpose of the Go For it Grant, this is used to fund Get the Party Started events which celebrate events in the community.

The Headteacher would like to purchase planters for the school garden and to have a picnic to say thank you to the community for their support to dig the garden. This is also part of the campaign to Keep Britain tidy.

The Chair stated that he would assume governors were attending the school visit on 3 July unless they stated otherwise. The Headteacher added the visits are scheduled during art week so governors have an awareness of the enrichment activities that the children receive.

Actions:

Follow up the request with Mrs Kettle for a Google account to be created for Mrs Bazan–Headteacher.

Send minutes of the meeting with the school improvement adviser to governors - Headteacher .

Find the details of the contact at Google and forward their details to Ms Hughes - Headteacher

Review the cost of purchasing and preparing planters for the garden and buying food for a community picnic– Headteacher.

350. Governors' Committees

The Chair noted there were no sub committees to report on.

a. Committee membership

Membership remains unchanged of both committees.

b. Minutes of Committee Meetings

Resources Committee

Governors noted the following actions:

Mrs Walker made contact with Ian Martin at the library, about developments in the local area.

The Headteacher clarified the purpose of the October and January census. The January census is for pupil premium funding. The October census determines funding for the basic pupil entitlement, which is currently £3300 per primary pupil.

It was noted the bursar come into school frequently.

The Headteacher will remind Mrs Kettle to invite pupil services to the school.

Is it a borough wide issue to fill vacant school places?

The Headteacher confirmed that schools in some parts of the borough were oversubscribed, schools in other parts of the borough had vacant places.

Are children waiting for places?

The Headteacher reported that a number of children were placed onto the school roll just before the census date. Sometimes children do not get their first choice of school and they are placed in a school with vacant places. These children leave their current school if a place becomes available in the school of their choice.

Governors noted the best way for the school to maximise its income was fill all vacant places. The Headteacher added it was important to maintain a good working relationship with pupil services to ensure all places are filled.

The Chair reported that>NNLP's Joint Strategic Committee and Governance Subcommittee ceases to review the process of becoming a soft federation or a MAT at the end of the academic year.

Is this the decision of>NNLP?

The Headteacher stated there had to be a cut-off point when>NNLP schools agree they had enough information to make an informed decision.

The Chair added the local authority (LA) was trying to keep the remaining maintained schools under LA control.

The Headteacher continued that in a meeting the Headteachers of maintained schools agreed they had more power if they worked collectively. That is, Headteachers agree the issues affecting maintained schools that the LA should address. Prior to meeting LA representatives, Headteachers meet every half term to discuss the items to be added to the LA's draft agenda and the stance they will take.

351. School Self Evaluation (SEF)

The Headteacher informed governors that the headings used in the SEF were taken from Ofsted's headings. Ofsted look at the school's judgement of where the school is currently at, in order to assess if school leaders are putting actions in place to address any issues.

The current SEF is reviewed once per term and focuses on the key issues that arose from the Ofsted inspection in 2018. The Headteacher highlighted where the school is currently at and what needs to be developed further. Mrs Christie who reviewed the SEF with the Headteacher stated it was very thorough.

Who makes these judgements?

The Headteacher responded the school made the judgements, which are a snapshot of the school's assessment of where the school is at that moment in time.

Would you consider shortening the SEF?

The Headteacher stated that Ofsted look at the SEF prior to inspecting a school, this provides the information they require so they know the areas to focus on. The SEF allows the school to provide the detail of what it is doing. As Ofsted do not have the time to delve into everything, they require this level of detail.

How does it relate to the school development plan?

The Headteacher responded that the development plan is a long-term plan for approximately 3 years. The school chooses 4-6 priorities to create an annual plan; this information could come from pupil data, an Ofsted inspection. The priorities are also linked to the SEF. The SEF is not available on line, so it is sent to Ofsted prior to an inspection.

What is the plan to increase the participation of governors?

The Headteacher noted that governors use a template for link governor meetings, so they can talk confidently about their subject. When governors attend the school on 3rd July they will meet the school council and see the ethos of the school.

The Chair noted it was innovative to have governors present at parent carer conferences. The Chair wants to foster a culture where governors can state the areas that interest them. There needs to be a balance between the boundary of governor's strategic role and them being active and contributing to the school.

Referring to the SEF, the Chair commented where the school has assessed itself as good, it should state the areas where it is close to outstanding.

The Headteacher noted there are a variety of staff at all different levels of experience, there is also a turnover of staff so the structure continues to change.

Where are we approaching outstanding?

The Headteacher commented that middle leadership is strong; core subject leaders are very proactive. The new Ofsted Framework places more emphasis on middle leaders to talk about their subject with more knowledge. That is to discuss assessment, the curriculum, progression and developing skills across the school within their subject.

Ms Seago noted the area of personal development and welfare was moving to outstanding. The Headteacher added the school wants to develop this more but well-being is an area in need of development; they do not have a counsellor.

Are the statements about wellbeing referring to the children or staff?

The Headteacher confirmed the statements were primarily about children; however, schools are becoming more aware of issues related to the work-life balance of staff.

Ms Seago commented on the welfare of staff impacting on the children, therefore issues about personal development and welfare should also include the welfare of staff.

Ms Seago gave an example of where the school is moving to outstanding: year 6 children are a lot calmer, the children are following the school's behaviour policy.

The Headteacher added the current year 6 are much calmer than the previous cohort. It was hard to judge if the school had moved on, or if the circumstances are just different. Many staff have high expectations of the children, which makes a difference.

Governors noted there is a continuous sense of progression within the school; there are challenges, however there are pragmatic plans in place that are working to move the school forward. The SEF should include more information about the school's successes.

352. School Budget monitoring

The Headteacher referred governors to the 2018-19 Budget Monitor Report and highlighted the following:

- The blue column represents the forecast at the year-end 2018-19.
- The first half of the report states what the school budgeted for, the second half of the report states the actual spend to 4th March. There are some invoices to pay, however this is a close estimate to where the school will be at the year-end.
- Figures in red are good as this indicates the school spent less than anticipated.
- The school had taken on agency staff to meet the needs of the school. Some agency teaching assistants (TAs) were taken onto Godwin's payroll, on short-term contracts resulting in an increase in the schools spend.
- As the maximum funding guarantee may not be available to schools after 12 months, expenditure was reduced to ensure there was a safety net.

Governors noted the total employee costs (column 2) was incorrect, this figure should be approximately £1,859,000.

The variance forecast of £22,604 for energy costs should be viewed with caution as the energy company may have underestimated the school's energy bills. The Headteacher commented that Mrs Kettle anticipates spending an extra £5000 on energy costs.

Action:

Inform Mrs Kettle of the error for total employee costs in the school budget report – Headteacher.

Why is there a building and maintenance variance of £40,736?

The Headteacher stated the school had anticipated spending £35,000 on renovating some classrooms. The renovation was paid for by the LA, hence the variance.

A large proportion of the training budget was not spent on developing staff. Are you worried about this?

The Headteacher stated the school was cautious because of reductions to school budgets

they were unsure if they would have the safety net of the minimum funding guarantee in subsequent years. Governors emphasised the importance of developing staff as a good way of retaining them.

The Headteacher noted the school has a plan to spend a significant part of the balance that will be carried forward.

The windows are not fit for purpose; the rooms are too hot in the summer. We will need to replace the windows and install blinds. The LA may or may not pay for this.

There is no ventilation in the newer classrooms and the LA is against installing air conditioning because of the threat of a legionella outbreak. The school needs to find an affordable solution.

The school has also received quotes for replacing the faulty interactive whiteboards and a quote of approximately £7000 for a traverse-climbing wall.

Is the carry forward likely to drop dramatically next year?

The Headteacher confirmed that it would drop, the school had a big carry forward this year so they could invest in larger more expensive projects; for example updating laptops and iPads. The school needs to continue to push the LA to see what it will pay for. The LA has paid for the brick wall, the refurbishment of 2 classrooms and has agreed to pay for the removal of asbestos on the garage roof.

When will the borough claw the money back?

The Headteacher clarified that the LA will not claw the money back as the school has a costed plan for improvements.

Governors approved the school budget monitoring report.

353. Policies

Disciplinary Policy

The Headteacher stated the Disciplinary Policy (dated September 2016), is the policy recommended by Newham; no changes were made to the policy.

Action:

Check with NPW if there is an updated Disciplinary Policy -Clerk

Governors approved the Disciplinary Policy on the proviso it is the most up-to-date policy.

Science Policy

The Headteacher noted the appendices are highlighted in yellow, as they were not ready to be included at the time of printing.

The science skills sheets inform teachers' planning and allows children to see the scientific skills they are utilising in each unit.

Learning journeys (in the section on planning), includes skills, knowledge and links to the National Curriculum.

Ms Seago commented on how the school has improved its teaching of science.

Documents are available that detail the expectations for year groups and assist staff with planning.

Marking and Feedback Policy

The Headteacher informed governors that staff reviewed the policy last week so it was not included in their pack.

The policy highlights the importance and impact of feedback which should be given in a timely manner. The policy clarifies the school's expectations to ensure all children get the same level of feedback and marking and includes a section on processes which details the different types of marking and feedback. The marking code is displayed in all classrooms, to ensure children are familiar with it.

Action:

Email any questions about the Marking and Feedback Policy to the Headteacher by Monday 25th March – governors.

354. Governing Board Annual Report

The Chair reported there was nothing to add to this item as this was discussed in the previous governing board meeting.

355. Governor Education and Training

a. Training attended

Ms Seago attended Headstart wellbeing and resilience training. Headstart is a programme, funded by the National Lottery that aims to build resilience and wellbeing in children aged 10-16 years old with emerging mental health problems. The programme is relevant for year 6 and includes resources such as Kooth.com, a secure online counselling platform, which is accessible from 6-10pm from phones or iPads. The service is free for Newham children, who can access an online counsellor.

Referring to the government's green paper "Transforming young people's mental health provision", Ms Seago continued that from September 2019 all schools must have a designated lead for mental health.

The Chair continued educational mental health professionals (EMHPs) will be trained to work with children with low to moderate anxiety and depression. EMHPs will visit primary schools to work with children and their parents. This will lead to a change in how mental health services are accessed. For example, the waiting time for the first appointment will be 4 weeks; the green paper does not describe the provision that will be available after the first appointment. EMHPs should be going into schools by Christmas 2019.

The Headteacher raised the issues of teachers receiving some training, then being expected to take on the role of counsellors. She also expressed her concern about families who chose not to engage with the service, as there would be no help for them.

The Chair reported the focus is on early intervention. Funding is secured for 3 years to provide additional resources to support schools.

Is the EMHP likely to be a person that is funded externally?

The Chair informed governors about how the service in Tower Hamlets will operate. That is, a team of professionals will deliver group programmes with secondary children and their parents; the emphasis for primary schools will be different.

Mrs Bazan will be attending the Governors' Introductory Course, this Saturday.

Training required

- b. No training requests were received.

Link governor reports

- c. The Chair informed governors of the need to find another window for link governor visits.

Action:

Email governors to organise a window for link governor visits - Chair

Governor visit reports

No reports were received.

- d.

356. Dates of next meetings

Summer Term

Pupil and Curriculum Committee -Monday 13th May

Resources Committee - Monday 20th May

Governing Board meeting - Monday 10th June

All governors thanked Mr Farnhill for his support and contributions to the governing board.

357. Agenda items for the next meeting

Link governor roles

The meeting closed at 8.28pm.