

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

**Minutes of the meeting held on Monday 25<sup>th</sup> November 2019 at 6.30pm**

**Present:**

Mr Alastair Pearson	Co-opted Governor, Chair
Ms Sine Brown	Headteacher
Mrs Kate Christie	Co-opted Governor
Mrs Jihan Bazan	Parent Governor
Ms Deborah Seago	Staff Governor
Ms Edwina Hughes	Co-opted Governor
Ms Kehinde Adeyinka	Co-opted Governor
Ms Daze Osuide	Co-opted Governor
Ms Hillary Briffa	Co-opted Governor

**In attendance:**

Mrs Dawn Dukar	observer
Ms Kam Hudson	observer
Ms Sarah Bartley	Clerk

Summary of decisions

Item	Decision
392. Membership of Governing Board	Governors agreed unanimously to appoint Mrs Christie as a co-opted governor, with immediate effect.
395b. Governing Board Committees	Governors agreed the virements: to increase the teaching staff budget, the agency and supply staff budget by £30,000 and £42,000 respectively.

Summary of actions

Item	Action	Person Responsible
395a. Governing Board Committees	Review the Behaviour Policy and email any amendments to the Headteacher in the next 2 weeks.	governors
	Arrange to meet the Chair of the Resources Committee from other NNLP schools.	Ms Hughes
	Email events to governors.	Headteacher
	Inform Ms Hughes if interested in attending a meeting with the Resources Committee from other NNLP schools.	governors
	Review the SEF, consider what makes Godwin unique.	governors

397. School Self Evaluation Form (SEF) and School Development Plan	Visit the National Association of Governors (NGA) website, enter the school's details. Inform the Chair if unable to gain access to the NGA website	governors
400.Policies	Email any questions about policies or amendments to the Headteacher within 2 weeks.	governors
403. Learning Powers Approach	<b>Action:</b> Report about the Learning Powers Approach at the next Governing Board meeting in January.	Headteacher
405. Governor Education and Training	Email the template for recording governor training to Mrs Bazan.	Chair
	Email a list of training to governors	Chair
	Inform the Chair of training that you would like to attend	governors
406. Link governor meetings	Email the Chair if unable to arrange a link meeting or if support is required.	governors
407. Governing Board Annual Report	Send a copy of last year's report to governors.	Chair

**390. Welcome and apologies for absence and introductions to the meeting**

The Chair welcomed governors to the meeting and introduced Mrs Dukar and Ms Hudson as observers.  
Apologies were received from Mr Arnold Zac Williams. The apology was condoned.

**391. Declarations of interest**

There were no declarations of interest.

**392. Membership of Governing Board**

**a. Board membership: appointments/resignations/expiration of term of office**

Governors were informed that both Mrs Walker and the Chair's term of office were due to expire in January 2020. Discussions had taken place regarding succession planning, there was going to be a staggered transition.

(Ms Hughes joined the meeting at 6.39pm).

Mrs Christie informed governors of her decision to stand down as a parent governor, as she no longer has a child at the school. She informed governors that she wanted to return as a co-opted governor. Governors noted this would create a space for a parent governor.

Mrs Christie withdrew from the meeting at 6.40pm  
The Chair noted that if Mrs Christie remained on the governing board, her term would end at the end of the academic year, maintaining continuity. Mrs Christie was also a member of the Headteacher's appraisal committee.

Governors were given the opportunity to ask any questions about Mrs Christie's appointment.

Governors agreed unanimously to appoint Mrs Christie as a co-opted governor, with immediate effect.

The Chair welcomed Mrs Christie back to the meeting as a co-opted governor and noted that arrangements will be made for parent governor elections to take place in January 2020.

**b. Appointment of co-opted governors**

The Chair noted that Ms Hudson was attending the meeting on an informal basis, in order to meet governors. Mrs Dukar will present to governors at the next meeting with a view to joining the governing board in January.

Ms Hudson informed governors that she was raised and currently resides in Forest Gate. Ms Hudson is an executive PA, she has volunteered for different organisations and has a daughter who attends Woodgrange. Ms Hudson is currently a parent governor at Woodgrange; she chairs the Curriculum Committee and the Headteacher Review Committee. Ms Hudson has also completed the chair's training course.

Governors' questions in italics.

*Will you stay as a governor at Woodgrange?*

Ms Hudson confirmed that she wants to commit to 1 role and do it well; therefore, she will step down from her role at Woodgrange.

**393. Election of Chair and Vice Chair**

The Chair reminded governors of a previous email that was sent to them for expressions of interest in the chair and vice chair positions. The Chair noted that Ms Briffa had expressed an interest in the vice chair position. Mr Zac-Williams' term of office ends in January 2020. Governors will be informed prior to this date if Mr Zac-Williams' is going to continue as a governor.

The Chair emphasised the importance of maintaining the ethos of shared leadership and governors stating how they can contribute to the governing board.

**394. Minutes of the meeting held on Monday 7<sup>th</sup> October, 2019**

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

Summary of actions from the meeting held on 7<sup>th</sup> October, 2019

Action	comments
Inform Governor Services to update governing board membership sheet.	completed
Request the Governors' Briefing Pack is sent to new governors.	completed
Complete the skills audit by 21 <sup>st</sup> October	completed

Send Ms Adeyinka and Ms Osuide the link for the skills audit.	completed
Ask the SBM about the revenue contribution to capital	completed
Include Ms Seago's statement in the appendices	completed
Inform the school of organisations that offer free support to schools with challenging children.	ongoing
Research the Learning Powers Approach; consider how the approach helps the governing board.	ongoing
Include the date of the next review in the Safeguarding report.	completed
Send the Safeguarding Report to the LA on 14 <sup>th</sup> October.	completed
Review the Governors' Briefing Pack and identify training they would like to attend.	ongoing
Liaise with Governing Body Services and request the Governors' Briefing Pack is emailed to all governors.	completed
Ask Governor Services to provide login details to the portal for all governors.	completed
Email subject lead to arrange the link governor meeting and copy email to the Chair.	ongoing

Matters arising from the minutes:

The Chair noted that governors should be familiar with the Learning Powers Approach, as it is part of the ethos of the school. Governors should research the approach and raise any questions.

*Is there a specific website to look at for information about the approach?*

The Chair responded there is not a specific website; governors should Google Guy Claxton who developed the Learning Powers Approach.

Most governors have looked at the governors' portal. The portal needs to be populated with policies.

The Headteacher confirmed the revenue contribution to capital was the carry forward that was set aside for projects, this included new whiteboards and learning walls in classrooms; the caretaker's house was renovated, it is used as a meeting space and for teachers' PPA time.

### **395. Governing Board Committees**

#### **a. Minutes of Pupil and Curriculum Committee Meetings**

The Chair confirmed the purpose of committees, is to scrutinise the school and bring back any questions to the full governing board, who ask clarifying questions.

The Headteacher reviewed the minutes of the meeting and highlighted the following: The committee reviewed the Behaviour Policy. Committee members were tasked with finding an appropriate adjective beginning with the letter O to be included in the school's vision statement.

#### **Action:**

Review the Behaviour Policy and email any amendments to the Headteacher in the next 2 weeks – governors.

The Headteacher explained the purpose of the Home School Agreement. The Agreement will be distributed to parents during the parent/carer conferences. Parents can take the Agreements home and return them a week later.

The school does not make the decision to issue fines to parents/carers of children who take unauthorised leave. Fines are issued by the local authority (LA).

Godwin pays a subscription to Whole Education and benefits from being part of a network of schools that share a similar ethos to Godwin. Staff are able to visit schools who subscribe to Whole Education, to review their practice to ascertain what Godwin can adopt.

(Ms Osuide joined the meeting at 7.06pm).

The Headteacher continued the Behaviour Policy has minor changes. The school introduced a restorative approach. The principals of the approach are based on the perpetrator seeing the harm they have caused to the other child. The aim is to reach a resolution and for the other child to feel that the perpetrator's apology is genuine and the issue has been resolved. Midday assistants, TAs and teachers have all received training.

The Deputy Headteacher will feedback in March after reviewing the impact of the Behaviour Policy.

The school had successful KS2 results.

Curriculum development is led by the deputy head. Curriculum maps are working documents; curriculum areas are interwoven with opportunities to embed learning. There is a focus on enrichment activities, for example educational visits.

Schools will be working together to develop a scheme of work for relationships, health and sex education (RSHE), to ensure that schools feel supported and the policy has gone through consultation. The school has to ensure it is fulfilling its legislative values as a rights respecting school.

Governors were informed of the following key dates:

Friday 6<sup>th</sup> December – school choir performing at 'Park in the Dark', at West Ham Park after school.

Monday 16<sup>th</sup> December - winter fair, organised by the PTA. Children make items to sell after school.

Wednesday 18<sup>th</sup> December - Christmas assembly 9.15/9.30 start

Thursday 19<sup>th</sup> December – Christmas lunch (governors should give 2 weeks' notice if they wish to attend).

**Action:**

Email events to governors- Headteacher.

The Headteacher informed governors that the PTA has raised funds to support enrichment activities. For example, the PTA raised money in the summer term for a history company to visit the school to facilitate a workshop on World War 2. The school would not have been able to afford the workshop without the funds raised by the PTA. The PTA subsidised a trip to the Tower of London, therefore the school only charged parents and carers £4 for the visit.

Governors expressed their appreciation to the PTA.

**b.**

**Minutes of Resources Committee Meetings**

The Headteacher informed governors that the school has not received a proper gas or electricity bill for the past 3 years. The school has 8 different meters and received low bills for each meter. The supplier was recommended by Newham, other schools have experienced similar problems with the same supplier. A contingency of £30,000 has been put aside to pay the shortfall.

The Headteacher was unable to speak to Mrs Kettle to confirm if she had requested a closing balance.

Ms Hughes made contact with Segro, a global development company, who provide volunteers to work in schools. Segro also offer a small fund of a few hundred pounds to support local causes. Ms Hughes informed Segro about the cost of transport to Fairplay House (£600). Segro sent Ms Hughes an application form and confirmed there is still some money left to support local causes.

*How many applications can the school submit?*

Ms Hughes stated that 1 application can be submitted annually.

Governors noted that it could be useful to explore Jack Petchy to review the available grants on offer.

The Headteacher gave an update on the actions from the Resources Committee meeting:

Mrs Kettle amended the wording for support staff in the budget report.

Mrs Kettle has the following actions to complete:

Review the revenue contribution to capital and identify the projects worth more than £5000.

Check if the Headteacher can agree virements up to £15,000.

Check the correct figure for the value of items that are listed under control of assets, as the new and old policy state a different figure.

The Headteacher continued a member of staff would be allocated to take control of checking the assets register.

*Does the Asset Register have to say where items are in the building?*

The Headteacher noted the Asset Register needs to be updated. Some items have a fixed location. Other items, for example Chrome Books, are portable.

The Finance Policy states that the same member of staff cannot order goods, then check them, then place them on the school's Asset Register.

Governors noted the Headteacher would provide monthly budget updates to Ms Hughes.

The Headteacher stated the confirmed balance carry forward from the last financial year was healthy at £220,784. The anticipated carry forward for March 2020 is £71,706. The carry forward of £220,784 was saved by the school, a number of projects were undertaken.

There is an increase in the number of children with SEND and an increase in the number of staff to support these children. The SEND funding received from the LA does not cover the cost to support the children. At Godwin there are a high number of children with SEND in years 3 and 4 years. Some children who need 1-2-1 support need a high level of help, for example to eat and to go to the bathroom.

*If the funding situation continues for children with SEND what will be the situation in the future?*

The Headteacher confirmed that the 3-year budget plan indicates that potentially the school could go into a deficit budget in year 3. There are schools in Newham who are currently running deficit budgets.

The Resources Committee were informed that governors should consider opportunities to meet other NNLP governors to discuss what NNLP schools can do collectively to mitigate against setting a deficit budget.

**Action:**

Arrange to meet the Chair of the Resources Committee from other NNLP schools – Ms Hughes.

Inform Ms Hughes if interested in attending a meeting with the Resources Committee from other NNLP schools – governors.

*Are all these children from Woodgrange, or are parents & carers opting to choose Godwin?*

The Headteacher reported that most children are from Woodgrange and Odessa. As the school is on the border of 2 boroughs children attend the school from Waltham Forest. There is a year 6 child with SEND from Waltham Forest, as Waltham Forest is the child's home borough; they have agreed to pay Godwin a sum of just under £30,000. Godwin is waiting to receive the funds, so the money cannot be counted until it is deposited in the school's bank account. SEND funding is potentially about to change in Newham.

The Headteacher commented that visits to Fairplay House are heavily subsidised by the school.

Visits cost the school £135 per pupil and £600 for transport. Parents/carers are currently charged £90 per child the school will increase the cost to £100 for families who are not in receipt of income support. The cost for families on a low income will be increased from £40 to £50.

The Headteacher added that it is important for children to attend Fairplay House, as many children will not have been away from their families overnight. The children get involved in activities such as caving and canoeing and develop other skills, for example confidence and independence. They mix with other children and make new friends in preparation for their transition to secondary school. Children take responsibility for chores, for example keeping their room tidy and laying the table for lunch.

Ms Seago stated that the children really bond and develop; staff get to know the children a lot better.

*Do you get many children that do not go?*

Ms Seago stated that some parents do not want their children to go. However, only 2 or 3 children do not attend. The children who attend really enjoy it.

Ms Hughes requested that governors approve the following virements:

To increase the teaching staff budget and the agency and supply staff budget by £30,000 and £42,000 respectively.

*Why do you need the virements?*

The Headteacher added the percentage of the school's income spent on staff salaries is always high because of the number of children with additional needs.

Most TAs are agency supply staff and work with children with SEND who require 1-2-1 support. If a child with SEND leaves the school, then the funding for the child immediately stops. The school employs agency TAs to support these children, so the school does not have to continue to employ the TA after the child has left the school. If the school used permanent staff then they would be made redundant after the child left.

The Headteacher noted that staffing costs are 88.6% of the school's budget. It is difficult to recruit teachers. Cheaper teachers do not always have the required skills. The school needs subject leaders and more experienced teachers, who are more expensive as they have payments for additional responsibilities. The school would not swap a more experienced teacher for an NQT.

Governors agreed the virements: to increase the teaching staff budget and the agency and supply staff budget by £30,000 and £42,000 respectively.

*What is happening with the process for replacing the senior leader who is retiring?*

The Headteacher reported the inclusion lead is retiring at Christmas. The school recruited Hans Ramduth, an experienced designated safeguarding lead and inclusion leader. Mr Ramduth interviewed really well and will have a 2-day handover.

*Is it a full time position?*

The Headteacher confirmed the position is full time. There is a lot of preparation required for annual reviews and also there are safeguarding issues to address. Prior to the lead up to her retirement the inclusion lead worked full time.



**396 School Budget Monitoring**

Refer to item 395b: Minutes of Resources Committee Meetings.

**397 School Self Evaluation Form (SEF) and School Development Plan**

The Headteacher informed governors that Ofsted require schools to accurately evaluate their performance. Schools need to consider what they think they are good at and what they need to develop.

The SEF is a draft document; it has been updated to include the new Ofsted headings. The school evaluated the quality of education, behaviour and attitudes as good.

*Why was it not judged as outstanding?*

The Headteacher stated that schools need a wealth of evidence to demonstrate they are outstanding. The Headteacher described a conversation she had with a Headteacher of a school that was recently inspected using the new framework. This Headteacher commented that outstanding is no longer given on a balance of demonstrating more outstanding criteria, i.e. a best fit model. A school must meet all the outstanding criteria to be judged as outstanding; this must be demonstrated across the school by staff at all levels.

The Headteacher commented there is more work to do to see what other schools have included under the new framework. Governors need to know what outstanding evidence looks like, they should consider:

Are the school's judgements accurate?

What else does the school need to do to get to outstanding?

Governors and the school need to agree what the school's priorities are.

If governors are unsure if something is good or outstanding, then they should think about the additional evidence they would like to see.

The Chair noted that the school subscribes to National Governance Association and its publication, Governing Matters; all governors should have access to the site.

**Actions:**

Review the SEF, consider what makes Godwin unique - governors

Visit the National Association of Governors (NGA) website, enter the school's details.

Inform the Chair if unable to gain access to the NGA website – governors.

The Headteacher informed governors that the school development plan (SDP) dovetails with the SEF. Governors will review this in January. In particular, the Pupil and Curriculum Committee will discuss the school's targets and if the school is on track to meet them.

**398. Key stage 2 SATs targets 2020**

The Headteacher noted that subjects were reviewed at a pupil by pupil level. The school subscribes to the Fischer Family Trust, which is used as a benchmarking tool to set targets for each child. Targets are set for where a child will be in May.

Maths and reading booster classes have started for 30 children. An extra weekly, maths lesson of 30-40 minutes was introduced in the afternoon. The extra lesson will help the children to develop their confidence and ability to apply reasoning in maths. The Headteacher stated that if children are below age expected at primary school, then their life chances are lessened. She emphasised the importance of preparing children for secondary school.

The Headteacher stated she engages in discussions with the class teacher about each child's performance in maths, reading and writing, then they set realistic targets. Maths classes will be split 4 ways in January, allowing children who struggle with maths to receive quality input from a teacher. These children have a similar learning objective to other groups but they work at a slower pace, with slightly easy work. The teacher can also use more concrete resources with these children.

**399. Newham's Sickness Absence Policy**

The Headteacher informed governors that the policy is updated annually. It has not been updated, as the unions have not reviewed it.

**400. Policies**

**Educational visits**

The deputy head is the educational visits coordinator.

The Headteacher emphasised the importance of children attending educational visits, as it supports learning outside of the classroom.

**Child Protection and Safeguarding**

The policy is updated annually. The school must ensure the policy, practice and ethos of the school are constantly reviewed.

**Whistleblowing**

The policy is updated every 2 years. Staff need to know if they see or hear something they are uncomfortable with, then they should report it to the Headteacher/Chair/LA. The policy is important as it is about protecting members of staff as well as children.

**Action:**

Email any questions about policies or amendments to the Headteacher within 2 weeks – governors.

**401. Skills Audit**

The Chair thanked governors for completing the skills audit.

The Chair requested that governors review the responses to the audit and report any observations about the pattern of responses.

Governors noted that only 57% governors had experience of chairing a board or committee. The Headteacher stated she was not overly concerned about this; her focus was on the responses that governors agreed and strongly agreed.

Governors noted that 71.4% of governors had no experience of agreeing organisation expansion plans. The Headteacher noted that it was not a major issue for Godwin as any plans for expansion are overseen by the LA.

Governors raised a question about understanding and accepting the legal duties and responsibilities of a governor.

The Chair noted this would be addressed by governor training and development.

The Chair stated there should be strong agreement and understanding of strategic financial management and procurement, as governors are expected to hold the school to account. The Chair also mentioned it was important that governors have strong communication skills. It is also important to link the skills audit to a more strategic training plan for governors.

#### **402 Newham North Learning Partnership (NNLP) update**

The Chair reminded governors that NNLP is a soft federation of schools who share a similar ethos. A Joint Strategic Committee consisting of mostly Chairs meets termly.

The action plan includes the following:

- Raise the profile of NNLP amongst parents and carers;
- improve wellbeing of staff;
- cross school support and sharing expertise;
- collaboration and supporting staff;
- retain staff and promotion opportunities.

The new Chair of NNLP wants to revisit the memorandum of understanding, that is to tweak the values and vision statement. Discussions have also taken place about a better provision map for SEND, social, emotional and mental health.

NNLP wants to promote opportunities for cross governing board support, to review what each governing board does well and what could be done differently.

#### **403. Learning Powers Approach**

The Headteacher informed governors of the focus last academic year to introduce the approach in the spring and summer terms. Teachers attended a conference in the summer term, where Guy Claxton who developed the Learning Powers Approach delivered the plenary.

Four teachers from Godwin attend half termly meetings with colleagues from other NNLP schools to discuss the approach. That is: how the approach is progressing, how to maintain the momentum; the situation in each school and how to keep the approach at the forefront of practice.

##### **Action:**

Report about the Learning Powers Approach at the next Governing Board meeting in January – Headteacher.

#### **404. Newham Learning School Improvement**

The Headteacher reported the LA has allocated £100,000 for this financial year and £400,000 for the next 2 financial years. The director in charge of Newham Learning School Improvement is answerable to the LA and to schools.

Headteachers agreed to prioritise the following areas: curriculum development, peer review and CPD opportunities. Godwin will pay a fee of £5 per child (c.£5 x400) to subscribe to the service. Schools should receive a service level agreement from the LA in 2 weeks.

Member schools will identify expertise in their school to support the 3 priority areas, an external organisation will support peer review. The Headteacher informed governors that Godwin would like to subscribe to this service as the priority areas are areas that the school wants to focus on.

*How many schools are interested?*

The Headteacher stated there were approximately 19 schools in the summer. She is a member of the Shadow Board, comprising of LA and headteacher representatives. Initially the Headteacher was not interested in Newham's offer; the offer has improved and focuses on priorities identified by headteachers.

*Is this initiative led by Newham?*

The Headteacher stated that Newham have put the money forward. The director is employed by the LA but is based in a school.

*Will the priorities change year by year?*

The Headteacher noted that the priorities would be reviewed; a time frame has not been established for this. It would be useful if curriculum development focused on developing a scheme of work for RSHE.

Peer review and CPD are ongoing.

#### **405. Governor Education and Training**

Mrs Bazan attended training about the new relationships, health and sex education (RSHE) curriculum that will be introduced in September 2020.

*Are there many children who are withdrawn from these lessons?*

The Headteacher confirmed there are not many children withdrawn from lessons.

The Headteacher stated RSHE will be taught in the summer term 15 months from now. There will not be a 'consultation' for parents and carers, it will be called an 'information sharing and gathering process' in the spring term. Schools have paid for a consultant to draw up the policy. The consultant will liaise with the relevant groups.

Mrs Bazan noted that it was important to have a workshop for parents and carers. The Headteacher stated in the spring term the school will share Newham's policy with parents and carers and take feedback. Prior to teachers delivering the lessons, parents and carers will be invited to review the resources and look at videos.

Governors noted it was good to reassure parents of the content that is being taught, it was also important to emphasise the content has already been taught in school. The Headteacher noted ninety nine percent of the curriculum is the same as previously taught, the resources have been updated. The role of parent governors is crucial to allay any fears and to encourage parents to attend workshops.

Ms Seago noted that a workshop is organised for parents each year and very few parents attend. The Headteacher added this could be because parents trust the school.

**Action:**

Email the template for recording governor training to Mrs Bazan – Chair.

Email a list of training to governors – Chair

Inform the Chair of training that you would like to attend – governors.

**406. Link Governor Meetings**

The Chair thanked Ms Briffa for her link governor report.

It was noted that a bespoke form is needed for SEND and global citizenship.

Governors are not required to ask the link teacher to sign the report. Governors should email the report to the link teacher. If the teacher does not respond with any changes within a week then the final version of the form can be submitted.

**Action:**

Email the Chair if unable to arrange a link meeting or if support is required– governors.

**407. Governing Board Annual Report**

The Chair noted the report has not been completed

**Action:**

Send a copy of last year's report to governors - Chair

**408. Dates of next meetings**

Spring Term 2020

Governing Board meeting

Monday 27<sup>th</sup> January

Monday 9<sup>th</sup> March

Resources Sub Committee

Monday 3<sup>rd</sup> February

Pupil and Curriculum Sub Committee

Monday 10<sup>th</sup> February

Summer Term 2020

Resources Sub Committee

Monday 18<sup>th</sup> May

Pupil and Curriculum Sub Committee

Monday 8<sup>th</sup> June

Governing Board meeting

Monday 15<sup>th</sup> June

Sub Committee meetings commence at 6pm, governing board meetings commence at 6.30pm.

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

No agenda items were noted.

The meeting closed at 8.50pm.