

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

**Minutes of the meeting held on Monday 25 September, 2017 at 5.30pm**

<b>Present:</b>	Mr Alastair Pearson	Parent Governor, Chair
	Ms Sine Brown	Headteacher
	Ms Kate Christie	Parent Governor
	Mr Anwar Faruq	LA Governor
	Mrs Annett McKitty	Co-opted Governor
	Mrs Suzannah Walker	Co-opted Governor
	Mr Andrew Farnhill	Co-opted Governor
	Mr Arnold Zac-Wiliams	Co-opted Governor
<b>In attendance:</b>	Mr Nick Shapland	Prospective Associate Governor for item 213
	Ms Maureen Gould	Assistant Headteacher for item 214
	Ms Sarah Bartley	Clerk

Summary of decisions

Item	Decision
213. Constitution: Appointment of Associate Governors	Governors agreed unanimously to welcome Mr Shapland onto the governing board.
225. Headteacher's Report	Governors agreed the Headteacher would suggest the proposed term date arrangements to Woodgrange.
231. Pay policy	Governors agreed they would follow Newham's pay policy.

Summary of actions

Item	Action	Person Responsible
213. Constitution: Appointment of Associate Governors	Produce a display that shows the sugar content in different foods.	Mr Shapland
	Liaise with Mr Shapland regarding healthy lunches	Headteacher
214. Safeguarding presentation	Email a copy of KCSIE to governors	Ms Gould
	Read part 1 of KCSIE	Governors
	Put up a display about safeguarding with information for parents/carers and children	Ms Gould
	Put a number against each picture on the body map.	Ms Gould
	Amend section 3: Roles and Responsibilities of the Safeguarding and Child Protection Policy:	Ms Gould
	Email the Chair and copy in Mrs Christie within the next week if they have any thoughts or questions about the Child Protection Policy	Governors
215. Governors' code of practice	Meet absent governors to discuss the Code of Practice.	Chair
216. Annual report on governing board	Liaise with NPW to request an update of training attended by governors.	Mrs Walker

	Include training completed by governors in the Annual Report.	Chair
	Research the governing board moving towards using Google Drive, for the November meeting	Mr Zac-Williams
	Send the Governors' Induction pack to Mr Zac-Williams	Chair
	Review the Governors' Induction pack	Mr Zac-Williams
	Inform the Chair within the next week of any additional feedback regarding his Annual Report.	Governors
217. Governor education and training	Review the training schedule to identify the sessions they will attend	Governors
	Attend safeguarding training	Mrs Christie
	Attend the annual governors' conference on mental health on 11 November.	Mr Zac-Williams
	Contact Huw to invite him to deliver a half hour session on data to governors at the November governing board meeting.	Headteacher
218. Link governor meetings	Arrange a meeting with their subject lead during the Autumn Term between a 3 week period from 30 October to mid-November.	Governors
	Copy the Head teacher in to the correspondence with the subject lead.	Governors
	Provide the Chair with dates when prospective governors can visit the school.	Headteacher
220. Compliance with Publishing governors' information	Publish governors' attendance and pecuniary interests on the school's website and governors' contact details on Edubase.	Headteacher
221. Constitution	Attend the governors' recruitment fair on 17 October.	Mr Faruqh
222. Minutes of the meeting 12 June 2017.	Email Mr Malloy and Ms Nellis to ascertain if they would like to remain as associate governors.	Chair
223. Minutes of the meeting 10 July 2017.	Agree by email if anyone is available to attend the NNLP meeting.	Governors
225. Headteacher's Report	Discuss the proposed term dates and the arrangements for inset with Woodgrange Infants.	Headteacher
	Review the SATs results at the Pupil and Curriculum Committee meeting	Headteacher
	Review the School Development Plan at the Pupil and Curriculum sub-committee meeting	Pupil and Curriculum sub-committee
226. Budget monitoring	Email questions regarding the budget to the Chair.	Governors
227. Setting attainment targets	Share the pupils' targets at the Pupil and Curriculum Committee meeting on 9 October.	Headteacher
232. Any other business	Review the SEND Policy and email the Headteacher if there are any changes.	Governors

## 211 Apologies for absence and introductions to the meeting

The Chair welcomed governors to the meeting. Apologies were condoned from Ms Julie Burman.

Governors introduced themselves, stating their role within the governing board.

<b>Governor</b>	<b>Sub-committee</b>	<b>Role</b>
Mr Alastair Pearson	Chair of Pupil and Curriculum Committee	link governor for RE, MFL, looked after children NPW authorised rep
Mr Anwar Faruq	Pupil and Curriculum	link governor for computing
Mrs Suzannah Walker	Chair of the Resources Committee	link governor for training, health & safety, interim for history and geography
Mr Andrew Farnhill	Resources Committee	link governor for maths
Mr Arnold Zac-Williams	Pupil and Curriculum	link governor for English
Ms Sine Brown	Resources Committee Pupil and Curriculum	Headteacher

## 212. Declarations of interest

There were no declarations of interest.

## 213. Constitution

### Appointment of Associate Governors

The Chair explained the structure of the meeting and noted that item 221b. Appointment of associate governors would be brought forward.

The Chair introduced Nick Shapland to governors.

Mr Shapland, a food technology teacher, outlined his role as a food champion at Forest Gate School. Mr Shapland discussed the link between students having a balanced diet and their academic performance. In his work as a food champion, he has been involved with evaluating and monitoring the quality of catering against national standards. By encouraging students to use the school canteen at lunch time, the percentage of children eating a balanced lunch has increased from 30% to over 50%.

The Headteacher noted that the quality of packed lunches at Godwin was variable. A lot of work was being done to encourage parents/carers to provide healthier lunches. Mr Shapland suggested that he could offer support with educating the parents/carers and children. The Headteacher described a display she had seen at Forest Gate Community School that showed the high sugar content in some food.

### Action:

Mr Shapland to produce a display that shows the sugar content in different foods. (Mrs McKitty joined the meeting at 5.50pm).

The Chair suggested that it would be useful to think about how to sequence and present more healthy eating options to parents/carers to get them on board.

Governors' questions in italics

*Is this part of a general strategy to develop a positive attitude to food psychology?*

Mr Shapland noted that he was not an expert in food psychology, however students at Forest Gate have a pastoral team to support them.

Governors noted the importance of looking at more measures to prevent child obesity in the primary phase.

Ms Gould commented that she meets Dr Kemp, a link person from Child and Adolescent Mental Health Services (CAMHS) once every half term. Dr Kemp will deliver training to staff.

The Chair asked governors to consider if Mr Shapland should join the governing body as an associate governor.

Mr Shapland and Ms Gould withdrew from the meeting (5.50pm).

*What is an associate governor?*

The Chair clarified that an associate governor can share their expertise with governors but has no voting rights.

Governors agreed unanimously that Mr Shapland should join the governing board.

Mr Shapland and Ms Gould rejoined the meeting.

Governors welcomed Mr Shapland onto the governing body.

**Action:**

Head Teacher to liaise with Mr Shapland regarding healthy lunches.

Mr Shapland withdrew from the meeting (6pm).

**214. Safeguarding presentation by the school's designated safeguarding lead Ms Maureen Gould**

Ms Gould presented an outline of the legislation that the Safeguarding Policy refers to. She emphasised governors' responsibility to ensure the school is undertaking its safeguarding duty and highlighted that safeguarding also includes preventing the impairment of children's mental health. Ms Gould circulated a copy of Keeping Children Safe in Education (KCSIE) and informed governors of the need to be familiar with the document.

The Headteacher described the school's current practice, the school has a log of staff members who have signed to indicate they have read the document. Staff have received Prevent Training and are receiving training on other safeguarding issues, e.g. mental health.

**Actions:**

Ms Gould to email a copy of KCSIE to governors.

Governors read part 1 of KCSIE.

Ms Gould to put up a display about safeguarding with information for parents/carers and children.

Ms Gould also informed governors about new practice adopted by the school i.e. the new safeguarding leaflet that is available for visitors, located in the school's reception and the body map, which has been adapted from Newham and is used by staff to document visible signs of harm and physical injuries.

The school has a child protection concern log which is the form used by staff to log any concerns about a child

Ms Gould clarified that child protection is part of safeguarding, the school has a duty to 'phone triage if they are not clear about something.

*What is the definition of faith abuse?*

Ms Gould noted that examples include female genital mutilation, attributing behaviour to spirits.

*What is Triage?*

Ms Gould referred to the Multi Agency Safeguarding Hub, a group of agencies working together to investigate concerns raised by the school.

The Headteacher added the duty of the school is to pass information to the relevant agencies, e.g. social workers, the police or health care professionals, the role of these agencies is to investigate the concerns raised by the school.

Governors discussed the usefulness of the body map and suggested minor adaptations.

**Actions:**

Ms Gould to put a number against each picture on the body map.

Ms Gould to amend section 3: Roles and Responsibilities of the Safeguarding and Child Protection Policy:

(Mrs Christie joined the meeting at 6.10 pm).

*Are there any issues with social media and safeguarding?*

Ms Gould informed governors that the school previously held online safety workshops for parents/carers.

In addition the Headteacher noted that online safety is part of the curriculum, the school has clear procedures to manage these issues.

Governors noted that the policy was very thorough.

**Action:**

Governors to email the Chair and copy in Mrs Christie within the next week if they have any thoughts or questions about the Child Protection Policy.

(Mrs Gould withdrew from the meeting at 6.15pm)

**215. Governors' code of practice**

The Chair asked governors to read and sign the Code of Practice.

*Can the election of the Chair and Vice Chair be included in the Code of Practice?*

The Chair clarified that the Code of Practice focuses on best practice for governors. It highlights the commitment of governors and the culture the governing body should adopt.

Governors read and signed the document.

**Action:**

Chair to meet absent governors to discuss the Code of Practice.

## 216. Annual report on governing board by the Chair

The Chair distributed the report for governors to review. Governors were asked to highlight any achievements that had not been included in the report and areas that governing body needs to focus on.

The following points were noted:

- Link governors now play an active role in the school.
- The governing body has been involved in discussions about academisation.
- Governors participated in the summer barbeque.
- Governors supported the Headteacher to manage an Ofsted complaint.
- Governors identified that it was important to collate all the training they attended in the last year.

### **Actions:**

Mrs Walker to liaise with NPW to request an update of training attended by governors.  
Chair to include training completed by governors in the Annual Report.

*Does the school use Google Drive?*

The Headteacher informed governors that the school is moving towards this.

Mr Zac-Williams noted that it would benefit governors to operate more effectively if the governing board moved towards using Google Drive. The Headteacher acknowledged this and highlighted the use of Google Drive to share documents.

*What about using Google classroom?*

The Headteacher reported the school was moving towards this, however it was a slower process and would take 12-18 months. It was also noted that staff will require training to use Google Classroom and Word documents do not automatically translate to Google documents.

### **Action:**

Mr Zac-Williams to research the governing board moving towards using Google Drive, for the November meeting.

The Chair informed governors that he was tweaking the Governors' Induction Pack and working on collating all the documentation.

Governors agreed that information about training attended by governors could also be shared on Google Drive.

### **Actions:**

Chair to send the Governors' Induction pack to Mr Zac-Williams.

Mr Zac-Williams to review the Governors' Induction pack.

Governors to inform the Chair within the next week of any additional feedback regarding his Annual Report.

## 217. Governor education and training

Mrs Walker reminded governors of training taking place in the Autumn Term and suggested governors might find it useful to attend the session on *Why visit your school*, taking place on 5 December. The session focuses on governor expectations and what to look for when visiting your school.

The Chair emphasised the importance of governors focusing on the impact of the training they attend, i.e. governors need to take back one thing for the school to think about and another to share with governors.

*If we have completed Prevent Training elsewhere do we need to do it again?*

The Headteacher noted that governors may have taken the training in a different capacity but they will have a different responsibility as a governor.

**Actions:**

Governors to review the training schedule to identify the sessions they will attend.

Mrs Christie to attend safeguarding training.

Mr Zac -Williams to attend the annual governors' conference on mental health on 11 November.

Governors noted that all governors can attend the Annual Governors' Conference.

The Chair suggested that it would be useful if someone attended training on Making the Most of Data.

The Headteacher informed governors that Huw Jones from Newham has been invited to talk to senior and middle leaders about data. It would be more appropriate to invite Huw to talk to governors about the school's data.

**Action:**

Headteacher to contact Huw Jones to invite him to deliver a half hour session on data to governors at the November governing board meeting.

*Can we have training on understanding the budget?*

The Chair commented that training on the budget was not as crucial an issue for governors as receiving training on data.

**218. Link governor meetings**

The Chair reminded governors that the pack from Newham has guidance on link governor roles and how to conduct meetings with school staff.

The Chair continued, the aim was to complete 100% of link governor meetings. Last year they achieved between 60-70% of meetings.

The Chair stressed the importance of governors adhering to the guidance and recording meetings in the same format. The Chair noted that in order to reassure governors of the work that is being done in the school; governors need to have a clear purpose for each link meeting and a good understanding of the teacher's plan for that subject area. The Chair clarified that governors were not expected to deal with issues that arose from the meeting but should discuss these issues with him.

The Chair requested that governors produced a typed summary of the meeting with a list of bullet points. The Chair reiterated that he did not expect copious notes; the summary of the meeting should take approximately 10 minutes to type.

Governors noted the report should be received a week after the meeting was conducted.

The Chair suggested if governors were unable to meet the subject lead because of their work commitments then a planned 'phone call would suffice.

**Actions:**

Governors to arrange a meeting with their subject lead during the Autumn Term between a three week period from 30 October to mid-November.

Governors to copy the Headteacher in to the correspondence with the subject lead. Governors suggested that it would be useful if the subject lead also had a copy of the questions and documents. Governors requested that the questions were translated into a proforma and a record of the meeting was sent to the subject lead.

*Does the report have to be typed up?*

The Headteacher stated her preference for a typed form as this would look more official.

The Chair informed governors that he wanted them to become more involved in self-assessing individual governing board meetings. The Chair distributed a self-evaluation form which governors completed during the meeting.

## **219. Meeting dates in academic year 2017/18**

Governors noted the following meeting dates:

### Autumn Term

Monday 27 November 2017

### Spring Term

Monday 29 January 2018      Monday 12 March 2018

### Summer Term

Monday 11 June 2018

### Sub-committee meeting dates

#### Autumn Term

Pupil and Curriculum - 9 October 2017

Resources - 16 October 2017

#### Spring Term

Pupil and Curriculum - 26 February 2018

Resources - 5 March 2018

#### Summer Term

Pupil and Curriculum – 14 May 2018

Resources – 21 May 2018

Governing body meetings commence at 6.30pm, sub-committee meetings commence at 6pm.

## **220. Compliance with publishing governors' information on websites**

The Headteacher distributed an attendance document for governors to check and agree their attendance at Governing Board meeting for the last academic year. Governors were also asked to check and amend their contact details.

### **Action:**

Headteacher to publish governors' attendance and pecuniary interests on the school's website and governors' contact details on Edubase.



Governors questioned if the Governing Board needed to have an external review by NPW. The Headteacher and Chair agreed this was not necessary.

## **221. Constitution**

### **a. Appointment of co-opted governors**

The Chair informed governors that he would be attending a governors' recruitment fair, hosted by NPW on 17 November. If a governor was considering stepping down from the governing body then they should inform the Chair as soon as possible. The Chair also asked for another governor to attend the recruitment fair.

#### **Actions:**

Mr Faruq to attend the governors' recruitment fair on 17 October.

Headteacher to provide the Chair with dates when prospective governors can visit the school.

Governors suggested the school should use community events to publicise that the school needs governors.

The Headteacher reported that the school had sent out flyers informing parents/carers of the vacancy for a parent governor, only 1 parent put their name forward.

The Chair noted the recruitment of governors needs to be a continual process. The Headteacher added the school could also recruit another associate governor.

### **b. Appointment of associate governors**

Refer to item 213.

### **c. Governors' Forum representative**

Governors noted that Mrs Christie is the Governors' Forum representative.

### **d. Newham Partnership Working Ltd**

Governors noted that the Chair is the authorised representative and Ms Burman is the delegated representative.

### **e. Expiration of terms of office**

The Chair informed governors that Mrs Christie's term of office was coming to an end. After a request for expressions of interest one parent had stepped forward.

The Chair noted he would meet the parent to discuss their skills and to see if they could do the role. If the parent wanted to continue with the process they would be put forward for election alongside Mrs Christie. If Mrs Christie was not selected then she could be put forward as a co-opted governor. The Chair is liaising with NPW to ensure the correct processes are adhered to.

The Chair also added that Miss Thambiah had stepped down as staff governor.

The Headteacher was waiting for NPW to inform the school of their next steps.

*Can all staff run for staff governor?*

The Headteacher confirmed that both support and teaching staff can put themselves forward for staff governor.

## **222. Minutes of the meeting held on 12 June 2017.**

The minutes of the meeting held on 12 June 2017 were agreed as a true record of the

meeting.

Matters arising from the minutes:

The Headteacher noted the actions from the minutes were completed. The penalty notice process was included in the attendance policy and home school agreement.

**Action:**

Chair to email Mr Malloy and Ms Nellis to ascertain if they would like to remain as associate governors.

**223. Minutes of the meeting held on 10 July 2017**

The minutes of the meeting held on 10 July were agreed as a true record of the meeting.

**224a Governors' committees**

Refer to item 211 for the sub- committee structures and in addition note the following:

<b>Governor</b>	<b>Committee</b>	<b>Role</b>
Ms Kate Christie	Resources	link governor for safeguarding, Governors' Forum Rep
Mrs Annett McKitty	Pupil and Curriculum	link governor for SEN, inclusion, pupil premium
Julie Burman		NPW delegated rep, link governor for science

**b. Reports of committees**

**Minutes of the Joint Strategic Committee of North London Learning Partnership**

Refer to item 223.

**225. Report of the head teacher**

The Head teacher highlighted the following items from the Headteacher's Report :

Term dates

Governors to agree the term dates for 2018/19.

The Headteacher noted that teachers must work 195 days and children must attend school for 190 days. 5 days are designated as inset days. Last year there were 4 inset days, the fifth inset day was disaggregated, therefore staff made up 1 training day by attending twilight sessions. The school has identified 3 inset days for 2018/19, 2 at the start of the Autumn Term and 1 day at the start of the Spring Term, there are 2 further inset days to be added to the calendar. As the last day of term is 19 July it would not be useful to plan an inset day for 22 July, however an inset day could be planned for earlier in the year. The Headteacher noted that the 2 remaining inset days could be disaggregated so that staff do two hours of professional development after school, instead of one to make up the inset days. The Headteacher continued that the proposed arrangement should be discussed with the governors at Woodgrange so that both schools have the same arrangements.

**Action:**

Headteacher to discuss the proposed term dates with Woodgrange Infant School.

Governors agreed the Headteacher would discuss the proposed term dates and the arrangements for inset with Woodgrange Infant School.

### Pupil Roll

Year 3 has 4 forms of entry so there are places for 120 children in year 3. The school's capacity is now 390 children; there are currently 26 vacant places across the school. The Headteacher is liaising with pupil services to fill the vacant places; the school will lose money if the vacant places are not filled.

The ethnicity of the children in the school has not changed considerably since the previous academic year.

Of the 65 children with SEND, 9 children require high needs funding, this enables the school to provide a specific number of hours of 1:1 support for each child. The Headteacher added that high needs funding for pupils with SEND is allocated to schools in April and is not backdated to when a child joins the school.

### Free school meals

In July the school was informed the Mayor had agreed the Eat for Free scheme would be fully funded by the council until the end of March 2018. If the council does not continue to fund the scheme, governors need to consider the school's position from April 2018, i.e. Godwin charges for school meals or subsidises them from the school's budget. If the former then the school needs to consider the logistics of implementing a system to collect the money for school dinners.

### Secondary school transfer

The secondary transfer went smoothly.

### Staffing

There is a new teacher in year 3.

A suitable teacher was not been found to cover the vacancy in Year 5, the class is being taught by a long-term supply teacher.

There are 2 NQTs, one in Year 3 and one in Year 4. There is a trainee teacher in Year 5. The school continues to have training links with SCITTELS.

The teaching assistants who are employed via an agency are employed on a short term basis.

### Staff development

Staff inset includes:

philosophy for children to develop children's reasoning and oracy skills;

the use of 'Iris', teachers record themselves teaching to develop their reflective skills.

school development priorities

### Staff attendance

Sickness absence of other staff was 220 days, this includes a member of staff who was on long term leave and has subsequently retired on medical grounds. If this figure is not included then sickness absence of other staff is 152 days.

### Effectiveness of leadership and management

The following leadership priorities were highlighted:

The school has introduced Singapore Maths

The focus on improving children's higher order comprehension skills continues from last year.

The school are focusing on accelerating the progress of children with low prior attainment at KS1

Sue Foster, the school improvement advisor, is working with the Headteacher to support teaching and learning

### Self evaluation

The school judges leadership and management as good.

### Quality of teaching, learning and assessment

Teachers go through the children's written answers to see if they are precise enough to gain marks in SATs. Catch up Literacy has been introduced; interventions are monitored rigorously to measure the impact. The outcome of the monitoring activities will be shared at the Pupil and Curriculum sub-committee meeting.

At the end of last year 42% of teaching and learning was judged as outstanding and 58% was judged as good or better.

Teaching and learning observations will take place this week; this includes looking at teachers' planning and children's books.

Teaching assistants will also be observed to support their practice.

The overall grade for teaching and learning is 2; however the KS2 SATs results were not good enough.

### Personal development, behaviour and welfare

The school has introduced the Class Champion Trophy, which is a class points system. This is proving to be a success.

Children have a reflection sheet to think about the impact of their behaviour.

Governors noted that a number of the activities that the school was doing were similar to Growth Mind Set and questioned if the school had looked at introducing Growth Mind Set to develop the children's resilience.

The Headteacher responded this was something the school might look at.

The Headteacher reported the behaviour data for 2016-17.

There were 2 separate 1 day exclusions for the same boy who has now left the school.

There has been an increase in the number of racist incidents from 2015/16 (3 incidents), to 10 incidents being reported in 2016/17. Ms Sheikh worked with the children about the use of certain words and the impact of language. There was also an increase in the number of bullying incidents, from 5 incidents in 2015/16 to 7 incidents in 2016/17. Ms Sheikh worked with the children and their parents/carers to resolve these issues.

Philosophy for Children is used to encourage the children to be more thoughtful. The school has introduced 'good to talk' boxes, the children are encouraged to put comments in the boxes.

### Attendance and punctuality

If attendance falls below 90%, then Ms Sheikh has a meeting with the parents/carers of these children. A number of children with poor attendance have left, so the percentage of persistent absence should decrease. Leaflets about the importance of regular attendance and good punctuality were sent home.

### Safety data

The Headteacher noted of the 8 accidents recorded in 2016/17, there was only 1 accident that required control measures to be put in place.

The Headteacher described the incident that led to the Local Authority (LA) investigating a parental complaint made to Ofsted. Following an investigation, the LA concluded the school had handled the incident appropriately and had all the appropriate measures in place to minimise harm to the children. The Headteacher thanked Mrs Christie for her support during the investigation.

Mrs Christie added the school's procedures were very thorough.

### SATs Data

The Key Stage 2 SATs results were slightly below the national average for age-expected in all areas. The results of the children who are working at greater depth are above the national average.

#### **Action**

Headteacher to review the SATs results at the Pupil and Curriculum Committee meeting.

Following a LA investigation after a whistle blowing complaint to the Standards and Testing Authority, the LA concluded that there was no improper practice and the school had operated with due propriety.

(Mr Faruqh withdrew from the meeting at 8.40pm).

### Self-Evaluation

The school's unvalidated SATs data was below the national average. However, for reading and writing the school's progress measures were above zero. The Headteacher informed governors she will sit with Sue Foster on 27 September to identify if they have overlooked anything, also she and the Chair will be attending a meeting with the Local Authority on 28 September to explain the measures they will put in place to address the school's results. The Headteacher added SATs data will be analysed by gender, ethnicity, pupil premium.

#### **Action**

Review the School Development Plan at the Pupil and Curriculum sub-committee meeting.

#### **226. School budget monitoring 2017-18**

Governors agreed this item will be looked at in the Resources Committee meeting.

#### **Action**

Governors to email questions regarding the budget to the Chair.

#### **227. Setting attainment targets**

The Head teacher noted that the school will be reviewing the Fischer Family Trust Data to see what are realistic expectations and targets for the children.

#### **Action:**

Headteacher to share the pupils' targets at the Pupil and Curriculum Committee meeting on 9 October.

#### **228. Attendance standards and unauthorised absence sanctions**

Referring to the Attendance and Punctuality Policy, the Headteacher noted the only change to the policy was the inclusion of the penalty notices.

#### **229. Compliance Calendar items**

This item was deferred to the next committee and Governing Board meetings.

#### **230. School term and holiday dates**

Refer to item 225 Report of the Headteacher.

**231. Pay policy**

Governors agreed they would follow Newham's pay policy.

**232. Any other business**

**National Governors Association (NGA)**

Governors were informed that they could join NGA. The Chair clarified that governors were unable to gain access until the school paid NGA.

**SEND Policy**

**Action:**

Governors to review the SEND Policy and email the Headteacher if there are changes.

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

Free school meals

Compliance calendar

The meeting closed at 8.50pm