

## LONDON BOROUGH OF NEWHAM

### Minutes of the Governing Body of Southern Road Primary School

Meeting held on Tuesday 14th July 2015 at 5:00pm

Present: Mrs Bronwen Stuckey (Chair)  
Ms Stephanie Lachowycz (Head Teacher)  
Miss Dena Lawrence  
Mrs Carol Baynes  
Ms Sonia Flores  
Mr Sozos Sozomenou  
Miss Kayleigh Cowx

Apologies Mr Muhammad Uddin  
Mr Shakil Rahman

In Attendance: Ms Kristin Luke (NPW Clerk)

#### 1260 Apologies for Absence:

Apologies had been received from Mr Uddin and Mr Rahman. Governors **condoned** these absences.

It was added that Mr Uddin would be out of the country for six months due to work obligations, which would prevent him from attending GB meetings during that time. The Chair advised that he had requested to continue as a Governor, but to be granted a leave of absence until December. Governors **condoned** this leave of absence.

#### 1261 Declarations of Interest:

No declarations of interest were made.

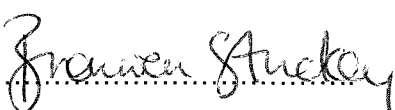
#### 1262 Constitution:

##### a. Signed Instrument of Government:

Governors noted and reviewed the Instrument of Government. Governors **agreed** that the constitution as outlined in this document was accurate.

##### b. Appointment of 2 Co-opted Governors:

The Chair advised that she had contacted NPW regarding recruitment several times, as well as One Stop Shop, but had received no positive responses from potential candidates. The Chair requested that Governors contact others that may be interested in becoming Governors, with an emphasis on long-term commitment to the GB.

CHAIR. 

Governors were advised that Mrs Baynes would be resigning from the GB. Governors thanked her for her dedication and hard work, and wished her luck in the future.

**c. Parent Governor Election:**

Governors were advised that nomination forms had been circulated, and three nominations had been made for the one vacancy. An election would be held by the second week of next term at the latest, as a matter of urgency.

**Action:** Governors to hold a Parent Governor election at the beginning of next term.

**d. Election of Chair:**

Mrs Stuckey had been nominated to be re-elected Chair. Mrs Stuckey left the room, and the Governors held a secret ballot to unanimously re-elect Mrs Stuckey for the term of one year. Mrs Stuckey returned to the room.

**1263 Minutes of the Meeting Held on 19th May 2015:**

**Amendments:**

Minute 1256, 1st paragraph: The first sentence should read 'Clarification was needed regarding whether the school was closed on Eid, which was not on the school's calendar.'

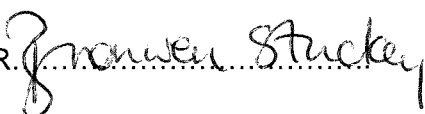
Subject to the above amendment, the minutes were **agreed** to be correct. A copy of the minutes was signed by the Chair and passed to the HT.

**1264 Governors' Committees:**

There had been no Committee meetings since the previous GB meeting. It was **agreed** that, in future, the meeting calendar should be arranged so that Committee meetings took place before GB meetings.

Mr Sozomenou had visited the school to observe an English lesson in which students were writing book reviews, and reported on his visit to the Governors. He was impressed with the class structure, differentiation, and pacing, as well as the students' engagement, focus, and critical questioning of the lesson. The students had been very well behaved and a praise and reward system had been effectively used. They collaborated well in small groups, and fed back to the class. They had been very communicative with Mr Sozomenou about which aspects of the school they liked.

Mr Sozomenou had also visited an RE class on the topic of commitment, in which they engaged in a ranking exercise involving making cards, grouping and ranking them, and reporting back to the class. He was impressed both by the students' engagement with abstract concepts, and by the high level of organisation and good behaviour the students demonstrated in order to complete the lesson.

CHAIR. 

The Chair recommended that school staff be formally thanked for allowing Governors to visit the school and their classrooms. Governors **agreed**.

**Action:** The HT will formally thank staff on behalf of the Governors.

## 1265 Report of the Head Teacher:

- **Summer Term Report:**

The HT tabled the Summer Term Head Teacher's Report, which Governors reviewed and discussed. Enrollment numbers were lower than usual. Nursery, which was currently full, would have 82 students moving up in September; new Nursery enrollment would be split between calendar year three years olds and academic year three year olds, to allow for a balance between the two ages.

Regarding Achievements and Standards, early indications of assessment showed that KS1 results were slightly better than the previous year, and the percentage of Level 3 attainment had increased in all subjects. KS2 results were roughly equivalent to the previous year. Governors were pleased with these results, and noted that the suggestion from Ofsted to focus on supporting the more able students had had a positive effect.

Results of student and parent surveys showed that both were generally happy with the school. One of their main concerns was the lack of water fountains, which the school would be addressing during the refurbishment.

It was noted that six teachers and one admin assistant were leaving. Old leaders and new leaders had had a handover meeting. Miss Cowx was one of the teachers leaving. She was thanked by the Governors for her dedication and hard work.

The HT informed the Governors that ten picnic tables needed replacing. HSG, subcontracted by LBN, was currently making new ones at a cost of £4k. It was added that three quotes had been procured for the bamboo fencing around the perimeter of the school. After discussing the pros and cons of each quote, Governors **approved** the quote from HSG for £25,041, as they may offer a £400 discount and would be able to start the project over the summer, the earliest start date of the three. Governors noted the expense of the project, and discussed other options, but ultimately agreed that bamboo was the most cost-effective as it was long-lasting and provided the best screening.

Governors were advised that the electric rewire had been taking longer than anticipated, in order to avoid conflicts with other aspects of the refurbishment.

- **Safeguarding Report:**

The HT tabled Safeguarding in Education: Annual Report to School Governors, which Governors reviewed and discussed. The report outlined the school's Safeguarding practice, and presented Safeguarding information that the school would submit to a Safeguarding audit. It was noted that the previous Safeguarding Leader had stepped down from the role, and that the HT would assume this role until

CHAIR. *Brouwen S. Anstey*

a new Leader would begin in September. She added that she regularly met with the Chair, who was the Safeguarding Link Officer, to anonymously discuss safeguarding issues, such as the referral process. An amendment was made in the Working with Partners section on pg 6; the number of requests for support was corrected from '0' to '5.'

It was advised that the school had undertaken training on FGM, internet safety, and safer working practice. Next term there would be training on anti-radicalisation, which would be delivered by Prevent.

**Q:** Have there been any actual concerns about FGM or radicalisation at the school?

**A:** No.

**1266 Budget Monitoring Report:**

This item was postponed until the next meeting.

**1267 Building Update:**

The HT informed the Governors that she had attended several meetings with the Qs of Nehwam and Thomas Syndon regarding the refurbishment project, and that it was within budget. The next step would be for Thomas Syndon to formally submit the costs and proposal, after which there would be a Checkpoint 2 meeting for clearance on the project, after which a report would be submitted to the Mayor. All of this would be completed by 3rd September, and the work would begin in October.

The School was in the process of packing up and storing items from particular classrooms that would need to change use.

It was added that Upton Cross Primary School, whose classrooms the school had been using, was now legally obligated to charge for insurance for the use of their building, which would cost the school £120k. As the school could not afford this, the HT advised they could accommodate by changing four extant rooms in the school into classrooms, and adding two mobile classrooms, which Y2 students would occupy. Some further changes would be needed regarding which year groups would occupy which classrooms. The HT had researched mobile classrooms and procured three quotes for installing two classrooms for one year, while the refurbishment was taking place. After discussing the three quotes, Governors **approved** the quote from Wernick Hire of £51,345, as it was the least expensive and they could start the soonest out of the three.

The HT advised that she would be overseeing the project for the whole of summer, except one week. She requested that Governors grant herself and the Chair permission to make decisions regarding spending over the summer without consulting them. Governors **agreed** this.

**Q:** Are there any differences in room size between the three quotes?

**A:** No.

CHAIR. 

**Q:** Have other schools we know of used Wernick?

**A:** Yes, three schools that we know of. The company is familiar to Newham and is on Construction Line.

**Q:** How will Y2 students access the rest of the school?

**A:** They will have to enter through the Y1 classroom door. However, Thomas Syndon has informed us that they have moved the end of the first phase of the building project forward to April, which means we will regain use of five classrooms earlier than expected, which will allow for more leeway with use of space.

**1268 Our Expectations of Governors Commitment to the School and Governing Body - Updated Draft (minute 1247 refers):**

This item was postponed until new Parent Governors are elected.

**1269 British Values Update (minute 1247 refers):**

Governors were advised that Claire Clinton, the borough supervisor, had sent a report to staff regarding how British Values were already taught in the curriculum. Gary Compton had written a statement on the matter to be published on the school's website. Governors agreed it was very useful to see how British Values were already taught in school. It was **agreed** that this would continue to be a standing agenda item.

**1270 Comparative School Data - Mr Sozomenou (minute 1255 refers):**

This item was postponed until the first meeting of next term. It was suggested that topics to cover could include a comparison of data from the Fisher Family Trust and Data Dashboard.

**1271 Governing Body Meeting Dates in Academic Year 2015/16:**

Governors **agreed** all of the following meeting dates:

**Autumn Term**

*Tuesday 6th October 2015*

*Tuesday 17th November 2015*


**Spring Term**

*Tuesday 26th January 2016*

*Tuesday 15th March 2016*

**Summer Term**

*Tuesday 17th May 2016*

CHAIR.....

*Tuesday 5th July 2016*

*All meetings to commence at 6:30pm unless otherwise stated.*

**1272 Any Other Business - postponement of Grievance and Discipline briefing:**

The Chair advised that the training which was meant to take place at the beginning of this meeting would be postponed until the meeting.

**1273 Any Other Business - Link Governor Changes:**

Governors were advised that Link Governors would have to change the year groups to which they were allocated at the beginning of next year, and may have to act as Link Governors for more than one year group. It was **agreed** to discuss this further during the next GB meeting.

**1274 Any Other Business - Academic Calendar:**

Governors were advised that it was now incumbent on each school to decide their own term dates. Governors discussed whether to have a later finish date and take extra holidays throughout the year, or to finish earlier and have fewer holiday dates. The HT advised that she would consult with teachers about their preference, and would not be partial to particular faiths when determining holiday dates.

**Action:** The HT will consult teachers regarding term dates, and report to the Governors during the next GB meeting.

**1275 Agenda Items for the Next Meeting:**

- **Link Governors Allocation**
- **Comparative School Data Report**
- **British Update**
- **Our Expectations of Governors Commitment to the School and Governing Body - Updated Draft**

*The meeting closed at 6:35pm.*

CHAIR... *Franwen Stanley 6<sup>6</sup>.10.15*