

## LONDON BOROUGH OF NEWHAM

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

Meeting held on Tuesday, 17th May 2016 at 6:30pm

**Present:** Mrs Bronwen Stuckey (Chair)  
Ms Sonia Flores  
Ms Stephanie Lachowycz (Headteacher)  
Miss Dena Lawrence  
Mr Shakil Rahman  
Mr Amirul Haque  
Miss Bethany Watson  
Ms Karina Karamfilova

**In Attendance:** Ms Kristin Luke (NPW Clerk)

**1348 Apologies for Absence:**

There were no apologies as the meeting was fully attended.

**1349 Declarations of Interest:**

Miss Watson, being a Staff Governor, declared an interest as the GB would be ratifying the appointment of a member of senior leadership.

**1350 Governors CRB/DBS Check Requirement:**

Most Governors had submitted their DBS Checks. Those who hadn't were encouraged to submit theirs to the Chair as soon as possible.

**1351 Constitution:**

**a. Appointment of 3 Co-opted Governors**

Governors were advised that Mr Uddin had resigned from the GB due to time constraints. There were now four vacancies for Co-opted Governors. The Chair advised that she would contact NPW regarding filling these vacancies. Governors were also encouraged to send suggestions. It was added that candidates with experience in finance were preferable.

**b. Parent Governor Election**

Governors welcomed Ms Karamfilova as new Parent Governor. Each Governor introduced themselves and their roles. Ms Karamfilova would also join the Teaching & Learning Committee and would be the Y1 Link Governor.

**c. To Note the Vacancy for Authority Governor**

Governors noted the vacancy. The Chair advised that she was in contact with NPW regarding filling this vacancy.

**1352 Minutes of the Meeting Held on 15th March 2016:**

The minutes were **agreed** as a true record and were signed by the Chair.

**1353 Governors' Committees:**

The Teaching & Learning Committee had met just prior to the GB meeting. They had discussed curriculum improvement and had made small changes on the School prospectus. It was requested that a section be added to the newsletter before half term and holidays that included suggestions for free events and activities to do with children. The FSW would be contacted regarding this. Governors also enquired regarding progress with the Reading Ambassador programme. The HT offered to enquire.

The Finance Committee reported on their most recent meeting. They had agreed spending on cupboards for the breakfast club, which would be supplied by Pinnacle. This provider was chosen as Chair's action. The Committee had also undertaken a benchmarking exercise by comparing spending to other local Schools' spending. The School tended to spend less on staff but more on agency, and were roughly on par in spending on building works. It had been agreed by the Committee that the School was upholding the Best Value Statement. The building works were going well - although there was a five week delay this was not anticipated to cause major problems. The Committee also reviewed the CPD Policy; the School had good VFM in this area in that it struck a balance between educating staff and educating children.

**ACTION: The HT will enquire regarding the Reading Ambassador programme and report back to Governors.**

**1354 Chair's Action, Report and Appointments:**

The Chair had taken Chair's Action during the half term as it had been difficult to arrange for Governors to convene. The Chair had approved increasing the staff compliment by appointing a second DHT. It had also been a time-sensitive decision as the deadline for submitting resignations was 31st May and the School wanted sufficient time to advertise and interview. The interview panel members were the Chair, the HT, Ms Flores, Mr Haque, and an LA SIA. There had been 10 applicants, four of whom were shortlisted. The applicants had taught lessons observed by the HT and had made presentations. It was decided that Ms Helen Yearshire would be promoted from AHT to DHT. Governors **ratified** this promotion.

**Q:** Will the new staffing structure include an AHT?

**A:** This has not yet been decided. The HT will present several different scenarios to the Finance and Staffing Committee, and then the FGB, during next term.

The Chair and HT had also attended training on academisation and partnership options.

**1355 School Budget 2016/17:**



Governors reviewed and discussed the Proposed Budget Setting Report 2016/2017. Total income was £3,522,697.56. The HT highlighted that this year was the first time ever that Pupil Premium funding had decreased, by £24,660, due to steadily declining numbers of qualifying pupils. FSM percentages had also been dropping year on year, although for the last six years this drop was masked by the number of students who had qualified for FSMs before changes were made. This year the FSM percentage was 18% whereas in recent years it had been 30%. Last year it was 20%. The HT added that funds delegated by the LA had dropped by approximately £25k this year, and the SEN budget had been reduced to £102,600. In the past, as no SEN pupils in Newham were statemented, they instead had received support through Exceptional Resource Funding. However, the criteria for this had changed, so fewer students were qualifying for the funding, which in turn left the School with a smaller budget.

It was advised that the budget had been set according to the old staffing plan but that it included the addition of the new DHT. The funds for float and inclusion teachers had decreased due to a maternity leave.

The HT advised that the pool the School had used was no longer available; the HT had investigated options and proposed to instead hire a mobile pool for the spring term, which would accommodate the entire School as opposed to select classes. The cost would be £16k.

There would also be an ICT update included in the budget, which would fund the purchase of plasma technology touch screens. Classes not affected by the building works had ICT upgrade plans in place; those that were affected would receive updates later. As requested by Governors, the School had also allocated funding towards a memorable event or trip for students this year.

Spend on teaching staff was £1,817,000, which was 81% of the budget and 1% above the recommendation. The SBM had put a warning on this percentage, as the new Government Funding Formula combined with inflation could result in the percentage rising above 81%. The HT, however, advised that this was not certain as there could be changes to staffing to prevent this. It was predicted that Newham would lose between 8-12% of its school funding because of the Funding Formula changes. There could also be smaller pots of funding for which the School could apply.

The School was likely to have five teacher vacancies. Governors discussed the challenges to staffing, such as the shortage of teachers in the job market, and the fact that staff joined and left the School in quick succession. The HT had interviewed NQTs but had not been satisfied with any. She would continue to advertise for these vacancies.

Last year, the carry forward was £596,271. Even with the leadership structure of 2 DHTs and 2 AHTs taken into account, the School would still have a carry forward of approximately £300k this year.

Governors **agreed** the following recommendations:

BAS

- a) Approve the school budget set out in this report and the appendices.
- b) Approve the expenditure main priorities for improvement and development and agree to review progress towards achieving the expected outcomes of this expenditure as part of the budget monitoring report.
- c) Approve the expected balance as at 31st March 2017 as £293,402 together with the additional priorities for any underspend which arise during the year as detailed in the report.
- d) Approve the statement on best value.

The Chair advised that she had attended a consultation about the National Funding Formula. There were now areas of funding that would come directly to schools, as opposed to coming through the LA. There would also be an Invest to Save fund available to support schools during restructure, but it was not yet known how much this would be, and so it was therefore advisable that the School was still cautious with its carry forward estimate.

**1356 Premises:**

The HT updated Governors on the building works. The project was behind schedule by five weeks but the construction company advised that they would be able to catch up. One part of the roof had been completed; after the KS1 hall walls had been built, the roof would be extended and new flooring would be put in. It was advised that the crack in the hall wall had been inspected and it was advised that it was caused by settlement, not structural unsoundness. The eating area may not be available for the first week of term due to the building works, but that could easily be accommodated. The windows in the upstairs Y6 classrooms would also be replaced.

**1357 School Self-Evaluation Update (Early Years) and School Improvement Plan:**

Governors reviewed and discussed the SEF. Ofsted now required a separate EY SEF. The HT advised that the School was graded as Good and working towards Outstanding. The SEF highlighted areas in which the School was very confident, quite confident, and areas on which the School needed to keep working. It had been produced by the HT and senior leaders by combining School data with RaiseOnline.

The SIP was also noted and received by Governors. It was advised that staff would be updating the SIP within the next week, but Governors were encouraged to review this version in their own time and send any queries to the HT. The updated version would also be presented during the next FGB meeting.

**Q:** Which area is the most challenging for the School to achieve Outstanding?

**A:** Foundation Stage is the most short staffed, with five classes, only two permanent staff, and two agency teachers. EY teachers are especially difficult to find at the moment.

**1358 Academisation Update:**

Governors discussed the recent changes to the White Paper, including the latest Government decisions that it was not mandatory for Good and Outstanding schools to convert to academies. The HT, the Chair, and Mr Haque had met as the Working Party to discuss the implications for the School. The Chair and HT had attended training at NPW on school partnerships. Mr Haque would be going to the following one, and other Governors were encouraged to go.

The School's current position on academisation was that it would still happen at some point, so it was in the School's best interest to maintain as much autonomy as possible by proactively making choices about the schools with which it would enter into partnerships. The Chair and HT would continue to update the GB on this process. Governors were encouraged to read the documents on academisation and the National Funding Formula on the NPW MLE.

**1359 Governor Education and Training:**

Mr Haque had attended training on Equality on 27th April, and had subsequently enquired with the School regarding whether they had in place policies relevant to this area, which they had. He had also attended training on Self-Evaluation and Setting Strategic Direction, the difference between the SEF and the SIP, whether self-evaluation is initiative-based or ongoing, and how to make all school stakeholder aware of the School's ethos.

There were upcoming training sessions on Partnerships and Pupil Premium. Ms Watson would be attending the Pupil Premium training. All Governors were encouraged to attend both. Ms Karamfilova would be attending the Introductory Course for New Governors. The Chair and HT would be attending a heads and chairs' briefing. Governors were also encouraged to attend training on managing health and safety.

Governors were asked to provide copies of any certificates of training to the Chair.

**1360 Proposed Governing Body Meeting Dates in Academic Year 2016/17:**

Governors **agreed** the following meeting dates:

**Autumn Term**

11th October 2016  
15th November 2016

**Spring Term**

24th January 2017  
14th March 2017

**Summer Term**

16th May 2017  
4th July 2017

**1361 Meeting Dates in Academic Year 2015/16:**

**Summer Term**

5th July 2016

**1362 Any Other Business - Subject Leader's Report:**

Governors thanked Mr Permaul for his comprehensive and informative report on PE. Governors requested that the next report cover Art and D&T.

**1363 Any Other Business - Governors' Visits:**

Each Governor was encouraged to arrange a visit to their corresponding year group. Ms Karamfilova was appointed as the Y1 Link Governor.

**ACTION: Each Governor will choose a curriculum subject as the focus of their next visit and arrange a visit before the next GB meeting.**

**1364 Any Other Business - Staff Social:**

As a thank you to staff, the Chair suggested inviting them to tea and cake prior to the next GB meeting, at 4pm on 5th July. Governors agreed.

**1365 Agenda Items for the Next Meeting:**

- **Headteacher's Report**
- **SATs Update**

*The meeting closed at 7:56pm.*

| <b>Minute</b> | <b>Action</b>   | <b>Person Responsible</b> |
|---------------|---|---------------------------|
| 1353          | The HT will enquire regarding the Reading Ambassador programme and report back to Governors.                                    | HT                        |
| 1363          | Each Governor will choose a curriculum subject as the focus of their next visit and arrange a visit before the next GB meeting. | All Governors             |
|               |   |                           |

*Praven Stacey*.....Chair .....11.10.16.....Date