

LONDON BOROUGH OF NEWHAM

Minutes of the Governing Body of Southern Road Primary School

Meeting held on Tuesday 19th May 2015 at 6:30pm

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

Apologies: Mr Muhammed Uddin

In Attendance: Ms Kristin Luke (NPW Clerk)

1243 Apologies for Absence:

Apologies had been received from Mr Muhammed Uddin. Governors agreed to condone this absence.

1244 Declarations of Interest:

No declarations of interest were made.

1245 Constitution:

a. Reconstitution:

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

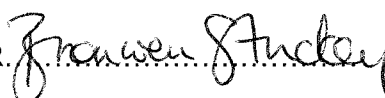
b. Appointment of Co-opted Governors:

Governors ratified the appointment of the following as co-opted Governors for the terms of office of four years ending on 18th May 2019:

Mrs Bronwen Stuckey (Chair)
Mrs Carol Baynes
Ms Sonia Flores (Vice Chair)
Mr Muhammed Uddin

c. Appointment of 2 Co-opted Governors:

Governors were informed that there would in fact be three, possibly four vacancies for co-opted Governors as Ms Baynes would be leaving in July, and possibly four as Mr Uddin may leave as well. The Chair advised the Governors that people with non-education backgrounds for these positions would be preferable, and that she had updated the profile for the vacancy. She had contacted the LA regarding the vacancies, but had not yet received a response.

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d. Parent Governor Election:

Governors were advised that there had been three nominations for this vacancy so far, and that all nominations would be finalised the next day. It was added that any of the nominees would be able to serve for a full term of office.

1246 Governors Code of Conduct:

After reviewing and discussing, Governors **agreed** the Code of Conduct.

1247 Governing Body Non-Negotiables:

The document titled 'Our Expectations of Governors' Commitment to the School and its Governing Body' was tabled, which the Governors reviewed and discussed. Governors were informed that this document was intended to provide an outline of the role for newly appointed Governors.

It was noted that, as this document was produced as a pro forma, some amendments needed to be made. One of the expectations listed was to attend Full Governing Body visits to the School. This was not currently done, but Governors agreed it would be a good idea to arrange one. Dates suggested were during Enabling Enterprise day or a Christmas event.

Regarding training expectations, it was suggested that the range of activities defined as training be expanded to include not only training courses but also online training, school visits, and the Curriculum Convention, and that 'attending' should be amended to 'undertaking.' It was also agreed that newly appointed Governors should be given three months to complete the Introductory Course for New Governors, not six. It was agreed that new Governors should commence after they are elected in October.

Action: The Chair will present an updated draft of the expectations of new Governors during the next meeting.

1248 Minutes of the Meeting Held on the 24th March 2015:

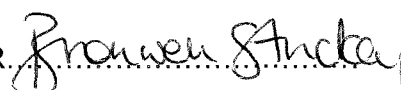
The Chair informed the Governors that the draft minutes initially received were not satisfactory, and that the draft submitted for approval had been re-written by the Chair.

Amendments:

Minute 1234a, pg 3: '...differentiation was made, IT and work sheets were used' should be amended to '...differentiation was made, **and IT. No work sheets were used.**'

Matters Arising:

Minute 1233b, pg 2: Governors were advised that, after receiving 20 applications, a new AHT had been chosen, who would be starting 1st September 2015.

CHAIR. 

1249 Governors' Committees:

- **Minutes of the Teaching and Learning Committee:**

The minutes of the Teaching and Learning Committee meeting held on 24th March were tabled and noted. Governors were informed that Subject Leaders in History and Geography had delivered presentations to the Committee on restructuring the relationship between the two subjects, as well as improving resources and increasing interactivity.

Governors were advised that there was no update in regards to the plan for the Reception curriculum.

A query was made in regards to the relationship between the Finance Compliance calendar, the Governing Body calendar, and the Teaching and Learning calendar, and it was agreed that clarification was needed.

Q: When will the Head Teacher be giving a report on the status of Life After Levels being incorporated into the new curriculum?

A: September, or if not, then July.

Action: The HT will report on Life After Levels at either the September or July meeting.

Action: Miss Lawrence will clarify the relationship between the three calendars listed above during the next meeting.

- **Minutes of the Finance Committee Meeting:**

The minutes of the Finance Committee Meeting held on 24th March were tabled, which the Governors reviewed and discussed. It was noted that the meeting was inquorate. Governors were informed that adjustments had been agreed for more audits and a Health and Safety review. The SFVS had been approved and would be added in the Spring Term, as well as the SP6 form. The Appraisal Policy had yet to be reviewed.

Governors were also advised of the time frame for the approval of the new building. After drafts would be submitted to all stakeholders in June, the final plans must be submitted for the Mayor's approval by 23rd July at the latest, but preferably 9th July. Works were planned to commence 1st September. Governors were advised that these works would affect Y5 students in that they would render the hall out of use, and that storage containers for school resources were in the process of being ordered. It was added that Y5 students would have access to Upton Cross School, at the Credon Rd Site, during this time.

Q: Where will drinking fountains be located in the new building?

A: Inside the building, but separate from the toilets.

The next Finance Committee meeting would cover staff development, the Child Policy, the staffing tree, and a building works update.

CHAIR. 

1250 School Budget 2015-16:

The HT tabled the document 'Southern Road Primary School Proposed Budget Setting Report 2015/2016,' which the Governors reviewed and discussed. It was noted that the tabled in Section 3 needed to be amended to the correct year; '2014-2015' should be changed to '**2015-2016.**' The title of Section 5 should also be amended to the same year. It was advised that the School budget share including SEN (£114,135.00) totalled £3,631,296.71. The estimated balance at 31st March 2015 was £370,815, and at 31st March 2016 was £243,255. There had been a drop in the number of students receiving FSMs this year as a result of stricter criteria being set. However, for the current year at least, Pupil Premium had increased by £75,000, totalling £370,000, but the School should be prepared for this funding to be reduced. Additionally, the school was fully enrolled for next year aside from four or five spaces in reception.

In regards to staffing, the HT advised the Governors that the budget allowed for hiring three AHTs. However, only one applicant had been suitable. The HT would inform the Governors if she found another suitable applicant. Additionally, three Phase Leaders would be having their classroom hours reduced, to allow for more focus on leadership, as there was an increase in NQTs this year, who would benefit from learning by example. The HT informed the Governors that she had contacted a recruitment agency to advertise for experienced teachers in the subjects the School is lacking, after having seven teachers leave the School. There was also budget allocated for hiring a Family Support Worker to assist families with housing, benefits, and other issues outside of School.

The HT advised that another area of priority spending would be installing a screen fence around the School, at a cost of £25,000. The HT assured that the expense was due to the material used being of good quality and highly durable. It was added that an extra amount of budget had been reserved in the remaining balance for the KS2 building in the event that extra finishing work was needed.

Another area of priority spending discussed was for extracurricular activities, as well as a new system where each year group could collectively decide on their activity. Teachers were asked to reserve some of this budget to spend between September and April.

Q: Will Phase Leaders do cover teaching?


A: No, that would be too expensive. They will have a timetable tailored to their role, and will support some classes, as well as do observations, attend SLT meetings, and participate in team teaching and planning.

Q: Would Phase Leaders be able to run Booster Groups?

A: Probably not, it would be a better use of their time if their teaching hours were spent in the classroom.

Q: What provisions have been made to cover the teaching hours the Phase Leaders have given up?

A: We have recruited four new NQTs, with the intention of having one per year group.

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Q: Will you replace the Spanish teacher who left?

A: Yes, we already have.

Q: Why is the item 'General Stock' listed under Item 4b two times, with different amounts of funding for each?

A: It is most likely a small error, but it should be checked that it hasn't affected budget calculations.

Q: Why is the budget for Maths and Science lower than English?

A: This is mainly due to English textbooks being expensive, and this subject's resources being worn out more quickly than those of the other two subjects. Furthermore, more new resources for Maths are being accessed online, which reduces costs.

Q: Would purchasing kindles for students instead of textbooks be more cost-effective in the long term?

A: No, the kindles wouldn't be allowed to be taken home, and they would be even more expensive to replace.

Q: What percent of the total budget is allocated to staffing?

A: 81.5%

Subject to the clarification in Section 4b, Governors **approved** the following recommendations:

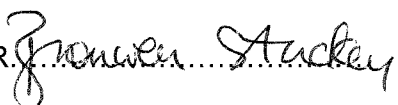
- approve the school budget set out in this report and the appendices.
- approve the expenditure main priorities for improvement and development and agree to review progress towards achieving the expected outcomes of this expenditure as part of the termly budget monitoring report.
- approve the expected balance as at 31st March 2016 as £243,255 together with the additional priorities for any underspend which arises during the year as detailed in the report.
- approve the statement on best value.

Action: The HT will check whether the error in Item 4b has affected budget calculations.

1251 Presentation on British Values by Dena Lawrence:

Miss Lawrence tabled the document 'Fundamental British Values.' Governors were advised that the document outlined suggestions for how to implement British Values within the curriculum. It was noted that British Values were already being taught through SMC, classroom teaching, Collective Worship, and interactions between staff and students, School Council participation, the Debate Club, and trips to business centres.

Governors were advised that Ms Claire Clinton would be visiting the School 15th June to deliver a presentation on how British Values could be taught explicitly. The Chair advised that she had gone to a Governors' Forum where she had received a mini audit tool. It was suggested that this could be used to conduct an audit next term to assess the status of teaching British Values.

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Q: Have any students expressed views that are overtly against British Values?

A: Students will occasionally display racist or bullying behaviour, but this is not a new occurrence, and has always been dealt with appropriately.

Q: What is the role of the Governing Body in ensuring British Values are taught?

A: They can monitor and provide input by assessing how it is incorporated into the curriculum, by holding staff to account, and through the Teaching and Learning Committee.

Q: Are Support Staff trained in teaching British Values?

A: Once we have mapped out how British Values will be implemented explicitly, we will relate this information to all staff.

The Governors thanked Miss Lawrence for the presentation, and agreed that this would be an agenda item to return to in the Autumn Term.

Action: The Chair will supervise an audit of how British Values are taught at the School next term.

1252 Building Works Update (if not covered by Finance Committee update):

The HT advised the Governors that each classroom had been installed with a 'working wall' in each classroom, which would include a plasma interactive whiteboard, cupboards, trays, and bookshelves, which would create more space in each room.

1253 Governor Visits Including Governor Forum Update:

The Chair advised the Governors that she had undertaken a visit to the School. She visited Reception, where she talked to students and observed their writing, drawing, and how they chose their own activities to work on. She noted that the rearrangement of classroom space had been effective, and that students were showing a consistent level of skill across each class.

She also informed the Governors that she she had attended the Governors Forum, wherein British Values were discussed, as well as the London Living Wage, with which all Schools in the Borough should be complying. The HT advised that she was confident that all staff were being paid at least the Living Wage, but that she would check with the School Business Manager.

The notification in the Governors' Newsletter regarding 'Disqualification through Association' was tabled and discussed. The HT advised the Governors that all staff had completed the form stating they were qualified to work at the School according to this criteria, and that agency staff ran their own qualification checks. It was suggested that the School obtain a record of the agency's qualification checks.

It was noted that the Safeguarding Audit form had yet to be revised. In regards to the building works, the HT advised that the School was seeking clarification on whether the builders needed CRB checks, as the works were managed by the Borough, not

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the School. She advised that she would investigate this matter closer to the start date of the build.

Mr Sozomenou agreed to arrange a visit to the School after half term.

Action: The HT will liaise with the SBM to ensure all staff are being paid the London Living Wage.

Action: The HT will obtain a record of the cover staff agency's qualification checks.

Action: The HT will clarify whether builders need CRB checks closer to the start date of the building works.

1254 Governor Education and Training:

Mr Sozomenou had attended training on Data Comparison and Contextualisation. He found the training to be very useful, and wanted to obtain data on the School's performance to assess. He offered to contact the trainer and update the Governors if he found any relevant information through this exercise.

Governors asked whether it was possible to do training on two different days. Mrs Baynes offered to check with the Council as to whether this was possible.

The Chair advised the Governors that she had attended the training on What's New in EYFS? She added that she would be liaising with NPW regarding dates for training on Grievance and Discipline.

Action: Mr Sozomenou will update Governors during the next meeting with any relevant information gathered through comparative data analysis of other schools.

Action: The Chair will notify the Governors of the date of the Grievance and Discipline training.

1255 Proposed Governing Body Meeting Dates in Academic Year 2015/16:

Autumn Term

Tuesday 6th October 2015

Tuesday 17th November 2015

Spring Term

Tuesday 26th January 2016

Tuesday 15th March 2016

Summer Term

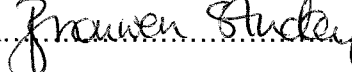
Tuesday 17th May 2016

Tuesday 5th July 2016

All meetings to commence at 6:30pm.

1256 Dates of Meetings for the Remainder of 2014/15:

Clarification was needed regarding whether the Teaching and Learning Committee meeting date overlapped with Eid on 17th July, which was not on the School's calendar. The HT offered to clarify this and communicate with Governors.

CHAIR. 

Summer Term

Tuesday 14th July 2015

- *Committee Meeting at 4:30pm*
- *Briefing at 5:30pm*
- *Governing Body Meeting at 6:00pm*

Action: The HT will clarify the date of the Teaching and Learning Committee meeting and notify Governors.

1257 Any Other Business - English Language Classes:

Ms Flores notified the Governors that there was a free local English Language class available. She requested that information on this class be published in the next Parents' Newsletter.

Actions: The HT will ensure this information is included in the next Parents' Newsletter.

1258 Any Other Business - School Events Calendar:

It was requested that a calendar with all the School events happening throughout the year be distributed to parents.

1259 Future Agenda Items:

- **Pupil Voice**
- **British Values Update**
- **Comparative School Data (Mr Sozomenou)**

The meeting closed at 8:26pm.

CHAIR. 