

**LONDON BOROUGH OF NEWHAM**  
**MINUTES OF THE GOVERNING BODY OF**  
**SOUTHERN ROAD PRIMARY SCHOOL**  
**Meeting Held on Tuesday 24<sup>th</sup> March 2015 at 6.30pm**

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

In Attendance: Mr Irfan Mustafa (NPW)  
Miss Ruth Edwards (Trainee Clerk)

**1230. Apologies for Absence**

An apology for absence was received from Miss Dena Lawrence.

**1231. Declaration of Interest**

There were no declarations of Interest.

**1232. Constitution**

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**Reconstitution of Maintained School Governing Bodies**

Governors noted that all maintained school governing bodies must reconstitute under the School Governance (Constitution and Federation) Regulations 2014 by 1<sup>st</sup> September 2015.

Mr Muhammad Uddin has agreed to become a Co-opted governor as his work commitments have changed. This allows the governing body to appoint a new Authority governor in his place.

Mrs Sonia Flores and Mrs Carol Baynes have also agreed to become Co-opted Governors. The Chair reiterated the need to use the skills audit to fill our governor vacancies

The Chair has contacted Paul Baglee at NPW to fill the Authority Governor position.

The Governing Body agreed the following membership of the re-constituted governing body:

3 Parent Governors: Mr Shakil Rahman, Mr Sozos Sozomenou, 1 Vacancy  
1 Authority Governor: Vacancy  
1 Staff Governor: Miss Kayleigh Cowx  
1 Head Teacher: Ms Stephanie Lachowycz

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6 Co-opted Governors: Mrs Bronwen Stuckey, Mrs Carol Baynes, Mrs Sonia Flores, Mr Muhammad Uddin, Two Vacancies.  
The governing body would be reconstituted on 19<sup>th</sup> May 2015. The governing body agreed that term of office of all governors would be 4 years.

The Chair advised that all governors would be asked to sign a code of conduct as agreed by the governing body.

**Question from a Governor.** –Governors asked whether a member of staff could be appointed as a co-opted governor. The chair explained that was possible as long as the total number of staff did not exceed 33% of the GB. The Head Teacher explained that they have struggled in the past to seek nominations for staff governor. A governor suggested sending an invitation to all staff to find out their interest.

### **1233. Minutes of the Meeting Held on 27<sup>th</sup> January 2015**

The minutes of the last meeting held on 27<sup>th</sup> January 2015 were circulated to all governor were agreed as a true record and signed by the Chair.

#### **Matter Arising:**

a. Minute No 1221

The Head Teacher advised that the different contractor had been appointed as the previously selected contractor was not able to provide quality of work.

b. Minute No 1223 Staffing

The Head Teacher advised that there will be staffing vacancies. Two members of staff would be leaving as they have secured new positions in other schools. The Head Teacher assured the governing body that new staff would be appointed. Head Teacher explained that one of the Assistant Head Teachers had relinquished their responsibilities and has returned to class teaching.

Question from Governor – Would those appointed to fill the vacancies be experienced teachers?

The Head Teacher explained that the school like other Newham schools is struggling to secure experienced staff. The AHT post has been advertised and interviews are to take place on the 7<sup>th</sup> May 2015, other vacancies would be filled in due course.


### **1234. Governors' Committees**

#### **a. Teaching & Learning Committee**

Governors noted that Teaching & Learning Committee had met earlier before the governing body meeting.

Mrs Baynes briefed governors on the discussions held at the meeting. The Committee received a reports music teaching and Collective Worship.

Mrs Baynes also stated that she visited the School to look at mathematics teaching and was pleased to note how able children were challenged,

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differentiation was made, IT and work sheets were used. The behaviour of children was very good in the classroom.

The Committee has asked to receive an update on Reception Plan at the next meeting.

#### **b. Finance Committee**

Governors received and noted the minutes of the last meeting of the Finance Committee.

Governors noted that the Finance Committee had met earlier before the governing body meeting.

The Chair advised that the Committee received the Health & Safety Assessment report compiled by the School Business Manager.

The Head Teacher advised that all electrical equipment have been tested.

In response to a question whether any equipment needs to be replaced, the Head Teacher advised that about 1800 items were tested and only four items failed the tested which were old and don't need to be replaced.

The Committee also received the Finance Policy which needs to be updated with few typographical corrections before the policy by signed off by the Chair on behalf of the governing body.

The Committee received the updated School Financial Value Standards (SFVS) and it was signed off by the Chair on behalf of the governing body.

The Committee looked at Compliance Calendar and Work Programme.

The Head Teacher advised that the Local Authority would be changing arrangements how Schools receive funds form 1 April 2015 and it may effect cash flow for the School. The School needs to plan for any major works in advance.

#### **1235. School Budget Monitoring 2014-2015**

Governors received the budget monitoring report.

##### **Action:**

The Governing Body:

- a. Noted the budget monitoring report;
- b. Noted the virements agreed by the Finance Committee; and
- c. Noted that the end of Financial Year expected balance was £182k.

The Chair asked whether the School has any plans to use the balances.

The Head Teacher advised that the School would like to use the surplus to replace fencing on Eastern Road side of the playground; improve storage facilities, refurbish some classrooms and use as required to complete extra details in the refurbished KS2 building.

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The Head Teacher also advised that details of next year's budget have not yet been received but indications are that it would be less than last year so the surplus funds would also be used to balance the budget.

Governors asked whether surplus balance could be used to appoint experienced staff. The Head Teacher advised that the School would look into this suggestion.

### **1236. Chairs Report**

The chair provided a verbal report and stated that she has visited the school for a learning walk in reception and nursery areas.

The Chair informed governors that recently a member of the public had taken photos of the pupils whilst they were on a school trip. As this was a safeguarding issue, staff had been briefed and reminded about their role in safeguarding the pupils.

### **1237. Building Project Update**

The Head Teacher explained that Thomas Sinden had been appointed as the contractors. They have not done any work in Newham but have had completed a number of contracts (Projects) in Havering and elsewhere. Head Teacher has had first meeting.

Governors discussed how the children would be kept safe whilst the building work was being done. Another meeting with contractors has been set for Thursday 26<sup>th</sup> March 2015 to look at the plans.


They also discussed which entrances that the children would use during the building work as the walk through between the two buildings could not be used. The head teacher explained that plans were being formulated.

#### **Questions from the Governors:**

- *Would the builders all need DBS checks?* The Head Teacher stated this was still in discussion, if they need to have access to the school then yes. If the contractors have their own entrance then no.
- *Parking for contractors, how will this be addressed?*  
The head teacher reported that part of the playground would be used.
- *How will this impact on the children at play time?*  
The head teacher reported that the contractors will need to plan and mark out the spaces they needs.
- *Which Year group or groups would be taught at Upton Cross School in Orwell Road?*  
The head teacher advised that it would be Year 5.

The head teacher stated it would take 39 weeks for the work to be completed. And that she would be available for during school closures if the builders needed to confirm works and discuss problems.

**Action:** Building work update to be a standard agenda item.

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### **1238. Governor Education and Training**

Mr Uddin had attended the Challenge and Support, asking the right questions session. He found this training very helpful, and valuable and would have liked for the training session to be longer. It had been good opportunity to meet and network with other governors.

The Chair had attended Good to Outstanding – The training was excellent and informative and had included the criteria Ofsted Inspectors look for in a good or outstanding school. The chair reminded governors that it is very important to attend the training and to share good practise to network with other governors and schools.

Chair advised all governors try to attend the training available, and report back to the governing body.

### **1239. Dates of Meetings in 2015**

Governors noted the following meeting dates.

#### **Summer Term**

Tuesday 19th May 2015 at 6.30pm

Tuesday 7<sup>th</sup> July 2015 – Meet and Thank Staff at 3.30

Date of Governors Away Day to be agreed at the next meeting.

### **1240. Governors Visits**

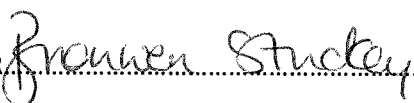
Mrs Baynes visited the School to meet the SENCO to discuss the Special Needs and Disability code of Practice. She explained that the following information is now available on the school website:

- How children are looked after.
- How support is provided

Staff are now fully trained with the new code of practice, there have been parent meetings, and there will be coffee mornings for discuss any special needs questions. Parents should find this useful. Termly networking meetings will also be arranged

### **1241. Staff Retirement**

Mrs Donovan the school's Welfare Assistant has worked for the school for 33 years, and will be retiring at the end of term. The head teacher explained to the governing body that Mrs Donovan had been an asset to the school, and has supported the school on their journey. The school have arranged a surprise celebration tea party on 1<sup>st</sup> April 2015 from 3.15pm onwards. A card and a collection will be passed around which governors were invited to contribute to.

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## 1242. Agenda items for the next meeting

- Invite Pupil Voice (School Council) to the July Governing Body Meeting.
- Minutes of the Teaching and Learning Committee
- Minutes of the Finance Committee
- Assessment Levels & New Curriculum – Presentation at start of the meeting.
- Arrangements for Away Day

**Meeting finished at 8.20pm.**

CHAIR 