

## LONDON BOROUGH OF NEWHAM

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

Meeting held on Tuesday 24th November 2015 at 6:30pm



**Present:** Ms Sonia Flores  
Mrs Bronwen Stuckey (Chair)  
Mrs Stephanie Lachowycz (Head Teacher)  
Mr Amirul Haque  
Mr Shakil Rahman  
Mr Sozos Sozomenou  
Miss Bethany Watson

**In Attendance:** Ms Helen Yearnshire (Assistant Head Teacher)  
Ms Kristin Luke (NPW Clerk)

#### 1300 Apologies for Absence:

Apologies had been received from Miss Dena Lawrence and Mr Muhammad Uddin. Mr Uddin was still on a Leave of Absence, but was expected to return in the new year. Governors **condoned** these absences.

#### 1301 Declaration of Interest:

No declarations of interest were made.

#### 1302 Constitution:

##### a. Appointment of 3 Co-opted Governors:

The Chair advised that the potential Governor she had recruited during the Governor Recruitment Evening was still interested in the position, and was likely to attend the next GB meeting. An LA Governor and two Co-opted Governors were still required. The Chair advised that she would contact NPW regarding this matter the following day.

##### b. Parent Governor Election:

Governors welcomed Mr Amirul Haque as a new Parent Governor, whose term would end October 2019. Mr Haque was also appointed as Y4 Link Governor.

#### 1303 Minutes of the Meeting Held on 6th October 2015:

##### • Matters Arising:

- Minute 1284, Action - The Head Teacher informed Governors that the coding error was due to the fact that two items were added to the spending code in question that were not normally included within that coding, and that there

had been more spending than anticipated for those two items. It was added that more had been spent on training this year. A virement may need to be made from the Curriculum budget, as that budget area would be underspent due to the building works.

- Minute 1288, Action - The Head Teacher presented the amended SMSC and British Values Policy. Governors **approved** the amendments.
- Minute 1289, Action - Mr Sozomenou tabled a list of questions relating to the Raise Online data, the responses to which are addressed in minute 1307.
- Minute 1297, Action - The Head Teacher had enquired with staff regarding returning homework, and advised the Governors that they did not normally return marked homework to the students. It was added that the objective of assigning homework was to check students' understanding, and then to move the lesson on. The time required to return the homework would impede this.

It was added that it could be beneficial for students to see the results of their homework would be rewarding, considering the effort they had put into it. It was agreed that this issue would be raised during the next review of the Homework Policy.

**ACTION: Governors will address the return of marked homework during the next review of the Homework Policy.**

Governors **agreed** the minutes to be an accurate record.

#### **1304 Governors' Committees:**

- **Report of the Finance and Premises Committee:**

Governors received a report on the Finance and Premises Committee meeting. It was advised that the contract for the building works would begin Monday. Preparations for the one-direction traffic flow to the KS2 building had begun. All of the Thomas Sydon employees had been DBS checked, and the subcontracted employees had been checked with List 99. The Head Teacher was in possession of the contact details of all the employees involved in the project. Thomas Sydon would also be providing Toolbox Tommy, who would teach students about construction safety. It was added that as soon as the hoarding was put in place, there would be a fire drill to test the new layout arrangements.

The Committee had also reviewed the Charging Policy, and had recommended it for Governor approval. Governors **approved** the Charging Policy.

The Staffing Tree was tabled. It was advised that the School required more experienced teachers. It was recommended that the School advertise for a Class Teacher who would also be allowed to take on the Performing Arts

programme as part of their role, to start in April or September. Governors **agreed** this.

The Head Teacher informed the Governors that there had been another burglary at the School, and that a hard drive had been stolen, although no sensitive data had been saved on it. The affected window had been boarded up and the lock had been changed, and insurance compensation was being sought.

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

Governors received a report from the Teaching and Learning Committee. It was advised that the Committee had approved the RE Policy, as well as the SEN Policy. There were now two part-time SENCO Co-ordinators. The Cycling Policy had been reviewed, which allowed for bike storage racks to remain on site during the build.

The next Teaching and Learning Committee meeting would address assessment and pupil progress. The Committee was seeking a new member with experience in assessment.

- **Report of the Head Teacher's Performance Panel:**

Governors were informed that an external consultant had been met with, who had given clear insight and had been very informative regarding assessing the Head Teacher's performance. Another session would take place in March. Performance Management training would also be available in September, which the Chair recommended.

### **1305 Report of the Head Teacher:**

The Head Teacher presented a report on Appraisal and Management, and provided an overview of staff payscales. Appraisers consisted of members of the SLT, who assess each staff member and then make recommendations to the Head Teacher regarding their pay scale.

A report was tabled on the areas of the School on which Pupil Premium was spent, including the Brilliant Club, half of whom were required to be Pupil Premium students. The Brilliant Club was running a university style programme with some of the students. It was added that 94% of FSM Y1 students had achieved expected standards in Phonics. The Breakfast Club consisted of 90% Pupil Premium students. There were now 40 students attending Breakfast Club, so staffing had been increased. A new service that had been partly funded by Pupil Premium this year was the Turnabout Programme, used to improve memory.

The School was also in receipt of Sports Premium, which was used to raise the profile of Sports in the School. A report on Sports Premium spending was tabled. During the previous year it had been used on gymnastics, dance, and the Cumberland School Sports Partnership, which trained students in sports leadership.

**Q:** Does Pupil Premium pay for all of these services?

**A:** None of the services are paid for in full by Pupil Premium.

**Q:** Are parents of new-entry students consistently filling in Pupil Premium applications?

**A:** The School heavily promoted Pupil Premium applications to new parents several years ago. We also apply on behalf of parents. The application is always offered at the first meeting with the parents. We also have a member of staff who works with mid-phase admissions' Pupil Premium applications.

**Q:** Has the Sports Premium had a positive impact on behaviour?

**A:** Behaviour at the School is generally good; the Sports Premium has definitely increased interest and participation in sports.

The Behaviour Policy was tabled, which Governors reviewed and discussed. The Head Teacher advised that the Behaviour Policy had remained relatively unchanged, apart from changes to terminology. Additional emphasis was placed on the language of choice by raising awareness in students of their own responsibility for their actions and having to face consequences for choosing bad behaviour, in combination with use of the Chill & Chat room.

**Q:** How aware are staff of this policy? Are they trained?

**A:** Yes, all staff are trained, and the policy is used in a consistent manner, alongside the reward system.

**1306 Setting Attainment Targets:**

This item was cancelled as the GB no longer sets these targets.

**1307 School Self-Evaluation Update:**

The Head Teacher advised that the Self-Evaluation system was being revised to relate to the new Ofsted framework. The School was using the framework for a Good to Outstanding school. It was added that Foundation Stage data was now available in Raise Online.

Foundation Stage was 10% above the National Average, except for Speech and Language due to a large number of EAL students entering the School. A Speech and Language Therapist had been employed to work with late language learners. It was queried whether EAL students were also struggling in Science due to lack of subject-related vocabulary, and whether under-achieving students were struggling in all subjects consistently, or particular subjects.

Governors then tabled the RaiseOnline 2015 Summary Report, and discussed attainment in Phonics. It was advised that 94% of students passed the Phonics test within two years. The School's Phonics programme borrowed from other programmes but adapted them to its individual needs. All staff had had Phonics training.

In KS1, the School was below the National Average in reading, above in writing, and broadly in line in Maths. The target was to achieve an equivalent to the National Average in all areas. This year Reading would be the particular area of focus.

In Average Point Scores all subjects were broadly in line with the National Average. In general, results had improved over the last five years, although 2015 was similar to 2014.

Governors then discussed the percentage of pupils attaining or surpassing each level at KS2. In Maths all areas were better than the National Average, in Writing all areas were higher except one, and EGPS was better in several areas.

Regarding Value Added Progress, last year the School made expected progress, although in previous years the School had made more than expected progress. It was identified that students who fell under the ethnicity category of 'Any Other Black Background' had achieved particularly low Value Added Progress this year. It was advised that this could in part be due to the fact that forms may not have consistent ethnicity criteria. White British had made better progress than the National Average.

The next steps the School would take in response to these current figures would be developing reading comprehension with additional KS1 literacy support and booster work, and more outside activities for Science/Understanding of the World.

**Q:** Why are students not achieving as well in reading as they are in writing?

**A:** Reading requires a complex level of comprehension, including inference, deduction, and looking for meaning beyond the text. It is a Newham-wide issue as it is a borough with high levels of bilingualism. We are participating in a project in collaboration with the University of East London on developing reading comprehension. School leaders will participate in training and report to staff.

**Q:** Is there support for parents in terms of developing reading comprehension?

**A:** Yes; a plan will be implemented in the Spring Term for Nursery and Reception. Families will be able to come to School to read with their children, and will be able to take home reading packets.

**ACTION:** The Head Teacher will consult with the Foundation Leader regarding an explanation for whether students are consistently low-achieving across all subjects or particular subjects, and report back to the GB.

**1308 Revised Disciplinary Policy and Procedure:**

This item had been agreed during the previous GB meeting.

**1309 Governors' Commitment to the School:**

The Chair tabled a document which formalised expectations of Governors in regards to attendance, training, and other commitments, which could be used by Governors to keep a personal record. It was added that if Governors had in-depth questions to

ask of the GB, that they prepare them in advance and notify the Chair in advance of the meeting. Governors were to contact the Chair with any questions.

**1310 British Value (standing agenda item):**

The Chair advised that she had attended NPW training on this topic. Although British Values were already taught in the School, it was important to evidence concrete examples of how they were put into practice. The Chair tabled a form for Governors to complete upon their visits to the School, which would serve as a record of their observations of how British Values were taught and instilled at the School.

**ACTION: Governors to complete British Value forms during their next visit to the School and report during the next GB meeting.**

**1311 Comparative School Data:**

- **Raise Online Data:**

The Head Teacher advised that the School was adjusting to the new assessment criteria. The tracking sheets in the new system had been received, and were being reviewed by staff. The following week a Maths moderation would be undertaken to begin the process of establishing a consistent approach to assessment. In general, the expected subject knowledge would be more challenging, which would require teachers to do further background research and preparation.

The Head Teacher advised that she would be attending the Teaching and Learning Committee meeting to give a presentation on the topic.

**1312 Safeguarding:**

The Early Help, Safeguarding, and Child Protection Policies were tabled, which now included information on Prevent. It was added that all staff would be attending Prevent training in January. The Chair recommended that Governors consult the 'Keeping Children Safe' document on the DfE website for further information.

**1313 Governor Education and Training:**

Mr Haque would be attending the Introductory Course for New Governors session. Ms Flores had attended training on Prevent, which she advised had not been very focussed, but provided lists of relevant resources available for Schools.

The Head Teacher had attended training related to Prevent and British Values on opening a dialogue regarding radicalisation.

The Chair recommended that Governors consult the list of training sessions and book them themselves. Modern Governors and Gel training were also available online.

**1314 Meeting Dates in academic year 2015/16:**

**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 6:30 pm*

**1315 Any Other Business:**

No other business was raised.

**1316 Agenda Items for the Next Meeting:**

- **Head Teacher's General Report**
- **Compliance Calendar**
- **Building Works Update**
- **Safeguarding**
- **British Values**

*The meeting closed at 8:44pm.*

