

LONDON BOROUGH OF NEWHAM

MINUTES OF THE

GOVERNING BODY OF SOUTHERN ROAD PRIMARY SCHOOL

Meeting held on Tuesday, 25 November 2014 at 6.30pm.

Present:	Mrs Carol Baynes	Parent
	Ms Kayleigh Cowx	Teaching Staff
	Ms Sonia Flores	Parent (Vice-Chair)
	Ms Stephanie Lachowycz	Headteacher
	Mr Sozos Sozomenou	Parent
	Mrs Bronwen Stuckey	Community (Chair)

In Attendance: Mrs Julie Ammi Clerk

The meeting commenced at 6.35pm.

1206. Apologies for absence.

Mr Muhammad Uddin and Mr Shakil Rahman had sent apologies. Governors agreed to condone both of these absences.

- a) Governors noted a correction to the front of the agenda. The Vice-Chair is Ms Sonia Flores not Mrs Carol Baynes.

1207. Declarations of Interest

There were no declarations of interest on any items of the agenda for this meeting.

Action: It was requested that any outstanding pecuniary interest forms be returned straight away.

1208. Constitution

a) Reconstitution of maintained school governing bodies (minute 1196.1 refers)

The Chair introduced this item. All maintained school governing bodies must reconstitute under The School Governance (Constitution and Federation) Regulations 2014 by 1 September 2015.

The Chair had sent an email about reconstitution with a few questions and important things to consider on an A4 sheet for governors to consider:

- Number of governors
- Balance of membership
- Meeting frequency/times
- General thoughts

The Chair urged governors to think about the above points.

i) Impact of governance on the school

Governors took some time to discuss the positive impact they have had on the school including but not limited to the interviews with Ofsted inspectors last term.

GQ: In terms of half-termly meetings what impact do you think governors have had over the last few years?

CHAIR.....*Sonia Flores*

HT - Governors are there as part of the checks and balances of the leadership and management of the school and without them these would not happen. Governors are also there to represent parents and give a view point.

GQ: Do governors think that our comments are taken on board by the school?

Yes mainly. On occasions maybe not or maybe our questions are not answered completely. The HT urged that if governors felt their questions had not been answered completely to ask them again.

GQ: Do you think we have contributed to the development of the school in some way? What has been the positive impact?

HT - Behind talking to Ofsted is the knowledge and understanding that governors had about this school about responsibilities and what is going on. A non-governor would not be able to do that. Chair - We now have away days where the senior leadership team (SLT) come along. This improves governors visits as they get to know the staff (although there have been no visits this term). Having had the experience of 3 governing bodies this governing body has a large impact.

Governors commented that the most important thing was to have active and committed governors with the right skill set.

Governors discussed the idea of non-negotiables and what might feature as a non-negotiable.

Action: Governors to revisit non-negotiables when the reconstitution takes place.

Action: HT/Chair to ask contact Muhammad Uddin to see if he would like to become co-opted and to contact NPW to request us an authority governor.

Action: The Chair to talk with NPW to draw up and present a reconstitution proposal to governors at the next meeting.

b) Governors' Forum representative

Governors were asked to nominate a representative to serve on the Governors' Forum.

Mrs Bronwen Stuckey was happy to continue as the governors' forum representative. Governors agreed.

Action: NPW to record Mrs Bronwen Stuckey as the governors' forum representative.

1209. Minutes of the meeting held on 30 September 2014 (Enclosure A)

The minutes were agreed as a true and accurate reflection of the meeting. There were no matters arising from the minutes.

Action: The Chair ratified the minutes of the meeting held on 30 September 2014.

Headteacher and Governing Body Items

1210. Governors' Committees

a) Reports of committees

i) Teaching and Learning Committee

Mrs Carol Baynes reported that the committee had discussed the Reception action plan and on the school improvement plan (SIP) the committee had looked at maths and assessment.

The HT enquired as to whether this committee would like a clerk for the meetings to which the committee agreed.

Action: The HT to organise a clerk for the Teaching and Learning Committee.

ii) Finance and Premises Committee

The Chair reported back to governors on the outcomes of the finance and premises committee meeting. There had been apologies by 2 members so the committee was inquorate. This meant that decisions had to be taken to the full governing body meeting (FGBM) for approval.

The Chair reported that members had discussed IT and the insurance from the burglaries in June. The school is still awaiting the insurance monies but the school needs to replace the items that were lost as a matter of urgency. The IT person (Abdul) had put together with the HT a list of what was needed. The school was hoping for 95K from the insurance company.

GQ: Is the insurance company disputing the claim?

No, not as far as we know it is going through the usual processes. We have had the loss adjuster in and we are waiting to find out.

Governors noted that some of the equipment they have been left with was purchased 5 to 6 years ago so it was obsolete. It needs replacing with better equipment. The Chair reported that 120k is needed and is asking to vire that money from contingency into the ICT budget. When the insurance monies are received it will go into the contingency fund, where there is currently 230k.

Pupil premium (PP) has increased and the number of pupils attracting PP has gone up by 50-60 so there is a lot of money in contingency.

There are issues with the agency staff e.g. today we had 8 agency teachers. Some cover is due to CPD rather than sickness absence. We are sending whole year groups to training as part of the Ofsted action plan. The agency staff budget needs to have 50k vired from contingency. There is enough money to do that.

GQ: Will we need to move more money later on in the year?

No, this covers until 31st March 2015, the end of this financial year. We only have 36% of the budget left for agency and we still have 4 months until the end of the financial year.

Action: Governors agreed to vire 120k from the contingency fund to purchase the IT equipment.

Action: Governors agreed to vire 50k from contingency into the agency staff budget,

The committee further reported that there is some ongoing refurbishment work that needs to be done to the school. The two end classrooms, staff room and the kitchen in orange class. Through Constructionline the school business manager (SBM) had put out for tenders and received back quotes from 3 companies; one of which is currently registering on Constructionline which came in at 15k higher than the others so the committee do not recommend them. The other 2 were 10k difference and the other has yet to respond.

The committee are recommending that we go for the Pinnacle quote at 37k to cover all the work. It is the cheapest but their documents are very expansive. It explains exactly where all the money is going. They gave the most detailed specification.

Action: Governors were happy to agree and accept the committee's recommendation.

1211. Achievement/Headteacher's Report

The HT's report had been circulated to all governors and was presented by the HT. This report included RAISE online and the post Ofsted Action Plan update.

a) EYFS

An early years foundation stage profile (EYFSP) setting summary by term was tabled.

At the end of Reception all pupils are given a grade in early learning goals. If they get a good level of development, emerging, expected or exceeding, the teacher will give the child a grade to say where they

are for all the statements. The school is judged on how many pupils are in the prime learning goals, literacy and mathematics. This year this was 63.6% last year we were 35%. (Page 2)

Local Authority (LA) and National levels compared. Generally girls outperform boys but not at our school. These are our current Year 1 who will be doing phonics. Compared to National we outperform but locally we do not do as well in literacy. In order to address this in Year 1 we have experienced teachers with additional teaching support. (Page 3)

GQ: Is that on top of last year's additional support?

It is a continuation of the additional teaching and teaching assistant.

GQ: Is this the first year that girls have not outperformed boys in communication?

Yes.

RAISE online (unvalidated)

b) KS1

page 16 - The phonics check. 83% of pupils achieved the required standard which is 9% higher than National. Also 3% higher than local although this is not in Raise. What is interesting is how much National has increased this year. We have actually dropped 3% but National has increased. We generally are ahead of National.

GQ: What do you attribute the 3% drop to?

Cohort and only 37% got a good level of development in Reception. To get them to the standard we did put a lot of support in. Our phonics results should go up.

GQ: With phonics do we expect the children did not get it in Year 1 to get in Year 2?

About three quarters, this is about what we normally get. For last year's retake we achieved 73% (page 19).

Governors noted that in Raise page 22 (last year we had a blue in maths) we now have green so we have significantly improved especially at 2a+.

c) KS2

We have the % achieving level 4+ (page 27) It shows that last year we had no blues in maths but it had dropped now we are significantly above National again. That is all due to the strategies put into place the previous years which are still in place.

Our level 6 maths shows an achievement of 11%. We are hoping to have more next academic year. Last year 1 child missed level 6 Reading by 1 mark.

The quality of pupils learning and their progress

Page 38 shows the progress from KS1 to KS2. For value added in all subjects we make significantly better than National progress from KS1 to KS2.

Governors congratulated the HT.

More than expected progress

Raise also shows in purple more than expected progress. Especially important is the disadvantaged pupils. They are the pupil premium children. In Reading our disadvantaged pupils made more progress than non-disadvantaged. We make far more progress than national.

Governors need to look at the advantaged pupils and make up the gap now.

GQ: In terms of the amazing progress that pupils achieve from KS1 to KS2 what do staff think really works that they would like to continue?

Our PP meetings allow us to highlight where to focus and inform planning and intervention groups.

GQ: What are we going to do for the more able that are not FSM?

That is the focus for this year. You push forward on the children's ability. We tend to see what is needed and push on that. We are doing a big focus on the more able. The performance management appraisal

targets for each teacher must include one about the more able pupils (not gifted and talented as we do a lot for them).

GQ: Does that link with the differentiation in the Ofsted plan?

Yes, we have had one Inset already on differentiation and we will be having more.

GQ: it is difficult to obtain FSM because of the way it is applied for?

Yes, parents are getting better at applying, that is why we have increased PP money. Everyone still gets a free school dinner. The whole country now does Universal FSMs for KS1 so it will be interesting to see if the national picture changes for disadvantaged pupils. The numbers went up by about 50. On page 10 of Raise you can see we are in the mid-40s apart from Year 6 which is 60% due to Fairplay house.

GQ: Would it be better for the school to target nursery and Reception?

Yes, that is what we do and it is part of our new admissions process. I can imagine due to Fairplay house which goes out in the first letter we should get more year 6.

Governors passed on their thanks to SLT and staff for their hard work.

The governors thanked the HT for her report.

1212. Safeguarding Annual Report

The HT tabled the safeguarding annual report which must be returned to Newham.

The Chair informed governors the advice from Newham is now that the safeguarding link governor is DBS checked.

Action: The Chair to provide her DBS details to the HT.

GQ: Do we have an e-safety policy?

Yes the e-safety coordinator has produced this and it is on our curriculum and we have information through the newsletter to parents and will do so again.

GQ: Are there site blocks?

Yes the school filter is very high. We are very strict if pupils are on a site we have not agreed we will not allow them to use the internet.

GQ: Do pupils have school emails?

No.

Action: Chair to ratify the annual safeguarding report to the LA.

1213. Building Update

The plans had been circulated to governors. The HT informed governors that the plans had been agreed by Newham and that the revised design was submitted for planning approval that day. Hopefully approval shall follow in the New Year.

It is a Newham funded project. The revised design has been retendered and they have a week to return the tenders. It is only to Buxton, Thomas Syndon, Jerome Fawkes and HJ Martin. They were the original tenders. The rooms are to be double in size. They are currently 31square metres the new ones are 62 square metres. All rooms will have one external and one internal door. We will still be 3 form entry.

GQ: Can you comfortably fit a whole class into the new library?

Yes.

GQ: Will the hall hold all of KS2?

Yes at least and maybe some of KS1.

The last page shows the landscaped designers idea of the sensory garden. Governors will have to discuss and decide on the landscape as there is no funding for it.
The gap between the hall and classrooms has the idea in mind that it will be developed and a seating area put into that space.

Governors discussed the plans.

The HT advised that the finer details can still be looked at once the proposals get through planning.

1214. Governor education and training (Document D)

Governors were asked to receive a report from any governor who has attended training sessions since the last FGBM and to consider its own training needs.

Sonia Flores (VC) had attended taking the role of the Chair training.

Future Meeting Arrangements and Any Other Business

1215. Dates of meetings in 2014/15

Governors were asked to note the following dates for the remainder of 2014/15.

Spring Term

Tuesday, 27 January 2015

Tuesday, 17 March 2015

Summer Term

Tuesday, 19 May 2015

Tuesday, 7 July 2015

All meetings are to commence at 6.30pm.

a) Governors away day

Action: The Chair to email governors with suggested dates for an away day.

1216. Any Other Business

a) Pupil Premium report

The HT had circulated the PP report to governors. Due to the increase in funding further spending had been added. The HT requested governors' approval of the report.

The report would be going onto the website later that week.

Governors agreed the report.

1217. Agenda Items for the Next Meeting

- reconstitution

The meeting closed at 8.36pm.

CHAIR... Sonia Flores