

LONDON BOROUGH OF NEWHAM

Minutes of the Governing Body of Southern Road Primary School

Meeting held on Tuesday 26th January 2016 at 6:30pm

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

In Attendance: Ms Helen Yearnshire (Assistant Headteacher)
Ms Kristin Luke (NPW Clerk)
Ms Diane Greene (NPW Trainer)

1317 Safeguarding Training:

For the first 30 minutes of the meeting Governors attended a training session on Safeguarding led by Ms Diane Greene. The training provided an overview of safeguarding awareness, recent changes to safeguarding policy and procedure, and the importance of Governors' roles in and knowledge of safeguarding.

Q: Have there been any safeguarding referrals at the School?

A: Two referrals have been made to triage this year. One was referred back to the School; the other was resolved and the case was closed. There have been two incidents of bullying which have been dealt with following the correct channels.

Ms Green left the meeting at 7:05pm.

1318 Apologies for Absence:

Apologies had been received from Miss Dena Lawrence and Ms Sozos Sozomenou. Governors **condoned** these absences.

1319 Declarations of Interest:

No declarations of interest were made.

1320 Constitution:

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<ul style="list-style-type: none"> Appointment of 3 Co-opted Governors: The Chair advised that none of the potential Governors with whom she had been communicating from the Governor recruitment event had decided to join the GB. The Chair would enquire with NPW regarding other potential Governors and update Governors with any developments. <p style="text-align: center;">ACTION: Chair to enquire with NPW regarding potential Governors.</p> <p>1321 Minutes of the Meeting Held on 24th November 2015:</p> <p>Governors agreed the minutes to be an accurate record.</p> <p>1322 Governors' Committees:</p> <p>Reports of Committees: The Teaching and Learning Committee had met, but had not been quorate, therefore Committee members decided to spend the meeting prioritising agenda items and entering them into the compliance calendar. The Committee also looked at Y6 workbooks.</p> <p>The Finance Committee had met, and had discussed procurement and EU regulations. The School Business Manager had been requested to further investigate this area. It was advised that the Finance Committee would be meeting prior to the next FGB meeting.</p> <p>1323 Report of the Headteacher:</p> <p>The Headteacher delivered a verbal report, firstly addressing admission numbers. The count for 2016 was 615 pupils, which was two fewer than last year. There were vacancies in different year groups, particularly in Y1 due to the carry forward of low Reception numbers from the previous year. Y5 and 6 were full. The number of FSMs had reduced from 122 to 110. This was due to parents no longer qualifying for them because of changing eligibility criteria. Pupil Premium numbers were not immediately affected, but would be in six years' time, when all of the currently Pupil Premium-qualified students would have left the School.</p> <p>Q: Is the School ensuring that parents of Reception students know to apply? A: Yes; the application form is included in their Reception pack, and we encourage them to apply during their entrance interviews. There seems to be a stigma attached to the name 'Free School Meals,' which perhaps discourages parents from applying.</p> <p>In regards to personnel, the Headteacher advised that a new Y5</p>	<p>ACTION Chair</p>
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teacher had been appointed, and an NQT who had joined in the Autumn term but had been struggling at the School had resigned. This had resulted in the NQT's students missing out on consistent quality of education. In response to this, an agency teacher had been hired, and additional teachers had been providing booster lessons outside of class, which seemed to be successful. These students' transition into Y6 would also be closely monitored, and booster classes would be provided for them during that year as well.

Additionally, a Spanish agency teacher had been taken on as a permanent member of staff. A Nursery agency teacher was likely to be appointed to permanent staff. Two learning support assistants had been taken on after a placement at the School through a European school study exchange. The two candidates had worked at the School as support staff but were recognised by the QTS.

Q: Does the budget allow for extra spending on teaching and agency teaching?

A: Yes, the budget is healthy. Furthermore, there has been a moratorium on spending this year due to the building works being a large expense, so there is some flexibility.

The Headteacher then informed the Governors about the Brilliant Club. 12 Y5 and Y6 students had participated in the programme, visiting the University of Sussex for a day and working with a PhD student, which led to the students producing 2000 word essays which were marked according to university standards. The students enjoyed the programme and rose to the occasion. Two students received a 1st, three students received 2:1, six received 2:2. One student had panicked about submitting the essay and would not be receiving a certificate, but would be able to join the graduation ceremony.

Q: Would it be of benefit to all students to give this achievement formal recognition at 6th form graduation?

A: Yes, it would be a good opportunity to give the students recognition within the school, and for other students to learn about the programme as well.

ACTION: Headteacher to liaise with appropriate School staff to arrange recognition of the Brilliant Club recipients.

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Regarding pupil numbers, the Chair informed Governors that the West Ham football ground was being renovated into a new development of flats with some social housing, which would house a minimum of 1500 people. The developers proposed that only 90 primary school students would be added to the Borough because of this, but Governors agreed that it seemed likely there would be more. At this stage, no mention had

been made of supporting local schools to accommodate any increase in primary school student numbers. It was advised that an influx of new students should be expected over the next five years.

Q: Will schools be forced to take on higher numbers of students?

A: No, but they will be actively encouraged to do so. In the past the School has been requested to put up new bungalows to accommodate increases of student numbers.

1324 School Self-Evaluation Update:

The School's January 2016 SEF was tabled, which Governors reviewed and discussed. The topics addressed in this version were Leadership & Management and Personal Development, Behaviour, & Welfare. The SEF was based on the new Ofsted framework. Overall the School was evaluated to be Good and working towards Outstanding. Some aspects were graded as Good, as opposed to Outstanding, because the School had not had the opportunity to address them yet, for example extreme cases of radicalisation.

Q: Is the School confident that all staff know how to hold a dialogue with students about radicalisation?

A: Yes, staff consult each other over issues regarding radicalisation regularly and exchange feedback and advice. Staff submit many incident forms, which often result in constructive dialogue and resolution, rather than an escalation of the issue at hand.

Q: How can Governors be more supportive in addressing areas of the SEF that need improvement? Is further training necessary? Do Governors need to undertake more frequent book looks?

A: It is most useful if Governors regularly visit the School and request that the Headteacher validates and provides evidence for statements made about the School.

ACTION: Headteacher to circulate the 2015 Parent Questionnaire.

Regarding the Personal Development, Behaviour & Welfare section of the SEF, it was advised that students were well aware of how to live healthily, and that there were very high standards in regards to behaviour, but not 'impeccable.' There had been fewer incidents of teachers bringing students to the Headteacher's office this year. Generally students were very well-behaved.

Q: Why is punctuality mentioned in the 'Next Steps' section of the SEF? Is there a problem with punctuality?

A: Although we currently have 97% attendance, punctuality could

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be improved. Phase leaders are working with parents on punctuality.

Q: Is there a difference in punctuality between students who begin class in the morning vs the afternoon?

A: No, it is a matter of individual parents. Teachers need to communicate consistently high expectations for punctuality to all families.

ACTION: The Headteacher will provide a report on punctuality at the end of Summer Term.

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1325 Building Works Update:

The Headteacher advised that there were no significant updates as she had not met with the builders since before the Christmas holidays. Y3 and Y4 buildings had been knocked down. The next stage was the playground being dug up. The School was very satisfied with Thomas Syndon's service; they were responsive and considerate. It was noted that two new Newham staff had been appointed to lead the building project, but the Headteacher was still awaiting arrangements to meet them.

Q: Is the budget on track for the project?

A: Yes, although the builders have added some small works to the overall project for which we are unsure whether the School will be charged. We are awaiting information on this.

1326 Safeguarding:

This item was addressed in Minute 1317.

1327 British Values:

Governors arranged the dates of their next visits to the School. Governors had received the form outlining what to look for in relation to British Values during visits. There would be a training session on British Values next term.

1328 Compliance Calendar Items:

This had been addressed in Committee meetings, although Governors were requested to look at the compliance calendar and bring questions and feedback to the next FGB meeting.

1329 Governor Education and Training:

Governors discussed options for training. The Chair recommended

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training on the role of Parent Governors, how to effectively challenge and support, and dealing with exclusions. If there was an area of training that was relevant to the full GB, Governors were requested to suggest it to the Chair.

The Headteacher advised that she would be attending a refreshers course on exclusions in the following weeks.

Mr Haque had undertaken a training session on Complaints Procedure and its four stages of formalisation in terms of to whom complaints were presented. It was **agreed** that the School only had three stages, but should add a fourth.

ACTION: Headteacher to add fourth stage to the Complaints Policy.

ACTION: Governors to recommend training topics relevant to the whole GB to the Chair.

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1330 Meeting Dates in Academic Year 2015/16:

Spring Term:

Tuesday 15th March 2016

Summer Term:

Tuesday 15th May 2016

Tuesday 5th July 2016

All meetings to commence at 6:30pm

1331 Any Other Business - Link Governor Visit:

Ms Flores tabled a report of her visit to the School in role of RE and Y3 Link Governor, which Governors noted. She had visited a class which was learning about Hinduism, and had found evidence of teaching British Values within this lesson. Posters about British values were prominent, the lesson emphasised tolerance, respect, equality, and citizenship.

Ms Watson had also visited a Y2 RE lesson, in which British Values were being taught through a personal values activity which addressed liberty, expressing one's opinions, tolerance, and democracy.

Governors thanked Ms Flores and Ms Watson for their reports.

The Chair advised that she would be visiting Reception, and would report to Governors on her visit during the next GB meeting. Mr

Rahman and Mr Uddin would be visiting the School on 1st February.

1332 Agenda Items for the Next Meeting:

- **Governors' Reports**
- **Budget Monitoring**
- **British Values**
- **Building Update**

The meeting closed at 8:25pm.

.....*Bonnie Stuckey*.....Chair.....*15th March 2016*.....Date

