

**London Borough of Newham**  
**Minutes of the**  
**Governing Body of Southern Road Primary School**  
**Meeting held on 30<sup>th</sup> September 2014**

**Present:** Mrs C Baynes (Vice Chair)  
Mr S Rahman  
Mr S Sozomenou  
Ms S Flores  
Ms K Cowx  
Mr M Uddin  
Ms Stephanie Lachowycz (Head Teacher)

**In attendance:** Ms Dena Lawrence (Deputy Head Teacher)  
Mrs H Cleland (Clerk)

**1194. Apologies for Absence**

Apologies were received from:-

- Mrs Stuckey.

The Governors condoned this absence.

**1195. Declarations of Interest**

There were no declarations of interest. Pecuniary interest forms have been sent out and governors are asked to bring them to the next meeting.

**1196. Constitution**

**1196.1 Reconstitution of maintained school governing bodies**

This item was referred to the next meeting.

**1196.2 Election of Chair**

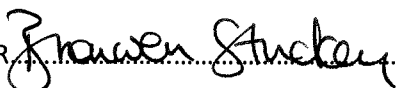
Mrs B Stuckey had submitted a self-nomination. She had sent apologies for the meeting. A secret ballot was conducted by the Clerk. Mrs B Stuckey was re-elected unanimously by the Governing Body as Chair of Governors for a term of one year. The Headteacher was asked by the Clerk to pass on congratulations to Mrs Stuckey on behalf of the governing body.

**1196.3 Election of Vice-Chair**

Ms S Flores had submitted a self-nomination. Ms Flores left the meeting room while a secret ballot was conducted by the Clerk. Ms S Flores was elected unanimously by the Governing Body as Vice-Chair of Governors for the term of one year.

**1196.4 Governors' Forum Representative**

This item was referred to the next meeting.

CHAIR, .....

### 1196.5 Link Governors

Governors agreed the following link roles for 2014/2015:

Reception and EYFS	Bronwen Stuckey
Year 1	Kayleigh Cowx
Year 2	Sonia Flores
Year 3	Carol Baynes
Year 4	Sozos Sozomenou
Year 5	Shakil Rahman
Year 6	Muhammad Uddin
Training	Bronwen Stuckey
Safeguarding and LAC	Bronwen Stuckey
Inclusion	Carol Baynes

### 1196.6 Newham Partnership Working Ltd

The authorised representative is Ms Sonia Flores, Vice-Chair and the delegated attendee is Ms Stephanie Lachowycz, Headteacher.

### 1197. Minutes of the Meeting Held on 1<sup>st</sup> July 2014.

The minutes of the meeting held on 1<sup>st</sup> July 2014 were agreed as a correct record and were signed by the Chair. There were no matters arising.

### 1198. Governors' Committees

#### 1198.1 Committee structure

The Headteacher asked whether governors were happy to leave the committee structure as it stood and they said they were. The Headteacher asked whether governors felt it better to hold committee meetings on the same day as full governors in future and they agreed to this. The Headteacher confirmed that committee meetings will now be held on the same day as full governing body meetings and will commence at 5pm.

#### 1198.2 Reports of committees

No committee meetings have been held so far this term and the next meetings will be held on Tuesday 18<sup>th</sup> November prior to the full governing body meeting.

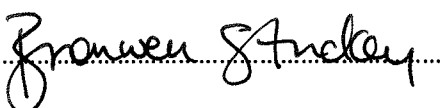
### 1199. School Budget Monitoring 2014-2015

The Headteacher said that at this time of year, the budget is being monitored for period 5 which is August. She said that the financial year has been running for 5 months and there have not been many changes to the budget as set.

The Headteacher said that she has increased the MFL budget by £1000 as the Spanish MFL tutor wants to take 30 Year 6 pupils to the Europa Centre in Havering where the pupils can enjoy the experience of shopping as if they were in Spain. Governors asked how the 30 pupils were chosen from the 90 in Year 6 and the Headteacher said the more able pupils were chosen, but this is a trial and if it works out well, the school will probably expand it.

The Headteacher said that at this time of year governors are asked to agree the authorisation limits for virements which are currently:

Headteacher - up to £8,000  
Finance Committee - £8,001 to £20,000  
Full Governing Body - above £20,000

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Governors agreed for these limits to remain as they are.

The Headteacher said that the revenue expenditure is currently on track and there are no major overspends although on page 1, the school budgeted £119,903 for schools meals and the bill came in at £158,715. The Headteacher said that it is returned to the budget on page 2 as income. The Headteacher said that there is a large underspend in buildings and maintenance but as £400k is required to give to the LA as a contribution to the new building project, this was expected.

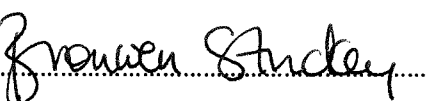
The Headteacher said that another area with a slight underspend is the teaching budget. She said that the staffing tree has been restructured and some existing staff have been promoted to posts of responsibility and have been given TLR points. Governors asked for an explanation of TLR points and the Headteacher explained that schools can award staff Teaching and Learning Responsibility points which are salary allowances for taking on additional responsibility. The Headteacher said that she had decided to split Humanities and give responsibility to staff for English, history, geography, R.E. and computing (which she explained is the new title for ICT). The Headteacher said that the School Business Manager has taken over responsibility for Health and Safety in the school.

The Headteacher said that all of the income due to the school has now been received and that more funding than was anticipated came in for pupils entitled to Free School Meals; they had budgeted for 227 and had been funded for 285. This had led to an increased estimated carry forward from £160k to £301k, but the Headteacher said that money has been allocated within the Ofsted Action Plan which will reduce this figure. She said that instead of waiting to purchase new classroom furniture, the school would go ahead and do this now as the furniture can be moved from the existing classrooms to the new ones when they are ready. The Headteacher said that there will still be an estimated carry forward of £160k, maybe a bit more, but the school will spend on the furniture, decoration where it is required and additional CPD for staff.

Governors asked whether some of the additional funding could be spend on resourcing the school and the Headteacher said that the school is really well resourced already. Governors asked whether the stolen equipment has been replaced and the Headteacher said that the insurers are still investigating. She said that if the insurance does not pay out to replace the equipment then the school will replace it. Governors asked whether the school spends on trips sufficiently as this area is a deprived one. The Headteacher said that the school does spend well on trips but has the same problem as other schools in securing slots for trips, particularly those where the new curriculum has led to trips booking up early. Governors asked whether some exciting curriculum activities could be brought into school and the Headteacher said several are already booked to come in, i.e. the Happy Puzzle Company, Romeo and Juliet and the school is already taking part in the University link programme again this year.

#### Recommendations

- (a) Governors noted the financial monitoring information.
- (b) Governors agreed the virements set out in section 1 of the monitoring report.
- (c) Governors agreed the virement levels set out in section 2.
- (d) Governors noted the estimated year-end balance at section 5.

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#### **1200. School Self-Evaluation Update**

Governors looked at the Ofsted Action Plan and the Headteacher said that an Early Years consultant had been booked to come in on 16<sup>th</sup> October 2014. She said that staff would formulate an action plan following this visit and the Early Years Phase Leader will report to governors at the November meeting. The Headteacher said that the standards meeting is in November so governors will be updated then (points 1.2 and 1.3 = monitoring).

Governors asked the Headteacher who they should meet with in their role of year group links now that year group leaders had been abolished. The Headteacher said that governors would now meet with the relevant phase leaders.

The Headteacher said that the parent evaluation of the school has been added to the SEF. She said that it is very positive apart from 'homework'. The Headteacher said that the parent evaluation was completed by parents at the parents' evening in July.

#### **1201. Key Stage 2 Building Update**

The Headteacher said that last term the decision had been reached on the plans for the Key Stage 2 Building and it was going to the planning committee. She said that the first stage of this was the plans going from her one architect to three architects for LBN and they had reservations about the plans, one of these being that the building coming out of from Year 3 would make it dark. The architects were also concerned about the hill having to be destroyed although the Headteacher said she was not concerned if this had to happen.

The Headteacher said that at building 1000 that same afternoon, the committee felt that the current Key Stage 2 building had its' own definitive architecture, which resembled a pinwheel shape and they felt that the plans for the new build needed to align more closely with the current design.

The Headteacher said that the schools' architect went away and adapted the plans slightly and took them back but the Chair of the LBN committee was still not happy to put the plans forward for approval. The Headteacher said that Newham will not take plans to the planning committee unless they are sure of approval. She said that their architects also want more outdoor space on the plans.

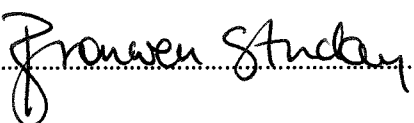
The Headteacher said the plans have been sent to another architect who has been asked to sketch out plans with the inclusion of three pinwheels. She said that she hopes to have these plans back by the end of this week.

The Headteacher said that there had also been an issue with the tendering process for the build as the LBN preferred contractor had their tender disallowed as it was non-compliant, so could not be considered. This left the Headteacher with 3 tenders which she was not impressed by.

In summary, the Headteacher said that there is a lot to do before the build plans and tender will be finalised and this will not happen in time for the proposed start date so work is now likely to start in the autumn term 2015.

#### **1202. Governor Education and Training**

The Vice-Chair asked if anyone had taken part in any training. No-one had any training to report on. The Vice-Chair went through the list and asked whether anyone was interested in taking part in any of the training offered. The Headteacher asked Ms Flores if she would take part in the 'Managing Teacher Performance' training on

CHAIR.....  


Thursday 1<sup>st</sup> October 2014 and she said she would. The Vice-Chair asked if all governors had completed the 'Getting to grips with data' course and all governors said they had. The Vice-Chair asked Ms Flores to check whether the course for 'The of the chair' which is running on Monday 17<sup>th</sup> November 2014 includes the role of the Vice-Chair as, if it does, may be a good session for her to attend as the incoming Vice-Chair. Ms Flores said she would check this.

**1203. Dates of meetings in 2014/2015**

Governors discussed committee meeting dates. The dates listed were agreed by governors.

**1204. Any Other Business**

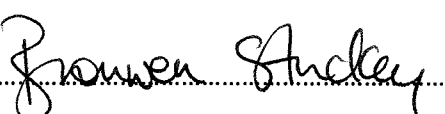
- i) Governors asked why the Staff Disciplinary, Grievance and Appeals committee does not have any staff members on it and the Headteacher explained that this may involve conflicts of interest. She said that this committee had yet to be called upon to sit. The Headteacher said that the following additions needed to be made to the committee lists (in red):

<b>Complaints Committee</b>	<b>Pupil Discipline</b>
Carol Baynes	Carol Baynes
Shakil Rahman	Shakil Rahman
Sozos Sozomenou	Sozos Sozomenou
Bronwen Stuckey	Bronwen Stuckey
Muhammad Uddin	Muhammad Uddin

<b>Finance &amp; Premises Committee</b>	<b>Teaching and Learning</b>
Stephanie Lachowycz	Carol Baynes
Bronwen Stuckey	Kayleigh Cowx
Shakil Rahman	Sonia Flores
Muhammad Uddin	Sozos Sozomenou

<b>Performance Management Committee</b>	<b>Staff Discipline, Grievance &amp; Appeals</b>
Carol Baynes	Carol Baynes
Bronwen Stuckey	Shakil Rahman
	Sozos Sozomenou
	Bronwen Stuckey
	Muhammad Uddin

- ii) Governors asked why the Ofsted Inspection grading was 'Good' and not 'Outstanding'. The Headteacher said that there were various elements (which can be found at the bottom of the Ofsted Report) that meant that Inspectors would not consider the school as 'Outstanding' even though the results were 'Outstanding'. She said that the results would be equally as great this year too.
- iii) Governors asked whether they are able to run projects at the school. The Headteacher said that this is possible and asked that any governors wishing to run projects for pupils or parents meet with herself and the Deputy Headteacher to discuss.
- iv) Governors asked when they would be getting a new School Improvement Plan. The Headteacher said that staff are working on it now and it would probably be available for the next meeting.

CHAIR.....

**1205. Agenda Items for the Next Meeting**

- Reconstitution of maintained school governing bodies
- Governors' Forum Representative

Meeting closed at 8.10pm.

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CHAIR.....

*Frauen Stuckey*