

## LONDON BOROUGH OF NEWHAM

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

Meeting held on Tuesday 6th October 2015 at 6:30pm

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

**In Attendance:** Ms Kristin Luke (NPW Clerk)

#### 1276 Apologies for Absence:

Apologies had been received from Miss Dena Laurence and Mr Shakil Rahman. Governors **condoned** these absences. It was noted that Mr Muhammad Uddin was still on a Leave of Absence, as discussed during the previous FGB meeting.

#### 1277 Declarations of Interest:

No declarations of interest were made. Governors completed Pecuniary Interest forms, which Governors were advised would be posted on the School's website, along with other Governor details. Governors queried exactly what personal information was required to be posted on the website, and the Head Teacher offered to investigate.

**ACTION: The Head Teacher will contact Paul Baglee from NPW to ascertain exactly what Governor information is required for the School's website.**

#### 1278 Constitution:

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

The Chair advised that she had attended a Governor Recruitment Evening, during which she met and spoke with all the potential Governors present. She had made four contacts from the event, and had met a second time with one, was awaiting a response from two, and was scheduled to meet with one next week from the Institute of Directors.

Ms Flores advised that she knew someone who would potentially be interested in being a Governor. She would put this person in touch with the Head Teacher.

Governors **agreed** to allow the Head Teacher and Chair to decide on a new Governor without consulting them, if the case arose that one was found before the next FGB meeting.

CHAIR. *Bronwen Stuckey*.....

**Q:** What were the reasons that people were interested in becoming Governors at the Recruitment Evening?

**A:** Generally it was because it was part of their family ethic to serve the community in some way, or that they wanted to help local students and parents.

**ACTION: Ms Flores to pass potential Governor's details to the Head Teacher.**

**b. Parent Governor Election**

Governors were advised that although it was agreed during the last meeting to hold a Parent Governor election, NPW had only sent out ballot papers the day of this meeting, despite the Chair and Head Teaching having sent numerous reminders to NPW. Therefore, this item will be addressed during the next meeting.

**c. Staff Governor Election**

Miss Bethany Watson was welcomed as a new Staff Governor for the term of four years.

**d. Election of Vice-Chair**

Governors had received a self-nomination from Ms Sonia Flores. Ms Flores left the room. A secret ballot was held, and Ms Flores was unanimously re-elected as Vice-Chair for the term of one year.

**e. Governors' Forum Representative**

The Chair agreed to continue in this role.

**f. Link Governors**

Governors discussed the new link governor arrangements, and decided on roles as follows: the Chair is the Reception, Training, Safeguarding and Children Looked After LG, Mr Shakil Rahman is the Y6 LG, Mr Sozomenou is the Y5 LG, Ms Flores is the Y3 and RE LG, Ms Watson is Y2 LG. Other LG posts were agreed to be left vacant until new appointees join the GB.

**g. Newham Partnership Working Ltd.**

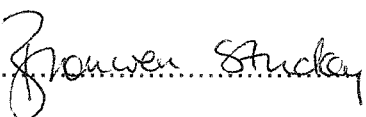
The Head Teacher agreed to be the Authorised Representative, and the Chair and Ms Flores agreed to be the Delegated Attendees.

**1279 Minutes of the Meeting Held on 14th July 2015:**

**Matters Arising**

Item 1265 - The Head Teacher informed the Governors that the picnic tables and perimeter fencing had been installed.

Item 1267 - The Head Teacher informed the Governors that the temporary classrooms were in place, and just needed wires to be fitted, which would be completed on Friday, after which point students would be reallocated to new

CHAIR..........

classrooms. In general the building project was taking longer than expected due to a planning permission delay; the public consultation had not taken place until 25th August, and the School then had to await written permission, which came through a fortnight ago.

The minutes were **agreed** to be a true and accurate record. A copy was signed by the Chair and passed to the Head Teacher.

**1280 Governors' Committees:**

**a. Committee Structure**

Ms Flores was added to the Performance Management Committee, and Miss Watson was added to the Teaching and Learning Committee.

**b. Reports of Committees**

No Committee meetings had taken place since the previous FGB meeting. The Head Teacher tabled lists of items that should be discussed on a termly basis during the Finance Premises & Staffing, and Teaching & Learning Committee meetings, and that each Committee should review and update the list, including the start dates of the year cycle for each Committee, during their next meeting.

**ACTION: Each Committee review termly discussion topics during their next Committee meeting.**

**1281 Report of the Head Teacher:**

Continuing the building update from Matters Arising, the Head Teacher advised that the School was already running as though the building work was underway; all classes were having in-class assemblies and Collective Worship, and PE had been changed to a PPA, whereas Music was back in the curriculum.

The Mayor had now agreed on the new build, and Thomas Syndon would be running it. There had been some minor changes made to the process, and the Head Teacher would be meeting with Thomas Syndon this week to finalise arrangements. Arrangements for managing people flow would start to be put in place, to adapt to the temporary changes in layout to the School grounds.

**Q:** Would it make sense to stagger the start and end times for different year groups?

**A:** There would be too many families with more than one child in different

**Q:** How does PE work as a PPA now?

**A:** We still meet the two hour criteria for PE, with the main difference being PPA classes are longer sessions and there is one long session once every nine days.

Governors were also advised of staffing changes. The School currently had five NQTs and four agency staff; two of the agency staff were being used because the Head Teacher did not want to hire more NQTs. She advised that she was consulting

CHAIR.....*Brown Stricker*.....

with the SLT regarding recruiting more experienced teachers, and that offering leadership roles may be a way of doing this. The new AHT was settled into her role, had done extensive Safeguarding training, and had put a lot of work into the School website.

**Q:** Would agency teachers stay for the whole year?

**A:** That is unlikely as we are hoping to recruit experienced teachers within the year.

Governors also discussed the possibility of submitting homework online, and what would be the best avenue for doing this, whether it is the School's email address or using another system. It was noted that parents had already started sharing information online as part of the Headstart project, where Y5 and Y6 students had shared photos of them looking after the class teddy bear over the weekend.

Governors thanked the Head Teacher for her report.

## **1282 Revised Capability and Sickness Absence Procedures:**

The following documents were tabled: 'Newham Schools Management of Sickness Absence Policy, Procedure and Management Guidance for Teachers and All School Staff,' 'Disciplinary Policy and Procedure for All Staff in Community and Voluntary Controlled Schools and for All Other Teachers in Newham Education Service,' and 'Management Guidance on the Capability Procedure.' Governors reviewed and discussed the policies. The Head Teacher apologised for the lateness in circulating the Capability policy, as both had been announced as requiring approval at the last minute. Governors were advised that the main change to the Capability and Sickness Absence Procedures was the addition of the Disability Act. The HT covered other minor changes made in each policy, but noted that a breakdown of changes made to the Capability and Sickness Absence policies had not been provided. Governors advised this made it difficult to have a complete understanding of the policy. The policies had been agreed by Newham and the Trade Union.

Governors reviewed the Disciplinary Policy, and were advised that a letter had been sent home to Parents regarding photo sharing, in line with this policy.

Governors were also advised of Disqualification by Association under the Childcare Act, and that this had come into effect. Every School staff member had signed a disclosure form, and relevant information would be available online.

**Q:** Have staff seen these policies?

**A:** No; if there is a capability or absence issue with staff, then the Capability and Sickness Absence Procedure document would be sent to them. Staff have access to it at all times but are not given copies unless appropriate.

**Q:** Is there a handbook for staff?

**A:** Yes, there is an induction document that is given to all staff.

**Q:** Is there reference to the Capability and Sickness Absence Procedure or the Model Pay Policy in that handbook?

**A:** I'm not sure, but staff could be notified that Governors have reviewed these policies, and could be alerted that they are available to them too.

**Q:** What happens if a staff member discloses that they are living with someone who has been banned from working with children?

**A:** The Head Teacher will have an individual discussion with that staff member to address how this will affect their professional life.

Governors **approved** the above policies.

**ACTION: Notify staff of Governors' review and of Capability and Sickness Absence Procedure and the Model Pay Policy, and their availability to staff.**

**1283 School Term and Holiday Dates 2016/17:**

The Head Teacher advised that parents were happy with the calendar, which would not have as many days off for holidays, but would authorise absences for those celebrating particular holidays. It was raised that, because these absences still counted as official absences to the DfE, Schools in culturally diverse communities were at risk of being penalised in terms of attendance rates with this new calendar, as in these communities there would be more absences. It was noted that more and more families were taking two days off for Eid, and that last year many families took their children out of School early to start their Summer holidays. Therefore, the finish date for this year would be brought forward four days.

**Q:** Will this be the calendar for 2016/17 as well?

**A:** Probably.

Governors **approved** the School Term and Holiday Dates.

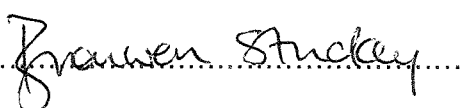
**1284 School Budget Monitoring 2015/16:**

The document 'Southern Road Primary School Budget Monitoring Report Autumn Term 2015' was tabled, which Governors reviewed and discussed. In Section 1 of this document, it was noted that the stated financial years needed amending, and that the proposed virement was to come from the 'Teaching Staff' budget, not the 'Contingency' budget. The Head Teacher advised the Governors that, because the School was paying additional agency staff until experienced teachers were hired permanently, a virement was being requested of £50,000 from Teaching Staff to Agency Staff. It was added that the budget remaining for Teaching Staff was £159,490, which would not all be spent, so there was plenty of room for this virement to be made.

**Q:** Will the virement cover both the known outgoings on agency staff and any contingencies?

**A:** The virement will cover long term agency staff until next April; what is already in the Agency Staff budget will cover contingencies.

**Q:** Is it not more economical to hire permanent staff?

CHAIR... .....

**A:** Yes, but the agency staff we have now started 1st September due to teachers quitting unexpectedly.

**Q:** Does hiring contingency agency teachers affect the quality of the teaching?

**A:** Contingency agency teachers are expected to come prepared with their own lessons for the day, and they are expected to keep children safe and ensure they complete the assignment.

Governors were advised that the Revenue Expenditure was on track, with an End of Year Balance Estimate of £243,255 underspend, and £11,672 of Devolved Capital. The Head Teacher advised that the EOY Balance was likely to change due to building work. It was noted that Staff Training & Development only had 13% of its budget remaining. The Head Teacher assured the Governors that the SBM was investigating the issue as this could be a coding error, as it was highly unlikely this was the correct figure. It was also noted that there was a major overspend in Professional Services, but that this was being investigated as it may have to do with last year's payments for NPW services being allocated to this year's budget. NPW had already been paid in March for last year, but that may not have registered in this budget report.

The Governors reviewed the virement levels in Section 2, wherein it was recommended that Governors approve that the Head Teacher can authorise virements of up to £8,000 without prior consultation with the Finance Sub-Committee or designated Governor, that the Head Teacher can authorise virements between £8,001 to £20,000 in consultation with either the Finance Sub-Committee or designated Governor, and that any virement above £20,000 must be agreed by a full meeting of the Governing Body.

Governors **approved** the following recommendations:

- a. note the financial monitoring information.
- b. agree the virements set out in section 1.
- c. agree the virement levels set out in section 2 with effect from 1st April 2015.
- d. note the estimated year end balance in section 5.

**ACTION:** The Head Teacher will update the Governors with more information regarding the coding error in the Staff Training & Development budget.

**1285 Setting Attainment Targets:**

This item was deferred until the next meeting.

**1286 School Self-Evaluation Update:**

This item was deferred until the next meeting.

**1287 Our Expectation of Governors' Commitment to the School:**

CHAIR. *J. Frauen* ..... *S. Stuckey* .....

As it was likely there would be new Governors present at the next meeting, this item was deferred until then.

**1288 British Values:**

The document 'Spiritual, Moral, Social, and Cultural Development and British Values' was tabled, which Governors reviewed and discussed, paying particular attention to the section where a statement on how British Values are implemented in the School had been added to the document. The Head Teacher added that training on Radicalisation would be arranged for Governors this term. It was suggested that Governors should be mentioned in the SMSC/BV document, to show how they impact on SMSC policies and are involved in a democratic process, which is a part of British Values.

**ACTION: The Head Teacher will add evidence of Governors' impact on British Values, to be reviewed during the next meeting.**

**1289 Comparative School Data - Mr Sozomenou**

This item was deferred until the next meeting, as it was advised that the Head Teacher would be presenting Raise Online data next meeting, and that Mr Sozomenou and the Head Teacher could collaborate on this report.

**ACTION: Mr Sozomenou will liaise with the Head Teacher to prepare a report for the next meeting which responds to Raise Online data.**

**1290 Model Pay Policy:**

The document 'Newham Model Pay Policy for School 2015/16' was tabled, which Governors reviewed and discussed. The Head Teacher advised that the policy was roughly the same as last year, that all staff had been sent a copy and informed of changes to the policy. The main changes were to percentages of pay rise to the minimum and maximum payscales of teachers and head teachers, retention and recruitment pay, and pay related to performance appraisal.

The Head Teacher advised that she had yet to assess staff appraisal reports and decide pay rise increments.

Concerns were raised about staff having adequate time to voicing any questions they had regarding the Model Pay Policy before it was approved by the GB.

**Q:** Can the Leading Practitioner pay range be used to attract new experienced staff?

**A:** Yes, we are looking to use this for a Performing Arts Leader, as well as other leadership areas in consultation with the SLT.

Governors **approved** the Model Pay Policy **in principle**, with the condition that the Head Teacher will consult with staff regarding whether they have any questions or

CHAIR.....*Broun Stricker*.....

concerns. If they do, the Governors **agreed** that the Chair would be granted action to address them.

**1291 Compliance Calendar:**

Governors noted and reviewed the Compliance Calendar. It was advised that most of the items were already being done. The Head Teacher advised that each Committee should also review the Compliance Calendar during their first meeting of the year.

Governors **approved** the Compliance Calendar.

**1292 Publication of Governors' Details and the Register of Interests:**

This item was already discussed in Minute 2.

**1293 Governor Education and Training:**

Ms Flores reported to Governors that she had attended a training session on Prevent and Radicalisation, which addressed ways to identify signs of potential radicalisation in children and families. She added that the training was mostly aimed at secondary schools.

The Chair advised that she had led an Always Ready for Ofsted training session, in which the new assessment framework was covered. Key aspects of this were safeguarding, and how Governors see themselves as part of leadership. Governors noted that the School was expecting an Ofsted inspection around June 2017.

Ms Flores would be attending training on Managing Teacher Performance next week, Miss Watson would arrange to attend the Introductory Course for New Governors on 16th October, and the Chair would be attending training on Promoting British Values Through the Curriculum.

It was raised that the training for data one of the Governors had attended last year was not necessarily equally engaging to both teachers and non-teachers.

**1294 Meeting Dates in Academic Year 2015/16:**

Governors **agreed** the following dates:

**Autumn Term**

Tuesday 24th November 2015

**Spring Term**

Tuesday 26th January 2016

Tuesday 15th March 2016

**Summer Term**

Tuesday 17th May 2016

Tuesday 5th July 2016

**1295 Any Other Business - Parents' Evening:**

CHAIR.

*Brousen Stuckey*  
All meetings to commence at 6:30pm.



Governors were advised that the Parents' Evening had been moved to 24th November.

**1296 Any Other Business - After School Clubs:**

A concern was raised that parents were not receiving information regarding options for students to join after school clubs. It was requested that the School provide a letter or list of all the available after school clubs.

**ACTION: The Head Teacher will arrange a letter regarding after school club options to be sent home.**

**1297 Any Other Business - Return of Marked Homework:**

It was raised that although it was clear that homework was being marked, it was not being returned to the students, which could be useful for them to look at. The Head Teacher advised that teachers should already be returning it to the students, but that she would investigate.

**ACTION: The Head Teacher will investigate whether students' homework is regularly being returned, and report back to the Governors.**

**1298 Any Other Business - Sterling Mile:**

One of the Governors raised an example of a school in Scotland that required that the whole school walk a mile together on a regular basis. This was brought up as a good way of promoting fitness and health in the School.

Governors discussed it and decided it would be too complicated to arrange for the entire School to walk a mile altogether. However, the School did follow the 'Activate' programme, where each classroom did 10 minutes of exercise every day.

**1299 Agenda Items for the Next Meeting:**

- **Setting Attainment Targets**
- **School Self-Evaluation Update**
- **British Values**
- **Our Expectation of Governors' Commitment to the School**
- **Comparative School Data**

*The meeting closed at 8:27pm.*

CHAIR... *Frauen... Stuckey.....*