

LONDON BOROUGH OF NEWHAM

Minutes of the Governing Body of Southern Road Primary School

Meeting held on Tuesday 11th October 2016 at 6:30pm

Present: Mrs Bronwen Stuckey (Chair)
Ms Sonia Flores
Ms Stephanie Lachowycz (Headteacher)
Miss Dena Lawrence (DHT)
Mr Amirul Haque
Mrs Karina Karamfilova
Miss Bethany Watson

In Attendance: Ms Helen Yearnshire (DHT)
Ms Kristin Luke (NPW Clerk)

Prior to the meeting Governors were led on a tour of the new classrooms, hall, and grounds, which were in the 2nd phase of the building process. The meeting commenced at 6:50pm.

1366 Apologies for Absence:

No apologies had been received as the meeting was fully attended.

1367 Declarations of Interest:

Governors had completed their Pecuniary Interest forms. Ms Watson declared interest as she was a staff member and Governors would be discussing the Pay Policy.

1368 Governors' DBS Check and Compliance with Publishing Governors' Information on Websites:

All Governors had submitted their DBS check applications. New Governors would have to submit them within 21 days of becoming a Governor. There had been a delay with publishing them on Edubase due to not having Governors' start dates to hand, but the HT had them now and would update Edubase shortly.

1369 Constitution:

a. Appointment of (a) Co-opted Governor(s)

The HT advised that she had attended a Governor recruitment event the previous week, and had found five potential Governors. The Chair and the HT would follow up with them in the hopes of recruiting two.

The HT advised that they were looking to recruit one Parent Governor, and that she had received responses to the letter of invitation circulated to

parents, but would need to clarify with them the details of the role and what the application was for.

b. Election of Chair

Mrs Stuckey had been nominated for Chair. She withdrew from the meeting, and a secret ballot was held in which she was re-elected as Chair for the term of one year.

c. Election of Vice-Chair

Ms Flores had been nominated for Vice Chair. She withdrew from the meeting, and a secret ballot was held in which she was re-elected Vice Chair for the term of one year.

d. Governors' Forum Representative

The Chair was **appointed** Governors' Forum Representative, as she would be attending the forums regardless.

e. Link Governors

Link Governors were **appointed** as follows:

- Training - Chair
- Safeguarding/Children Looked After - Chair
- Inclusion & SEND - Mr Haque
- EYFS - Chair
- Y2 - Ms Karamfilova
- Y3 - Ms Watson
- Y4 - Ms Flores,
- Y5 - Mr Haque

A Y6 Link Governor would be appointed once new Governors were recruited.

f. Newham Partnership Working Ltd.

The HT was **appointed** Authorised Representative, and the Chair was **appointed** Delegated Representative.

1370 Minutes of the Meeting Held on 17th May 2016:

The minutes were **agreed** as a true record.

Matters Arising:

- **Minute 1353, Action** - The HT advised that another staff member was leading on the Reading Ambassador programme and would attend the next GB meeting to report on it.
ACTION: The HT will arrange for the staff member leading on the Reading Ambassador programme to deliver presentation next meeting.

1371 Committees:

a. Committee Structure

Governors agreed the following Committee Structure:

- Complaints - Ms Flores, Chair, Ms Karamfilova, Mr Haque
- Finance, Premises, & Staffing - HT, Chair, Mr Haque, Ms Blake (SBM)
- Performance Management - Chair, Ms Flores
- Pupil Discipline - Ms Flores, Chair, Mr Haque, Ms Karamfilova
- Staff Discipline, Grievance, & Appeals - Ms Flores, Chair, Mr Haque, Ms Karamfilova
- Teaching & Learning - Ms Flores, Ms Karamfilova, Ms Watson

Committee meeting dates would be arranged prior to the next GB meeting.

1372 Report of the Headteacher:

The HT advised that this report was a follow-up to the one for the cancelled July meeting, which Governors had read. There had been many staffing changes - many staff had left at the end of the year, with many moving out of London, and some unexpected late resignations which, although they were late, the HT accepted to avoid low morale created by forcing staff to stay.

All planned resignations had been replaced, and two agency staff had been brought in to fill the vacancies left by the late resignations. The School now employed a total of five NQTs, although one of them had already taught two terms so was nearly finished. Ms Yearnshire had been appointed DHT, and had taken over Foundation Stage due to a retirement.

Q: Does the School have a maximum number of NQTs it will employ?

A: We try not to employ more than five. We have a polarised team of teachers with either very little experience or a great deal of experience. Nonetheless, we have a very strong teaching team this year.

The HT then tabled a letter from the Regional Schools Commissioner commending the School for its provisional KS2 results, especially in light of the higher demands this year due to new SATs. The School had achieved significantly higher than the National Average. The HT credited Phase Leaders, the AHT, and Y6 teachers for their hard work. It was agreed that the letter would be posted on the School's website.

KS1 results were also good, and Phonics was above the National Average. EY had not done as well, but it was a pattern at the School that although new arrivals to EY started weaker, the School added significant value to these students over their time there.

1373 Safeguarding Update and Presentation of Annual Report:

The Chair advised that she had attended a refresher course for Governors' roles in safeguarding. All staff had read part 1 of Keeping Children Safe in Education

(KCSIE), and Governors had read part 2. It was agreed that both staff and Governors should sign a document stating they had read these. It was also raised that Governors should use a self-evaluation tool to assess the impact of any training they had done and gaps in knowledge.

It was advised that Ofsted would examine safeguarding case files at random, and that the School needed to be prepared for this by checking each plan was in place. Ms Yearnshire delivered a report on Safeguarding in Education. The document 'Safeguarding in Education - Annual Report to School Governors' was tabled, which Governors reviewed and discussed. It was advised that the KCSIE link had been published on the School's website, and a Family Support worker had been appointed last term to work 3.5 days per week, which was a valuable addition to the School as Social Care was now putting more onus on School regarding Safeguarding. The FSW had been assisting families through the primary and secondary school application process, which was now only available online. Ms Yearnshire outlined the training that she and staff had undertaken, which had established consistency across the School. Governors then reviewed the Safeguarding Policy which, along with advice for Parents, had been published on the website. It had been taken from the Newham model policy. It was advised that the Chair and Ms Flores would attend safer recruitment training. The School would continue its annual report on Safeguarding, despite it no longer being necessary.

Regarding specific cases, there had been no instances of the use of restraint; there had been three requests for support or protection to Newham Children's Triage, two of which had resulted in referrals being made. Social Care had been making it increasingly difficult for children to qualify for receiving help, and would more and more frequently put the responsibility for cases back on the School. The School could use Early Help records for setting short, achievable targets for families called Family Care Plans, but these were optional to families.

Q: Is 3.5 days enough for the FSW?

A: She is only working 3.5 days because she is currently on a course; when she finishes we will look into her working full time.

Q: What happens if parents don't commit to the Early Help Family Support Plan targets?

A: There is very little the School can do; it will have to wait until it escalates into a Child Protection issue for Social Care to intervene. The only thing we can do is keep careful records of having tried. The School is very disappointed in the way this system works.

Q: Has there been an increase or decrease in the number of families in Safeguarding care?

A: Because of the lack of Social Care staff and the changing parameters for what qualifies a child to receive help from Social Care, the number of Child Protection and Children in Need cases has decreased, whereas the number of Family Support Plans has increased.

The School had also started using 'Safeguard,' an online record keeping programme for Safeguarding. A sample dashboard for the programme was tabled. The programme would show the chronology of each student, incident logs, keep clear records, identify trends in types of issues occurring. It would only be accessed by the HT and two DHTs. Teachers would only be able to input. They would receive training on how to do this.

ACTION: Governors to sign document stating they have read KCSIE during the next GB meeting.

1374 School Budget Monitoring 2016-17:

Governors reviewed and discussed the Budget Monitoring Report Autumn Term 2016 and 2 Budget Monitoring Report 2016. Currently spending was on track aside from supply staff, which only had 44% budget left due to the unexpected resignation of two staff last year, which may require a virement in the future. It was advised that £3k more had been vired to the Curriculum Budget to allow for purchasing Maths equipment, particularly for Foundation Stage. It was proposed that virement limits be changed to £8k without consultation of Governors, £8,001 to £20k with approval from the finance sub-committee or designated Governor, and £20,001 and above with approval from FGB.

£11,672 was left in the Devolved Capital Fund. The end of year estimate was currently £383,570 underspend; plans for spending it included redeveloping the grounds, furnishing, repairing windows, and refurbishing the offices. Some areas of spending had almost all funds allocated as it was known how much would be spent, such as teaching, apart from 6% allocated to covering the management of performance related pay.

It was advised that the mobile classrooms would now stay until Easter as the new build had taken longer than anticipated, which had meant more spending in Building Maintenance & Renovation. Furthermore, the pool would not be ready until February 2017, although the construction company had offered a bicycle shed as reparation.

Regarding the Grounds Maintenance budget item, the School was awaiting three quotes for the installation of artificial grass; this has been delayed because the SBM had been ill. It was requested that Governors grant the Chair's Action for agreeing the spend on the grass installation once quotes were known; this was likely to be around £40k. Governors **agreed** to this, and that the action would be ratified during the next FGB meeting.

A proposal for the installation of an Edible Playground was tabled, which entailed installing and maintaining a produce garden at the School, and incorporating it into the curriculum. The programme cost would be £30k, the School contribution would be £18k, and the match fund raise by Trees for Cities would be £12k.

Q: Who is responsible for maintaining the garden?

A: The company running the programme will give us guidance on how to run the

garden throughout the year, and the Science lead will lead the project. The Science lead will establish a timetable for staff which incorporates it into the curriculum, making sure it is sustainable. NQTs will be able to shadow.

Governors **approved** spending on the Edible Garden.

Governors **approved** the following budget recommendations:

- Note the financial monitoring information
- Agree the virement set out in section 1
- Agree the virement levels set out in section 2 with effect from 1st April 2016
- Note the estimated year end balance at section 5.

1375 School Improvement Plan (update):

Governors reviewed and discussed the Governors' version of the SIP. The HT advised that the full version could be accessed on request. One priority noted was Reading, as results had not been as good this year. The agreed new syllabus for RE would be submitted for approval at the Teaching & Learning Committee. It was agreed that there should be a Governors' section of the SIP, which monitored and evidenced Governors' impact on the School. It was requested that an announcement be included in the Parents' newsletter that the SIP was available for them to consult. It was advised that the SIP had mentioned the pool costing £20k but that this amount had since reduced to £16k.

ACTION: The HT and Chair will include a Governors' section of the SIP by the next FGB meeting.

ACTION: An announcement about the SIP will be included in the next Parents' newsletter.

1376 Pay Policy and Staff Pay and Performance Management:

Governors reviewed and discussed the Pay Policy. It was advised that it had not been altered from last year. Governors **ratified** the Pay Policy.

The Performance Management Report was tabled. It was advised that all teachers had either partly or fully met their targets. A caveat had been added which stated that if teachers have shown they have done everything in their power to meet their target but unforeseeable circumstances prevent them from doing so, they will still be awarded one full pay increment.

Governors were informed that the HT's performance management session would take place in December. Mr Haque, Ms Flores, and the Chair would take part. Mr Haque would attend training on performance management prior to this session.

1377 School Term and Holiday Dates 2017/18:

Governors **approved** the proposed term and holiday dates for 2017/18.

1378 Governor Education and Training:

No Governors had attended training this term as the first one had been the day of the meeting. Mr Haque had attended training on Setting Strategic Direction, Not Another Complaint, Partnerships, Grievance, Discipline, & Sickness, What's New in the EYFS, and had earned the Level 2 Certificate. Ms Karamfilova had earned the Level 1 Certificate.

The HT invited all Governors to attend 'Selecting Leadership' training, sessions 1&2. There would be a briefing on 'Always Ready for Ofsted' ½ hour prior to the start of the next FGB.

There would also be an Away Day in January, during which Governors would look in-depth at different aspects of their roles.

1379 Meeting Dates in Academic Year 2016/17:

Governors **agreed** the following meeting dates:

Autumn Term

15th November 2016

Spring Term

24th January 2017

14th March 2017

Summer Term

16th May 2017

4th July 2017

1380 Any Other Business - Governor Visits:

Ms Karamfilova and Mr Haque tabled reports of their visits to the School. Ms Karamfilova had visited an Y2 English lesson, and Mr Haque had visited a Y4 PE lesson, had assisted with a Y2 trip to the London Aquarium and a Sports Day for Reception and Y1.

A Governors' Maths focus visit would be arranged before the next FGB meeting.

1381 Agenda Items for Next Meeting:

- **Training**
- **Governors' SIP**
- **HT's report on attainment**
- **Safeguarding**
- **Artificial Grass Installation Ratification**

- Reading Ambassador update

The meeting closed at 8:50pm.

ACTIONS:

Minute	Action	Person Responsible
1370	ACTION: The HT will arrange for the staff member leading on the Reading Ambassador programme to deliver presentation next meeting.	HT
1373	ACTION: Governors to sign document stating they have read KCSIE during the next GB meeting.	HT, All Governors
1375	ACTION: The HT and Chair will include a Governors' section of the SIP by the next FGB meeting.	HT, Chair
1375	ACTION: An announcement about the SIP will be included in the next Parents' newsletter.	HT