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## Public Minutes of the Local Governing Board of New City Primary School

<b>Date:</b>	Thursday 28 <sup>th</sup> March 2019	
<b>Time:</b>	18.00	
<b>Venue:</b>	New City Primary School, Tunmarsh Lane, London E13 9NE	
<b>Present:</b>	Caroline Stone	Headteacher
	Asha Coolhun	Co-opted Representative (Chair)
	Mary Bull	Co-opted Representative
	Denise Newbould	Co-opted Representative
	Nicola Denton	Parent Governor
	Helen Matthews	Staff Governor
	Jackie Dillon	Co-opted Representative
	Bharat Hirani	Co-opted Representative
<b>In attendance:</b>	Jagdeep Ghataore	Chief Finance Officer
	Rubel Aloum	Deputy Headteacher
	Lisa Jensen	NPW Clerk

The meeting started at 18.00pm

*Governors' questions and comments are highlighted in italics*

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### 27. **Welcome / Introductions / Apologies for absence / Quorum**

Governors and attendees were welcomed to the meeting. Apologies were received and condoned from Annette Massey-Reed and Shaida Hussain. Aleen Alarice was absent from the meeting, the absence was not condoned. Governors noted that the meeting was quorate.

### 28. **Declaration of interests, pecuniary or otherwise in respect of items on the agenda**

There were no declarations of interest on any item of the agenda.

### 29. **Financial Update**

Governors noted the 'New City Primary School Budget 2018-2019' document that was included in the meeting pack. The Chief Finance Officer (CFO) highlighted that the school had been prudent with regard to spending and that therefore the cumulative reserves carried forward were currently at £675,475. The CFO stated a proportion of the surplus figure was intended to fund the proposed dining hall extension building works and that the building project had been approved at the recent meeting of the trust's Finance, Audit and Risk Management (FARM) committee. The CFO highlighted that the school was well-resourced and that sufficient funds were included in the curriculum budget and the building improvements budget to cover any future budget fluctuations.

The CFO informed governors that the Trust Board and trust school's headteachers had proposed to reduce the multi-academy trust (MAT) top slice contribution to 4.5%, and that the contribution percentage would be reviewed at the end of the academic year.

The CFO highlighted that payroll services were being transferred to the new provider, governors noted that there was a cross-over period with the current provider. The new pay roll provision would be in operation at the end of July 2019 and the NPW payroll services would cease at the end of August 2019.

*What percentage is the surplus as a proportion of the overall budget?*

The surplus is 16% of the overall budget. Items received such as the MAT Development Fund were not included when the budget was set.

*Is the uplift in support staffing PO scales factored into the budget?*

The school has very few staff on PO scales and any rise has been factored into the budget.

*Is the school comfortable with the idea of a large carry-forward figure to next year?* The figure is larger than normal due to the school's conversion from maintained school status. In addition to the funds

required for the building project, the school will be required to use reserves to meet rises in staffing costs in the coming year.

The CFO stated that as soon as governors had come to a decision regarding which dining room building plan to recommend going forward, the CFO would adjust the budget to incorporate the expected costs.

The Local Governing Board (LGB) thanked the CFO for his update.

The CFO left the meeting (6.15pm)

### **30. Constitution**

#### **30.1 Election of Co-opted Representatives**

The chair welcomed Jackie Dillon and Bharat Hirani, candidates for the vacant positions of Co-opted Governor Representative. The candidates introduced themselves and described their skills and interests.

Jackie Dillon and Bharat Hirani were proposed and seconded as Co-opted Representatives.

**DECISION:** The LGB unanimously recommended to the Trust Board that Dillon and Bharat Hirani should be appointed as Co-opted Governor Representatives.

### **31. Public minutes of the previous federated Local Governing Board meeting**

The minutes of the meeting held on Thursday 6<sup>th</sup> December 2018 were **AGREED** as an accurate record subject to the following amendment:

**Min.20.5** - should read: The meeting received and noted Appendix D which showed the Use of the Sports Premium 2018-2019.

The minutes were signed by the chair.

### **32. Matters Arising and Action List**

**Min 14.1** – The headteacher had put forward the request for further funding within option 1 \*(feasibility study and research funding) to the Trust Board and the Department for Education (DfE) however, the option had been refused. The school was now looking for further funding within its own budget.

**Min 14.1** – Details of academy funding had been included in the meeting pack.

**Min 20.2** – Some governors were still to complete skills audit forms.

**ACTION:** Boleyn Trust skills audit forms and national governance association (NGA) skills audit forms will be made available to governors to complete at the next LGB meeting.

**Min 22.1** – The headteacher confirmed that the site supervisor had ensured that toilets were checked in the morning and in the afternoon.

**Min 22.1** – Shaida Hussain had confirmed that she had attended governor induction training.

### **33. Matters of Note from the Trust Board and Committees**

LGB members confirmed that they had received and noted the following Trust Board documents in advance of the meeting:

- Briefing for Trustees and Local Governing Boards
- Board Minutes of 12th September 2018
- Trustee Update to Local Governing Boards
- Executive Team Report to Trustees – December 2018
- Outcome of Trust Skills Audit linked to SDP

### **34. Main Business**

#### **34.1 Headteacher's Report**

The meeting received and noted the 'Governing Body Headteacher Report 2019 – Spring Term' document which included: details of the Context of the School, details of the LGB, Committee Membership, Finance Update, Policy Calendar for New City LGB, Leadership

and Management, details of New City Teaching Staff, School Development Plan (SDP), School Improvement Partner (SIP) Report, Visit by Tom Canning, Teaching and Learning Review, New City Primary School Curriculum, New City Primary School Food Policy, SEN and Inclusion policy, Early Years and Foundation Stage Policy and the Special Educational Needs and Disability (SEND) Information Report. The headteacher highlighted the following:

- Reading was to be a key focus at the school and the headteacher had requested a presentation by the Reading Lead at the next LGB meeting.
- The SDP had been evaluated and updated by the senior leadership team (SLT).
- Conscious of the workload of teachers, the school had reduced the amount of planning carried out by teachers and introduced a 'one sheet' approach focussing on the essence of planning. The strategy aimed to reduce the amount of 'flips' on classroom screens and there was focus on developing the confidence and skills of the school's teaching staff.
- Teaching and learning assessments had taken place in the previous week, the school was in the process of changing its assessment regime to the SIMs system and the school was working closely with an external consultant.
- The visit to the school by the CEO of Boleyn Trust had been very positive and had been well received by teachers and pupils.
- It was noted that inclusion was well managed at the school and the school had been awarded the Inclusion Quality Mark.

### 34.2 School Link Roles

Governors studied the list of governors' link roles included in the Headteacher's Report and discussed the re-allocation of link roles to include the newly appointed Co-opted Representatives.

*What do link governor duties involve?*

Link governors visit the school, meet with subject leads, observe practices and report back to the LGB.

**DECISION:** The LGB AGREED the following additions and amendments to the governors' link roles list:

Nicola Denton	Science and PPG
Jackie Dillon	Humanities
Bharat Hirani	English

**ACTION:** The headteacher will send a list of subject leaders' links to new governors.

### 34.3 Committees

Governors noted that the Governors' Standards and Leadership Committee collectively scrutinised teaching and learning at the school. The headteacher confirmed that the Committee was scheduled to meet in June 2019 to scrutinise data, carry out lesson observations, assess matters arising and establish next steps in conjunction with the school's curriculum.

### 34.4 Spring 2 Progress and Attainment Data

Governors noted the tabled 'Spring 2 Tracking Progress Data' document which detailed a snapshot of progress and attainment across the school.

*Is this attainment data?*

Yes, this is tracking data, the school is in the process of introducing the SIMs system and therefore this data is mostly based on teacher assessments.

*Why are a large proportion of pupils not on track to meet expected standard (EXS)?*

Staff are cautious in their assessment of pupils; the school is confident that pupils will be on track by the end of the summer term.

*Is the school happy with the low levels of EXS in KS2 reading?*

There are a larger cohort of SEND pupils in KS2 than in previous years, therefore there will be a slight drop in outcome results.

*KS2 targets are ambitious; will pupils meet the targets set?*

Teachers are working hard with pupils to close gaps in pupils' learning, interventions are in place. Year 6 pupils had high outcomes data at the end of KS1 and ambitious targets were set; 2019 progress data may be affected as a result.

*Is the school carrying out individual case studies of KS2 pupils?*

Yes, the school is monitoring pupils carefully.

### **34.5 School Improvement Partner (SIP) Report**

The headteacher informed the LGB that the SIP had visited the school. Governors noted that the SIP monitored all Boleyn Trust schools termly and carried out the headteacher performance management review. The headteacher highlighted that the SIP had carried out learning walks and had set targets for the school with regard to pupils' work and outcomes data. The school had taken the SIP's guidance to inform areas for development in the SDP.

*Will the school include the SIPs observations in the 'key strengths' section of the school's self-evaluation form (SEF)?*

Yes, these will be included in the SEF.

### **34.6 Major Projects and Activities – Overview and Update**

The headteacher provided governors with an overview and update of the following major projects and activities:

#### **a. Academy Funding**

Governors noted the detailed academy funding documents that were included in the meeting pack.

#### **b. New Dining Room**

The headteacher reported that architects had put forward design options with associated costings for governors to consider. The headteacher highlighted that the current dining room had been designed for a two-form entry school and was not a suitable environment to accommodate the current roll numbers in the time allotted, and the school was aiming to provide a more pleasant environment in which pupils could eat lunch.

Governors studied the 'Option 1' and 'Option 2' design options for the extension of the dining hall that were tabled at the meeting. Governors noted that Option 1 would increase seating for pupils from the current 108 to 144, and that Option 2 would increase seating to between 170 and 180. The headteacher highlighted the budgeting differential of Option 1 at £203,700 and Option 2 at £237,105.

*Are doors able to be installed where they are required in both options?*

Yea, in both Options 1 and 2, doors will be able to be moved in the designs.

*With Option 2, is there any impact on pupils' play spaces?*

There is very minimal impact on play spaces with Option 2.

*Where is the cost for planning permission?*

Planning permission is included under the 'fees' cost centre.

*What is the headteacher's preferred option?*

The headteachers initial preference was the cheaper Option 1, however, Option 2 is the more popular option with other parties.

*How long will the building work take?*

The plan is to start the building work at the beginning of July 2019, with works continuing throughout the summer holidays with an aim for completion by September 2019.

*While the building work is in operation in July; where will pupils eat?*

Pupils will eat in the ground floor hall. If building work is not completed for the beginning of term in September, as a worst-case scenario, the school could serve sandwiches.

*Had the school undertaken due diligence regarding safeguarding and procurement?*

Yes, the school takes safeguarding very seriously.

*Will the school build penalties for delay into the procurement agreements?*

Yes. The school is working with trusted contacts and advisors.

**DECISION:** LGB members AGREED that the school should proceed with the Option 2 design proposal for the new dining room.

#### **c. The Times of the School Day**

Governors noted the 'Proposals for Change September 2019' document that was included in the Headteacher's Report.

*What will the school do to accommodate working parents who will have to rearrange their after-school childcare arrangements?*

The school will be able to offer a fuller range of after-school clubs and activities.

**d. School Uniform**

The headteacher highlighted the proposal to introduce school blazers for KS2 pupils.

*Do any other of the MAT schools have school blazers?*

Some MAT schools have school blazers.

*Would the blazer be compulsory?*

Yes, for all KS2 pupils. The school could initially support parents to fund the purchase of blazers.

*Is there any evidence that wearing blazers has any positive impact on pupils' outcomes and what will the school do if parents do not wish to purchase a blazer?*

The school could have a meaningful consultation with parents regarding the adoption of blazers and it is proposed that the school would stock and sell blazers directly to parents in order to ensure best value for money.

*When is it proposed that blazers would be introduced?*

September 2019. Parents would be given ample notice of the introduction.

**ACTION:** The headteacher will send proposed times of school day and proposed uniform changes consultation papers to parents.

**e. Restore the Music UK Bid**

Governors noted the 'Restore the Music UK' £10,000 funding bid document. The headteacher confirmed that the school had fulfilled the criteria for the funding and that the school was waiting to hear the outcome of the bid in May 2019.

**35. Trust Policies**

Governors noted that there were no trust policies to be considered.

**36. Standing Items**

**36.1 Finance**

This item was covered in the Financial Update (min 29)

**36.2 Governor Visits and Training**

Governors confirmed attendance at the following:

- Nicola Denton confirmed that she had visited the school's Science Lead, it had been an informative visit and the Science Lead was highly knowledgeable.
- Denise Newbould confirmed that she had visited the school's Inclusion Lead and had discussed the challenges posed by the increasing numbers of SEND pupils at the school.
- The chair reported that Aleen Alarice had visited Creative Arts and that the visit had been very positive.
- The chair and Annette Massey-Reed had visited the school to scrutinise safeguarding procedures and to check and sign the Single Central Record. The chair reported that no concerns had been raised.

**36.3 Policies**

Governors received and noted the following policy documents:

- SEND Information Report
- Food Policy
- Early years and Foundation Stage Policy

**36.4 Safeguarding/Single Central Record**

Governors noted that the Single Central Record had been checked and was in order. The Single Central Record was signed by the chair.

Governors noted that auto-enrolment regarding DBS checks had been completed.

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

- Presentation by Reading Lead
- Governors' skills audit
- Feedback on 2019 SATs data
- Review of parent consultations

**38. Any Other Urgent Business**

**a. Congratulations**

The chair informed governors that Helen Matthews had gained her school business manager (SBM) qualification. Governors congratulated Helen Matthews on her achievement.

**b. Election of Chair of Governors**

The chair informed governors that she would be stepping down as Chair of the LGB at the next meeting and that governors should consider self-nominations for the position of chair in advance of the next meeting. The chair confirmed that she would remain a member of the LGB. Governors thanked the chair for her excellent service to the board.

**39. Date of Next Meeting**

- The date of the next meeting is to be confirmed ASAP.

There being no further business the meeting closed at 19.30.