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

Date: Thursday 11 July 2019
Time: 18:00pm
Venue: New City Primary School, Tunmarsh Lane, London E13 9NE

Present:

Caroline Stone	Headteacher
Nicola Denton	Parent
Asha Choolhun	Co-opted
Jackie Dillon	Co-opted
Mary Bull	Co-opted
Annette Massey-Reed	Co-opted (Vice Chair)
Helen Matthews	Staff

In attendance:

Eldon Chudley	The Education Space
Steve Stock	Finance Officer (part attendance)
Rose ?	Chief Financial Officer (part attendance)
Sam Dutch	Deputy Headteacher
Rubel Aloum	Deputy Headteacher

40. WELCOME / INTRODUCTIONS AND APOLOGIES FOR ABSENCE

40.1 Welcome

The Vice Chair chaired the meeting in the absence of a Chair

It was reported that Asha Choolhun would be arriving at the meeting at 6.30pm.

40.2 Apologies

Apologies for absence were received and condoned for Denise Newbould and Bharat Hirani.

40.3 Quorum

A quorum was present at the meeting.

The meeting **AGREED** to vary the order of business and take agenda item 5 as the second item on the agenda. It was noted that the Finance Committee did not take place before the Local Governing Board meeting and financial items were discussed and minuted within agenda item 5.

The Education Space would liaise with the Boleyn Trust regarding the terms of reference of the Finance Committee and would report back at the next meeting.

ACTION: The Education Space would liaise with the Boleyn Trust regarding the terms of reference of the Finance Committee and would report back at the next meeting.

41. FINANCE

41.1 Financial Papers (appendix B and C)

The meeting received the Boleyn Trust – New City Management Account – May 2019 (appendix B) and the Boleyn Trust – New City Management Account – Full Year result (appendix C).

It was noted that the Boleyn Trust had contracted with a finance company to provide financial services to the Trust and that the payroll had been changed from NPW to a new payroll system.

The accounting system had been changed from FMS to an academy financial system. The financial system was on an online portal.

The Chief Financial Officer arrived at the meeting at 6.15pm.

The meeting noted that the library was being moved and would be ready for summer use by the school. The meeting was informed that changes to toilets had taken place.

Governor questions

1. *When was the new finance company appointed to carry out financial services for the Trust?*

The new finance company was appointed last year by the Trust Board and the catering contract was currently being changed by Trustees.

2. *Why was the Local Governing Board not informed of these changes?*

The decision to change the finance company and catering are decisions made by the Trust. The decision to make changes to the school dining room was made by the Local Governing Board.

3. *Who agrees the budget for the school?* The Board of Trustees agrees the budget for the school.

4. *Why was the total variance of £86,788 in red which suggested a deficit, but was in fact a surplus?*

This was shown in red to show that there was a variance between the budget and the forecast. It was noted that future forecasts had to be more accurate.

5. *Why was the surplus for the school high at 19%?* The surplus was 19% due to £250,000 of the monies being used for capital and had been built up to pay for the dining room extension.

6. *How can the new financial portal be used?* The new portal could be used to see average salary costs and look at benchmarking costs in relation to the school.

7. *How does the financial team monitor the accounts?* The financial team can interrogate school financial data and monitor the school budget.

8. *Why was the Local Governing Board only told tonight regarding the new financial arrangements for the school?* The new finance company was appointed by the Trust Board.

9. *Are there any financial issues in relation to the school budget that the Local School Board needs to be informed about?* There are no financial issues in relation to the school budget that the Local School Board needs to be informed about and the financial management of the Trust was strong.

The Chief Financial Officer and Steve Stock left the meeting at 6.30pm.

42. DECLARATION OF INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

42.1 No items were reported.

Asha Choolhun arrived at the meeting at 6.35pm.

43. PRESENTATION BY THE READING LEAD

43.1. A presentation by the Reading Lead had been made at the Standards Committee.

44. PUBLIC MINUTES OF THE PREVIOUS NEW CITY LOCAL GOVERNING BOARD MEETING

The minutes of the meeting held on the 28 March 2019 were **AGREED** as an accurate record of the meeting.

45. MATTERS ARISING AND ACTION LIST**45.1 Matters arising**

Minute 34.6 d – It was noted that not all parents had not received consultation in respect of school uniform changes.

46. CONSTITUTION**a. Election of Chair**

The Clerk chaired the meeting for this item.

The meeting considered nominations for Chair of the Local Governing Board.

It was proposed by Annette Massey-Reid and seconded by Asha Choolhun and **AGREED** that Denise Newbould be Chair of the LGB for a period of one year.

b. Removal of Governor for Non-Attendance

Governors **AGREED** the removal of Aleen Alarice from office on the 6 June 2019 because on that date the governor had failed to attend any meetings of the governing board over a 6-month period (starting with the date of the first meeting missed) without the permission of the governing board.

c. Term of Office for Helen Matthews

The meeting noted term of office for Helen Matthews expired on the 18 September 2019 and the Headteacher would hold staff governor elections.

ACTION: Headteacher would hold staff governor elections.

d. Review of LGB Membership term of office

The meeting noted the LGB membership term of office.

47. ANY MATTERS OF NOTE FROM THE TRUST BOARD AND COMMITTEES

47.1 The meeting received and noted the Trust Update to the Local Board (appendix D).

48. MAIN BUSINESS**48.1 Headteacher's report (appendix E)**

The meeting received and noted the New City Primary School Headteacher' report which included: details of context of the School, the Board, committee membership, policy calendar, Sports premium funding – impact report 2018-2019 including an overview of expenditure since April 2018, staff survey responses May 2019, leadership and management at the school.

a. It was noted that following a two-day assessment in June 2019, the school had obtained the inclusion quality mark and was an inclusion centre of excellence.

- b. The meeting was informed that the curriculum was fit for purpose and that pupils would need to show that they could articulate learning.
- c. The meeting received and noted the Summer term evaluation of the SDP 2019 which had been evaluated with the SLT this term.
- d. Governors received the New City Data for 2018/19 – Outcome for Pupils – New City Assessment Summary. “Good level of development” had been maintained in 2019 at 86%. The meeting noted that for Year 2 there was a slight fall within the expected standard and above in Reading and Writing and that greater depth had increased.
- e. The Headteacher provided the governing board with a verbal update regarding unvalidated data for KS2. It was noted that the school had very good quality first teaching from Easter 2019.
- f. The meeting noted information relating to the School Council and Peer Mentoring which included aims and outcomes.
- g. The meeting received and noted the New City School Development Plan 2019/2020 – Whole School Priorities: Key Performance Objectives and the following changes were **AGREED**:
 - Key Objective B title – remove the words “To embed a” at the start of the title and replace with “Utilise our”.
 - Key Objective C title - remove the words “To embed” at the start of the title and replace with “Maintain”.
 - Key Objective C – C3 remove the words “To embed” at the start of the sentence and replace with “Sustain”.
- h. The meeting received and noted the outcomes from the parent consultation regarding changes to the school day and it was noted that there were 127 responses. The meeting considered the statements for and against the changes to the school day. The meeting noted that attendance at the parent consultation meeting was 10.

The LGB **AGREED** to shorten the lunch time from 55 minutes to 45 minutes (1 against and 6 in favour).

The LGB **AGREED** that the end of the day be changed from 3.30pm to 3.10pm (1 against and 6 in favour).

- i. The meeting received the tabled New City Primary School Parent Questionnaire – December 2018 – July 2019. It was noted that the school had received 122 School Parent questionnaires and it was noted that one hundred percent of the respondents considered that their child felt safe at school.
- j. The meeting received and noted the Safeguarding information.
- k. The meeting **AGREED** the Teaching and Learning policy subject to minor amendment as set out within the report of the Headteacher.
- l. The meeting **AGREED** the Positive Behaviour policy subject to minor amendment as set out within the report of the Headteacher.
- m. The meeting **AGREED** the Religious Education and Collective Worship policy.
- n. The meeting **AGREED** the School Uniform policy. The only change was that pupils could wear a non-compulsory blazer. It was noted that the uniform was now black rather than blue and it was considered important that parents were kept informed with school changes. It was noted that the end of the term date had been changed and it was noted that in future parents needed to be made aware of such changes well in advance.

- o. The meeting **AGREED** the tabled Educational Visits procedures.
- p. The meeting **AGREED** the Personal, Social, Health and Education policy which it was noted would be amended once SRE had been finalised for 2020.
- q. The meeting noted the New City School Assessment guidance.
- r. The meeting received and noted the Self-Evaluation 2018/19 summary. It was noted that the Headteacher would use the Self-Evaluation 2018/19 summary as basis for governors to base questions and answers on at future meetings.

Governor questions

1. *Could the Local Governing Board be provided with data to show KS1 progress from Early Years?* The Headteacher could provide this in a future Headteacher's report.
2. *Who else in the school focuses on the Whole School Priorities?* The focus in the school would include the curriculum leads.
3. *Does the timeline as set out within the Teaching and Learning policy work?*
The New City timeline as set out within the Teaching and Learning policy works well for staff.
4. *Why was the end of the summer term shortened by one day?* The term was shortened as originally the term had one too many days.
5. *What impact would changes to the school day have on mid-day staff?* It would make no difference as pupils would have a shorter lunchtime, however, if pupils were in childcare then this would be 20 minutes more per day.
6. *What other changes could be made to the school day?* A proposal could be to reduce lunchtime by 5 minutes.

ACTION:

1. Headteacher to provide data to show KS1 progress from Early Years within future Headteacher's reports.
2. The Headteacher would review the Key Performance Objectives within the Whole School priorities with the outcomes of the Ofsted Framework.
3. Headteacher would include data on CP/LAC within the next report of the Headteacher under the Safeguarding heading.
4. Headteacher would use the Self-Evaluation 2018/19 summary as basis for governors to base questions and answers on at future meetings.
5. Headteacher to write to parents to inform parents of the governing board agreement to change the school day.

48.2 Governors Skills Audit

Governors had been circulated the skills audit forms to complete.

48.3 Review of Parent Consultations

This item was minuted under minute 48.1 h (11 July 2019 refers).

48.4 Governance Handbook 2019 (appendix G)

The meeting received and noted the Governance Handbook (appendix G).

ACTION:

1. Governors to read page 6-8 of the Governance Handbook.

49. TRUST POLICIES

49.1 There were no policies to consider. It was noted that the Sex Education policy had not yet been updated as an SRE Advisor was being used in order to incorporate the changes required for 2020.

Governor questions

1. Had the Headteacher received any letter in relation to the proposed changes to SRE? No letters had been received. It was noted that staff would need training to deal with issues relating to SRE.

50. STANDING ITEMS

50.1 Governor visit and training undertaken since the last meeting

50.2 Approve and adopt any policies

This item was minuted under minute 48.1 and 49.1 (11 July 2019 refers).

50.3 Safeguarding/Single Central Record

It was noted that Asha Choolhun had conducted an SCR check and no issues were reported. Helen Matthews was carrying out a 3-year update.

Governor questions

1. Would an external check take place of the SCR? An external consultant would carry out an external SCR review.

50.4 Trustee Business Update

It was noted that the Trust was in the process of procuring a new catering company for September 2019.

51. GOVERNOR SUGGESTIONS FOR FUTURE AGENDA DISCUSSIONS

51.1 Future Agenda discussions

It was **AGREED** that future Headteacher's reports would be shorter.

ACTION: The Headteacher would make future Headteacher's reports shorter.

52. ANY OTHER URGENT BUSINESS

52.1 Other Urgent Business

None reported.

53. ANY MATTERS TO REPORT TO THE TRUST BOARD AND COMMITTEES

53.1 Items to report

There were no items to report.

54. DATE, TIME AND VENUE OF NEXT BOARD MEETING

54.1 Date of next meeting

The Chair/Vice Chair and Headteacher would email a proposed list of future meeting dates for the next academic year.

ACTION: Chair/Vice Chair and Headteacher would email a proposed list of future meeting dates for the next academic year to the LGB.

SUMMARY OF ACTIONS

Minute Ref	Action	Owner	Date to complete
46c	1. Headteacher would hold staff governor elections.	Headteacher	Start of autumn term 2019
48.1	1. Headteacher to provide data to show KS1 progress from Early Years within future Headteacher's reports. 2. The Headteacher would review the Key Performance Objectives within the Whole School priorities with the outcomes of the Ofsted Framework. 3. Headteacher would include data on CP/LAC within the next report of the Headteacher under the Safeguarding heading. 4. Headteacher would use the Self-Evaluation 2018/19 summary as basis for governors to base questions and answers on at future meetings. 5. Headteacher to write to parents to inform parents of the governing board agreement to change the school day.	Headteacher Headteacher Headteacher Headteacher Headteacher	Future reports of the Headteacher Next LGB meeting Next LGB meeting Future LGB meetings End of summer term 2019
48.4	1. Governors to read page 6-8 of the Governance Handbook.	Governors	Before next LGB meeting
51.1	1. The Headteacher would make future Headteacher's reports shorter.	Headteacher	Future LGB meetings
54.1	1. Chair/Vice Chair and Headteacher would email a proposed list of future meeting dates for the next academic	Chair/Vice Chair/Headteacher	Start of academic year 2019/20

	year to the LGB.		
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The meeting closed at 7:44 p.m.

Signed:

Date:

Denise Newbould - Chair of Local Governing Board