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

<b>Date:</b>	Thursday, 5 December 2019	
<b>Time:</b>	18:00pm	
<b>Venue:</b>	New City Primary School, Tunmarsh Lane, London, E13 9NE	
<b>Present:</b>	Michelle Ali	Parent
	Asha Choolhun	Trust Governor
	Jackie Dillon	Co-opted (vice-chair)
	Bharat Hirani	Co-opted
	Annette Massey-Reed	Co-opted
	Denise Newbould	Co-opted (Chair)
	Caroline Stone	Headteacher
<b>In attendance:</b>	Rubel Aloum	Deputy Headteacher
	Julie Ammi	Clerk
	Stewart Baxter	Governor applicant
	Sam Dutch	Deputy Headteacher

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*The meeting commenced at 5.57pm.*

### **55. Welcome/Introductions and apologies for absence**

#### **55.1 Welcome**

The chair welcomes everyone to the meeting, Introductions were made around the meeting. Stewart Baxter was in attendance at the meeting and the governing board would consider his governor application.

#### **55.2 Apologies**

Apologies had been received and were condoned from; Mary Bull, Helen Matthews and Nicola Denton.

#### **55.3 Quorum**

The LGB was quorate.

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

Governors were reminded that any interests in a matter under discussion must be declared at the start of the meeting, or at the commencement of the item of business.

There were no declarations of interest.

### **57. Public minutes of the previous New City Local Governing Board (LGB) meeting**

#### **57.1 LGB minutes 11 July 2019**

The LGB agreed the minutes of the previous meeting.

## **58. Public minutes of the standards and leadership committee meeting**

### **58.1 Standards and leadership committee meeting**

The LGB agreed the minutes of the meeting held on 10 October 2019.

Unfortunately, the headteacher was unable to attend the meeting. Asha Choolhun had chaired and reported back. Everything that governors were unclear about was addressed and answered by the headteacher swiftly afterwards such as; the details in the section 11, the pupil premium which was a work in progress. Comments were taken on board as evidenced in the LGB paperwork.

Michelle Ali completed her Prevent training and CSE.

**Action: The headteacher to send the FGM and other training links (webinar link from Asha Choolhun) and Helen Matthews is to complete a training register.**

The school had bought into the Educare training package and it had lots of online courses. A new one was available for online safety and this could be completed too.

## **59. Finance (standing item – minute 5.6 refers)**

This item was covered later on in the meeting.

## **60. Matters arising and action list**

The headteacher went through the action register of the previous LGB meeting and all items had been actioned.

## **61. Constitution**

### **61.1 Election of vice-chair**

Annette Massey-Reed's term of office had expired that day and the LGB were invited to elect a vice-chair. The chair thanked Mrs Massey-Reid for her service as vice-chair.

Caroline Stone proposed and Denise Newbould seconded Jackie Dillon as vice-chair with immediate effect.

**Decision: Jackie Dillon was elected as vice-chair.**

**Action: Asha Choolhun to report to the Trust Board that Jackie Dhillon has been elected as vice-chair.**

### **61.2 Staff governor election**

Governors were advised that Helen Matthews had been re-elected as staff governor for a further term of four years ending on 18 September 2023.

### **61.3 Parent governor election**

The headteacher advised that Michelle Ali had been elected as a parent governor.

### **61.4 Co-opted representative**

Governors were asked to consider the application from Stewart Baxter. Mr Baxter gave a summary of his skills and experience and left the room whilst his application was discussed. The LGB agreed unanimously to recommend to the Trust Board that Mr Baxter be co-opted onto the LGB. Mr Baxter returned to the meeting and was advised his application was favourable, however, the Trust Board had to ratify this decision before he could formally become a governor.

**Decision: The LGB agreed to recommend Mr Stewart Baxter be appointed as a co-opted governor.**

**Action: Asha Choolhun request at the next Trust Board meeting Mr Stewart Baxter be appointed as a co-opted governor with immediate effect.**

**62. Any matters of note from the Trust Board and committees**

It was noted that the Trust Board were due to meet within the next couple of weeks. Therefore, there were no matters to report to the LGB.

**63. Main business**

**63.1 Headteacher's report**

Governors had received and read the headteacher's report in advance of the meeting. The headteacher went through her report allowing time for questions. The areas covered in the headteacher's report were:

- The context of the school
- Structure of the LGB
- Structure of leadership and management
- Teaching staff
- Primary inspection data summary report (IDSR)
- The school development plan
- New City review
- School improvement partner visit report
- New City Safeguarding review
- Pupil Premium strategy statement
- Sports premium (previously agreed)
- School term and holiday dates 2019/20
- Finance

The headteacher was delighted to report that New City were in the Sunday Times recently. In the chart they were the 61<sup>st</sup> school in the country for progress data in KS2 for 2018. That is amazing for our second year of data. 2019 data was due to be validated next week but because of general election was likely to be delayed.

All children took part in the summer reading challenge and the school took them to the library. The children have to read as many books as possible, then talk, read and write vlogs about their reading. There was also a trophy for the best school and tomorrow the school would be receiving the trophy as they had won. The Newham mag would have an article. This was really positive for the school.

The leadership and management staffing had remained stable since the summer term.

Changes were made to the link governors:

Jackie Dillon – Mathematics and Mandarin

Michelle Ali – Creative Arts, PE, music

Stewart Baxter – Humanities

**Governors questions:**

**We have three children with EHCPs. Is that expected to rise as it appears low?**

*Yes, we are still getting those. There is a backlog in Newham.*

**Where is all of this information in the IDSR taken from?**

*All of our SATS results that the DfE collate and then pass onto Ofsted. All of our census data, attendance etc.*

**When the IDSR refers to a 'sentence' what does that mean?**

*In our case there are no sentences triggered which is a good thing. It means that the data has not triggered a comment.*

**Absences were slightly above the national average for 2017 – 18, so where are we now?**

*Our attendance is much higher now. The work done is brilliant and we are currently at 96.6%.*

**Under the key performance objective A2, for the 1-2-1 reading training, how would that be organized in school?**

The idea is every adult is going to read with a child in the week. We are putting a timetable together. We want to involve all members of staff in the school. It is a targeted group of children. We have 110 staff. It is about making sure they have got the time to do it. It will be launched on 6<sup>th</sup> January. It is about giving children quality listening time when they read but we have to train the staff on how to give that quality time.

**Under D to continue to develop confident independent learners there is a point about the dining room which looks lovely. Will the children be involved in developing the dining room for a positive experience?**

Yes. The children were involved in designing the dining room last year which is why we have got a blue walls and yellow floor (seaside). We have a new catering company. We are putting something in place like at the airports where you press to vote for a positive/negative experience. Student Council will feedback as well. It is about the food really and they have given very good feedback to the catering company from the children.

**With the school council is it worth meeting with them again to catch up with them?**

Yes. They were at a conference today.

**Do the head boy and head girl have a particular role?**

They introduce the shows and tomorrow we have councilors coming and they will meet and greet. They gave speeches to the whole school about why they would be voted. It was really powerful.

**Was the review of the school an audit?**

Yes, but we called it a mock Ofsted. For us it was the first time that at the end of a review I did not want to cry. I think we felt we are nearly there after three years of hard work. There is still a lot of work to be done. We expect Ofsted in the summer term and we are going to have another inspection in March by a different team and this time we will have the pre-inspection telephone call too.

**With attendance and home visits. Do you often find that if one child cannot attend then all of the siblings do not?**

It depends. In some cases, we do collect siblings. Phone calls go home every morning if a child has not come to school.

**In the safeguarding report it says there 52 telephone calls made – is that a lot?**

If it is a safeguarding incident every time a call is made it is logged. This is for autumn 1. It is probably about an average number. We have to keep involving the parents with everything we do.

**On the attendance of groups how many of the SEN support % are also Pupil Premium?**

I will look that up and report back.

**Action 1: A breakdown of the SEN support group to show how many and what percentage are also pupil premium.**

The safeguarding report had been shared at the standards committee but on the day. It was therefore sent to the LGB. It was important that governors knew what the local issues were. At the moment the potential for grooming for gang purposes, mobility of families, FGM and forced marriages were the local issues.

Points for the school to improve on were the Children Missing in Education procedure and the breakdown of attendance groups.

**In the pupil premium strategy, you mentioned specifically about children falling behind. What about the more able?**

Part of the wider strategies are about exceeding- they do attend workshops. It is about this wider opportunity that is already there but we have to pick up those that fall behind. It is about accessibility for all. I (HT) will also add something to the strategy about the more able.

**Action 2: The headteacher to add into the pupil premium strategy about the more able and then publish the strategy onto the school's website.**

**On the finance report under period two income there no lettings where would that be?**

*Under other. We are up to that now. There is also my work in other schools. At the governors' conference they were advising to let out premises although the school does not make much on lettings.*

**Do you have anyone on the board looking specifically at finance because it is quite helpful?**

*I would say because as a LGB we are no longer responsible in the same way. Finance has been taken over by the trust and the headteacher is held to account by the trust.*

**Do you report direct to the trust about what you are spending?**

*Yes. I have regular meetings and they hold me to account. We just look at the reporting structure. We should get income from insurance claims. In March I hope to have the half-yearly report. Capital is not on here because it is outside the remit of the LGB.*

There was a new trust-wide finance system and it had taken some time to get to grips with the software. The headteacher advised that the budget was split into twelve equal amounts. However, in reality payments and grants came in at various points during the year. Governors were invited to email the headteacher any questions they had about the budget.

**Are the term dates for 2019 - 20 the same for all trust schools?**

*I have shared these dates with Tollgate, Monaga and Cleves. There are no other additional Inset days to be put on.*

**Do staff have wellbeing days here?**

*Yes.*

**Do these term dates fall within the Newham dates?**

*They are very similar except for an additional week after the October half-term.*

**Decision: The term dates 2019-20 were approved by the LGB.**

The headteacher added to her report that parents' evening had taken place that week. Eighty parent questionnaires were completed and the responses was overwhelmingly positive.

### **63.2 Keeping Children Safe in Education – Part 1 (Appendix E)**

All governors had received KCSiE Part 1 and were asked to sign the separate waiver to confirm they had received and understood it.

**Action: All governors to sign the waiver once they had read and understood KCSiE part 1 – September 2019.**

### **63.3 Code of conduct**

This item was not discussed.

### **63.4 Charging and Lettings Policy**

This policy had been received in advance of the meeting. There were no changes from the previous policy except for names.

**Governor's question: Why is the letting cost blank?**

*Because it is a different cost depending on the hirer.*

**Governor's question: Who sets the rates?**

*The finance officer and two colleagues.*

**Decision: The charging and lettings policy was approved by the LGB.**

**64. Trust policies**

There were no trust policies as the trust board had not met this term.

**65. Standing items**

**65.1 Governor visit and training undertaken since the last meeting**

- Strategy and school development plan visit – Sam Dutch (22 November 2019)
- Governors' annual conference – Annette Massey-Reed (30 November 2019)
- Safeguarding/Single Central Record – Annette Massey-Reed/Asha Choolhun
- EYFS – Annette Massey-Reed

**66. To approve or adopt any policies**

**66.1 Safeguarding/Single Central Record**

**66.2 Trustee business update**

The Trust Board was scheduled to meet within the next two weeks.

**67. Governor suggestions for future agenda discussion**

**67.1 Governors were asked to suggest any future agenda items**

The governors' suggestion of an away day at school was welcomed. Possible agenda items would be speaking with the school council. Governors would see the new dining room and library. The visit reports would feed into the standards and achievement committee.

**Action: The headteacher to email the LGB with three dates to select from during January for an away day and a draft agenda.**

**68. Any other urgent business**

There were no items.

**69. Any matters to report to the trust board and committees**

- Recommendation to the Trust Board that Stewart Baxter be co-opted
- Ratification of Jackie Dillon as vice-chair

**70. Date, time and venue of the next meeting**

Thursday, 26 March 2019 at 6pm.  
New City Primary School.

The chair thanked everyone for attending the meeting.

*The meeting closed at 7.31pm.*

## ACTION REGISTER

<b>Minute</b>	<b>Action</b>	<b>Owner</b>	<b>Date for completion by</b>
58.1	The headteacher to send the FGM and other training links (webinar link from Asha Choolhun) and Helen Matthews is to complete a training register.	Headteacher	End of Autumn 2
61.1	Asha Choolhun to report to the Trust Board that Jackie Dhillon has been elected as vice-chair.	AC	Next TB meeting
61.4	Asha Choolhun request at the next Trust Board meeting Mr Stewart Baxter be appointed as a co-opted governor with immediate effect.	AC	Next TB meeting
63.1	Action 1: A breakdown of the SEN support group to show how many and what percentage are also pupil premium.	Headteacher	Next LGB meeting
63.1	Action 2: The headteacher to add into the pupil premium strategy about the more able and then publish the strategy onto the school's website.	Headteacher	End of Autumn 2
63.2	All governors to sign the waiver once they had read and understood KCSiE part 1 – September 2019.	All members of the LGB	The away day in January 2020.
67.1	The headteacher to email the LGB with three dates to select from during January for an away day and a draft agenda.	Headteacher	End of Autumn 2