

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

Date: Thursday 8th July 2021

Time: 18.00pm

Venue: Via Zoom

Present:	Asha Choolhun	Trust Appointed Governor
	Jackie Dillon	Trust Appointed Governor - chairing this meeting
	Bharat Hirani	Trust Appointed Governor
	Annette Massey-Reed	Trust Appointed Governor
	Michelle Ali	Parent Governor
	Nicola Denton	Parent Governor
	Helen Matthews	Staff Governor
	Caroline Stone	Headteacher
	Denise Newbould	Trust Appointed Governor
 In attendance:	Alix Williams	Clerk
	Sam Dutch	Deputy Head teacher
	Rubel Aloum	Deputy Head teacher
	Mary Bull	Deputy Head teacher

1. **WELCOME / INTRODUCTIONS / APOLOGIES FOR ABSENCE / QUORUM**

The Chair welcomed everyone to the meeting.

Apologies for absence

Stewart Baxter & Sophie Butterfield sent their apologies ahead of the meeting, governors condone the absences.

Governors noted that the meeting was quorate.

2. **DECLARATIONS OF INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

Governors note there are no declarations of interest.

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

The minutes of the meeting held on 18th March 2021 were agreed as an accurate record and will be signed by the Chair at a future date.

4. **MATTERS ARISING AND ACTION LIST**

Subject leaders to have zoom catch up meetings with Local Governor Board governor links in the summer term.

Asha to visit the school to view SCR - this will be discussed on an agenda item during this meeting.

Link governor visits - all discussed at last standards meeting

5. **CONSTITUTION**

There are no changes to note to this board's constitution.

Nicola Denton noted to the board that her term of office expires in October 2021 and as parent governor with a child in year 6 she will not be re-standing for this position on the governing board.

Caroline Stone, Headteacher, thanked Nicola for her participation and everything that she has brought to the governing board over the years.

ACTION: Parent elections to take place at the start of the new school year

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

There are no matters arising to note.

7. MAIN BUSINESS

7.1 HEADTEACHERS REPORT

The board received and noted the 'Governing Board Headteacher Report 2021– Summer Term and the documents included in the evenings meeting pack, the following points were highlighted by the Headteacher:

- 40 teachers and 63 support staff make up the staffing structure for New City Primary School
- A support member of staff, a TA, has left the school employment and has not been replaced
- The school has received 73 mid phase admissions since September 1st 2020
- Pupil numbers are stable
- A teacher on maternity leave will not be returning due to travel distance
- An NQT will be leaving due to travel distance
- An NQT +1 will leaving due to travel distance
- ECTs, Early Career Teachers, have been appointed currently trainees in the school
- Development plan has been presented and includes the latest summer evaluation
- Staff have worked hard from Easter on identifying the gaps that the children had developed during the lockdown
- Deep Dives have taken place across all subjects - subject leads are confident in their subjects
- Pleasure for reading is embedded with the children - this was validated by an external review
- Strategies are in place linked to phonics; training has been taking place for staff; staff are using vocab with the younger children
- Coaching and mentoring is successful across the school
- Working across the trust alongside the East London Teaching School hub; this is a programme that is run in 3 boroughs across London
- The summer term has been a successful and productive term
- Headline judgements for spring 2 are based on Pira and Puma tests
- Reception children are on track for a good level of development
- Teams are getting ready for the new intake of Reception children joining in September 2021
- Year 1 phonics: screening took place earlier this term and children are showing an 85% pass rate at this stage: CS notes that there is a high number of SEN children in this cohort and the lockdown has impacted on the children's learning
- Year 2 children that didn't pass their assessments are now on track
- Governors note that when looking at data for whole school it is showing that most year groups are around 82%
- The current Year 3 cohort are showing as concern for the new school year
- The current Year 5 cohort are showing at 87% at expected
- CS notes that the remote learning strategy has helped as has a whole school focus on quality first teaching
- PPMs identified children at lowest 20%
- PP strategy statement: this is an overview for this academic year and shows how the funding was used and how it will be used to look at the allocation of funds for September 2021; this will be reported on during the next standards committee meeting
- Sports premium: The school have been developing the partnership with Southern Road Primary School and have used the time to look at resources and the curriculum to support children across the school
- Sports England will be supporting the school with a 3 week summer school programme, New City are 1 of 5 schools and the only primary school on the programme. The aim of the programme is to develop active sports and social engagement with PP children. The school will be receiving equipment that the school can keep. Although targeted at FSM/PP children, the school has opened it up to all children. There will be press coverage on this

- SEF: this has been updated with FSMs and info on covid.
- The family centre will be having a revamp with a new kitchen area for parents and families to use. This will become a more open plan space and the school will be offering after school services as in-house provision. There are plans to start workshops with parents and young families of 0-3-year olds children/
- Leadership and management: The Subject Leaders are being more ambitious and confident
- EYFS continues to be outstanding

Q: after school provisions are noted to be from 2:30-5:30 is this correct?

A: This is because the school did close from 2:30 this year – the SEF is for this academic year

Q: When will you be communicating the change of school time to families?

A: It went out to families earlier this week

Q: When will you be notifying parents if they have a place for after school club provision?

A: they are working on the summer school allocation and then will be focusing on the new terms after school clubs

- SDP: this follows on from this year with the only changes noted are on tightening up on the curriculum by ensuring that learning is clear with components and composite goals that are articulated with the children 'know more to remember more'
- Monitoring will continue across all subject areas
- A bespoke programme for staff includes coaching for CPD
- The school continues to push with pleasure for reading
- Diminishing the gaps in learning: there are clear intervention strategies in place and for the new year the school will have a 4th class for year 6 so that class groups are smaller and this will enable the children to be supported

Q: how will this be set up?

A: it will be in mixed ability with interventions. All classes will be totally mixed up

Q: Have you done work with the groups in the cohort to see it working?

A: We are working with the children and will iron out any potential issues

Q: When will parents know when this is happening and why is this only with year 6?

A: We recognise the year 5s will need support to close the gaps leading up to their SATs, there are challenging groups in the cohort and this will break down those behaviours

- Year 1 in to year 2 are small year group and will have 3 small classes, this will support in closing the gaps in learning
- Parents will be informed on Monday July 19th

Q: Is there extra classroom space for the 4th class?

A: There is a room that can be used for this.

- SAFEGUARDING - continues to be important throughout with a focus on early identification
- Annual Holiday dates: Governors note that the school follow the trusts annual term & holiday dates
- **OUTCOME:** Governors approve dates
- Standards meeting: Link governors meet with people via zoom and this was recorded in the meeting notes for the last standards committee.
- NLE Report from Paul Harris: this was signed off by the DFE; the school managed to get £7k for books and training
- Prevent duty RA: this has been updated and will go onto the school website
- Wellbeing policy has been updated with the impact of covid threaded through: Half termly meetings with wellbeing champions take place across the trust. Governors note that staff are appreciative of the support of the wellbeing champions.
- The school uniform policy has no updates to report.

Q: Are children from EYFS expected to wear the uniform? Is it from Nursery age or Reception?

A: Nursery: some children wear the jackets but this is not pushed

Q: the red polo shirt does it have to have the logo on it?

A: we don't insist on the log just the colours; we have worked hard to get the uniform back on track

ACTION: CS to amend policy to note that logo is not compulsory

- H&S policy: Governors note that the school will use what is given from trust board and amend it according to the school
- Positive handling and intimate care policy: no updates

- Attendance policy and procedures: this has been updated to include study bugs and families keeping in touch as much as possible
- Online safety policy: updated to include the role of governing body and DSL
- Positive behaviour policy: the DFE released the new KCSIE guidance. Changes in safeguarding taking place for DSL including information and recognition on peer on peer abuse, this is explicit in the policy. Governors note the school do have systems in place re peer on peer abuse and all staff are trained on Educare linked to sexual abuse.

Q: Is there anywhere in the policy where it says what the school will do in these incidents?

A: yes it is in safeguarding and behaviour policies; there are steps outlined in both policies

Q: will you show the reportable incidents in a report for governors

A: this will be done

COMMENT: it will support record keeping and tracking of incidents

- Safeguarding policy: this has been updated with the changes to KCSIE
- Attendance update: Most year groups reached 95% for this term
- The number of children abroad has declined, however, there is a small number of children who have gone abroad due to family illness

Q: Will you be clear on attendance expectations from the new term?

A: yes, we will send a further letter outlining expectations

- Budget: Rose Nelson, trust CFO, produced a report, she had worked on the budget and had included potential staff pay increases & pensions schemes.
- The report shows caution with the budget with a slight increase on last year.
- There was a slight increase in FSM meal numbers.
- The Budget shows an increase of £141k
- Staff spend is 77% of the budget
- the school has a healthy surplus at this stage
- **AGENDA ITEM FOR NEXT MEETING:** discuss strategies and plans for the school
- long term planned spend: to develop a sports performance hall
- short term focus: develop the playground

Q: Is there a 3 year budget forecast?

A: yes this is what the graph is trying to project

- Building works over the summer: a new boiler will be installed: £160k worth of equipment and this will come from the underspend surplus - kitchen works can be done within the budget

Q: Who signs off on this spend?

A: the trustees

7.2 STANDARDS COMMITTEE MEETING AND THE READING UPDATE

Governors present at this meeting were all in attendance at the standards committee meeting.

8. STANDING ITEMS

8.1 GOVERNOR VISITS AND TRAINING

Governors all had zoom meetings for link updates

No training has taken place

8.2 TO APPROVE OR ADOPT ANY POLICIES

Governors note policies were discussed, questions made and approved in the HT report

8.3 SAFEGUARDING / SINGLE CENTRAL RECORD

Governors note Annette and Asher carried out a virtual visit and reported that everything is in order with the SCR, there were queries relating to checks on the day and Helen was able to respond to these immediately.

Clarification on DBS checks: should be done every 3 years

8.4 TRUSTEE BUSINESS UPDATE

Governors note there is no update to report at this meeting

8.5 FINANCE UPDATE

Governors note discussed in HT report

9. GOVERNOR SUGGESTIONS FOR FUTURE AGENDA DISCUSSION

Governors note the dates for next year. CS notes that the governors can follow the same format as had happened this year with the standards committee meeting with a presentation from a subject leader. The GB meeting once termly at the end of a term.

COMMENT: Denise - thank you and the staff for all your hard work this year

10. AOB

Governors note

11. ANY MATTERS TO REPORT TO THE BOARD AND COMMITTEES

Governors note there are no matter to report to the board and committees

12. Date, TIME AND VENUE OF NEXT MEETINGS

Governors note these will remain virtual until further notice

13. ANY OTHER URGENT BUSINESS

Governors note there was not urgent AOB

14. AGENDA ITEMS FOR NEXT MEETING

Governor's request a PSHE Presentation linked to wellbeing mental health and educational recovery to take place at the next standards committee meeting. The next standards meeting will be on October 14th at 6pm via Zoom

The meeting closed at 19.05pm

Signed:

Date:

Chair of Governors