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

Date: Thursday 9th December 2021

Time: 18.00

Venue: New City Primary School

Present:

Caroline Stone	Headteacher
Stewart Baxter	Co-opted Representative
Sophie Butterfield	Co-opted Representative
Asha Choolhun	Co-opted Representative
Bharat Hirani	Co-opted Representative
Denise Newbould	Co-opted Representative (chair) – virtual attendance
Michelle Ali	Parent Governor
Liza Christofides	Parent Governor

In attendance:

Rubel Aloum	Deputy Headteacher
Sam Dutch	Deputy Headteacher
Mary Bull	Deputy Headteacher
Eldon Chudley	Clerk

The meeting started at 18.00

Governors' questions and comments are highlighted in italics

1. Welcome / Introductions / Apologies for absence

1.1 Welcome

Governors agreed to vary the order of business and agenda number 7 was discussed following agenda number 2.

Governors and attendees were welcomed to the meeting held at the school.

1.2 Apologies

Apologies for absence were received and condoned for Jackie Dillon, Helen Matthews and Annette Massey-Reid.

1.3 Quorum

Governors noted that the meeting was quorate.

2. Declaration of interests, pecuniary or otherwise in respect of items on the agenda

2.1 Declarations of interest

There were no declarations of interest reported.

Action: Governors to return the pecuniary interest forms to the school (which could be accessed on GovernorHub).

2.2 Keeping Children Safe in Education Document

Governors confirmed they had read the Keeping Children Safe in Education Document.

3. Main business – (enclosure c)

3.1 Mathematics at New City Presentation

The meeting received a Maths presentation from Rubel Aloum. The following was noted:

- The school had a vision for maths which included maths for everyday life skills and used a sequential curriculum.
- The meeting noted the Early Year Goals and were shown the curriculum design.
- Governors noted the – Learning/Composite Goals and shown the “I can statement” and how these were broken down and what at the end of a topic the “I can statements” may look like.
- It was reported that the school was using “Maths No Problem” as a textbook which had been purchased from the DfE.
- Governors noted the teaching plan, how books were monitored (governors saw examples of maths books at the meeting). Lesson walks were carried out by SLT to monitor teaching and team teaching took place to help develop teaching staff further. Staff had time each week for PPA planning.
- For the last three years, the school had been part of a maths hub and this year staff were embedding mastery into the school.
- Governors saw how lessons were broken down into “baby steps” and how each lesson had 5 main areas and lesson sequences.
- The meeting noted the lesson starters for students, how links would be made in lessons, how the lesson would move to the more abstract and the plenary task.
- Statutory assessments in the school would include Reception baseline assessment, Year 2 SATS, Year 4 Multiplication table check and Year 6 SATs.
- Homework to students was provided online via Mathletics and times tables Rockstars.

How were children assessed? Each day live marking would take place. Lessons often started with a quiz. Tests were carried out using PUMA.

How did teaching staff find teaching maths? Staff received thorough training in the teaching of maths.

How would work be differentiated? Extra support would be provided to students who required it; children with SEND would have very different work to complete.

3.2 KCSIE presentation

The meeting received a presentation from the headteacher on Keeping Children Safe in Education and the following was noted:

- The meeting noted the DSLs within the school.
- The Safeguarding Lead for the local school board was Asha Choolhun.
- It was noted the four categories of abuse and that the school used Safeguard to input and monitor incidents.
- Governors were informed as to how incidents were identified, logged and actions that were taken.
- The headteacher informed governors as to the key roles and responsibilities within safeguarding and how it was managed.
- Governors noted the 8 protected characteristics in relation to safeguarding.
- The meeting noted the important safeguarding policies that were used in the school. The headteacher would be sent the presentation to governors.
- It was reported that counselling took place twice a week within the school.

What mentoring took place in the school? Children were able to talk to the pastoral team and raise particular issues.

How would the school deal with any home issues that children may raise? The school had procedures to follow and would carry out investigations as necessary.

Action: Headteacher to send the safeguarding presentation to governors.

3.3 Governors to note the Headteacher's report (enclosure c)

3.3.1 Update on curriculum developments

The meeting noted the Assessor's Evaluation for the IQM CoE Award and congratulated the school on the award.

Governors noted the wide variety of after school clubs provided by the school.

From January 2022, the Family Centre would be open again and it was hoped that parents could be invited back to use the centre and maths for parents could be run.

The meeting noted the Self-Evaluation 2020/21 Summary and the New City School Development Plan – 2021/2022, Whole School Priorities: Autumn 2021. It was noted that 88% of pupils in Year 2 phonics had reached expected levels.

The headteacher reported that knowledge organisers have been introduced for the whole school which have helped children to own their own learning.

The meeting noted the external report from Sir Robin Boshier who had conducted a one-day learning review. The outcome of the review had been positive with some slight changes needed to be made to reading in relation to more independent reading and for history the sequencing of learning.

Governors noted the School Improvement Partner Visit Report of the 12 November 2021 by Gemini Consultancy. This was the first visit of the academic year to discuss priorities. The meeting noted the key strengths and key next steps of the school. The following visit would be dependent on when the Ofsted Inspection took place. Leaders within the school were receiving training regarding the future Ofsted Inspection and communicating with Inspectors regarding day-to-day teaching practice.

What phonics training took place in the school? TAs had received CPD training in relation to phonics and worked with specific targeted groups of pupils.

3.3.2 Recovery Plan

Governors noted that the "recovery curriculum" was based on the work, research and findings of EEF and learned esteemed educators in their field (Professor John Hattie and Barry Carpenter). It was noted what the "recovery curriculum" for Spring 2 and what the Summer term would aim to achieve.

3.3.3 Behaviour Plan

Governors noted the behaviour incidents reports including the Serious Incident Report for Key Stage 1 and 2. It was reported that 2019/20 had been a very challenging year due to lockdown and children having to return at various points in the year.

There had been reduction of serious incidents in 2020/21.

Since the start of 2021/22 there had been 4 incidents to date that had been classed as a serious incident.

Was behaviour in the school compared to other schools? Data was not compared across the trust, though each school examined logs and each incident was followed up so that children understood what appropriate behaviour was and the Education for Change agenda was being implemented in the school.

It was noted that on the 17 January 2022 at 1.30pm that staff had a training session on Education for Change and governors were invited to attend.

Action: Governors were invited to attend the Education for Change training at the school on the 17 January 2022 at 1.30pm.

3.3.4 Attendance Report

The meeting was provided with attendance reports that included: overall attendance data, attendance in Year Groups, pupil premium SEND and gender.

The overall attendance for November 2021 was 95.2% which was not as good as in 2019 pre COVID19 but had improved.

3.3.5 Safeguarding Report

The Chair had visited the school and reviewed the single central record that had also been checked by the Deputy CEO of the trust.

It was noted that in response to Everyone Matters, Ofsted carried out a review and in light of this an additional section was added to the KSIE 2021 regarding peer-on-peer abuse. It was noted that that school had worked with pupils in single sex groups in Year 5/6 to find out what they were uncomfortable with regarding certain behaviours and language and staff had received training to identify this.

3.3.6 Finance Report

The meeting noted the Finance report for period 3 (excluding capital) and noted that the budget was on target, it was reported that 3 TAs had left and 2 were being replaced.

What was the £9k (0026- other income) for ? The headteacher would check what this amount was for.

Action: Headteacher to check what the £9k (0026 – other income) was for.

3.3.7 Standards Overview

The meeting received the “Headline Judgements Autumn 2 -2021” document which provided headline data and next steps. It was noted that the headline data for the school was on track.

Governors noted the school-Led Tutoring Strategy Statement. SLT had worked with class teachers to identify those children who would require extra tuition and funding of £16k had been received from the government for this. Tutoring would take place from January 2022 between 3-4pm and the headteacher would report back on progress at the next governing board.

Was it considered that the funding of £16k for tutoring would be a one off? It was likely that the funding would be one off funding only.

What was the parental view of extra tuition? The school would shortly be contacting parents regarding the tuition to take place. The tuition would be provided by teaching staff who knew the children which would assist the tutoring.

3.3.8 Parent Survey outcomes

The meeting noted that the school had received 82 responses from the parental survey (650 pupils in the school which was 13% response).

Governors noted the positive finding from the survey and the recommendations arising from the survey.

Was the survey online? The survey was online and the spring term the survey would be sent out as a hard copy to parents in order to gain a better response to the survey.

4. Approval of previous minutes

4.1 New City Local Governing Board – 8 July 2021 (enclosure a)

The minutes of the meeting held on 8 July 2021 were **AGREED** as an accurate record of the meeting.

4.2 New City Leadership and Standards Committee – 14 October 2021(enclosure b)

The minutes of the meeting held on 14 October 2021 were **AGREED** as an accurate record of the meeting.

5. Matters Arising and Action List

None reported.

6. Constitution

6.1 Changes to the constitution of the board

No changes were reported.

6.2 Review of local governing board terms of reference

No changes were reported.

6.3 Election of vice chair

This item was deferred to the next meeting.

7. Any matters of note from the trust board and committees

No items were reported.

8. Standing items

8.1 To note any governor visits and training undertaken since the last meeting

The meeting noted a Link Governor Visit report from Shelly Ali and the focus of the visit had been: A1 - curriculum design, A2 – leaders speak the narrative of each curriculum area; curriculum reviewed for impact, C1 – maintain leadership and management at all levels, D1- maintain further learning opportunities and experiences beyond the classroom.

It was reported that the Link Governor Visit had been very positive.

Asha Choolhun had visited the school and reviewed the Single Central Record and met with the headteacher and examined attendance data in the school. A tour of the school had been conducted including observing a lesson and Black History Month. It was noted the developments in outside space for Early Years and the breakout SEND room that had taken place.

Stewart Baxter visited and carried out a Geography and History link visit and was impressed by the enthusiasm and how the subjects were linked together within the curriculum. There was a focus on citizenship and it was noted how this was linked to the environment.

It was noted that Year 5/6 had carried out online work in relation to Parliament and prior to COVID-19 the school had visited Parliament.

8.2 To approve or adopt any policies

None reported

8.3 Safeguarding/Single Central Record

This item was minuted within the report of the headteacher (minute 3.3.5 – 9 December 2021 refers).

8.4 Trustee Business Update

None reported.

8.5 Finance Update

An update was provided within the report of the headteacher (minute 3.3.6 – 9 December 2021 refers).

9. Governors suggestions for future agenda discussions

9.1 Governors to raise suggestions for future agenda items

Science presentation, Tutoring programme – report back on progress, Education for Change and vice chair election.

10. Any other urgent business

10.1 Chair to state reason for urgency of any item

No items were reported.

11. Any matters to report to the trust board and committee

No items were reported.

12. Date time and venue of next meeting

Meeting dates were noted as follows:

Spring term

Thursday 3 February 2022 – Standards and Leadership Committee (to be held in person if possible)

Thursday 17 March 2022 – local governing board (to be held in person if possible)

Summer term

Thursday 19 May 2022 – Standards and Leadership Committee

Thursday 7 July 2022 – local governing board

All meetings to commence at 18.00

13. Agenda items for next meeting

- Science presentation
- Tutoring programme – report back on progress.
- Education for Change
- Vice chair election

There being no further business the meeting closed at 19.54pm.

Minute	Action	Owner	Date for completion by
2.1	Governors to return the pecuniary interest forms to the school (which could be accessed on GovernorHub).	Governors	End of autumn term
3.2	Headteacher to send the safeguarding presentation to governors.	Headteacher	Two weeks of meeting
3.3.3	Governors were invited to attend the Education for Change training at the school on the 17 January 2022 at 1.30pm.	Governors/Headteacher	17 January 2022
3.3.6	Headteacher to check what the £9k (0026 – other income) was for.	Headteacher	Next meeting