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

Date: Thursday 7th July 2022

Time: 18.00

Venue: New City Primary School

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| Present: | Sophie Butterfield | Co-opted Representative (chaired the meeting) |
| | Jackie Dillon | Co-opted Representative (vice chair) |
| | Annette Massey-Reid | Co-opted Representative |
| | Denise Newbould | Co-opted Representative (chair) – virtual attendance |
| | Michelle Ali | Parent Representatives |
| | Helen Matthews | Staff Representative |
| | Caroline Stone | Headteacher |
| | | |
| In attendance: | Rubel Aloum | 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 and attendees were welcomed to the meeting held at the school.

It was **AGREED** that Sophie Butterfield would chair the meeting.

1.2 Apologies

Apologies for absence were received and condoned for Bharat Hirani, Asha Choolhun and Liza Christofides,

It was noted that Jackie Dillon would be arriving late to the meeting.

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.

3. Approval of previous minutes

3.1 Local Governing Board - 17 March 2022 (enclosure a)

The minutes of the 17 March 2022 were **AGREED** as an accurate record. Actions had been completed and there were no matters arising.

3.2 Standards and Leadership – 19 May 2022 (enclosure b)

The minutes of the 19 May 2022 were **AGREED** as an accurate record. Actions had been completed and there were no matters arising.

Jackie Dillon arrived at the meeting at 6.11pm.

4. Matters arising and action list

4.1 Actions had been completed and no actions were arising.

5. Constitution

5.1 Election of Chair and Vice Chair

The clerk chaired the meeting.

A nomination was received for Sophie Butterfield as chair.

Sophie Butterfield left the meeting.

The meeting elected Sophie Butterfield as chair for one year.

Sophie Butterfield returned and chaired the meeting.

5.2 Board to note any changes to the constitution of the board

No changes were reported.

It was reported that Stewart Baxter had resigned from the local governing board and that the board was looking to appoint Emily Hamilton as co-opted representation.

5.3 Review local governing board's terms of reference

No changes to the governing board's terms of reference were reported.

5.4 Election/re-election of vice chair for a one-year period.

A nomination was received for Michelle Ali as vice chair and was elected as vice chair for one year.

6. Any matters of note from the Trust Board and Committees

No items were reported.

7. Main business

7.1 Governor to note the headteacher's report (enclosure c)

- **Context of School**

It was noted that due to budget constraints 3 support staff had not been replaced and out of 4 teachers leaving only the music teacher had been replaced.

- **Leadership and Management and staffing.**

The meeting noted the leadership and management structure of the school.

What were the reasons for staff turnover in the school? The reasons for staff leaving were varied which included house relocation and starting new careers.

The meeting noted the onsite review by Sir Robin Bosher dated the 24 March 2022.

- **New City School Development Plan – 2021/22**

The meeting was updated on the school development plan.

How often did subject leaders meet across the trust? Subject leaders met once per term.

How many children were in the Commonwealth choir? 19 Year 3 to Year 6 were in the Commonwealth choir.

- **Newham Primary RE/CW Monitoring Form 2021/22**

The meeting **AGREED** the Newham Primary RE/CW Monitoring Form 2021/22.

- **Data – EYFS-Year 6**
The LGB noted the data provided, which would be discussed in more detail at the next meeting.
- **SEF 2021/22**
The LGB noted the SEF.
- **New City SDP – 2022/23**
The LGB noted the New City SDP for 2022/23.

It was noted that when the school returned in the autumn all staff would receive training on children's mental health.

Governors noted that the school was investigating the possible purchase of a library pod which would also have outside provision at a cost of approximately £100k.

Question raised – why was writing not identified as an area of development. The HT stated this would be developed through handwriting and new comprehension strategies

- **Attendance**
It was noted that school attendance was currently 94% which was above the authority average and was monitored closely by the school.

8. Standing items

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

It was noted that some governors had attended cyber training and GDPR training.

Governor visits to the school had taken place: Sophie Butterfield had visited the school in relation to PSHE and had met with the I.T subject lead and had a tour of the school and reported a positive visit to the school. Michelle Ali had visited the school and seen DT and music and met with Art lead and noted the positive work of the school.

Liza Christofides had carried out a governor visit and had submitted a written report regarding the visit.

Annette Massey-Reid had conducted a governor visit and had visited Early Years which included seeing how phonics was taught and examined data including SEND.

8.2 To approve or adopt any policies

The following policy was **AGREED**:

- Safeguarding Policy and Procedures. It was noted that Sophie Butterfield had been appointed as chair of governors and this would be changed within the policy.

8.3 Safeguarding/Single Central Record

The meeting noted the safeguarding/single central record information as set out within the report of the headteacher.

8.4 Trustee Business Update

None reported.

8.5 Finance Update

The meeting noted the 2022 budget versus the 2023 budget.

It was reported that the projected surplus for 2023 was £4,744 which was tight as funding had been reduced for schools.

Governors noted the estate and capital works including technology action plan for 2022/23.

9. Governors suggestions for future agenda discussions

9.1 Governors to raise suggestions for future agenda items

The headteacher would arrange for further subject lead presentations to take place in the autumn term 2022.

10. Any other urgent business

10.1 Chair to state reason for urgency of any item

The meeting noted that the 125-year school celebrations would take place on Thursday 14 July 2022 from 2.30pm to 4.30pm.

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

It was noted a trust visit would be taking place at the school week commencing 11 July 2022.

12. Date time and venue of next meeting

Meeting dates were noted as follows:

Thursday 13 October 2022 - standards and leadership committee
Thursday 8 December 2022 - governing board meeting
Thursday 2 February 2023 - standards and leadership committee
Thursday 16 March 2023 - local governing board
Thursday 18 May 2023 - standards and leadership
Thursday 6 July 2023 - governing board meeting

All meetings to commence at 6pm.

Action: The headteacher would email the local governing board with a proposed date for a governor away day.

13. Agenda items for next meeting

- RE/Computing/Handwriting
- Subject Lead Presentations – Computing Lead
- Data Evaluation

There being no further business the meeting closed at 7.31pm.

| Minute | Action | Owner | Date for completion by |
|--------|---|-------------|------------------------|
| 12 | The headteacher would email the local governing board with a proposed date for a governor away day. | Headteacher | Before next meeting |