

**MINUTES OF THE MEETING OF THE
RODING PRIMARY SCHOOL GOVERNING BOARD
HELD ON 21 MARCH 2023
AT 6.30PM
AT THE SCHOOL**

Present: Mr Fasal Hussain (Vice Chair) Parent Governor

Co-opted Governors

Ms Dawn Hallybone
Ms Amanda Harris
Ms Danielle Yates

Head Teacher Governor

Mrs Helen Radmore

Parent Governor

Mr Eric Mustafa

Staff Governor

Mr Niall O’Sullivan

LEA Governor

Ms Susan McMahon

Clerk to the Governors: Mr David Atkins
Also in Attendance: Ms Melissa Nwankiti (Co Head Teacher)
Mrs Caroline Durrance (SBM)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.3	Governor Services to confirm that they have details of all Governors who have a DBS check	Clerk, Governor Services	ASAP
4.4	Helen Radmore to seek guidance from LEA on Governing Board Diversity; and possible deaf representation	Helen Radmore	ASAP
5.1	Minutes of the Governing Board meeting held on 30 November confirmed as a true record of the proceedings.	Governor Services	Immediate
5.2	Helen Radmore to circulate minutes of GB held on 12 July 2023	Helen Radmore	ASAP
5.2	Helen Radmore to investigate Whistleblowing Policy in respect of method of expeditiously	Helen Radmore	ASAP

Chair’s Initials:

	contacting Chair where the Whistleblow is in respect of the Headteacher		
5.2	Governors Training Budget to be included in School Budget 2024/25	Helen Radmore	ASAP
10	Governors Day on 19 June to include completion of Skills Analysis and analysis of training needs by Governors	All Governors	19 June
19	Date of next meeting 20 June 2024, To include following item: - Minutes. 12 July 2023 Extraordinary Governing Board meeting to be held before 1 May to consider Budget 2024/25 and Three Year Projection	Governor Services	ASAP
20	Following policies approved: i) Equalities Policy ii) Active Travel Policy iii) Admissions Policy iv) Attendance Policy v) Children with Health Needs who cannot attend school Policy vi) Data Protection Policy vii) Health and Safety Policy viii) Information Security Policy ix) Mathematics Policy x) Online Safety Policy xi) Phonic Policy x) Reading Policy	Governor Services	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Vice Chair welcomed all those present to the meeting.
- 1.2 There were apologies for absence from Mike Teahan (Chair), Daniel Lea. Olaide Oboh and Mandeep Sira. These were accepted.
- 1.3 The Clerk confirmed that the meeting was quorate with eight governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 There was one item of any other business, ratification of policies. There were no confidential items.

3. DECLARATIONS OF INTEREST

- 3.1 There were no declarations made pertaining to any of the agenda items for this meeting

4. GOVERNING BOARD

4.1 Clerk to confirm Governing Board Membership

The Clerk stated that there is one vacancy currently on the Governing Board (for a co-opted governor). Helen explained that the co-opted was being held vacant for the new incumbent of the local church, to replace Ola Franklin. No governor comes to the end of their term of office before the next Governing Board meeting. Sue McMahon was welcomed as the new LEA governor; Sue outlined her employment, including the time she was at Roding Primary School.

4.2 Disqualification for Non Attendance

The Clerk reported that no governor is at risk of disqualification due to non attendance

4.3 Disclosure and Barring Service (DBS) Checks

Helen noted that the list of governors on the agenda indicated that not all had been subject to DBS checks; Caroline Durrance (SBM) stated that all had been and details are on the SCR maintained by the school. This has been raised by the school previously and by the Clerk; he stated that he would contact Governor Services again to resolve this.

Action: Governor Services.

4.4 GOVERNING BOARD DIVERSITY

Governing Boards should be representative of the communities they represent. Helen is currently looking into this to see how we can meet this and seeking guidance from the LEA. Niall added that there should be some deaf representation, e.g. on Teaching and Learning Committee.

Action: Helen Radmore

5. MINUTES

5.1 Minutes of the Governing Board Meeting held on 30 November 2023

The minutes of the Governing Board meeting held on 30 November 2023 were agreed as a true record of the proceedings.

Action: Governor Services

5.2 Matters Arising

Para ref	Action	Current Position
5.3	Governor Services to confirm Governors who do not have a DBS check	See above, para. 4.3
6.1	Minutes of the Governing Board meeting held on 12 July 2023 to be considered at the next Governing Board meeting	Not on this agenda; to be considered at next meeting (Helen will send out minutes to Governors)
7	Mike Teahan to write to LBR Highways in connection with unsafe wall bordering road close to school.	Helen emailed Leader of Council, who has instructed Highways to resolve – they have contacted owner of land. Helen will follow up in mid April
9	Mike Teahan, Dan Lea and Eric Mustafa to be the governors to be interviewed at	Training has not yet been done. Fasal suggested the Ofsted

	the forthcoming Ofsted, with Amanda Harris and Dawn Hallybone as reserves; training to be arranged	trainers at his school be considered.
10, 11	Code of Conduct, and Skills Analysis to be completed by all Governors (on "GovernorHub")	Governors reminded of the need to do this.
13	Helen Radmore to discuss GB cycle with Mike Teahan and circulate to Governors	Deferred to next year.
16	Governors to put all training, including training in employment, on GovernorHub	Governors reminded of the need to do this.
24	Annual Effectiveness Report to be sent out.	Completed

In respect of training for governors, a number of governors enquired what training is free and what is to be paid for? It was explained that the school buys into LBWF governor support and their training is free. Some LBR training is free, some is charged for; Helen will put a training budget for governors in the school budget for 2024/25.

Fasal said that Ofsted are particularly probing on Safeguarding. Leading on from this, Niall asked about Whistleblowing, how could staff contact the Chair of Governors if they had a concern about the Headteacher? Caroline explained that because of GDPR, contact details (such as telephone numbers) could not be advertised. Contact with the Chair could be made via Caroline or the Clerk to the Governors, however, it was agreed that in the event of urgency this might be too slow and Helen agreed to consider it further.

Action: Helen Radmore

5.3 Committee Reports

Minutes of both the Teaching and Learning Committee and Personnel, Finance and Premises Committee have been sent to Governors and it was asked if there were any questions? Niall raised the issue of deaf provision and asked if the deaf hub has been closed in LBR? Helen said that this has not happened and a new deaf hub is opening in Oaks Park High School.

6. HEADTEACHER'S REPORT

Helen and Melissa summarised the most significant items in the report:

P1 –Numbers are slightly up from last year although there are 9 spaces in Y5.

Nursery data is skewed; 30 places both AM and PM, we also take FT (14 at present) and there are 8 deaf places; Eric asked if deaf places are paid for; Helen said yes, but not top up funding. The numbers in nursery are slightly down from the year before. There is always an increase in the spring term; the school is looking at opening for two year olds, Eric asked if there were different demands for this age group (e.g. nappies); Helen said there was and staffing requirements differ. Niall asked if we are at the maximum number of children for staffing? Melissa said that if we are below PAN (Published Admission Number), extra children can be allocated. If child has EHCP, there is associated funding but frequently this is insufficient. School has to take child if admitted in "normal round", if child has SEND can apply for extra funding pending assessment for EHCP.

Deaf provision aside, 3.81% of Roding children have EHCP in Redbridge it is 4.26% and nationally 4.3% so Roding is no longer an "outlier"

P5 – Helen flagged up deaf provision and the need to continue communication with the borough; Roding is a centre of excellence.

P12 – Melissa said school is going to do the optional SATS test for Y2. On data, Dawn asked if 71% for maths is of concern – Melissa said that it was of some concern, and school is doing tuition to address.

P17 – Attendance is continuing to be challenging (currently 93.73%) at Roding as elsewhere. Government is changing the rules re attendance including penalty notice. Dawn asked if there were requests for home schooling – Melissa said yes, but also some had come back from it.

P18 – Helen said the current staffing level is not sustainable, particularly in leadership positions. A new finance officer has been appointed, starting 1 May 2024. Melissa has been confirmed as Headteacher of school following recent appointment process.

P25 – Telephone system – Helen praised Caroline for her work on changing to VOIP system, very good deal, also on energy savings of £31k with new contract.

7. CHAIRS ACTION

Fasal reported on two items of Chair's Action

i) There is to be a Disciplinary Hearing on 25 March 2024 and associated Grievances.

ii) There have been two requests for Extraordinary Leave of Absence, Helen and Mike had considered and declined these.

8. OFSTED ACTION PLAN PROGRESS

The school is in the Ofsted "window", a number of consultants have visited the school. There has been a deep dive in Science, with very positive findings. Also Pupil Voice positive about science, and about school generally.

There was an Autumn visit from Lisa Massey, raised some concerns about learning behaviour – school has taken action. There is to be a visit in May, focusing on PE. Stephen Noon has signed school off as "Ofsted ready", following his visit. School is "being strategic" about areas they are concentrating on.

LA has suggested further consultants but school has cancelled these as they are becoming too much to manage.

9. GOVERNORS TRAINING

9.1 Governors have not done skills analysis (see below, item 10.).

9.2 Ofsted training is required (see above).

10. LINK GOVERNOR REPORTS

Helen commented on Governors Day (7 February). She proposed another one on 19 June. It was suggested that time be set aside to complete the Skills Analysis and to identify training requirements. Helen felt that two Governor Days a year is the "way to go".

Danielle commented on the Schools Council, and Dawn on the children's involvement in the Headteacher appointment, which was outstanding. Helen suggested "subject ambassadors" for individual subjects.

Melissa introduced the Roding Diary, setting out events until May half term, and particularly noted the 24 April football fixture versus St Bede's.

Action: all

11. RISK REGISTER

This has been updated by committees and is on "GovernorHub". The cyber risk is met by LGfL.

12. SKILLS ANALYSIS

See above under item 10, "Governor Training".

13. SFVS

Caroline spoke on SFVS, since it was completed on website there have been further savings. In response to a question, she stated that the dashboard does not reflect the £31k saving on energy. The high supply cost was raised and it was reported that this was due to uncertainty of the deaf provision (it was felt that permanent staff should not be employed if there was a risk of redundancy) and children with significant need requiring additional support. Faisal signed the Statement of Internal Control at the end of the meeting.

14. FINANCES

14.1 Budget 2024-25 and Three Year Forecast

These are not yet available for consideration by the Governing Board. Helen reported that the financial position at the end of 2023/24 is an underspend of £110k which is considerably larger than that envisaged originally. Some of this will be needed for works originally intended to be carried out in 2023/24 (for example, replacement of the ovens) and there are other works that urgently need doing (e.g. blinds, fences). Part of the underspend was "fortuitous" ("surprise funding") which will not occur in future years. The scope for further cost saving is largely exhausted. At end of the budget process, there may be a deficit position. However, in September 2024 it is likely we will be full in Reception.

An Extraordinary Governing Board meeting will be called before 1 May to consider the budget and three year forecast.

15 SCHOOL EFFECTIVENESS REPORT

See above

16. SCHOOL PERFORMANCE DATA

Included in Headteachers Report

17. ADMISSIONS ARRANGEMENTS

On school website.

18. PUBLIC SECTOR EQUALITY DUTY

On school website

19. DATE OF NEXT MEETING

19.1 The date of the next Governing Board meeting is 20 June 2024.

19.2 Agenda items to include: Minutes of meeting 12 July 2023.

19.3 An Extraordinary meeting is to be held to consider the 2024/25 Budget and Three Year Forecast.

20. ANY OTHER BUSINESS POLICIES

The following policies were considered, and approved at the T&L, or PFP committees, as appropriate:

- i) Equalities Policy
- ii) Active Travel Policy
- iii) Admissions Policy
- iv) Attendance Policy
- v) Children with Health Needs who cannot attend school Policy
- vi) Data Protection Policy
- vii) Health and Safety Policy -> Eric mentioned he had not seen last risk assessment, Melissa agreed to send to him
- viii) Information Security Policy
- ix) Mathematics Policy
- x) Online Safety Policy
- xi) Phonic Policy -> Melissa stated that this need only be reviewed every three years in future
- xii) Reading Policy

These policies were ratified.

Dawn asked if the Complaints Policy had been updated by LBR? – Helen responded that as far as she was aware, it had not.

Action: Governor Services

The meeting closed at 8.45pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
