

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Thursday 4th December 2014, at 6.15 pm at the School

Parent Governors (6)

*Chris Chadwick (28/01/15)
* Richard Clay (30/11/17)
+ Judith Pow (30/11/16)
* Thierry Valancogne (30/11/16)
*Stuart Parker (27/11/15)
+Stephen Millard (27/11/15) Chair

Co-Opted Governors (5)

+ Richard Buckley (03/06/17)
* David Libbert (17/05/18)
* Satyen Dhana (03/06/17)
* Sarah O'Reilly (03/06/17)
+ Frederica Hunter (03/06/17)

LA Governors (1)

*Jacqueline Broadhead (26/11/17)

Staff Governors (1)

Vacant

Head Teacher (ex-Officio)

*Angela Ryan, Head teacher

Also Present: Martina Coen, Clerk

* Denotes Present

+Denotes Noted Absence

JACQUELINE BROADHEAD IN THE CHAIR.

PART 1

1 Welcome and Apologies for Absence.

- 1.1 The Governors and Clerk were welcomed to the meeting by the Vice Chair..
- 1.2 Apologies for absence from Richard Buckley, Freddie Hunter, Stephen Millard and Jude Pow were noted.

2 Declarations of Interest, pecuniary or otherwise in respect of items on the agenda

- 2.1 There were none.

3 Annual Declaration of Business Interests

- 3.1 The Clerk asked all Governors to complete a declaration for 2014/15. All forms are retained by the school.
- 3.2 Absent Governors will be asked to complete a form. *Action: Clerk*

4 Membership of the Governing Body & Committees

- 4.1 Governors noted the current vacancy for a Staff Governor. The Headteacher advised that Freddie has advertised the vacancy and it will be discussed at the training day in January 2015.
- 4.2 Governors noted that Chris Chadwick's term as a Governor will end on 28 January 2015. On behalf of Governors, the Vice Chair thanked Chris for all his hard work and effort during his time as a Governor.
- 4.3 It was noted that as Chris is leaving, the post of Sustainability Link Governor will be vacant. Governors discussed the role. Richard Clay volunteered for the role. Governors voted unanimously to appoint Richard as Sustainability Link Governor.

5 Minutes of the previous meeting and matters arising

- 5.1 The minutes of the meeting held on 25th September 2014 were reviewed and agreed as an accurate record and the Vice Chair duly signed them.
- 5.2 **Matters arising**
 - 5.2.1 Item 9.2.1 - Governors asked if a 5 year income/expenditure forecast could be provided. Elizabeth confirmed that the finance software can produce a report and agreed to circulate it to Governors. Elizabeth to circulate 5 year report to Governors. *Action: Headteacher to chase*

- 5.2.2 Item 9.2.3 - The committee discussed the proposed Sainsbury development and has estimated there could be demand for an additional 40 pupil places. It was agreed to defer this matter to the Education Excellence working group. ***The Headteacher advised that there is a Place Planning meeting scheduled in December 2014 and that consultations for 3 local schools to increase to 3 form entry have just closed.***
- 5.2.3 Item 9.2.5 – The Headteacher provided a brief verbal update on the issue regarding the old Caretaker’s House and boundary line. The Headteacher has met with Jon McGrath and Steve Barns to discuss the matter and will meet again before the end of term.
- 5.2.4 Item 10.1 – The TAD days will be listed on the new website which is about to go live. The Headteacher advised that the TAD day in July 2015 may change.
- 5.2.5 Item 18.1.2 - The Headteacher provided a brief verbal update on the application to de-designate the Children’s Centre facility and become a link site in partnership with Rokesley School. A meeting with the local authority to discuss the Children’s Centre is planned for 8th December 2014.

6 Chair’s Items

- 6.1 The Vice Chair confirmed she had nothing to report.

7 Head Teacher’s Report

- 7.1 The Headteacher introduced her report and explained that the sections reflect the OFSTED areas.
- 7.2 Governors noted that interviews for the Headteacher post at West Green school will be held next week, Campsbourne’s Deputy Headteacher has applied for the post and is expected to be appointed. This may lead to a restructure of Campsbourne’s Senior Leadership Team and the matter will be discussed at the next Resources Committee meeting.
- 7.3 The Headteacher provided an update on current staffing, support and training.
- 7.4 Governors noted that the number of pupils claiming Free School Meals (FSM) has dropped by 12%. Governors discussed that this is partially due to the instruction of Universal FSM for all Infant pupils but also due to the benefits changes meaning some parents have returned to low paid work. Governors discussed the financial implications to the school over the next 5 years.
- 7.5 Governors discussed partnerships with schools. The Headteacher provided an update on West Green and advised that from January 2015, she will act as a Consultant to the school for one day per month. The Headteacher informed Governors that she has been approached to assist Earlham School for 2 days per week from January 2015. Campsbourne will be reimbursed for the Headteacher’s time by Earlham. The Headteacher provided an update on Earlham’s situation; it has been judged as Requires Improvement and has an Interim Executive Board in place. The Headteacher reported that she has discussed the situation with Stephen. **A Governor asked about the SLT structure during the absence of the Headteacher.** The Headteacher confirmed that the same structure procedure will continue for now. Governors discussed the benefits of partnerships and supporting schools.
- 7.6 The Headteacher provided an update on Behaviour and Safety and outlined the new Lunchtime system for managing instances of low level bad behaviour. **A Governor asked if low level bad behaviour has increased.** The Headteacher replied that instances have not increased but a new way to manage the occasions has been introduced.
- 7.7 Governors noted that the recent Health & Safety audit and the school was judged to be Good.
- 7.8 The Headteacher provided an update on Quality of Teaching. Governors were advised that Mary shadowed the HMI during her recent visit to West Green; this gave Mary the opportunity to gain experience and an understanding of observations. The Headteacher outlined the Green Pen marking process and the Peer Marking process.
- 7.9 Governors reviewed the Achievement of Pupils data.

- 7.10 **School Development Plan** - The Headteacher distributed copies of the School Development Plan (SDP) for 2014/15 – 2015/16. Governors reviewed the document. The Headteacher outlined the changes in format, explained the data and information contained in the SDP.
- 7.10.1 Governors noted that the Curriculum Committee has reviewed and agreed the school priorities for 2014/15. The Headteacher provided background on the development of the priorities. **A Governor asked if the Curriculum Committee has reviewed and agreed all the content of the SDP.** The Committee Chair advised that the committee has partially reviewed the SDP and will fully review it at the next committee meeting.
- 7.10.2 Governors voted unanimously to agree the school priorities and School Development Plan.
- 7.11 The Vice Chair asked all Committee Chairs to draft their Committee Priorities. **Action: Committee Chairs to draft Committee Priorities**
- 7.12 **School Performance Targets** - Governors were advised that the Curriculum Committee had discussed and agreed school performance targets for 2014/15. The Committee Chair reported that the performance of the current KS2 cohort has been considered when proposing the performance and attainment targets.
- 7.12.1 Governors reviewed the performance targets for KS1 and KS2. **A Governor asked if the targets are achievable.** The Headteacher replied they are aspirational and achievable. The Headteacher advised that the targets have been shared with staff. Governors were advised that several pupils in the current KS2 cohort have SEN statements and this has been considered when setting the targets.
- 7.12.2 Governors voted unanimously to agree the school performance targets for 2014/15.
- 7.13 Governors thanked the Headteacher for the useful format and presentation of the Headteacher's report and SDP.
- 7.14 **A Governor asked if tolerance will be included within the Behaviour & Safety section.** The Headteacher replied yes, when applicable.
- 7.15 The Headteacher advised Governors that school attendance is currently 97%.
- 7.16 **New School Website** – The Headteacher showed Governors the new website which is due to go live on 8th December 2014. The website was designed and produced using internal resources therefore there has been minimal spend unlike the current website which is produced externally. The Headteacher advised that the new website will meet all statutory requirements.
- 7.17 **Data Protection** – The Headteacher advised that the Data Protection policy will be available on the new website. An application to register the school with the Information Commission Office has been made.

8 Playground Project

- 8.1 Governors were advised that the Resources Committee meeting on 16th October 2014 considered the playground project and associated costings.
- 8.2 The Chair of the Resources Committee provided a brief verbal outline of the project. Governors noted that the total spend of the project is estimated to be £35,000.
- 8.3 The Headteacher advised that since that meeting, the project has been broken down in smaller stages which are now within the authorised spending range of the Headteacher (as detailed in the Scheme of Financial Delegation).
- 8.4 The project is schedule to begin in February 2015 and work can be done while pupils are at school as the area can be securely sectioned off.

9 Sports Premium

- 9.1 The Headteacher provided a short verbal briefing on the Sports Premium. Governors were advised that £9,000 was awarded to each school; therefore a total of £18,000 has been received.
- 9.2 The Headteacher outlined the use of the 2013/14 Sports Premium allocation such as the sports teacher, swimming teacher, sports training for teachers, Change 4 Life project, afterschool sports events in partnership with local schools.

- 9.3 **A Governor asked if the funding will end.** The Headteacher replied that the funding is scheduled to continue until 2015/16 but there is no certainty for the long term.
- 9.4 **A Governor asked about the assessment of the impact that the Sports Premium funding has in schools.** The Headteacher replied that the local authority scheme monitors the weight of pupils in Reception, Year 2 and Year 6 pupils.

10 Policy reviews

- 10.1 Haringey Model Schools Appraisal Policy and Procedure – Governors voted unanimously to ratify the policy.
- 10.2 Haringey Model Teachers Capability Policy - Governors voted unanimously to ratify the policy.
- 10.3 Haringey Model Support Staff Capability Policy - Governors voted unanimously to ratify the policy.
- 10.4 **A Governor asked if staff Continuing Professional Development (CPD) and training needs reported to the Governing Body.** The Headteacher advised that CPD is mentioned within the Headteacher's report.

11 Reports from Committee Chairs and Link Governors

- 11.1 Extended Services Committee – Governors noted there had been a meeting on 21st November 2014. There was nothing to report.
- 11.2 Resources Committee – The minutes of the meetings held on 25th September 2014 and 16th October 2014 were noted.
- 11.2.1 The Committee Chair advised Governors that there is projected 2014/15 year end surplus of £300,000 which includes the carry forward from 2013/14. The Headteacher presented projects to the Resources Committee, the projects will be funded from the surplus and help achieve the school priorities.
- 11.2.2 The Resources Committee aim to carry forward 5% of the 2014/15 income.
- 11.3 Premises Committee – The minutes of the meeting held on 24th November 2014 were noted.
- 11.3.1 The Committee Chair provided an update on the current situation with the old Caretaker's house. A meeting was held with Jon McGrath and Steve Barns who reiterated their plans to supply a new boundary wall. A further meeting with Jon, Steve, the Committee Chair and the Headteacher will be arranged and an update will be provided to Governors. The plan is to commence the outdoor classroom project in January 2015.
- 11.3.2 **A Governor asked if there is any risk in installing the new outdoor classroom before the new boundary is completed.** The Committee Chair replied no, as the new classroom will be near, rather than on, the boundary.
- 11.3.3 **A Governor asked if the Jon McGrath has confirmed the boundary plans in writing.** The Headteacher replied that she has a letter confirming the boundary.
- 11.3.4 The Committee Chair reported that the recent Health & Safety audit highlighted some issues with the Infant building electrical system. The required electrical works have been discussed with Steve Barns who agreed to consider programming the work for Summer 2015 however no confirmation has been received as yet. **A Governor asked if the school pays for the electrical work.** The Headteacher replied that the local authority will pay. **A Governor asked if the timing/planning of the work will be carefully considered following issues when the Junior school electrical works.** The Headteacher replied that Steve Barns had indicated he would try to programme the work during the Summer break.
- 11.3.5 **A Governor asked if the new library funding included a provision for new books.** The Headteacher replied that the funding is to refurbish the classroom to provide a new library however there will be some new books.
- 11.4 Curriculum Committee – The Vice Chair provided a verbal update on the meeting held on 2nd December 2014. The meeting had focused on the priorities and target setting.
- 11.5 SEN/Child Protection – Jacqui reported that she met with the SENCo at the end of the Summer term. The local offer is available on the school website and local authority's

website. The SENCo plans to observe lessons to monitor teachers' roles with identifying and supporting pupils with needs.

- 11.6 Sustainability – Chris reported that last year the school received a Silver award from the TfL STARS scheme, the school is not participating this year however there are plans to prepare and aim for a Gold award next year.
- 11.6.1 The Big Pedal event is scheduled for early 2015.
- 11.6.2 Work has begun on the tennis courts in Priory Park and all pupils will be encouraged to use the facility.
- 11.7 Educational Excellence Working Group– There was nothing to report.
- 11.8 SNACK meeting(?) – Governors were advised that a recent meeting had been held but only one parent attended.

12 Terms of Reference

- 12.1 The Terms of Reference for the Resources Committee were ratified.
- 12.2 The Terms of Reference for the Curriculum Committee were ratified.

13 Governor Visits

- 13.1 Chris reported that he had recently visited the school in his capacity as Science Link Governor. During the visit Chris met with the Science Coordinator and discussed the Science curriculum, assessment and moderation. Chris advised Governors that a new software package, Rising Star, has been purchased to assist with assessment and moderation. Chris visited lessons in both the lower and upper school and reported that his visit had been positive and that all pupils were enthusiastic in their learning.
- 13.2 A Governor asked if Rising Star will assist with the school priority linked to Science, the Headteacher replied that it will.

14 Governor Training

- 14.1 The Vice Chair reminded all Governors of the importance of attending training sessions.

15 Dates for Governing Body meetings for 2014/15

- 15.1 Governors noted the following dates for 2014/15:
 - Thursday 5th February 2015 at 6.15pm

16 Any other business

- 16.1 A Governor asked about the access to the Fischer Family Trust Dashboard (FFT). The Headteacher provided an update of the work of the FFT and confirmed she can arrange access to the section for interested Governors.

Parts 1 and 2 of the meeting ended at 8.15pm

Signed.....Date

JACQUELINE BROADHEAD, VICE CHAIR

