

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Thursday 5th February 2015, at 6.15 pm at the School

Parent Governors (6)

VACANT
* 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

STEPHEN MILLARD IN THE CHAIR.

PART 1

1 Welcome and Apologies for Absence.

- 1.1 The Governors and Clerk were welcomed to the meeting by the Chair.
- 1.2 Apologies for absence from Richard Buckley 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. Freddie advised that she has sent two emails to staff advising of the vacancy. A third email will be sent to staff and a copy of the message will be pinned to the staff notice board.
- 4.2 The Headteacher provided an updated on the current Parent Governor election process. There are 3 Parents standing in the election, they have submitted their personal statements which have been distributed to parents with the voting slips. The election deadline is 11 February 2015. A Governor asked who is eligible to vote. The Headteacher replied that there are two votes per family. A Governor asked if it was possible to introduce voting by email. The Headteacher replied that as the election is a secret ballot, email votes cannot be allowed.

5 Minutes of the previous meeting and matters arising

- 5.1 The minutes of the meeting held on 4th December 2014 were reviewed and agreed as an accurate record and the Vice Chair duly signed them.
- 5.2 **Matters arising**
 - 5.2.1 Item 5.2.1 - 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 7.11 - The Vice Chair asked all Committee Chairs to draft their Committee Priorities. *Action: Committee Chairs to draft Committee Priorities*

6 Chair's Items

- 6.1 The Chair advised that he attended the recent Spring Briefing for Headteachers and Governors and provided an update on the topics discussed which included the consultation on the new 'Prevent' duty. Governors were reminded of, and discussed, their statutory duty to safeguard children from *any* threat. The briefing also looked at Headteachers and Chairs working together. The Chair has further details for anyone wishing to hear more about the presentation. A Governor asked if 'Prevent' is a local initiative. The Chair replied that it is a national programme.

(Sarah O'Reilly and Jacqueline Broadhead joined the meeting at 6.40pm)

- 6.2 The Chair advised Governors that he had received a letter formalising the partnership details with Earlham school.
- 6.3 The Chair advised Governors that the new school website is live and asked all Committee Chairs to ensure that their web pages are up to date. The Chair confirmed he will ensure the main Governor pages are up to date.

7 Head Teacher's Report

- 7.1 The Headteacher introduced her report. Governors thanked the Headteacher for the clear and concise format.
- 7.2 Governors noted that the Headteacher will continue to monitor the new Headteacher as she settles in at West Green school, this will continue until the end of the Summer term as agreed.
- 7.3 The Headteacher provided an update on the leadership situation at Earlham school.
- 7.3.1 A Governor asked about the plans for Earlham. The Headteacher outlined the short term plans advising that a new Headteacher has been appointed and a part time Campsbourne teacher will act as a part time Deputy Headteacher until the end of the Summer term. A Governor asked if this will impact on the teacher's time at Campsbourne. The Headteacher replied no.
- 7.3.2 A Governor asked the Headteacher if she was confident she could manage the time at Earlham. The Headteacher replied that she can and advised that she will spend one day per week at Earlham.
- 7.3.3 A Governor asked the Headteacher if she was confident she could continue to manage West Green and Earlham. The Headteacher replied that she can and advised that she was now only offering mentoring support at a distance.
- 7.3.4 A Governor asked if a Governing Body has been installed at West Green. The Headteacher replied that the Interim Executive Board still remains.
- 7.3.5 A Governor asked if parents were fully informed about the support being provided to West Green and Earlham. The Headteacher replied that parents are informed and that her continued visible presence at Campsbourne helps to allay any concerns.
- 7.3.6 Governors discussed the positive news about supporting other schools and agreed an item should be included in the newsletter. **Action: Headteacher to include item in newsletter**
- 7.3.7 A Governor asked if the local authority is continuing to provide support following the partnership with West Green. The Headteacher confirmed the support given and outlined the process to get Campsbourne to an Outstanding status and the possible future as a teaching academy.
- 7.4 A Governor asked about the differences between a Deputy Headteacher and Assistant Headteacher. The Headteacher explained the differences and advised that the four Assistant Headteachers at Campsbourne have varying experience and training.
- 7.5 A Governor asked if the staffing structure chart is available on the website. The Headteacher replied no. Parents should contact the school office in the first instance in order to be directed to the appropriate person.

(Satyen Dhana joined the meeting at 6.45pm)

- 7.6 Governor noted the attendance levels. The Headteacher advised that the last two weeks of the Autumn term had high levels of staff and pupil sickness however levels have improved at the start of the Spring term. A Governor asked if illness counts as absence. The Headteacher confirmed it does and explained the process.
- 7.7 A Governor asked about the circumstances where the Headteacher can approve absence. The Headteacher outlined the process. Governors discussed unauthorised absence.
- 7.8 Governors noted the KS1 and KS2 results which were discussed at the recent Curriculum Committee. Governors noted the Dashboard data.
- 7.9 A Governor asked about the lesson observation process. The Headteacher explained the process and confirmed that external observers have been used in the past to moderate.
- 7.10 Governors noted the letter received from David Laws MP congratulating the school on the improvement in KS2 results of disadvantaged pupils since 2011. A Governor asked about the definition of disadvantaged pupils. The Headteacher replied that it is pupils who receive Free School Meals and Pupil Premium.
- 7.11 Governors noted the recent external visitors to the school including Jamie Redknapp, Ian Rose and the English Chamber Orchestra.

8 Policy reviews

- 8.1 The Headteacher advised that the Behaviour policy has been shared with the Curriculum Committee and will be brought to the next Governing Body meeting for ratification.

9 Reports from Committee Chairs and Link Governors

- 9.1 Premises Committee – Governors noted the minutes of the meeting held on 26 January 2015.
- 9.1.1 The Chair of the Committee provided an update on the old Caretaker's house. A new boundary and groundworks are scheduled over the half term break.
- 9.1.2 The Headteacher provided an update on the renovation of the toilet areas. The Chair of the Resources Committee advised that the project and spend has been discussed at the Committee meeting and the highest quote is within the project budget. Two quotes have been received at £58,000 and £77,000. A Governor asked about the lifespan of the works. The Headteacher advised that the works comes with a 10 year guarantee but it is expected to last much longer.
- 9.1.3 Governors voted unanimously to agree the spend of up to £80,000 for the renovation of the toilets.
- 9.2 Resources Committee – The Chair of the Committee provided a verbal update on the meeting held on 29 January 2015.
- 9.2.1 There is a surplus at the end of Quarter 3 of £85,000, this is within the guidelines of retaining 4% as a prudent surplus. The Chair outlined some of the projects to be funded by the surplus.
- 9.3 Curriculum Committee – Governors noted the minutes of the meeting held on 27 January 2015.
- 9.3.1 The Chair advised that the meeting had focused on results and tracking. A Governor asked if there were any areas of concern. The Chair advised that focus areas include writing, closing the gap between FSM and non FSM pupils and between groups. Anonymised pupil data used for tracking will be reviewed at the next Committee meeting. The Committee noted good results from the Math's Mastery programme. The Committee noted the positive results from early interventions.
- 9.3.2 Governors discussed 'life after levels. The Headteacher advised that Target Tracker can be used until a new system is identified and implemented.
- 9.4 Extended Services Committee – Governors noted the minutes of the meetings held on 21 November 2014 and 23 January 2015.
- 9.4.1 The Chair of the Committee advised that the local authority has to make budget cuts of £70m and there is an expectation that funding to Children's Centres will be cut. Governors discussed the possible impact on the Children's Centre and the need to work with and

support the Centre staff. There is a Cluster Board meeting with the local authority which will provide more information about the future.

9.4.2 **A Governor asked about the impact of possible funding changes if the Conservatives are elected in May.** The Headteacher advised that the school has retained some vacancies and these posts could be deleted to accommodate budget cuts. The Chair of the Resources Committee provided an update on prudent spending and a potential year end surplus. Robust processes are in place to manage the budget.

9.5 SEN/Child Protection – The Link Governor reported that she is due to meet the SENCo this term for an update. There was nothing to report on Child Protection.

9.6 Educational Excellence Working Group – There has not been a meeting.

10 Schools Financial Value Standard

10.1 The Chair of the Resources Committee introduced this item and provided a background on the Schools Financial Value Standard (SFVS) for the benefit of newly elected Governors.

10.2 Governors noted the form which was circulated in advance of the meeting and noted the deadline for this year's submission is 31st March 2015.

10.3 Governors were advised that the Resources Committee discussed and agreed the submission form. The only ongoing issue relates to benchmarking and a process to identify a suitable school to benchmark against is continuing.

10.4 Governors voted unanimously to agree the SFVS form for submission.

11 Governor Visits

11.1 Curriculum Committee – Governors were advised that the Committee have arranged their visits to the school and ensured the visits are linked to their key areas and priorities.

11.2 Extended Services Committee – Governors were advised that a visit to the Children's Centre is scheduled for 26 February 2015. A visit to the After School club will be arranged for a date in March 2015.

12 Governor Training

12.1 The Chair asked all Governors to review the Spring Term training schedule and consider their training needs. All Governors should forward details of training they have attended to Sarah, the Link Governor for Training.

12.2 The Headteacher advised that she will be attending the Internal Audit training session.

13 Dates for Governing Body meetings for 2014/15

13.1 Governors noted the date of the next meeting as:

- Thursday 23rd April 2015 at 6.15pm

14 Any other business

14.1 There were no items.

(Frederica Hunter left the meeting)

Parts 1 and 2 of the meeting ended at 8.05pm

Signed.....Date

STEPHEN MILLARD, CHAIR