

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Thursday 15th May 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)
Vacant
+ 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
Alexis Hille, Observer
David Libbert, Observer
Elizabeth Rarieya, for Item 4

** Denotes Governors Present*

+Denotes approved absences

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 The Chair welcomed Alexis Hille and David Libbert to the meeting. Alexis and David have applied for the vacant Co-Opted Governor position and are attending the meeting as Observers. Alexis and David provided some personal background information and Governors introduced themselves.
- 1.3 Apologies for absence were received and accepted from Satyen Dhana.

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

- 2.1 The Headteacher declared an interest in Item 7.

3 Election of Vice Chair

- 3.1 The Chair informed Governors that he has discussed the vacancy with interested Governors and proposed to elect two joint Vice Chairs. Governors agreed to the proposal.
- 3.2 The Chair nominated Stuart Parker and Jacqueline Broadhead. Jude Pow seconded the nominations.
- 3.3 Governors voted unanimously to elect Stuart Parker and Jacqueline Broadhead as Joint Vice Chairs

4 To Approve the Budget for 2014/15

- 4.1 The Headteacher introduced Elizabeth Rarieya, who has assisted in developing the Budget for 2014/15.
- 4.2 The Headteacher distributed copies of the budget papers which had been emailed previously to Governors.
- 4.3 Elizabeth explained that the Budget for 2014/15 has been set with an in year surplus of £9,000. The Budget allocation from the local authority is £45,000 lower than the previous year.
- 4.4 There is a carry forward surplus of £188,000 from 2013/14. **Governors asked about the surplus and if it is expected to remain at the same level moving forward despite the £45,000 reduction of the budget.** The Headteacher replied that it is good practice to allocate 5% of the budget for contingency. The current surplus will be used for capital projects in the school as there is no capital spend included in this budget.

- 4.5 The proposed budget contains a slight change to previous versions due to staffing changes including the transfer of the Deputy Headteacher to West Green and new teachers joining in September 2014.
- 4.6 The budget for SMSA's has been reviewed in light of the introduction of Free School Meals for all pupils in Reception, Year 1 and Year 2.
- 4.7 The budget for Grounds Maintenance has increased from last year due to the need for tree surgery.
- 4.8 There has been a reduction in the budget for Energy; this is partly due to a price reduction but also due to energy and efficiency measures in the school.
- 4.9 **Governors asked about the increase in the budget for the Security System compared to last year.** The Headteacher explained the proposed improvements to the security system that are planned for 2014/15. A risk assessment identified a need for more monitoring screens, additional cameras to cover current blind spots and software to enable remote monitoring via online access. The estimated cost is a one off charge of £6,000.
- 4.10 **Governors asked the income from Lettings.** Elizabeth explained that the figure is based on last year's outturn figure.
- 4.11 **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.
Action: Elizabeth to circulate 5 year report to Governors

(Sarah O'Reilly arrived at 6.40pm)

- 4.12 **Governors asked if the Pupil Premium (PP) is expected to decrease in future years.** The Headteacher replied that she expects the PP to decrease in future. The current PP is spent on additional staff on fixed term contracts. The future aim is to develop personal learning plans for pupils.
- 4.13 **Governors asked about the possibility of the local authority clawing back the current surplus.** It was confirmed that the local authority allow a surplus of 8% of the budget allocation before it claws the money back.
- 4.14 **Governors asked about whether a chunk of the current surplus could be spent to help meet the school's priorities.** The Resources Committee have requested a breakdown of the Learning budget allocation to ensure that it is spent on priority areas.
- 4.15 Governors voted unanimously to approve the Budget for 2014/15.

5 Minutes of the previous meeting and matters arising

- 5.1 The minutes of the meeting held on 28th April 2014 were reviewed and agreed as an accurate record and the Chair duly signed them.
- 5.2 **Matters arising**
- 5.2.1 Item 5.6 – Governors noted that the Staff Governor's term has expired. The Headteacher confirmed she will initiate Staff Governor Election process. *Action: Frederica agreed to liaise with staff to initiate Staff Governor elections*
- 5.2.2 Item 6.4.1 - 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. *Action: Education Excellence working group to consider this and future place planning*
- 5.2.3 Item 6.4.2 – The Chair informed Governors that he has not yet arranged a Governor training session on data analysis. Governors discussed the topic and it was noted that several Governors have attended the RAISEonline training. *Action: Governors to identify a suitable topic for a Governor training session*
- 5.2.4 Item 6.4.5 - The Headteacher advised Governors that the local authority has marked the boundary line between the school and old caretaker's house using paint on the ground. There has been no further action. *Action: Headteacher to contact local authority*

- 5.2.5 Item 8.7 - Governors agreed the proposed TADs for 2014/15. Governors asked for the dates to be added to the school website. **Action: Headteacher to check TAD's are on website**
- 5.2.6 Item 10.6 - Governors voted unanimously to agree the transfer of responsibility for the Children's Centre service to Rokesly School. **Action: Chair to sign formal agreement letter**

6 Chair's Items

- 6.1 The Chair confirmed he had nothing to report.

7 Head Teacher's Report

- 7.1 SAT's The Headteacher informed Governors that Year 6 pupils completed their SAT's this week. Pupils were focused and have worked very hard. 15 pupils were entered at level 6 which is a very difficult paper. The Reading test has changed this year and appeared to be a problem for some pupils with English as their second language.
- 7.2 KS1 Reading target is: Level 2b - 84%, Level 3 – 34%. Predicted results are Level 2b – 86% and Level 3 – 42%. The cohort that is being assessed began reading phonics in the Nursery class. Governors congratulated staff and pupils.
- 7.3 Attendance Governors noted the current Attendance levels are; Infants – 96.87% and Juniors – 96.24%. The target for each is 94% and the National Average is 95%
- 7.4 Newts – The Headteacher informed Governors that newts have been discovered in the school grounds. There is a need to establish the species and their protected status. If the newts are confirmed to be an endangered, and therefore a protected species, then the school is unable to build or develop within 500 metres of their nest. Haringey Conservation has visited but were unable to confirm the species of newt at present and will return. Pupils are very excited by the discovery.
- 7.5 The Headteacher confirmed that the Governors half day 'Awayday' will be held on Tuesday 22nd July at 9am until 12pm. Topics for the meeting include reviewing progress against priorities, the past year and reviewing the school SEN local offer.

8 Co-Operation with West Green School

- 8.1 The Chair provided background information on this matter for the Observers and Governors that were absent from the previous Governing Body meeting.
- 8.2 The Chair has circulated examples of Partnership agreements used by other schools to Governors. Governors reviewed the examples and noted the key areas as: rationale, aims and the establishment of a joint committee.
- 8.3 Governors also discussed an informal partnership which was based on the Governing Bodies of two schools agreeing the principles of the partnership and timescale. These agreements were minuted at their Governing Body meetings and no formal partnership agreement was signed.
- 8.4 The Chair outlined his reasons that Campsbourne should enter into the agreement with West Green. Firstly, the benefit to pupils at both schools. Secondly, the development of the Governing Body and outward working as recognised by Ofsted. Thirdly, the development and opportunities for staff. Governors agreed with these reasons.
- 8.5 The Chair proposed the timescale for partnership between Campsbourne and West Green as one year and the drafting a partnership agreement to be delegated to the Educational Excellence Working Group. The Headteacher suggested that as the HMI expect a school to make improvements within 18 months therefore this may be a more suitable timescale for the agreement.
- 8.6 **Governors asked if an informal arrangement would be accepted by the Department for Education (DfE) at this time or if a more formal response was needed to meet their deadline?** The Headteacher replied that the Interim Executive Board (IEB) at West Green can inform

the DfE of the current joint working and that it is expected to become a formalised partnership.

- 8.7 Governors discussed accountability and reviewed the example agreements.
- 8.8 Governors discussed inviting some of the West Green IEB members to attend a joint meeting to discuss the partnership.
- 8.9 **Governors asked about the possible negative impacts of the partnership.** Governors discussed possible impacts and agreed the need for a clear exit strategy in the partnership agreement and continued autonomy for both schools.
- 8.10 **Governors asked if the current informal partnership is being recognised by OFSTED as evidence of outward working.** The Headteacher replied that following the two recent HMI inspections of West Green, their letters have formally recorded the outward working by Campsbourne.
- 8.11 **Governors asked about staffing at West Green.** The Headteacher provided an update on staffing. Rhiannon has been seconded to the role of Headteacher at West Green. Part time staff from Campsbourne have been working at West Green when they are not working at Campsbourne. The recruitment process at West Green is ongoing but it is difficult to recruit permanent staff to a school that is currently in special measures. An interim measure is using high quality supply staff.
- 8.12 **Governors asked about consulting with Parents at Campsbourne.** The Headteacher reported that there has been very positive feedback from parents following the articles in the school newsletter about the Headteacher and Deputy Headteacher's involvement with West Green. Parent Governors also reported positive feedback from parents about the involvement.
- 8.13 Governors discussed the possible benefits from a well managed partnership.
- 8.14 Governors voted unanimously to agree, in principle, to a partnership with West Green School for 18 months. Governors agreed to delegate the development of a draft partnership agreement, ensuring autonomy and including a clear exit strategy, to the Education Excellence Working Group. **Action: Education Excellence Working Group to develop a draft partnership agreement**

9 Reports from Committee Chairs and Link Governors

- 9.1 Premises Committee – The Chair of the Premises Committee reported that the committee has not met this term and a meeting is scheduled.
- 9.2 Resources Committee – Governors noted the minutes of the meeting held on Thursday 24th April 2014.
 - 9.2.1 Governors were advised that the SFVS has been signed and submitted to the local authority.
 - 9.2.2 Governors were advised that the year end accounts have been signed off.
- 9.3 Curriculum Committee – The Chair of the Curriculum Committee provided a verbal update. The committee met on Tuesday 13th May 2014 and looked at pupil tracking data and attainment. They noted a slight dip in Year 5 results and the actions that have been taken to improve results.
 - 9.3.1 Governors were advised that a new curriculum is being introduced. A full presentation will be made to a Governing Body meeting.
- 9.4 Extended Services Committee – The Chair of the Extended Services Committee provided a verbal update. Work with the Children's Centre is ongoing. There is currently a waiting list for the Breakfast Club and the committee is looking at ways to release more spaces.
- 9.5 Child Protection – The Link Governor for Child Protection has scheduled a meeting at the school on Wednesday 21st May 2014.
- 9.6 Sustainability – The recent Big Pedal Event was very successful with 1500 journeys made by pupils and supporters. Campsbourne was placed as the top school in Haringey and came 30th out of 121 participating schools in London.
- 9.7 Educational Excellence Working Group – A meeting is scheduled before the end of term.

10 SEN Update

10.1 The Link Governor for SEN is meeting with Lou Archer, the SENCo, on Wednesday 21st May to discuss progress. The local offer will be reviewed at the Governor Awayday on Tuesday 22nd July 2014.

11 Policy Reviews

11.1 There were no policies due for review.

(Alexis Hille and David Libbert left the meeting)

12 Governing Body and Committee Membership

12.1 Governors discussed the applications from Alexis and David. The Chair and Thierry provided some feedback from their meetings with the candidates earlier in the week.

12.2 Governors reported that they were impressed with both candidates. Governors discussed the possibility of recruiting one of the candidates to join the West Green School Governing Body in the future.

12.3 Governors discussed the results of the recent Governor Skills Audit and how the relative skills of the two candidates lined up against those of existing governors.

12.4 Given that his skills more clearly filled a gap within the Governing Body’s skill set, Governors voted unanimously to appoint David Libbert as a Co-Opted Governor. **Action: Chair to write to David Libbert**

12.5 Governors agreed to invite Alexis to become an Associate Member of the Governing Body. **Action: Chair to write to Alexis Hille**

12.6 Governors discussed the current Staff Governor Vacancy.

13 To agree dates for Governing Body meetings for 2014/15

13.1 Governors agreed the following dates for 2014/15:

- Thursday 25th September 2014 at 6.15pm
- Thursday 4th December 2014 at 6.15pm
- Thursday 5th February 2015 at 6.15pm

14 Any other business

14.1 There was no other business.

The next meeting will be held at the school at 6.15 pm on Thursday 25th September 2014

Parts 1 and 2 of the meeting ended at 8.00pm

Signed.....Date

STEPHEN MILLARD. CHAIR

