

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Thursday 17th September 2015, at 6.15 pm at the School

Parent Governors (6)

- * Melanie Washington (11/02/19)
Vacant
- * Judith Pow (30/11/16)
- * Thierry Valancogne (30/11/16)
- * Stuart Parker (27/11/15) Chair
- * Stephen Millard (27/11/15)

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)

- * Karen Edgar (02/03/19)

Head Teacher (ex-Officio)

Vacant

Also Present: Martina Coen, Clerk
John Sharman, Acting Headteacher
Jonathan Smith, Observer

* Denotes Present

+Denotes Noted Absence

STUART PARKER IN THE CHAIR.

PART 1

1 Welcome and Apologies for Absence.

1. The Governors and Clerk were welcomed to the meeting.
2. Apologies for absence from Sarah O'Reilly were noted.
3. Governors were advised that Richard Clay has resigned from his post as Co-Opted Governor as he has moved out of London.

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

- 2.1. There were none.

3. Term of Office for Chair and Vice Chair

- 3.1. Governor discussed and agreed the term for Chair and Vice Chair as one year.

4. Election of Chair

- 4.1. The Clerk asked for nominations for the Chair of Governors.
- 4.2. Stephen Millard nominated Stuart Parker; this was seconded by Jacqui Broadhead.
- 4.3. Governors voted unanimously to elect Stuart Parker as Chair of Governors.
- 4.4. Governors recorded their thanks to Stephen Millard for his work and dedication as Chair in recent years.

5. Election of Vice Chair

- 5.1. The Chair asked for nominations for the Vice Chair of Governors.
- 5.2. Stephen Millard nominated Jacqui Broadhead; this was seconded by Stuart Parker.
- 5.3. Governors voted unanimously to elect Jacqui Broadhead as Vice Chair of Governors.

6. Annual Declaration of Interests

- 6.1. Governors were requested to complete the annual declaration of interests. **Action: Absent Governors to complete a declaration**
- 6.2. The Clerk advised Governors of the requirement to publish details on the school website.
- 6.3. The Clerk advised Governors that it is their duty to submit a new declaration if circumstances change during the year.

7. Membership of the Governing Body & Committees

- 7.1. The Chair advised that he has discussed the committee structure with the outgoing Chair and proposed that the Resources committee would merge with Premises committee and also include responsibility for Health & Safety. It is also proposed that the Curriculum committee is to merge with Extended Services committee. Governors discussed the proposals and agreed the new committee structure.

(Jude Pow joined the meeting)

- 7.2. Governors discussed committee membership and agreed the following:
- Resources – Satyen, David, Thierry, Steve, Stuart and Karen
 - Curriculum – Jacqui, Jude, Richard, Sarah, Freddie and Melanie
- 7.3. Governors discussed Link Governor roles and agreed that the Curriculum committee will assign the roles of Maths, Science and Literacy Link Governors. Jacqui agreed to continue as SEN Link Governor.
- 7.4. Governor discussed the current Parent Governor vacancy and noted the terms of two Parent Governors will end before the next Governing Body meeting. An election for the three Parent Governor positions will be held after the half term holiday. Governors discussed the new guidelines on Parent Governor elections produced by Governor Services. Jude and Melanie agreed to liaise to arrange the election process. **Action: Clerk to forward Parent Governor election guidelines to Jude and Melanie**
- 7.5. Governors discussed forthcoming events such as the HSA Reception event and agreed that there should be a Governor presence to meet with parents and advise of the election. A letter to parents advising of the election will also encourage prospective candidates to contact Governors to discuss the role. An item will also be included in the newsletter and on the school website. Governors discussed ways to stimulate wider interest in parents applying for the role.
- 7.6. Terms of reference**
- 7.6.1. The Chair reminded committees that they must agree their new terms of reference at their next committee meeting. **Action: Committees to agree terms of reference**
- 7.6.2. The Clerk advised that there are model terms of reference for Resources and Curriculum committees. **Action: Clerk to circulate model terms of reference to committee Chairs**
- 7.6.3. Governors discussed the quorate requirement for committees and agreed that it should be 50% of the committee membership.

8. Minutes of the previous meeting and matters arising

- 8.1. The minutes of the meeting held on 21st May 2015 were agreed as an accurate record and the Chair duly signed them.
- 8.2. Matters arising**
- 8.3. Item 4.5 - **Chair of Resources Committee to forward request for financial modeling to SBM** (Outstanding item)
- 8.4. Item 6.3 - **Chair to arrange training session on PREVENT strategy and British Values.** Richard advised that he plans to attend the LA session on PREVENT on 13th October 2015. Governors discussed the topic for the whole Governor Body training session and agreed the topic should be Preparing for OFSTED. **Action: Chair to contact Rosemary Wiles to run the session and circulate proposed dates for the training session**

8.5. Item 6.4 - Curriculum Committee to discuss a Link Governor for Gifted & Talented pupils
(Outstanding item)

8.6. Item 10.6 - Chair to liaise with Headteacher regarding an evaluation of the partnerships with schools Governors agreed that the Curriculum committee should carry out an evaluation of the partnerships with schools. Governors discussed the end of the partnerships with West Green and Earlham school.

8.7. Karen advised Governors that Campsbourne has been awarded Gold status by the Mayor's London Schools Gold Club and provided a brief outline of the scheme. Governors commented on the success and asked for information on the award to be placed on the school website.

9. Review of Annual Planner and Delegation

9.1. Governors noted the documents and Committee Chairs were asked to ensure their Terms of Reference and Work Plans are reviewed and agreed.

10. Code of Conduct and Role Profile

10.1. Governors reviewed and agreed the documents.

10.2. Governors agreed the personalised Campsbourne requirement should be Governors will join at least one committee, visit the school at least once per year, undertake at least one individual training session and attend the whole Governing Body training session.

10.3. Governors agreed that all Governors should undertake DBS checks. **Action: Karen to liaise with Isabella to manage the process**

11. Chair's Items

11.1. The Chair had no items.

12. Head Teacher's Report

12.1. Governors noted the Headteacher's report. John and Karen provided a verbal outline of the report.

12.2. **A Governor asked why the SENCO is employed on a fixed term contract.** Governors discussed the use of fixed term contracts.

12.3. **A Governor asked about staff appraisals.** John outlined the performance management process. The school priorities will be agreed at the Awayday on 2nd November and an action plan will be developed and used to develop objectives for 2015/16. 2014/15 appraisals will be completed by the end of October.

12.4. Governors noted the comments on progress against the 2014/15 priorities.

12.5. Governors were advised that parents and staff have commented on the calm start to the new year.

12.6. Governors noted partnerships and Network Learning Community (NLC) activity. Freddie provided an outline of the NLC Literacy working group that she is part of and the projects carried out. The Clerk advised that the Annual Governors Conference would focus on the benefits of NLC for Governors. Governors discussed attendance at the conference.

12.7. Governors were advised that the school has been selected to participate in the Erasmus Project – John provided an outline of the project and will circulate details to Governors. Governors agreed to receive a presentation on the project later in the year **A Governor asked about costs of the project.** John confirmed that all costs are funded by the Erasmus Project **A Governor asked about Spanish being taught to pupils.** John confirmed pupils from Year 2 upwards learn Spanish **Action: John to circulate details of the Erasmus project to Governors**

- 12.8. Governors noted the Premises updates. Karen advised that a selection of old and unused books was donated to a Ugandan school, details are included on the school website.
- 12.9. A Governor asked when the outdoor classroom will be available for use. Karen advised that she hopes pupils will be able to use it before the half term break.
- 12.10. Governors noted the attendance for July 2015 as:
- Infant school – 94%
 - Junior school – 96%
- 12.11. A Governor asked if authorised sickness includes sickness absence. Karen confirmed it does. Governors noted that one parent has been taken to court by the local authority and fined for historic absence.
- 12.12. A Governor asked if lateness is an issue. Karen advised that there a few pupils who are regularly late and the situation is being monitored.
- 12.13. A Governor asked about behaviour. John outlined the measures to manage and improve behaviour.
- 12.14. Governors noted Continuing Professional Development (CPD) undertaken since the previous report.
- 12.15. Governors noted the Quality of Teaching is assessed as 100% Good or Better. Seven teachers were assessed during the Summer term. The next step is to focus on presentation, marking and feedback which all links back to the OFSTED framework.
- 12.16. John outlined the new process for monitoring pupil progress as levels are no longer used. A Governor asked if the information has been shared with parents. Jude confirmed she has received the information as a parent of a Year 6 pupil. John advised more information sharing events are planned. The Chair advised that there is a training session on life without levels.

13. School Performance

- 13.1. Governors noted the Key Stage 1 (KS1) and Key Stage 2 (KS2) results and reviewed the results.
- 13.2. Governors noted that there were four SEN pupils participating in KS2.
- 13.3. John advised that 9 KS2 papers were submitted for appeals and outlined the queries and outcomes of the appeals.
- 13.4. A Governor asked if the Curriculum committee will analyse the results. Jacqui confirmed the Curriculum committee will analyse the results and consider demographic trends. RAISEonline data should be available in October which will assist with the analysis and a report will be submitted to the Governing Body.
- 13.5. Governors were advised that over 90% of pupils made 2 levels of progress in Reading, Writing and Maths.
- 13.6. Karen advised that she has contacted Rosemary to discuss target setting and is awaiting guidance from the local authority. The Curriculum committee will discuss setting targets.

14. Attendance targets

- 14.1. A Governor asked about the strategy for increasing attendance. Karen outlined measures such as the celebration event held at assembly on Fridays and the trophy awarded to classes with 100% attendance. Staff commented on pupil's eagerness to win the trophy.
- 14.2. Governors discussed the attendance for 2014/15. The Chair asked for the end of year actual attendance for 2014/15. **Action: Karen to confirm the actual year end attendance figures and outline measures to improve/address attendance**
- 14.3. Governors voted unanimously to agree the attendance target for 2015/16 as 97%.

15. Term dates 2015/16

- 15.1. John outlined the background to the issue and explained that some schools had set different dates to those set out by the local authority. John advised Governors that the local authority has recommended that Governors agree the amended term dates to ensure the majority of Haringey schools align to the same dates.
- 15.2. Governors reviewed the proposed amendments to term dates for 2015/16 and voted unanimously to follow the local authority's advice and agree the amended terms dates.
- 15.3. A Governor asked about term dates for 2016/17. Governors were advised that the 2016/17 terms dates are on the local authority's website and will be discussed at the Network Learning Community meeting with the aim that local schools will set the same dates.
- 15.4. Governors discussed the last day of the Summer term being a half day. It was confirmed that it is a full school day however parents have the option to collect pupils earlier if they wish, it is not compulsory. Governors agreed that this needs to be communicated clearly to parents.

16. Children's Centre

- 16.1. Jude provided a verbal update on the local authority's proposals regarding Children's Centres and the current consultation process. The local authority proposes that Campsbourne Children's Centre becomes a key hub linked with Rokesly school. A response letter from Governors agreeing the proposed changes to Campsbourne Children's Centre has been submitted including a query on the other services to be provided by the Children's Centre under the proposed changes.
- 16.2. Governors have been asked to formally record their agreement with the HR elements of the proposals such staffing restructure and redundancy. If Governors agree with the HR elements then the local authority will cover all redundancy costs and associated costs. If Governors do not agree with the HR elements then Campsbourne will be liable for all redundancy costs and associated costs. The formal agreement needs to be submitted to the local authority by 9th October 2015.
- 16.3. A Governor asked if Campsbourne will have any input into the staff placed at the Children's Centre. Jude replied that she was not aware of the school having any involvement in the placement of staff. Jude outlined a recent conversation she had with Rokesly school regarding the proposals. Governors discussed the proposals.
- 16.4. A Governor asked about the staff at Campsbourne Children's Centre. Karen advised that there is one full time employee and three part time employees.
- 16.5. Governors agreed that the Chair and Jude should submit a response letter to the local authority agreeing to the proposal and HR elements but include a request for involvement in the process to allocated staff to the centre and comment on the impact on pupils. It was agreed that Campsbourne requested a response to the letter. **Action: Chair and Jude to draft letter and circulate to Governors**

17. Policy reviews

- 17.1. The Chair confirmed he will liaise with the Senior Leadership Team (SLT) to review the list of school policies, both statutory and non-statutory, to ensure they are reviewed regularly and up to date.
- 17.2. A Governor asked if there is a Communication with Parents policy. Governors agreed that there isn't a Communication with Parents policy and that it is not a statutory policy. Governors discussed methods used to communicate with parents and noted that all meetings and key dates are listed on the school website. **Action: David to discuss a review of communication with parents with SLT**

17.3. Governor agreed that there should be an annual report/letter to parents outlining progress against last year's priorities. *Action: Chair to liaise with Steve and Thierry to draft a letter to parents*

18. Reports from Committees and Link Governors

18.1. Resources – The Committee Chair provided a verbal update on the meeting held on 10th September 2015. The committee reviewed Quarter 1 and the Committee Chair provided a verbal outline. The budget will be reprofiled and presented to the committee in Quarter 2.

18.2. Premises – Governors were advised that a meeting has not been held since the last Governing Body meeting.

18.3. Curriculum – Governors were advised that a meeting has not been held since the last Governing Body meeting.

18.4. Extended Services - Governors were advised that a meeting has not been held since the last Governing Body meeting.

19. Governor Visits

19.1. Governors agreed that the schedule of Governor visits will be agreed at the forthcoming committee meetings.

20. Governor Training

20.1. The Chair reminded Governors of the importance of training and directed Governors to the Autumn programme of Governor training.

20.2. The Chair reminded Governors of the Annual Conference being held on Saturday 26th September 2015 and encouraged Governors to attend.

21. Dates for Governing Body meetings for 2015/16

21.1. Governors noted the meeting dates for 2015/16:

- Monday 2nd November 2015 (PM) Governor's Awayday
- Thursday 10th December 2015
- Thursday 11th February 2016
- Thursday 28th April 2016

22. Any other business

22.1. There were no items.

(Freddie Hunter left the meeting)

Parts 1 and 2 of the meeting ended at 9.00 pm

Signed.....Date

STUART PARKER, CHAIR