

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Monday 28th April 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
Jon Abbey, LB Haringey

* 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 Apologies for absence were received and accepted from Thierry Valancogne and Richard Buckley

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

- 2.1 The Headteacher declared an interest in Item 3.

3 Co-Operation with West Green School

- 3.1 Jon Abbey, Assistant Director; School Improvement from Haringey attended the meeting for this item.
- 3.2 Jon Abbey (JA) explained the purpose of his visit and outlined the potential formal partnership between Campsbourne and West Green. JA thanked the Headteacher for all her work at West Green since the school was placed into special measures. JA informed Governors that although the DfE have indicated West Green should become an academy, the local authority wish to explore local solutions such as a partnership.
- 3.3 JA distributed 2 papers; one detailing leadership models and the other outlining the partnership options for Campsbourne and West Green. The local authority's preferred model is an Executive Headteacher overseeing both schools and a Headteacher in each school. Governors reviewed the documents.
- 3.4 The local authority is asking Campsbourne Governing Body to consider a formal partnership (not a federation) with West Green. The partnership would be for an agreed period of time.
- 3.5 JA provided some further background. When the school was placed into special measures, the West Green Governing Body was dismissed and an Interim Executive Board (IEB) was put in place. West Green currently has no financial deficit therefore the school will be able to recruit staff. The last two HMI visits have reported 'reasonable progress' has been made at the school.
- 3.6 JA informed Governors that for schools to move towards an Outstanding status, the school and Governing Body need to demonstrate outward working. A further benefit of a formalised partnership would be succession planning which would utilise and develop staff in both schools.
- 3.7 JA confirmed that there are no financial implications for Campsbourne; any additional staffing costs would be paid by West Green or the local authority.

- 3.8 The Headteacher asked what the process will be, if the Governing Body agrees to formalise the partnership. JA replied that the DfE will consider the future of West Green School and have presented the school with the option of becoming an academy. The local authority has suggested local options to the school. If Campsbourne Governing Body agrees to a formal partnership, an agreement will be drafted and signed. There will be very little legal involvement as it is not a federation agreement. The DfE would then consider the proposal.
- 3.9 **Governors asked if a decision is required immediately.** JA replied that there is no need for an immediate answer but a response is needed within the next two weeks in order to develop a formal suggestion to present to the DfE.
- 3.10 **Governors asked if the aim is for West Green to return to an autonomous school.** JA confirmed that the partnership and performance of West Green will need to be reviewed regularly to establish a permanent position.
- 3.11 **Governors asked about an exit strategy.** JA replied that there is a need to ensure appropriate planning and include details of an exit strategy within the partnership agreement.
- 3.12 **Governors asked what a partnership agreement will include.** JA replied that it will be an agreement between both schools ensuring the details of the partnership are clear such as separate budgets, clarifying sharing staff, training, restructures etc. Both Governing Bodies will need to agree the document.
- 3.13 **Governors asked what would happen if the current informal arrangement continued.** The Headteacher explained that the DfE could intervene and enforce academy status upon West Green.
- 3.14 Governors discussed what a formal partnership agreement entails and requires and agreed the need for an exit strategy.
- 3.15 **Governors asked at when the West Green IEB will return to a Full Governing Body.** JA replied that an IEB should not be in place for longer than one year. There will be a phased reduction of the IEB and introduction of a Governing Body however some of the IEB members will remain on the new Governing Body to provide support.
- 3.16 **Governors asked what support Campsbourne will receive from the local authority.** JA replied that School Improvement Partners will support both schools. There may be some financial support for short term staffing resources.
- 3.17 The Chair noted that the next Governing Body meeting is scheduled for 15th May 2014 and suggested that he works with the Headteacher and JA to develop a draft partnership agreement for Governors to review. Governors agreed to review the draft document at the next Governing Body meeting. **Action: Chair/Headteacher to develop draft agreement**

(Jon Abbey left the meeting)

4 Election of Vice Chair

- 4.1 The Chair motioned that this item would be deferred until the next Governing Body meeting. Governors agreed.

5 Governing Body and Committee Membership

- 5.1 Governors were informed that the previous two shortlisted applicants had been contacted. One applicant has withdrawn their application and there has been no response received from the other applicant.
- 5.2 Governors reviewed the additional three applications that have been received.
- 5.3 Jacqueline informed Governors that she personally knows one of the applicants.
- 5.4 The Clerk advised that the recent DfE consultation may mean that the Governing Body will have to reconstitute in 2014/15.
- 5.5 Governors agreed it would be useful to invite them to visit the school and informally meet some Governors. It was agreed that the Chair, Headteacher, Satyen and Jude will meet with the candidates. **Action: Chair to liaise with applicants and Governors to arrange visits**
- 5.6 Governors noted that the Staff Governor's term has expired. The Headteacher confirmed she will initiate Staff Governor Election process. **Action: Headteacher to arrange election**

6 Minutes of the previous meeting and matters arising

6.1 The minutes of the meeting held on 3rd December 2013 were reviewed. Governors requested an amendment to the following item:

6.1.1 Item 13.7 Governors voted to make the school uniform compulsory. 12 Governors voted for the motion, 1 Governor voted against the motion. It was agreed to make a school uniform compulsory for Reception, Year 1 and Year 2 from 1 September 2014 and add an additional year group each year until the policy covers the entire school.

6.2 The minutes were AGREED as an accurate record, subject to the amendment and the Chair duly signed them.

6.3 The minutes of the meeting held on 6th February 2014 were agreed as correct and the Chair duly signed them.

6.4 Matters arising

6.4.1 Item 6.2.1 - 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**

6.4.2 Item 6.2.2.2 - Governors discussed possible topics for the bespoke training session and agreed it would be useful to have a data analysis training session. **Action: Chair to invite Avi Becker to present a data analysis training session at the next Governing Body meeting**

6.4.3 Item 6.3 – The Headteacher presented a short update on the new school uniform policy. The Headteacher advised Governors that Tesco’s personalised uniform service offers better value for money to parents than the current recommended uniform provider. The Headteacher showed Governors a sample of the school sweatshirt with the Campsbourne badge and advised of the lower price and good quality. The school will receive Tesco points and a small commission for orders placed. **Governors asked about assistance for parents with no internet access.** The Headteacher confirmed the school will be able to assist parents with ordering items. Governors voted unanimously to approve Tesco as the approved supplier for Campsbourne uniform items.

6.4.4 Item 7.2 – The Chair confirmed that he will finalise the draft on the roles and responsibilities of the Chair and Vice Chair and circulate to Governors. **Action: Chair to circulate documents**

6.4.5 Item 11.2 – 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**

6.4.6 Item 11.3.2 – The Headteacher received comments on the Pupil and Parent questionnaire from one Governor. The questionnaire will be circulated after the next half term. **Action: Governors to send any comments to Headteacher**

7 Chair’s Report

7.1 The Chair confirmed he had nothing to report.

8 Head Teacher’s Report

8.1 The Headteacher circulated her report to Governors and reported highlights to Governors.

8.2 There are currently 429 pupils enrolled at the school and the Lower School is full.

8.3 The number of pupils receiving Free School Meals (FSM) has remained stable. **Governors asked if the planned changes introducing FSM for all Reception, Year 1 and Year 2 pupils as of September 2014 will affect the FSM monitoring.** The Headteacher replied that parents will need to inform the school that they are in receipt of benefits.

8.4 Lateness figures have improved however this is mainly due to a revision in the definition of late. The Headteacher outlined the process for identifying pupils as late.

8.5 Attendance figures are good; Infants – 95.45% and Junior – 96.20% which is above national average.

- 8.6 Spring term observations are reported as Outstanding – 67% and Good – 33%.
- 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 ensure TAD's are added to website*
- 8.8 The Headteacher informed Governors that she would like an item on Staffing Structure added to the agenda for the next Governing Body meeting. Governors agreed. *Action: Clerk to add item to next agenda*

9 Reports from Committee Chairs and Link Governors

- 9.1 Governors agreed to defer this item to the next Governing Body meeting.

10 Children's Centre Proposal

- 10.1 The Chair of the Extended Services Committee provided a verbal update. The Committee met on 23rd April 2013.
- 10.2 The Budget for the Children's Centre for 2014/15 has been received from the local authority and is £25,000 lower than the previous year.
- 10.3 The Headteacher has suggested transferring the budget and management of the Children's Centre to Rokesly School. **Governors asked how this would affect the service.** The Headteacher explained the transfer which would mean the centre at Campsbourne would become a link site and would remain open offering the same services however Campsbourne would have no responsibility for the service or OFSTED inspections.
- 10.4 **Governors asked what benefit Rokesly would receive from the transfer.** The Headteacher outlined some of the benefits to Rokesly such as increased capacity and improved facilities.
- 10.5 The Headteacher at Rokesly and the Cluster Advisory Board have agreed, in principle, to the transfer. The Governing Body at Rokesly will need to meet to agree to the transfer.
- 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*

11 School Financial Value Standard

- 11.1 The Chair of Resources Committee provided background information on the School Financial Value Standard (SFVS) submission. The SFVS is completed annually and submitted to the local authority. The Resources Committee have reviewed and completed the form.
- 11.2 Governors discussed the form and agreed it would be useful for all Governors to review the form before submission to the local authority. *Action: Chair of Resources Committee to circulate the SFVS to all Governors for comments*
- 11.3 The Chair of the Governing Body signed the SFVS on the basis of the recommendation of the Resources Committee.
- 11.4 The SFVS will be submitted to the local authority unless any comments are received from Governors.

12 SEN Update

- 12.1 Governors were informed that the Curriculum Committee is due to meet on 30th April and will report back to the next Governing Body meeting.
- 12.2 The Headteacher advised that the school is part of the Networked Learning Community (NLC). NLC SENCo's have met to develop their school's local offers. The Headteacher advised that the local offer should be ready for Governor approval in September 2014.

13 Policy reviews

- 13.1 Governors reviewed the Teacher Appraisal Policy which has been drafted by the local authority and agreed with Trade Unions.
- 13.2 Governors voted unanimously to adopt the Teacher Appraisal policy.

14 Review of Scheme of Financial Delegation

- 14.1 Governors reviewed the Scheme of Financial Delegation and the Leadership and Governance Roles & Responsibilities documents.
- 14.2 The Chair advised that there have been no substantial changes to the previous versions.
- 14.3 Governors voted unanimously to agree the Scheme of Financial Delegation and the Leadership and Governance Roles & Responsibilities documents.

15 Governors' Visits to School

- 15.1 The Chair reminded Governors of the importance of visits to the school.
- 15.2 Sarah O'Reilly reported that she had enjoyed her recent visit to the school when she attended an assembly. Sarah also attended Math's lessons in both the Lower and Upper Schools and was impressed.
- 15.3 Governors discussed planned visits and noted that the Curriculum Committee plan to visit a Science lesson and meet with the School Council.

16 Governors Training

- 16.1 The Chair reminded Governors to review the forthcoming training courses and encouraged Governors to book training.
- 16.2 A Governor reported that she has used Modern Governor and found it to be a useful online learning tool.

17 Any other business

- 17.1 There was no other business.

The next meeting will be held at the school at 6.15 pm on Thursday 15th May 2014

Parts 1 and 2 of the meeting ended at 8.25pm

Signed.....Date

STEPHEN MILLARD. CHAIR

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LA Governors (1)

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Staff Governors (1)

Vacant

Head Teacher (ex-Officio)

* Angela Ryan, Head teacher

Also Present: Martina Coen, Clerk

* *Denotes Governors Present*

+ *Denotes approved absences*

STEPHEN MILLARD IN THE CHAIR

PART 2

18 Minutes of previous meeting and matters arising

- 18.1 The minutes of the meeting held 3rd December 2013 were agreed and the Chair duly signed them.
- 18.2 The minutes of the meeting held on 6th February 2014 were agreed and the Chair duly signed them.
- 18.3 There were no matters arising

19 Chair's Confidential items

- 19.1 The Chair had no confidential items.

20 Headteacher's Confidential Items

- 20.1 Pupil Exclusions – There was nothing to report.
- 20.2 Safeguarding – There was nothing to report.
- 20.3 Looked after children – There was nothing to report.
- 20.4 Staffing Confidential – There was nothing to report.

(The Headteacher and Frederica Hunter left the meeting for the next item)

21 Headteacher's Pay

- 21.1 The Chair of the Resources Committee provided some background to the item.
- 21.2 Following the Headteacher's Performance Management review, the Pay Panel recommends that the Headteacher is awarded a two point pay increase. Governors voted unanimously to agree the two point pay increase.
- 21.3 Governors were advised that due to the additional work being undertaken by the Headteacher to support West Green School, the Headteacher has requested an additional four point pay increase. Governors were informed that the additional payment will be recovered from West Green School. The local authorities HR department have advised that the request is reasonable. Governors voted unanimously to award the Headteacher an additional four point pay increase for the duration of her role at West Green School.

(The Headteacher and Frederica Hunter rejoined the meeting)

22 Other Confidential Business

22.1 There was nothing to discuss.

Signed.....Date
STEPHEN MILLARD. CHAIR