

# CAMPSBOURNE SCHOOL

## GOVERNING BODY

### Minutes of Meeting

**Held on Thursday 11<sup>th</sup> February 2016, at 7.15 pm at the School**

<b>Parent Governors (6)</b> * Judith Pow (30/11/16) * Thierry Valancogne (30/11/16) * Melanie Washington (11/02/19) * Stuart Parker (23/11/19) <b>Chair</b> * Marion Groshong (23/11/19) * Eleanor Ley (23/11/19)	<b>Co-Opted Governors (5)</b> * Richard Buckley (03/06/17) + Satyen Dhana (03/06/17) * Frederica Hunter (03/06/17) * David Libbert (17/05/18) (Vacant)	<b>LA Governor (1)</b> * Jacqueline Broadhead (26/11/17) <b>ViceChair</b>  <b>Staff Governor (1)</b> * Karen Edgar (02/03/19)  <b>Headteacher</b> * Jonathan Smith (Ex-officio)
<b>Also:</b> Martina Coen (Clerk)		* <i>Denotes Present</i> + <i>Denotes Noted Absence</i>

STUART PARKER IN THE CHAIR.

## PART 1

### 1 Welcome and Apologies for Absence.

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies from Satyen Dhana were noted.

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

- 2.1 There were none.

### 3 Membership of the Governing Body & Committees

- 3.1 The Chair advised that he had contacted SGOSS and Inspiring Governors to request possible candidates for the current Co-Opted Governor vacancy; there are no candidates currently available. Governors discussed circulating details of the vacancy to their associates and agreed to direct any potential candidates to the Chair. Governors agreed that potential candidates will be invited to visit the school and attend a Governing Body meeting as Observers.

### 4 Minutes of the previous meeting and matters arising

- 4.1 The minutes of the meeting held on 10<sup>th</sup> December 2015 were agreed as an accurate record and the Chair duly signed them.
- 4.2 **Matters arising**
  - 4.2.1 Item 8.7 – Curriculum Committee to review the SDP with the new Headteacher and submit to the next Governing Body for approval *Action outstanding*
  - 4.2.2 Item 13.3 - Jacqui to coordinate Link Governor visits. Jude to circulate Governor feedback form *Action outstanding*

### 5 Chair's Items

- 5.1 The Chair advised that he has circulated the School Strategy paper to Governors and asked for comments before the Governor meeting on 23<sup>rd</sup> February 2016. **A Governor asked if parents' views will be incorporated when developing the new strategy;** the Headteacher confirmed they will. **Action: Comments on School Strategy paper to the Chair before 23<sup>rd</sup> February 2016**
- 5.2 The Chair advised that he attended the recent Haringey Briefing and outlined the new funding formula and possible impact on the school. The Chair advised that the local authority has requested schools consider the future formation of Multi Academy Trusts (MAT) which would share resources and provide greater support between schools. The Chair and Headteacher are due to attend a meeting with the local authority on 3<sup>rd</sup> March

2016 to receive further information on MAT's. A Governor asked if the local authority can make the decision to convert the school to an academy; the Chair confirmed that the school is responsible for the decision to become an academy or retain the current status. The Vice Chair advised that the Educational Excellence Working Group (EEWG) undertook some research work on academies in recent years and the information could be circulated. **Action: Chair to circulate Academy work produced by EEWG and DfE MAT Briefing paper**

- 5.2.1 A Governor asked about financial modeling to estimate the financial implications of becoming an academy. The Chair advised that no financial modeling has been undertaken as yet until the impact of the funding formula is confirmed. The Headteacher advised that the initial first year budget will not be below 98.5% of the current budget but will decrease year on year. Governors discussed increases in staffing costs such as on-costs, pension costs and inflation. Governors agreed that a five year financial forecast should be produced to aid the discussion on joining a MAT. **Action: Chair of Resources committee to liaise with School Business Manager to request five year financial forecast**
- 5.2.2 The Headteacher advised that the proposals for schools to form MAT's are nationwide, not just from the local authority. There are various academy models to consider however the school's ethos and vision would remain. Governors discussed inviting a Headteacher from an academy to attend a Governing Body meeting to present the benefits and drawbacks of becoming an academy. The Headteacher advised that the recent Networked Learning Community (NLC) meeting received a presentation on becoming an academy.
- 5.2.3 A Governor asked about the Admissions process for an academy. The Headteacher advised that an academy would have its own Admission policy and criteria.
- 5.2.4 Governors discussed the gradual change in processes if the school became an academy.
- 5.2.5 A Governor asked about the timescale for informing the local authority of the school's decision on becoming an academy. The Chair advised that he will have further information after the meeting on 3<sup>rd</sup> March 2016.
- 5.3 The Chair advised that the National Governors Association has advised that schools should provide a report on extra curricular activities and the healthy options provided for school meals. **Action: Curriculum committee to draft a report on extra curricular activities and school meals**

## 6 Head Teacher's Report

- 6.1 Governors noted the Headteacher's report.
- 6.2 Governors reviewed the performance data for the Autumn term. A Governor asked about the lower than expected results in Writing across years 1 to 6. The Headteacher advised that there has been a review of the curriculum and the literacy and language programme as the current system does not provide pupils with sufficient writing opportunities or gap analysis. The Headteacher stressed the importance of the link between the curriculum, assessment and planning. Governors discussed the importance of spelling, punctuation and grammar.
- 6.2.1 A Governor about the measures introduced to address Year 6 performance. The Headteacher outlined changes already introduced such as Maths Mastery and scheduled changes for English before the Summer term. A Governor asked about the urgency of implementing measures. The Headteacher advised that the SLT have been working with pupils in Year 6 classes this term providing additional support. The data in the table was captured in the Autumn term and further tests are scheduled after the February half term. Governors discussed the changes in data reporting and 'life after levels'.
- 6.3 A Governor asked about the number of pupils displaying 'very challenging behaviour'. The Headteacher replied that five pupils have been displaying very challenging behaviour and outlined measures to address the behaviour including learning mentors and meetings with parents. For two pupils, a more child centred approach to schooling has been introduced which appears to improved the situation.
- 6.4 Governors noted the Safeguarding Audit has been undertaken. The Link Governor for Safeguarding has termly meetings with the Headteacher to undertake duties including the review of the Single Central Register (SCR).

- 6.5 **A Governor asked target setting.** The Headteacher advised of the use of the Fischer Family Trust target setting process. The Headteacher explained that KS1 targets are based on Early Years data and national standard. **A Governor asked if any benchmarking has been undertaken within the NLC.** The Headteacher replied that there has not been any as yet. **A Governor asked about performance of Pupil Premium (PP) pupils.** The Headteacher advised he has reviewed the RAISEonline data for Early Years and KS1 and outlined the gap which reduces by KS2. The Headteacher plans to review the performance gap further. The Headteacher advised he plans a review of the scheduled use of the Sports Premium to ensure it is used effectively. Governors agreed to allocate a Link Governor for PP; Richard Buckley agreed to undertake the role. Governors agreed to defer the review of the PP and Sports Premium to the Curriculum committee. **Action: Curriculum committee to review use of PP and Sports Premium**
- 6.6 **A Governor asked about action for gifted and talented pupils.** Karen outlined the changes in the new assessment and the introduction of one paper for all pupils. Karen outlined the differentiation in teaching for higher ability pupils.
- 6.7 **A Governor asked about support being provided for the current Year 5 cohort.** Karen outlined the additional support which has been introduced.
- 6.8 **A Governor asked about the introduction of Forest School teaching in the Nursery.** The Headteacher outlined the Forest School programme which is an outdoor learning programme. He detailed the cognitive and physical benefits of a weekly afternoon session in the local park. The active learning will flow from the Nursery into Reception. Governors commented on the positive benefits of the programme and the links to the Science programme. David advised that he has a short video on Forest School and will circulate to Governors for information. **Action: David to circulate Forest School video to Governors**

## 7 Policy Reviews

- 7.1 Intimate Care policy – Governors ratified the policy.
- 7.2 Health & Safety policy –Jude advised that she had some comments and agreed to forward them to Stuart. Governors discussed the policy and agreed not to ratify the policy and requested the policy is reviewed. **Action: Jude to forward comments to Stuart**
- 7.3 The Headteacher advised he is carrying out an audit of all policies.

## 8 Committee Terms of Reference

- 8.1 The terms of reference for the Curriculum Committee were ratified.

## 9 Reports from Committees and Link Governors

- 9.1 Resources committee – Governors noted the minutes of the meeting held on 28<sup>th</sup> January 2016. David provided a verbal update on the meeting and advised that the committee reviewed the Quarter 3 position.
- 9.2 Curriculum committee – Governors were advised that that a meeting is scheduled for 25<sup>th</sup> February 2016.
- 9.3 SEND Link Governor – Jacqui requested that this role is reallocated as she currently has responsibility for Safeguarding and Child Protection. Jacqui outlined the role. Marion Groshong agreed to undertake the role.
- 9.4 STEM – Melanie advised that a bid for £600 has been submitted to the Institute of Technology, the bid relates to the creation of an after school Science Club and the EcoPod. The grant is awarded termly with the result expected in March; the bid can be resubmitted if it is unsuccessful. Melanie advised Governors of the local authority's STEM commission and outlined the work of local and national companies with local schools. Melanie will liaise with the Headteacher regarding a coding workshop. **A Governor asked if PP pupils will have priority access to the STEM club.** The Headteacher advised that he believes after school clubs such as the STEM club should target pupils and there is a need to agree target groups.

## **10 Children's Centre update**

- 10.1 Jude advised that there has been no further update from the local authority.
- 10.2 The Headteacher outlined his planned use of the Children's Centre (CC) room for Reception pupils as the area has an outdoor space. The move from the current Reception room to the CC room is scheduled after the Easter break. The current Reception room will then be used for the After School club. There is a possibility of using the old Reception space as a cooking/DT area and for interventions.
- 10.3 Governors discussed the loss of the CC facility as a method for parental involvement.

## **11 Values workshop**

- 11.1 The Chair advised that he had circulated the School Strategy papers to Governors in advance of the workshop on 23<sup>rd</sup> February 2016. The aim of the session is to develop the school vision using feedback from the staff and parent surveys. The Headteacher advised that brief feedback from the parent's survey was included in last week's newsletter. **Action:**  
*Headteacher to circulate the newsletter to Governors*

## **12 Health & Safety**

- 12.1 The Link Governor for Health & Safety (H&S) advised that the school has now purchased a Service Level Agreement (SLA) from the local authority for H&S support. An H&S inspection of the school site will be scheduled and support provided with the review of the H&S policy.

## **13 Governor Visits**

- 13.1 Jacqui advised that she will liaise with the Headteacher to schedule her visit as Safeguarding Link Governor.

## **14 Governor Training**

- 14.1 The Chair advised of forthcoming training on SFVS, Year Budget, Exclusion and Safer Recruitment which may be helpful to Governors.
- 14.2 The Chair also advised Governors of the Haringey Governors Association meeting on 9<sup>th</sup> March 2016.

## **15 Dates for Governing Body meetings for 2015/16**

- 15.1 The Chair proposed a review of meetings to assist with the budget process. The Chair of the Resources committee will email committee members with revised committee meeting dates. There will be a short meeting prior to the Values Workshop on 23<sup>rd</sup> February 2016 to agree the SFVS and Annual Pay policy review.
- 15.2 Governors noted the revised meeting date for 2015/16:
- Thursday 19<sup>th</sup> May 2016 at 6.15pm (replacing the meeting scheduled for 28<sup>th</sup> April 2016)

## **16 Any other business**

- 16.1 The Headteacher highlighted a potential issue with the local authority's term dates for 2016/17, particularly for the Christmas break. Governors discussed the potential issue. Governors voted unanimously to agree the local authority term dates for 2016/17.

Parts 1 and 2 of the meeting ended at 8.55 pm

(Karen Edgar and Freddie Hunter left the meeting)

Signed.....Date .....

**STUART PARKER, CHAIR**