

# CAMPSBOURNE SCHOOL

## GOVERNING BODY

### Minutes of Meeting

Held on Thursday 21<sup>st</sup> May 2015, at 6.15 pm at the School

#### Parent Governors (6)

- \* Melanie Washington (11/02/19)
- \* 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)

- \*Karen Edgar (02/03/19)

#### 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 and the Headteacher 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 advised that all Governors have completed forms. The forms are retained by the school.

### 4 Budget 2015/16

- 4.1 Governors were advised that the Resources Committee meeting held on 14<sup>th</sup> May 2015 reviewed the proposed budget for 2015/16.
- 4.2 David advised that the version reviewed by the committee was amended to remove the Sports Grant from 2016/17 onwards. David confirmed that Governors have the correct version of the budget in their meeting papers.
- 4.3 Governors reviewed the proposed budget for 2015/16.
- 4.4 Governors reviewed the Budget Dashboard. David advised that the committee noted the future funding issues and discussed ways to increase funding and generate income. A Governor suggested the possibility of a relationship with Teachfirst. Governors discussed the suggestion. The Resources Committee will consider ways to increase funding at the next committee meeting when the new Headteacher will be present.
- 4.5 A Governor asked if the School Business Manager (SBM) has been asked to provide any financial modelling such as possible changes to the Dedicated Schools Grant (DSG). **Action: Chair of Resources Committee to forward request for financial modeling to SBM**
- 4.6 Governors discussed the impact of the introduction of Universal Free School Meals for Infant pupils and the reduction in Pupil Premium allocation.
- 4.7 David advised that the committee has requested an analysis of the income generated and expenditure on the swimming pool.
- 4.8 A Governor asked about if the projected surplus includes the carry forward from 2014/15. David confirmed that the committed surplus carried forward from 2014/15 is included in the projected year end surplus for 2015/16. **Action: Chair of Resources Committee to liaise**

*with the SBM and confirm if the projected surplus includes the carry forward from 2014/15*

- 4.9 Governors voted unanimously to agree the budget for 2015/16 subject to the clarification from the SBM on the projected 2015/16 surplus.
- 4.10 The Chair of the Governing Body signed the Budget submission form

## **5 Membership of the Governing Body & Committees**

- 5.1 Melanie confirmed that she has joined the Resources Committee. The Chair asked Melanie to consider joining the Curriculum Committee in September. **Action: Melanie to confirm if she will join the Curriculum Committee**
- 5.2 The Chair advised that the committee structure and Link Governor roles will be reviewed in September.
- 5.3 **A Governor asked if the Governing Body should consider reconstituting.** The Chair advised that the Governing Body reconstituted in 2012 and meets all requirements.

## **6 Minutes of the previous meeting and matters arising**

- 6.1 The minutes of the meeting held on 23<sup>rd</sup> April 2015 were agreed as an accurate record and the Chair duly signed them.
- 6.2 **Matters arising**
- 6.3 Item 11.3 - The Chair confirmed he will contact Governor Support to arrange a whole Governing Body training session on the Prevent Strategy and British Values. **Action: Chair to arrange training session**
- 6.4 Item 13.2 - A Governor asked about introducing a Link Governor for Gifted & Talented pupils. Governors agreed to defer the matter to the Curriculum Committee. **Action: Curriculum Committee to discuss a Link Governor for Gifted & Talented pupils**
- 6.4.1 Governors discussed uploading minutes and reports to the school website. **Action: Stuart to circulate instructions for uploading documents to the school website**

## **7 Chair's Items**

- 7.1 The Chair had no items.

## **8 Head Teacher's Report**

- 8.1 There were no items.

## **9 Policy reviews**

- 9.1 There were no policies due for review.

## **10 Reports from Committees and Link Governors**

- 10.1 Premises – Governors noted the minutes of the meeting held on 25<sup>th</sup> March 2015.
- 10.1.1 The Chair advised that the committee discussed incorporating the Sustainability role. Governors discussed the proposal and voted unanimously to agree to place Sustainability within the remit of the Premises Committee from September 2015.
- 10.2 Resources – David provided a verbal update on the meeting held on 14<sup>th</sup> May 2015.
- 10.2.1 Governors were advised that the committee reviewed the three quotes and designs received for the outdoor classroom. The committee recommended the quote and design provided by TS Design (£89,000 excluding VAT). Governors discussed the draft designs and quotes. **A Governor asked if VAT needs to be accounted for.** David advised that Elizabeth had confirmed that the school can reclaim VAT.
- 10.2.2 Governors voted unanimously to agree the Resources Committee recommendation to award the contract for the outdoor classroom to TS Designs.
- 10.3 Curriculum – Governors were advised that there has not been a committee meeting since the previous Governing Body meeting.
- 10.4 Extended Services - Governors were advised that there has not been a committee meeting since the previous Governing Body meeting.

- 10.4.1 The Chair of the Extended Services Committee provided a verbal update on the Children's Centre consultation. The local authority is consulting on proposals to reduce the current number of Children's Centres from sixteen to nine. Jude advised that the local authority has increased the overall budget for Children's Centre by £400,000.
- 10.5 SEN – The Link Governor informed Governors that she is due to meet the Headteacher and will provide an update to the next Governing Body meeting.
- 10.6 **A Governor asked about exit procedures from the current partnerships with West Green and Earlham.** Governors discussed the exit procedure and agreed it would be helpful to assess the success of the partnerships. The Chair advised that the recent OFSTED visit to Earlham has confirmed that the school is no longer is Special Measures. Governors discussed the recognition of the support provided by Campsbourne. The Chair advised that although there is no formal recognition of the partnership, the support can be evidenced to OFSTED when they visit Campsbourne. The Chair confirmed that he will liaise with the Headteacher to discuss the matter. **Action: Chair to liaise with Headteacher regarding an evaluation of the partnerships with schools**

## 11 Governor Visits

- 11.1 The Chair of the Curriculum Committee advised that the schedule of school visits by committee members is being reviewed. Richard B is due to meet the School Council before the end of the Summer term.

## 12 Governor Training

- 12.1 The Chair reminded Governors of the importance of training.

## 13 Dates for Governing Body meetings for 2015/16

- 13.1 The Chair advised that he will liaise with the Vice Chairs and Committee Chairs to draft meeting dates for 2015/16. **Action: Chair to draft meetings dates for 2015/16**

## 14 Any other business

- 14.1 Governors discussed an event to celebrate the Headteacher's time at Campsbourne before she leaves at the end of the Summer term. Governors discussed a formal letter thanking the Headteacher. **Action: Satyen to draft a letter from Governors to be included on the school website and submitted to the local newspaper**
- 14.2 Governors agreed a meal and gift will be arranged to thank the Headteacher for all her work and time at Campsbourne and agreed a date in June would be preferable. **Action: Chair to liaise with the Headteacher and Governors to confirm a date**
- 14.3 Governors were advised that there is a joint HSA/Staff event being held on 9<sup>th</sup> July 2015, previous Headteachers and staff have been invited and all Governors are invited to attend.

Parts 1 and 2 of the meeting ended at 8.05pm

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

**STEPHEN MILLARD, CHAIR**