

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Thursday 23rd April 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
Elizabeth Rarieya (for Item 5) +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 Satyen Dhana 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 asked all Governors to complete a declaration for 2014/15. All forms are retained by the school.
- 3.2 Absent Governors will be asked to complete a form. *Action: Clerk*

4 Membership of the Governing Body & Committees

- 4.1 The Chair introduced Melanie Washington, the recently appointed Parent Governor, and Karen Edgar, the recently appointed Staff Governor.
- 4.2 Melanie agreed to join the Resources Committee. Karen agreed to join the Premises Committee. *Action: Committee Chairs to send meeting dates to Melanie and Karen*

5 Closure of Accounts 2014/15

- 5.1 The Headteacher introduced Elizabeth Rarieya, School Business Manager. Elizabeth introduced her end of year financial report.
- 5.2 Governors reviewed the end of year financial report.
- 5.3 Governors noted that the year end position is a carry forward surplus of £282,566. £193,592 is committed to fund projects such as the refurbishment of the toilets, wall storage units, boiler improvements and the outdoor classroom. The remaining £74,196 is an uncommitted surplus.
- 5.4 A Governor asked why the amount carried forward from 2014/15 is lower than the amount carried forward from 2013/14. The Headteacher outlined the projects during the year which have been funded by the carry forward from 2013/14. She also explained the factors which had contributed towards the large carry forward from 2013/14.
- 5.5 A Governor asked about the outdoor classroom. The Headteacher confirmed it is also referred to as the Science classroom.

- 5.6 A Governor asked if the 2014/15 carry forward is within the prudent 4% guidelines. The Headteacher confirmed that once the committed funds are removed, the remaining carry forward is within the guideline amount.
- 5.7 Elizabeth advised that all variances over £5,000 are listed within the report. Governors reviewed the explanations for variances over £5,000.
- 5.8 A Governor asked why the school nurse will not be funded in 2015/16. The Headteacher explained the situation regarding the school nurse and advised that in 2015/16, the school nurse will be funded from the High Needs Block.
- 5.9 A Governor asked about line I12. Elizabeth explained that the income is for pupil visits to Pendarren and advised that the payments received are irregular; an increased number of payments from parents are expected during the Summer term as well as a contribution to the visit from the HSA.
- 5.10 The Headteacher explained the overspend in Education and Support Staff is mainly due to the additional support required for some pupils that have not yet formally received their Statements.
- 5.11 A Governor asked about the underspend in the Training budget. The Headteacher explained that the majority of training was provided in-house or through the school's partnerships with other schools.
- 5.12 Elizabeth advised that the Capital budget for 2015/16 will be populated with the committed funding for projects.
- 5.13 A Governor asked about the overspend in I20 for ICT. The Headteacher explained that the overspend was due to an upgrade of the ICT suite, updated MS licenses and new data projectors for classrooms.
- 5.14 Governor noted the positive financial position of the school and the committed funding for projects.
- 5.15 The Chair and Headteacher signed the 2014/15 year end form to be submitted to the local authority.
- 5.16 Governors thanked Elizabeth for her report and support to the school.

(Elizabeth Rarieya left the meeting)

6 Minutes of the previous meeting and matters arising

- 6.1 The minutes of the meeting held on 5th February 2015 were reviewed and agreed as an accurate record and the Chair duly signed them.
- 6.2 **Matters arising**
- 6.2.1 Item 5.2.1 - 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. Elizabeth to circulate 5 year report to Governors. *Update: Headteacher confirmed a forecast from 2015/16 would be produced*
- 6.2.2 Item 7.11 - The Vice Chair asked all Committee Chairs to draft their Committee Priorities.
Action: Committee Chairs to draft Committee Priorities
- 6.3 The minutes of the Extraordinary meeting held on 3rd March 2015 were agreed as an accurate record and the Chair duly signed them. There were no matters arising.

7 Chair's Items

- 7.1 The Chair had no items.

8 Head Teacher's Report

- 8.1 The Headteacher introduced her report. Governors reviewed the report.
- 8.2 Attendance – The Headteacher advised that attendance in the Infant school has fallen to 94% due to high levels of sickness absence such as chicken pox and the norovirus. The Headteacher is working with teachers to improve attendance. A Governor asked about the attendance target. The Headteacher advised that the local authority attendance target is 95% and Campsbourne's target, set by Governors, is 96%.

- 8.3 Results – Results from KS 1 are positive. Results from KS 2 have highlighted an issue with writing. The Headteacher outlined the measures being introduced to improve writing. The results for pupils making 3 levels of progress are looking good. Governors were advised that several Year 6 pupils have statements which will impact on their progress and affect overall results. A Governor asked about pupils with no KS1 data, the Headteacher explained the process for pupils without data. A Governor asked when the next OFSTED visit is expected. Governors discussed the possible timing of the next visit.
- 8.4 Teaching Observations – The Headteacher reported that 100% of teaching is now assessed as Good or Outstanding. The Headteacher outlined the process. A Governor asked for the split between good and outstanding, the Headteacher replied that 80% was good and 20% outstanding but it varied between lessons. There has been positive feedback and improvements from staff. The Summer term will focus on preparation for the new curriculum.
- 8.5 Term Dates 2015/16 – The Headteacher distributed the 2015/16 term dates which have been set by the local authority in consultation with schools and trade unions. The Headteacher provided some background to recent issues with local authorities setting differing term dates. A Governor asked if the school can liaise with the local authority to alter the term dates. The Headteacher replied that currently the school cannot set their own term dates, a consultation process with trade unions would need to be undertaken and it would be a lengthy process. The Headteacher explained her reasoning for allocating the TAD dates. Governors voted unanimously to agree the TAD dates and term dates for 2015/16.

(Sarah O'Reilly joined the meeting)

9 Policy reviews

- 9.1 There were no policies due for review.

10 Governor Visits

- 10.1 Jude provided an update on the recent visits by the Extended Services Committee to the After School club and the Children's Centre.
- 10.1.1 After School Club – Jude reported a very positive visit with positive feedback received from pupils, parents and staff. The Committee members were very impressed with facilities and activities available to pupils.
- 10.1.2 Children's Centre – The Committee members saw a Stay & Play session and reported a very positive visit. They noted the good relationships between staff and parents/children.
- 10.2 Jacqui advised that the Curriculum Committee will revisit their schedule of visits.

11 Governor Training

- 11.1 Melanie reported that she had attended the New Governor training session and provided feedback on the session. She will liaise with the Headteacher to arrange a visit to the school.
- 11.2 Sarah advised of some interesting and relevant training sessions being held in the Summer term and urged all Governors to review the training schedule.
- 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**

12 Dates for Governing Body meetings for 2014/15

- 12.1 Governors noted the date of the next meeting as:
- Thursday 21st May 2015 at 6.15pm
- 12.2 The Chair confirmed he will liaise with the Committee Chairs to draft the meeting dates for 2015/16.

13 Any other business

- 13.1 The Headteacher provided an update on the budget issues affecting the Children's Centre. An additional £400,000 has been allocated to the local authority's Children Centre budget for 2015/16 but there are no confirmed details of the budget allocation to the Campsbourne Children's Centre.
- 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*
- 13.3 The Chair of Premises Committee provided an update on the Old Caretaker's house. It is hoped that a new boundary will be in place by the start of September 2015 which will enable the Outdoor classroom project to proceed.

(Frederica Hunter and Karen Edgar left the meeting left the meeting)

Parts 1 and 2 of the meeting ended at 7.50pm

Signed.....Date
STEPHEN MILLARD, CHAIR