

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Thursday 25th September 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)
* 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)

Vacant

Head Teacher (ex-Officio)

*Angela Ryan, Head teacher

Also Present: Martina Coen, Clerk

* Denotes Present

+Denotes Absent

STUART PARKER IN THE CHAIR.

PART 1

1 Welcome and Apologies for Absence.

- 1.1 The Governors and Clerk were welcomed to the meeting by the Vice Chair.
- 1.2 The Vice Chair welcomed David Libbert to his first meeting as a Governor.
- 1.3 Apologies for absence were received and accepted from Stephen Millard, Jacqui Broadhead and Sarah O'Reilly.

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 Governors noted the option to extend the term of office for the Chair and Vice Chair from one year to two years.
- 3.2 Governors voted unanimously to keep the term of office for the Chair and Vice Chair at one year.

4 Election of Chair

- 4.1 Stuart Parker nominated Stephen Millard; this was seconded by Angela Ryan.
- 4.2 Governors voted unanimously to elect Stephen Millard as Chair of the Governing Body.

5 Election of the Vice Chairs

- 5.1 Angela Ryan nominated Stuart Parker; this was seconded by Jude Pow.
- 5.2 Governors voted unanimously to elect Stuart Parker as Joint Vice Chair of the Governing Body.
- 5.3 Angela Ryan nominated Jacqui Broadhead; this was seconded by Jude Pow.
- 5.4 Governors voted unanimously to elect Jacqui Broadhead as Joint Vice Chair of the Governing Body.

6 Annual Declaration of Business Interests

- 6.1 The Clerk asked all Governors to complete a declaration for 2014/15. All forms are retained by the school.
- 6.2 Absent Governors will be asked to complete a form. *Action: Clerk*

7 Reconstitution of the Governing Body

- 7.1 The Clerk advised Governors that they have the opportunity to review their current structure and reconstitute if it feels there are changes required.
- 7.2 Governors discussed the current structure and agreed there is no need to reconstitute at present.

8 Membership of the Governing Body & Committees

- 8.1 Governors noted the current vacancy for a Staff Governor. Freddie advised that she has advertised the vacancy but has not yet received any nominations of expressions of interest.

Action: Freddie to re-advertise the vacancy

- 8.2 Governors reviewed and agreed the committee membership.

8.3 Terms of Reference

- 8.3.1 The Terms of Reference for the Extended Services Committee were ratified.

- 8.3.2 The Terms of Reference for the Premises Committee were ratified.

- 8.3.3 The Terms of Reference for the Resources Committee will be presented to the next Governing Body meeting for ratification. *Action: Resources Committee Chair*

- 8.3.4 The Terms of Reference for the Curriculum Committee will be presented to the next Governing Body meeting for ratification. *Action: Curriculum Committee Chair*

9 Minutes of the previous meeting and matters arising

- 9.1 The minutes of the meeting held on 15th May 2014 were reviewed and agreed as an accurate record subject to the following amendment and the Vice Chair duly signed them:

Item 5.2.6 – Governors voted unanimously to de-designate and become a link site in partnership with Rokesly School. *Action: Headteacher to write to Ngozi requesting de-designation.*

9.2 Matters arising

- 9.2.1 Item 4.11 - 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. *Action: Headteacher to chase*

- 9.2.2 Item 5.2.1 - Governors noted that the Staff Governor's term has expired. The Headteacher confirmed she will initiate Staff Governor Election process. *Action: Frederica agreed to liaise with staff to initiate Staff Governor elections*

- 9.2.3 Item 5.2.2 - 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 to consider this and future place planning*

- 9.2.3.1 The Headteacher advised that she has received a letter from Jenny Duxbury at the local authority advising that St Mary's and Bounds Green schools have been selected to increase to three form entry. Governors noted there is no immediate need to consider planning for an increase but it may be an option in the future.

- 9.2.4 Item 5.2.3 - The Chair informed Governors that he has not yet arranged a Governor training session on data analysis. The Headteacher suggested Pupil Premium may be a suitable topic. *Action: Headteacher to liaise with Chair*

- 9.2.5 Item 5.2.4 - 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*

- 9.2.6 Item 5.2.5 - Governors agreed the proposed TADs for 2014/15. Governors asked for the dates to be added to the school website. *Action: Headteacher to check TAD's are on website*

10 Review of Annual Planner and Delegation

- 10.1 Governors reviewed the Annual Planner and NGA Delegation document.

- 10.2 The Vice Chair asked all Committee Chairs to note the items on the Annual Planner which will be actioned by their committee and build into their work plan. **Action: Committee Chairs**
- 10.3 The Vice Chair asked all Committee Chairs to ensure their Committee's Terms of Reference align with the Delegation document. **Action: Committee Chairs**

11 Governors' Role Profile and Code of Conduct

- 11.1 The Clerk explained that Governor Services have developed a Governors' Role Profile and Code of Conduct outlining the requirements and expectations of a Governor. The documents can be amended to suit the requirements of each Governing Body.
- 11.2 Governors reviewed the Role Profile and agreed to adopt it.
- 11.3 Governors reviewed the Code of Conduct and agreed to amend the Commitment section to request 1 school visit per year, 1 individual training session and 1 FGB training session and membership of 1 committee. Governors agreed to adopt the Code of Conduct subject to this amendment. **Action: Clerk to amend and circulate**

12 Chair's Items

- 12.1 The Vice Chair confirmed he had nothing to report.

13 Head Teacher's Report

- 13.1 The Headteacher advised Governors that she met with the Chair and Stuart to discuss the school priorities for 2014/15. The priorities have been drafted and shared with the SLT. The Science Assessment was a priority last year and will continue this year.
- 13.2 The Headteacher advised of the changes in Assessments. The current Year 1 will not be assessed using the previous scheme. Years 2 – 6 will continue with the assessment until they leave the school. There is no guidance as yet on a new assessment scheme however the Revised OFSTED Framework states that Governors need to be confident about a robust assessment process. Governors discussed and agreed that Assessment should remain as a priority. The Headteacher advised that Campsbourne uses a programme called Target Tracker to monitor progress. Essex County produced Target Tracker and is leading the market on developing a new assessment scheme.
- 13.3 Governors discussed and agreed that there should be a priority which aims to close the performance gap between boys and girls.
- 13.4 Governors discussed and agreed that there should be a priority which promotes tolerance of all faiths (and those of no faith), cultures and lifestyle. This should include a focus on being a Londoner and modern society. Governors discussed practices that are already in place to support this priority.
- 13.5 Governors discussed methods to assess improved pupil behaviour such as a reduction in white slips issued.
- 13.6 Governors also agreed to priorities on:
- Developing a local curriculum
 - Development of the school grounds
 - Updating technology
- 13.7 The Headteacher advised that she will update the School Development Plan (SDP) with the new priorities and RAISEonline data. The updated SDP will be presented to the Governing Body meeting on 4th December 2014. **Action: Headteacher**

14 School Performance

- 14.1 The Headteacher advised that the raw data has been shared with Governors.
- 14.2 The Headteacher briefly outlined the school's performance in the borough:
- Reading – The school was placed 4th in the borough
 - Writing – The school was placed 12th in the borough
 - Math's – The school was placed 14th in the borough

- 14.3 A Governor asked about the performance this year compared with last year. The Headteacher agreed to confirm the position last year and share with Governors. **Action: Headteacher**
- 14.4 Governors noted that performance targets will be discussed and agreed by the Curriculum Committee and ratified by the Governing Body.

15 Attendance Targets

- 15.1 The Headteacher advised that last year's attendance target was 95%. The actual attendance achieved by Infants was 96.2% and the actual for Junior's was 96.8%.
- 15.2 Governors discussed attendance and the Headteacher outlined measures introduced to motivate pupils to achieve 100% attendance.
- 15.3 Governors voted unanimously to set the Attendance target for 2014/15 at 96%.
- 15.4 A Governor asked about unauthorised absence and requests for absence. The Headteacher advised that she has refused to authorise absences in line with regulations. There have been no fines issued for unauthorised absence yet, staff are monitoring absence.
- 15.5 A Governor asked about lateness. The Headteacher advised that lateness levels have improved. The Senior Leadership Team are working with key pupils that continue to arrive late for school.

16 SEN Update

- 16.1 The Headteacher advised the Local Offer is available on the school website.
- 16.2 Following communications over the summer break, there are some amendments required to the SEN policy.

17 Policy reviews

- 17.1 There are no policies currently due for review.

18 Reports from Committee Chairs and Link Governors

- 18.1 Extended Services Committee – Governors noted the minutes of the meeting held on 22nd September 2014.
- 18.1.1 The Chair reported that there was a successful play scheme held during the Summer. The Breakfast and Afterschool clubs are currently at full capacity.
- 18.1.2 A letter requesting the de-designation of the Children's Centre to Rokesly has been sent to the local authority. However the committee has been advised that the FGB do not have the power to make the change. A representative from the local authority will attend the next committee meeting to advise on the next steps. A Governor asked what would happen if Campsbourne decided it no longer wanted to have a Children's Centre. Governors discussed the effects of no longer having a Children's Centre at the school. **Action: Headteacher to draft a short briefing on the implications of removing the Children's Centre**
- 18.1.3 A Cluster Advisory Board (CAB) meeting will be held on 30th September 2014. There are issues regarding the reduction in budget. Governors were advised that no other CAB has received a budget reduction. A Governor asked about the membership of the CAB and the Headteacher outlined the membership.
- 18.2 Resources Committee – The Chair provided a verbal update on the meeting held on 25th September 2014.
- 18.2.1 The committee reviewed the Quarter 1 report which was then signed by the Chair.
- 18.2.2 The Chair advised that if the spending pattern from Quarter 1 continues, there is a possibility of a year end surplus of £300,000. Approximately £60,000 has already been allocated for projects. The remaining £240,000 is above the 8% clawback figure. The Headteacher outlined the projects which will be funded by the possible surplus such as the library, Science classroom and storage modules. Governors noted that capital projects will also need to be paid from this surplus as there is no capital funding this year. Governors discussed and agreed the need to keep a surplus of 5%.

- 18.3 Premises Committee – Governors noted the minutes of the meeting held on 15th September 2014.
- 18.3.1 The Chair advised that there are ongoing issues with the Caretakers house. The Chair and Headteacher will write to the local authority seeking clarification.
- 18.4 Curriculum Committee – The committee has not yet met.
- 18.5 Child Protection – There was nothing to report.
- 18.6 Sustainability – There was nothing to report.
- 18.7 Educational Excellence Working Group – The Memo of Understanding between Campsbourne and West Green School has been submitted to the Department for Education.

19 Governor Visits

- 19.1 Governors were reminded of the importance of their visits to the school.
- 19.2 The Clerk reported that there is a feedback pro forma which can be used to capture comments from Governors before and after a visit. **Action: Clerk to circulate feedback form**
- 19.3 All Governors were asked to liaise with the Headteacher to arrange a visit. **Action: All**

20 Governor Training

- 20.1 The Clerk advised that the online system for Governors to book training is being introduced. Governor should receive the login details shortly.
- 20.2 David reported that he has attended his New Governor Induction training as well as RAISEOnline training.
- 20.3 The Vice Chair reminded all Governors of the importance of attending training sessions.

21 Dates for Governing Body meetings for 2014/15

- 21.1 Governors noted the following dates for 2014/15:
- Thursday 4th December 2014 at 6.15pm
 - Thursday 5th February 2015 at 6.15pm

22 Any other business

- 22.1 Chris provided Governors with an update on the project to update the tennis courts at Priory Park. The local authority agreed to match funding and work to update all courts is due to being in November. An access statement will be issued to encourage all schools to use the facility.

The next meeting will be held at the school at 6.15 pm on Thursday 4th December 2014

Parts 1 and 2 of the meeting ended at 7.45pm

Signed.....Date

STUART PARKER, VICE CHAIR

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Vacant

Head Teacher (ex-Officio)

*Angela Ryan, Head teacher

Also Present: Martina Coen, Clerk

* Denotes Present

+Denotes Absent

STUART PARKER IN THE CHAIR

PART 2

23 Minutes of previous meeting and matters arising

- 23.1 The minutes of the meeting held 15th May 2014 were agreed as an accurate record and the Vice Chair duly signed them.
23.2 There were no matters arising

24 Chair's Confidential items

- 24.1 The Vice Chair had no confidential items.

25 Headteacher's Confidential Items

- 25.1 Pupil Exclusions – There was nothing to report.
25.2 Safeguarding – There was nothing to report.
25.3 Looked after children – There was nothing to report.
25.4 Staffing Confidential – There was nothing to report.

26 Other Confidential Business

- 26.1 There was nothing to discuss.

Signed.....Date

STUART PARKER, VICE CHAIR