

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Thursday 10th December 2015, at 6.15 pm at the School

Parent Governors (6) * Judith Pow (30/11/16) * Thierry Valancogne (30/11/16) * Melanie Washington (11/02/19) *Stuart Parker (23/11/19) Chair *Marion Groshong (23/11/19) *Eleanor Ley (23/11/19)	Co-Opted Governors (5) * Richard Buckley (03/06/17) * Satyen Dhana (03/06/17) * Sarah O'Reilly (03/06/17) * Frederica Hunter (03/06/17) * David Libbert (17/05/18)	LA Governor (1) +Jacqueline Broadhead (26/11/17) ViceChair Staff Governor (1) *Karen Edgar (02/03/19) Headteacher Vacant (Ex-officio)
Also: Martina Coen (Clerk) John Sharman (Acting Co-Headteacher) Magda Gabruk (for item3) Jake Baker (Observer)		* <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 The Chair introduced Magda Gabruk who is attending to present item 3.
- 1.3 The Chair welcomed Jake Baker, the Chair of Governors at Highgate primary school, who is attending the meeting as an observer.
- 1.4 The Chair welcomed the two new Parent Governors. Everyone introduced themselves.

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

- 2.1 There were none.

3 Erasmus Presentation by Magda Gabruk

- 3.1 Magda outlined the Erasmus project to Governors and explained it is part of an EU Education programme. Campsbourne is involved in the project and has received funding for the mobility of staff between Spain and the U.K. - £22,000 has been received to be used for staff travel, accommodation, meals and training courses. As part of the project, Campsbourne has entered into a two year partnership with a school in Madrid.
- 3.2 Magda outlined the activities undertaken in the school as part of the project including assemblies, event days, incorporation of Spanish vocabulary into lessons and video calls between Campsbourne and their Spanish counterpart. During the Autumn term, there was a whole school Christmas project, Years 2, 4 and 5 participated in an art project, Year 3 were penpals and Year 6 were involved in blogging.
- 3.3 Further activities planned included a Science project, language at four levels and incorporating Spanish into more lessons.

(Richard Buckley joined the meeting at 6.30pm)

- 3.4 Governors were advised that there are plans to begin teaching Spanish to Year 1 pupils in 2017/18.
- 3.5 Magda outlined the benefits of participating in the project as; global learning, sharing good practice, developing language skills, celebrating cultural heritage and development of teaching skills.

- 3.6 Magda advised there is an aim to apply for an International School Award (ISA). **A Governor asked about the ISA.** Magda outlined the ISA and advised that it is a prestigious award which would recognise the work undertaken by the school.
- 3.7 Magda outlined the visit by three teachers to Madrid during the October half term holiday which included language classes, lesson observations and cultural activities.
- 3.8 Governors watched a short video received from the Spanish partner school as part of the Christmas project.
- 3.9 Governors thanked Magda for her presentation.
- 3.10 Governors discussed the presentation and agreed it was informative and helpful. Governors agreed that Phase Leaders should be scheduled to attend to present to future Governing Body meeting.

(Magda Gabruk left the meeting)

4 Annual Declaration of Interests

- 4.1 Governors were requested to complete the annual declaration of interests. **Action: All Governors to ensure they complete a declaration**
- 4.2 The Clerk advised Governors of the requirement to publish details on the school website.
- 4.3 The Clerk reminded Governors that it is their duty to submit a new declaration if circumstances change during the year.

5 Membership of the Governing Body & Committees

- 5.1 The Chair advised Governors that Sarah O'Reilly has submitted her resignation and that this is the final meeting Sarah will attend. Governors thanked Sarah for all her dedication and work during her time as a Governor.
- 5.2 Governors discussed the steps to appoint a new Co-Opted Governor and agreed that the Chair should contact SGOSS. Governors agreed that possible candidates should be invited to visit the school and attend a Governing Body as an observer before being appointed. **Action: Chair to contact SGOSS regarding a new Co-Opted Governor**
- 5.3 The Chair invited the new Parent Governors to consider which committee they wished to join. Marion requested to join the Curriculum committee. Eleanor requested to join the Resources committee.
- 5.4 The Chair advised the new Parent Governors that they will be invited to visit the school in the Spring term. Melanie requested that she also attends the new Governor visit. **Action: Headteacher to arrange new Governor school visit**

6 Minutes of the previous meeting and matters arising

- 6.1 The minutes of the meeting held on 17th September 2015 were agreed as an accurate record and the Chair duly signed them.
- 6.2 **Matters arising**
 - 6.2.1 Item 8.3 - Chair of Resources Committee to forward request for financial modeling to SBM. *Update: The Chair of the Resources Committee advised that this activity will be undertaken as part of the School Development Plan process*
 - 6.2.2 Item 8.4 - Chair to contact Rosemary Wiles to run the session and circulate proposed dates for the training session. *Update: The Chair agreed to liaise with Governors to agree a date for a whole Governor training session on preparing for OFSTED.*
 - 6.2.3 Item 8.5 - Curriculum Committee to discuss a Link Governor for Gifted & Talented pupils (*Outstanding item*)
 - 6.2.4 Item 10.3 - Governors agreed that all Governors should undertake DBS checks. *Update: Karen to ensure progress of applications is reported to the Resources committee*
 - 6.2.5 Item 14.2 - Karen to confirm the actual year end attendance figures and outline measures to improve/address attendance (*Outstanding item*)
 - 6.2.6 Item 17.2 – David to discuss a review of communication with parents with SLT. *Update: John advised Governors that the SLT had met with a company which develops apps for*

schools to communicate with parents. John outlined the possible uses of the app and advised the initial cost has been quoted as £500 and it would be available on the App store and Android store. Benefits would include sending free messages to parents as the current text system incurs costs. Information available on the app would also be available on the website. Governors agreed to view the Larkspring app and suggested HSA were invited to provide feedback. Governors agreed to delegate the matter to Resources committee

- 6.2.7 Item 17.3 - Chair to liaise with Steve and Thierry to draft a letter from Governors to parents (*Outstanding item*)

7 Chair's Items

- 7.1 The Chair had no items.

8 Head Teacher's Report

- 8.1 Governors noted the Headteacher's report.
- 8.2 **A Governor asked about the Attendance data in the report.** Karen outlined the high level of pupil and staff sickness absence. Karen outlined some requests for absence that were not authorised. Governors noted Pupil Premium (PP) absence data. **Action: John to confirm attendance data format**
- 8.3 **A Governor asked about partnerships with other schools.** Karen outlined the partnerships with Coleridge, Rokesly and the Networked Learning Community (NLC). Grieg City has approached the school to discuss the possibility of developing a partnership; Karen outlined the Yachting event and visit to Campsbourne from Grieg City pupils. Governors were advised that details of partnerships are included on the school website. **A Governor asked about the partnerships with West Green and Earlham.** Karen confirmed that these partnerships have ended.
- 8.4 Governors discussed the planned introduction of a new Science, Technology, Engineering and Maths (STEM) after school club which would be held in the new Eco Pod. There are also plans to introduce a Coding club and Gymnastics club. Fees and funding for eligible pupils have yet to be finalised.
- 8.5 **A Governor asked about the use of Eco Pod.** Jonathan provided an update of the project advising that snagging work is almost complete and the pod should be available for use in the Spring term. Berkley Homes have been approached to assist with the outside space around the Pod.
- 8.6 **A Governor asked about Behaviour.** Karen advised that an additional three SMSA's have been employed and outlined the use of the staff with key pupils and targeted year groups. Governors were advised that an annual Behaviour report will be presented to a future Governing Body meeting.
- 8.7 School Development Plan (SDP) - Jonathan provided an outline of the work undertaken so far. Karen advised that the new Headteacher has reviewed the current draft SDP, action plan and evaluation form, agreed the priorities and will provide input in the Spring term. **A Governor asked about contact from the new Headteacher during the Autumn term.** John outlined the visits the new Headteacher has made to the school. **Action: Curriculum Committee to review the SDP with the new Headteacher and submit to the next Governing Body for approval**

9 School Vision

- 9.1 The Chair advised of plans to review the school vision and school aims for the next few years. Governors discussed the school vision and school aims and agreed that the Education Excellence Working Group (EEWG) should develop a draft vision and draft aims which will be presented to the Governing Body. Governors agreed the working group should engage with the school council, parents and staff.
- 9.2 Governors agreed the membership of the EEWG as; Satyen, Jude, Stuart, David, Richard, Melanie, Eleanor, Marion (I think also Jude and Stuart, perhaps we'll have to reconfirm at the next session) and the new Headteacher. The group agreed to meet prior to the next

Governing Body meeting. **Action: Satyen to liaise with EEWG members to agree a meeting date**

- 9.3 The Governing Body worked in pairs to discuss their views on the school's aims and a future vision for 10 minutes.
- 9.4 The Chair asked Governors to email their ideas to Satyen for collation. **Action: Governors to email ideas from their discussions on school aim and vision to Satyen for collation and forward onwards to EEWG**
- 9.5 Governors discussed the importance of the school vision within the SEF and SDP. Governors discussed ownership of the SDP and vision. **A Governor asked if other schools have a similar document.** The Chair advised that there is no model or template, each school develops their own document.
- 9.6 Governors discussed the current federated status of the school and the need to consider future funding issues.

10 Children's Centre update

- 10.1 Jude provided a verbal update on the local authority's plans for Children's Centres. A report was agreed at the Cabinet meeting on 10th November 2015 which closed eight Children's Centres across the borough.
- 10.2 Jude advised that Rokesly wrote to the local authority advising that they did not wish to take responsibility for the proposed hub site at Campsbourne. Users of the Children's Centre have been advised that current services will be withdrawn from 31st March 2016 until new plans have been developed and agreed. Jude advised that there is a possibility that Park Road Health Centre may be used to provide some services.
- 10.3 The Chair advised that he has met with SLT to discuss the situation and their concerns regarding the withdrawal of services and the importance of early intervention. A letter outlining their concerns has been submitted to the local authority.
- 10.4 Jude advised that the consultation process for Children's Centre staff has begun.
- 10.5 Governors were advised that the school will request use of the Children's Centre building for activities such as the after school club and mid day nurturing club. Governors discussed the use of the building and the needs of local families.
- 10.6 **A Governor asked about the Cabinet decision on the report.** Jude advised that the Cabinet's decision is final.
- 10.7 **A Governor asked about the option of the nursery offering full time places.** Karen advised that parents were surveyed and only one parent registered interest in the possibility of full time nursery places. Governors discussed the introduction of 30 hours free nursery childcare in 2017. Karen outlined the current attendance at nursery sessions. **A Governor asked how vacancies are advertised.** Karen outlined the process for advertising nursery vacancies. Governors discussed ways to advertise nursery vacancies such as on the website, advertising in local surgeries and health centres.

11 Policy reviews

- 11.1 Governors were advised that the Health & Safety policy and Intimate Care policy were reviewed and agreed at the Resources committee meeting on 22nd October 2015 and will be submitted to the next Governing Body meeting for ratification.
- 11.2 Social, Moral, Spiritual and Cultural policy – Governors were advised that the policy was agreed by the Curriculum committee on 8th October 2015. Governors ratified the policy.
- 11.3 Behaviour policy – Governors were advised that the policy was agreed by the Curriculum committee on 8th October 2015. Governors ratified the policy.
- 11.4 Safeguarding policy - Governors were advised that the policy was agreed by the Curriculum committee on 8th October 2015. Governors ratified the policy.
- 11.5 Child Protection policy - Governors were advised that the policy was agreed by the Curriculum committee on 8th October 2015. Governors ratified the policy.
- 11.6 Governors were advised that the format of the Single Central Record termly review has been revised in light of guidance from the local authority.

12 Committee Terms of Reference

- 12.1 The terms of reference for the Resources Committee were ratified.
- 12.2 The terms of reference for the Curriculum Committee will be submitted to the next Governing Body meeting. **Action: Chair of Curriculum Committee to submit terms of reference for ratification**

13 Reports from Committees and Link Governors

- 13.1 Resources – Governors noted the minutes of the meeting held on 22nd October 2015. The minutes of the meeting held on 18th November 2015 will be considered in Part 2 of the meeting.
- 13.2 Curriculum – Governors noted the minutes of the meeting held on 8th October 2015.
- 13.3 Governors discussed the Link Governor roles and the links to Governor visits. **Action: Jacqui to coordinate Link Governor visits. Jude to circulate Governor feedback form.**

14 Feedback from Governor Awayday

- 14.1 The Chair advised that feedback from the Governor awayday has been circulated to all Governors.

15 Governor Visits

- 15.1 Melanie provided feedback from her visit as Link Governor for STEM. Melanie advised that she met with her school contact and discussed a new STEM after school club, staff CPD and applying for grant funding. **A Governor asked which year groups could join the STEM club;** Melanie advised that that has not yet been finalised. Governors discussed using assemblies to engage pupils in STEM and promote the new STEM club. Governors discussed hosting future events in partnership with other schools.

16 Governor Training

- 16.1 Governor agreed that there should be a Governors skills audit undertaken before the recruitment of a new Co-Opted Governor.
- 16.2 The Chair advised that he attended recent training sessions on data and Health & Safety.
- 16.3 David advised that he attended a recent training session on Schools Finance.
- 16.4 Jude agreed to record details of training undertaken by Governors. **Action: Governors to forward details of training attended to Jude**
- 16.5 The Chair outlined forthcoming training sessions which may be helpful to Governors.

17 Dates for Governing Body meetings for 2015/16

- 17.1 Governors noted the meeting dates for 2015/16:
- Thursday 11th February 2016 at 6.15pm
 - Thursday 28th April 2016 at 6.15pm

18 Any other business

- 18.1 The Chair asked Governors to contact him if they have any subjects they wish to have added to future agendas.
- 18.2 A Governor proposed a regular column in the school newsletter to communicate with parents. Governors agreed.
- 18.3 Karen advised Governors that parents of the current Year 2 cohort need to apply for year 3 places by 15th January 2016. Karen advised that parents have been informed and support is available for the online application process.

Parts 1 and 2 of the meeting ended at 8.40 pm

Signed.....Date

STUART PARKER, CHAIR