

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Meeting

Held on Thursday 19th May 2016, at 7.15 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 Jones (23/11/19)	Co-Opted Governors (5) + Richard Buckley (03/06/17) * Satyen Dhana (03/06/17) * Frederica Hunter (03/06/17) * David Libbert (17/05/18) (Vacant)	LA Governor (1) * Jacqueline Broadhead (26/11/17) ViceChair Staff Governor (1) * Karen Edgar (02/03/19) Headteacher * Jonathan Smith (Ex-officio)
Also: Martina Coen (Clerk) Dawn Smith, 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 welcomed Dawn Smith who has been appointed as Deputy Headteacher and will commence her new role after the half term. Dawn will remain with her class until the end of the summer term.
- 1.3 Apologies from Thierry Valancogne and Richard Buckley were noted.

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

- 2.1 There were none.

3 Budget

- 3.1 2015/16 – Governors noted the year end position for 2015/16.
- 3.2 2016/17 – The Chair of the Resources Committee gave a verbal outline of the line by line review of the proposed budget at the committee meeting on 11th May 2016. The proposed budget projects a year end surplus of £36,000. The Committee Chair outlined the total surplus including the carry forward and advised that commitments will need to be agreed. Expenditure figures have been based on the outturn figures from 2015/16 and the assumption is that there is no change in funding levels. The School Business Manager (SBM) has been asked to model some variances such as decrease in funding due to the new funding formula and this will be shared with the Resources committee. Governors voted unanimously to approve the 2016/17 budget.
- 3.3 Schools Financial Value Standard – Governors were advised that the submission has been reviewed and agreed by the Resources committee at the meeting on 11th May 2016. Governors reviewed the submission. Governors voted unanimously to agree the submission.

4 Membership of the Governing Body & Committees

- 4.1 Eleanor agreed to act as Link Governor for Early Years.
- 4.2 The Chair advised that he had contacted SGOSS and Inspiring Governors to request possible candidates for the current Co-Opted Governor vacancy; some applications were received however they were unsuitable. 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.

4.3 Governors noted that Thierry and Jude's terms as Parent Governors end on 30th November 2016. Parent Governor elections will be held in October 2016.

5 Minutes of the previous meeting and matters arising

5.1 The minutes of the meeting held on 11th February 2016 were agreed as an accurate record and the Chair duly signed them.

5.2 Matters arising

5.2.1 Item 5.1 – Comments on School Strategy paper to the Chair before 23rd February 2016

Action: The Chair asked for any comments to be provided prior to the Awayday in July

5.2.2 Item 5.2 – **Chair to circulate Academy work produced by EEWG and DfE MAT Briefing paper** (outstanding action)

5.2.3 Item 5.3 – **Curriculum committee to draft a report on extra curricular activities and school meals** (outstanding action)

5.2.4 Item 6.5 – The Headteacher confirmed that the Pupil Premium and Sports Premium plans have been reviewed and updated.

5.2.5 Item 7.2 – The Health & Safety Link Governor provided a verbal update on the review of the H&S policy and plans to schedule an H&S audit.

6 Chair's Items

6.1 School Vision - The Chair confirmed that the School Vision has been circulated to the Governing Body and thanked Governors for the involvement. Governors provided positive feedback.

6.2 Academisation - The Chair referred to the announcement from the Government on academisation of all schools by 2020 and the subsequent announcement. The local authority has requested that schools continue to consider developing Multi Academy Trusts (MATs). Governors discussed the future of schools and the reducing level of involvement from the local authority. A Governor asked about the financial support available from the Government towards the legal costs when becoming an academy. The Headteacher advised that there is some funding but the amount is not confirmed and will not cover all costs incurred. Governors discussed the need to gather information on MATs and possible models. The Chair referred to the work undertaken a few years ago by Education Excellence Working Group (EEWG). A Governor asked about feedback from other schools. The Headteacher advised that there is a NLC Headteacher's meeting to discuss academies and MATs next week and will provide feedback to a future meeting. Governors agreed that the EEWG will review the previous Academy report and provide an update for the Autumn term. Membership of the EEWG was agreed as Stuart, Ellie, David and Jude. **Action: EEWG to update the previous Academy report and present to the FGB in the Autumn term**

6.3 Future Capital projects and income streams – The Headteacher advised that a quote for the outdoor space for £16,000 has been received and outlined the work within the project. The Headteacher outlined future plans for the Infant Playground, Eco pod outside space and swimming pool and explained the benefits to pupils. The outside space surrounding the Eco pod needs to be an outdoor learning environment rather than a landscaped garden. A Governor asked about maintenance costs for the external areas. The Headteacher confirmed that this will be considered when agreeing the designs. A Governor asked about other quotes. The Headteacher confirmed that procedures will be followed in line with the Best Value policy. A contact from St James has visited the swimming pool to consider the possibilities for adding an extension to the building to allow a separate external entrance and improved changing rooms. The initial estimate is in the region of £150,000. Other options include the purchase an automated dosing system for £6,000, which wouldn't increase capacity but would improve the facility, or purchasing a better plant for £40,000 which would provide cleaner water faster therefore allowing more use of the pool. Governors discussed possible sources of funding for the projects such as match funding. Governors discussed the high level spend on the projects and the need to ensure it is appropriate use of

funds. A Governor asked about plans to replace IT equipment. The Headteacher advised that an external review of the school's IT facilities has commented on the high level spec of the current equipment therefore there is no immediate need to replace equipment.

7 Head Teacher's Report

- 7.1 Governors noted the Headteacher's report.
- 7.2 A Governor commented on the schools priorities. The Headteacher advised the priorities have been slightly reworded to ensure they are in line with OFSTED criteria. The Governors Awayday session at the end of the summer term with review and agree the vision, strategy and priorities for next year.

8 Policy Reviews

- 8.1 Pay policy – The Headteacher advised that this has been deferred to September's FGB meeting.
- 8.2 Best Value Statement – Governors were advised that the Resources committee approved the policy at the meeting on 11th May 2016. Governors voted unanimously to ratify the policy.
- 8.3 Finance policy – Governors were advised that the Resources committee approved the policy at the meeting on 11th May 2016. Governors voted unanimously to ratify the policy.
- 8.4 Letting policy – Governors were advised that the Resources committee approved the policy at the meeting on 11th May 2016. The Chair of the committee outlined the review of charges. Governors voted unanimously to ratify the policy. Governors discussed advertising of areas for hire on social media. Governors discussed lets to community organizations. **Action: Headteacher to contact the local authority to obtain advice**

9 Reports from Committees and Link Governors

- 9.1 Resources committee – Governors noted the minutes of the meetings held on 12th April 2016 and 11th May 2016.
- 9.2 Curriculum committee – The Committee Chair advised that at the recent meeting the committee reviewed results and discussed the recent Learning Walk which focused on Reading. The next meeting will be held before the end of term and will review the Marking policy.
- 9.3 Child Protection Link Governor – The Link Governor advised that she recently visited the school, met with the Headteacher and reviewed the Single Central Record (SCR). A Governor asked if the SCR includes details of qualifications and evidence of qualifications. The Headteacher confirmed the SCR does include qualifications and evidence of qualifications. The SCR has been reviewed and updated and viewed by the School Improvement Advisor (SIA).
- 9.4 Math's Link Governor – The Link Governor advised that she visited the school on 16th May 2016. She met with the Math's Lead, visited the lower schools and watched a lesson. She outlined the sense of Math's Mastery, helpful wall displays and commented on the engagement and positive attitude from pupils. She viewed example text books for lower and higher ability pupils and noted the pupil/teacher feedback. A visit to the upper school will be scheduled.

10 Health & Safety

- 10.1 The Link Governor for Health & Safety (H&S) advised an external provider is being sought to provide an H&S audit. The site manager is reviewing the previous H&S report and carrying out any outstanding actions.

11 Governor Visits

- 11.1 The Headteacher invited Governors to contact him to arrange visits to the school.

12 Governor Training

- 12.1 The Chair advised that he attended the recent Preparing for OFSTED training session and will circulate notes to Governors. He provided a verbal update on the session and commented that it was a helpful session. The Chair plans to attend two future sessions; Strategic Role of a Governor and Dealing with Complaints.
- 12.2 Jude advised that she will circulate the training programme.
- 12.3 David advised that he attended the Schools Finance session with Ellie and found it to be helpful. Governors discussed an OFSTED visit and the expectation that the financial knowledge of Governors will be considered. Governors agreed that there should be a whole FGB training session on Preparing for an OFSTED visit. **Action: Jacqui to arrange a whole FGB session on Preparing for an OFSTED visit**

(Ellie Jones left the meeting at 8.05pm)

13 Dates for Governing Body meetings for 2016/17

- 13.1 Governors noted the draft Governing Body and committee meeting dates for 2016/17. The Chair advised that the dates have been drafted in line with known deadlines and actions. **Action: Any comments on proposed dates to be submitted to the Chair**
- 13.2 Governors agreed the date of the next meeting as:
- Thursday 15th September 2016 at 6.15pm

14 Any other business

- 14.1 A Governor commented on the school website advising that some information is out of date. The Headteacher advised that there is an external review of the website.
- 14.2 Governors noted the Governors Awayday scheduled for 9am until 12pm on 21st July 2016. Governors discussed the activities and schedule for the session. The Headteacher advised that there will be a meeting for staff to discuss the priorities prior to the awayday and the Headteacher will provide feedback.
- 14.3 A Governor asked if there are plans to provide 30 hours childcare at the nursery. The Headteacher advised that the Resources committee agreed that pupils using their 15 hours funding at the nursery will be able to purchase an additional 15 hours for £135 per week. Governors agreed that the scheme will need to be flexible to meet the needs of families. Information will be circulated to parents shortly and advertised.
- 14.4 A Governor advised that negative comments were received from parents regarding the recent school closures while the school was used as a polling station. Governors discussed the use of the school as a polling station. Governors discussed the use of the school as a community resource. There was a motion to decline future requests to use the school as a polling stations – there were 7 votes to agree the motion, there was 1 vote against the motion and 3 votes abstained. It was agreed that future requests to use the school as a polling station would be declined. **Action: Headteacher to inform the local authority that the school no longer agrees to act as a polling station**

Parts 1 and 2 of the meeting ended at 8.30 pm

Signed.....Date

STUART PARKER, CHAIR