

# CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting**  
**Held on Thursday 9<sup>th</sup> March 2017, at 6.15 pm at the School**

<b>Parent Governors (2)</b> * Marion Groshong (23/11/19) * Eleanor Jones (23/11/19)	<b>Co-Opted Governors (7)</b> * Richard Buckley (14/09/20) * Frederica Hunter (14/09/20) + David Libbert (14/09/20) * Stuart Parker (14/09/20) <b>Chair</b> + Judith Pow (14/09/20) * Melanie Washington (14/09/20) * James Barten (07/12/20)	<b>LA Governor (1)</b> + Jacqueline Broadhead (26/11/17) <b>ViceChair</b>
<b>Staff Governor (1)</b> Karen Edgar (02/03/19)		<b>Headteacher</b> * Jonathan Smith (Ex-officio)
<b>Associate Member</b> Brij Sharma (07/12/20)		
<b>Also:</b> Martina Coen (Clerk) Mandy Stewart (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 Apologies from David Libbert and Jude Pow were noted. Jacqui Broadhead has advised that she will join the meeting later.

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

- 2.1 There were no declarations.

### 3 Membership of the Governing Body & Committees

- 3.1 There were no items.

### 4 Minutes of the previous meeting and matters arising

- 4.1 The minutes of the meeting held on 8<sup>th</sup> December 2016 were agreed as an accurate record and the Chair duly signed them.
  - 4.1.1 Matters arising
  - 4.1.2 Item 5.1.2 - The Chair asked the Committee Chairs to ensure they review the NGA Delegation planner to ensure the terms of reference and work plans align. Action: Committee Chairs to review NGA planner (**Outstanding action**)
  - 4.1.3 Item 5.1.3 - Curriculum committee to draft a report on extra curricular activities and school meals (**Outstanding action**)
- 4.2 The minutes of the meeting held on 25<sup>th</sup> January 2017 were agreed as an accurate record and the Chair duly signed them.

### 5 Chair's Items

- 5.1 The Chair advised that he has had conversations with Richard and Jacqui regarding their plans to end their terms as Governors. The Chair advised that he will contact SGOSS and Inspiring Governance to request candidates for the Co-Opted Governor role. He will liaise with Governor Services to request candidates for the LA Governor role. Depending on the skills of the new Governors, committee membership may be reviewed.
- 5.2 The Chair advised that the details of the end of year Governor Awayday have yet to be finalised. The session will be used to discuss the School Priorities for 2017/18.

Governors discussed a Governor self evaluation process to assess their impact during the past year.

## 6 Headteacher's Items

- 6.1 School Development Plan (SDP) – Governors noted the reviewed plan.
  - 6.1.1 The Headteacher advised SLT has reviewed and updated the SDP during the Spring term. A column will be added to the targets table to allow comments from the half term review. A Governor asked about progress against targets. The Headteacher outlined progress being made against targets.
  - 6.1.2 Governors were advised that the School Improvement Advisor (SIA) visited the school today; the visit included book looks and data review with the SIA providing positive verbal feedback to the Chair. The written report from today's SIA visit will be circulated to Governors. A Governor asked how often the SIA visits the school. The Headteacher advised that the current service is one visit per term. The Headteacher thanked all staff involved with the visit for their support and assistance. The Chair asked the Headteacher to circulate date of the next SIA visit as early as possible so that Governors can attend and meet with the SIA.
  - 6.1.3 The Headteacher advised that there will be a new SDP in the Summer term to reflect 2017/18 budget information.
- 6.2 Headteacher's report – Governors noted the Headteacher's report.
  - 6.2.1 The Headteacher advised that a new Year 4 teacher will join in the Summer term; to assist with continuity, she will remain with the class when they move up to Year 5.
  - 6.2.2 A Governor asked about the Good/Requires Improvement section of the Quality of Teaching table. The Headteacher advised that if teaching is judged to be inconsistent that it is recorded as Good/Requires Improvement. A Governor asked about support provided for teaching that requires improvement; the Headteacher outlined the support provided including additional support from the Lead Practitioner, increased use of book looks and collaborative work with peers.
  - 6.2.3 A Governor asked about action to address pupil lateness. The Headteacher advised that a letter has been sent to parents outlining the importance of arriving at school on time and an article is featured in the newsletter. The pupil reward scheme for being on time will be promoted. The Headteacher explained that the school can set its own time for the cut off point between lateness and unauthorised absence. The Headteacher explained that uncontrolled access to school buildings was highlighted in a recent Safeguarding review; controlled access has been implemented which has affected latecomers.
  - 6.2.4 A Governor asked about the SEN figures in the Headteacher's report. **Action: Headteacher to clarify number of pupils with identified SEN**
  - 6.2.5 A Governor asked about progress of pupil applications for Education, Health and Care Plans (EHCP). The Headteacher provided a verbal update on recent applications advising that positive progress is being made.
  - 6.2.6 A Governor asked about the Behaviour policy. The Headteacher advised that emotional development will be included in the policy plus a review of managing and recording behaviour. The Curriculum committee will review the revised policy.
  - 6.2.7 A Governor asked about support provided to pupils with persistent absence. The Headteacher outlined support provided by the school and external partners such as the Education Welfare Officer (EWO).
  - 6.2.8 A Governor asked about the Espresso coffee morning events for parents. The Headteacher explained the use of the Espresso online resource which is free to parents and advised that approximately 35 parents at each event.

## 7 Resources committee terms of reference



- 7.1 Governors were advised that the terms of reference for the Resources committee were revised to ensure they align with the Scheme of Delegation. The revised terms of reference were agreed at the committee meeting on 25<sup>th</sup> January 2017. Governors voted unanimously to ratify the terms of reference.

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

- 8.1 Resources committee – Governors noted the minutes of the meetings held on 25<sup>th</sup> January 2017. Governors were advised that the meeting reviewed Quarter 3 financial information and has requested financial modeling. The committee discussed the projected surplus, earmarked reserves and the lower playground project. An application for Energy Efficiency funding was discussed. The external provider for holiday club was agreed and a new Schools HR provider agreed.
- 8.2 Curriculum committee – Governors noted the minutes of the meetings held on 6<sup>th</sup> December 2016 and 9<sup>th</sup> February 2017. Governors were advised that the Inclusion Manager attended the meeting to discuss the SEND provision and policy. The SEF and SDP were reviewed. Assessment data was discussed and anonymised key group data requested.
- 8.3 SEN Link Governor – Marion advised that she met with the Inclusion Manager on 7<sup>th</sup> February 2017 and provided verbal feedback.
- 8.4 Early Years Link Governor – Ellie advised that she met with Dawn and provided verbal feedback.
- 8.5 STEM Link Governor – Mel advised that she had booked a meeting with the Science Lead however the meeting was cancelled due to staff sickness absence. The meeting will be rescheduled.

## **9 Policy Reviews**

- 9.1 Safeguarding and Child Protection policy – Governors were advised that this policy was approved at the recent Curriculum committee meeting. Governors voted unanimously to ratify the policy.
- 9.2 Managing Allegations against other children policy - Governors noted that this policy is based on the LA model guidance and has been reviewed and agreed at the recent Curriculum committee meeting. Governors voted unanimously to ratify the policy.
- 9.3 Observations policy – Governors noted that this policy has been reviewed and agreed at the recent Curriculum committee meeting. Governors voted unanimously to approve the policy.
- 9.4 SEND policy - Governors noted that this policy has been reviewed and agreed at the recent Curriculum committee meeting and has been agreed with the SEND Link Governor. Governors voted unanimously to ratify the policy.
- 9.5 Charges policy – A Governor asked about the development of the policy; the Headteacher advised it was an existing policy which has been reviewed and updated. Governors noted that this policy has been reviewed and agreed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.6 Nursery Provision 2017/18 – The Headteacher outlined the arrangements for the Nursery admissions criteria and provision for 2017/18. A Governor asked about “wrap around care”; the Headteacher advised that there would be future consideration to providing this service. A Governor asked if all full time nursery places were filled last year; the Headteacher advised that not all full time places were filled. Governors discussed ways to advertise Nursery places. Governors noted that this document has been reviewed and agreed at the recent Resources committee meeting. Governors voted unanimously to approve the provision.

## **10 School Improvement Advisor (SIA) report**

- 10.1 Governors noted the SIA report following her visit to the school on 17<sup>th</sup> October 2016. Governors noted that the report has been discussed at both committees.

## 11 Health & Safety

- 11.1 Governors were advised that Judicium, the school's H&S provider, undertook an H&S Audit at the end of February. The written report has been received and shared with the Link Governor for Health & Safety and the Chair of the Resources committee; it will also be shared with the Resources committee. There were no high level issues identified. The Site Manager and Headteacher have reviewed the report's recommendations. A follow up H&S visit will be scheduled for April 2017. The Headteacher advised that as part of the Audit, there was a review of documentation. Key policies such as H&S policy, Safeguarding policy, Fire policy will be displayed in the staffrooms as well as available on the staff main server.

## 12 Governor Visits

- 12.1 Mel advised that she has developed a spreadsheet to record Governor visits and align the visits with the school priorities. **Action: Mel to liaise with Governors regarding Governor visits**

## 13 Governor Training

- 13.1 Governors were reminded to forward details of training undertaken to Jude for recording.
- 13.2 Richard advised that he attended a recent Pupil Premium training session and reported it to be very informative.
- 13.3 Jim advised that he plans to undertake the online PREVENT training session this term.
- 13.4 The Chair advised that he and Jim attended a training session on Managing a Grievance hearing and reported it to be very helpful.
- 13.5 Marion advised that she attended the School Financial Value Standard training.

## 14 Dates for Governing Body meetings for 2016/17

- 14.1 Governors agreed the dates for 2016/17 meetings as:
- Thursday 18<sup>th</sup> May 2017 at 6.15pm

## 15 Any other business

- 15.1 School Financial Value Standard (SFVS) – Governors reviewed the SFVS submission. A Governor asked about the response for D20 regarding the date of the last Internal Audit visit. Subject to the confirmation of the Internal Audit date, Governors voted unanimously to approve the SFVS submission. **Action: Headteacher to check the date of the last Internal Audit visit and update D20 response**

(Freddie Hunter and Mandy Stewart left the meeting)  
Parts 1 and 2 of the meeting ended at 8.20 pm

Signed..........Date 18/MAY/2017  
STUART PARKER, CHAIR