

CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting
Held on Thursday 14th September 2017, at 6.15 pm at the School**

Parent Governors (2) * Marion Groshong (23/11/19) * Eleanor Jones (23/11/19) Vice Chair	Co-Opted Governors (7) * David Libbert (14/09/20) * Stuart Parker (14/09/20) Chair * Judith Pow (14/09/20) + James Barten (07/12/20) * Brij Sharma (13/09/21)	LA Governor (1) + Jacqueline Broadhead (26/11/17)
Staff Governor (1) Vacant	Vacant Vacant	Headteacher * Jonathan Smith (Ex-officio)
Also: Martina Coen (Clerk)		Associate Member None <i>* Denotes Present</i> <i>+Denotes Noted Absence</i>

STUART PARKER IN THE CHAIR.

PART 1

1 Welcome and Apologies for Absence.

- 1.1 Governors were welcomed to the meeting.
- 1.2 Apologies from Jacqui Broadhead and Jim Barten were noted.

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

- 2.1 There were no declarations.

3 Election of Chair and Vice Chair

- 3.1 Term of Office - Governors discussed the term of office for the Chair and Vice Chair. Governors agreed that the term of office for Chair and Vice Chair should be one year.
- 3.2 Election of Chair – The Clerk asked for nominations for Chair of the Governing Body. Eleanor Jones nominated Stuart Parker; this was seconded by Marion Groshong. There were no other nominations. Governors voted unanimously to appoint Stuart Parker as Chair of the Governing Body.
- 3.3 Election of Vice Chair – The Clerk asked from nominations for Vice Chair of the Governing Body. Governors discussed succession planning. Stuart Parker nominated Eleanor Jones; this was seconded by Marion Groshong. Governors voted unanimously to appoint Eleanor Jones as Vice Chair of the Governing Body.

4 Annual declaration of Interests

- 4.1 Governors were asked to complete their annual declaration form. All completed forms are retained by the school. The Clerk advised of the requirement to include Governor's details on the school website and Edubase. Governors were reminded that they must submit a new form if any circumstances change. **Action: James Barten to complete an annual declaration form**

5 Governing Body & Committee membership

- 5.1 The Chair advised that Karen Edgar has resigned from her post as Staff Governor, Melanie Washington has resigned from her post as a Parent Governor and Freddie Hunter has resigned from her post as a Co-Opted Governor. Governors were advised that Jacqueline's term as a LA Governor ends on 26th November 2017 and she will not

be seeking a renewed term. Governors were also advised that Richard Buckley has resigned from his post as a Co-Opted Governor.

- 5.1.1 Co-Opted Vacancies - Governors voted unanimously to appoint Brij Sharma as a Co-Opted Governor. The Chair advised that he has contacted SGOSS and Inspiring the Future to request possible candidates for the remaining vacancy. Governors discussed representation of all groups on the Governing Body.
- 5.1.2 Staff Governor vacancy – The Headteacher advised that the vacancy has been advertised to all staff and one member of staff has indicated interest in the role. The post and closing date for applications will be re-advertised at the next staff meeting.
- 5.1.3 LA Governor vacancy – Jude advised that she will contact Carolyn Banks to request details of possible candidates.
- 5.2 Link Governor roles – Governors agreed the following Link Governor roles:
 - Safeguarding – Jude Pow
 - Pupil Premium/Literacy – David Libbert
 - Health & Safety/Premises – Stuart Parker
 - STEM – Brij Sharma
 - Curriculum/SEN – Marion Groshong
 - Resources – Eleanor Jones
- 5.3 Committee structure – The Chair outlined the committee structure used in 2016/17 and proposed the Governing Body remove committees and hold monthly Governing Body meetings. Governors discussed the strengths and weaknesses of the committee structure. Governors discussed the strengths and weaknesses of removing committees and holding monthly Governing Body meetings. Governors discussed the importance of delegating activities and responsibilities to Link Governors – Link Governors must accept ownership of their role and be able to challenge the Headteacher. Governors voted unanimously to trial a new structure of monthly Governing Body meetings and the removal of committees; the effectiveness of this arrangement will be reviewed at the final meeting of the Autumn term. **Action: Headteacher to review the Policy Schedule to delegate review of certain policies to Link Governors and circulate to Governors**
- 5.4 Headteacher Performance Review Panel – Jude outlined the Headteacher Performance Review process. The membership of the panel was agreed as Jude Pow, Marion Groshong and Stuart Parker; Jude will chair the panel. **Action: Jude to email dates to the panel and Headteacher**
- 5.5 Pay committee – The membership of the committee was agreed as Jude Pow, Marion Groshong and Stuart Parker; Jude will chair the panel. **Action: Jude to email dates to the committee and Headteacher**
- 5.6 NGA Scheme of Delegation – Governors reviewed the document. **Action: Chair to review and update the document and circulate to Governors**

6 Governors Role Profile and Code of Conduct

- 6.1 The Clerk advised that both documents have been updated in September 2017. Governors reviewed the document. Governors agreed that the commitment section in the Code of Conduct should read: ***At Campsbourne School we expect all governors to read papers in advance of meetings, undertake at least one Link Governor role, to make an arranged visit during the school day at least once a year and attend one governor training sessions.***
- 6.2 Governors voted unanimously to adopt the documents.
- 6.3 The Clerk advised that specific role profiles have been developed for key Link Governor roles. **Action: Clerk to circulate Link Governor Role Profiles**

7 Minutes of the previous meeting and matters arising

- 7.1 The minutes of the meeting held on 18h May 2017 were agreed as an accurate record and the Chair duly signed them.
- 7.2 Matters arising
- 7.2.1 Item 5.2.1 - Curriculum committee to draft a report on extra-curricular activities and school meals **Update:** *The Headteacher advised that all extra-curricular information is available on the school website. Details are also included in the school newsletter. Wendy records attendance at clubs and Pupil Premium (PP) vs non-PP attendance will be monitored and included in the PP report presented to Governors.*
- 7.2.2 A Governor asked about the new system replacing RAISEonline; the Headteacher advised of the new system.
- 7.2.3 A Governor asked about the schedule for Safeguarding training. The Headteacher advised that the school uses an online training facility. Governors discussed access to the online training facility to complete their Safeguarding training course. Governors were advised that there is a Safeguarding training session on 21 December 2017 and Governors are welcome to attend. **Action: Headteacher to arrange access for Governors to the online Safeguarding training course**
- 7.2.4 Item 8.2.1 – A Governor asked about feedback from the School Improvement Advisor (SIA) visit. **Action: Headteacher to circulate SIA informal feedback from visit**
- 7.2.5 Item 14.1 – **Action: David and Marion to draft a Governors update item for the school newsletter**

8 Chair's Items

- 8.1 Lower School electrical works – The Chair advised that the Judicium quarterly Health & Safety visit identified some issues with the electrical system in the Lower school building. The LA have been informed of the concerns and the remedial works will be included in a borough wide plan of works. **Action: Headteacher to request Judicium visit to assess the safety of continuing to use the Lower school building**
- 8.1.1 Governors discussed the next steps of action. **Action: Jude to liaise with Headteacher for details of Judicium's report and contact Councilor Westin**
- 8.2 Preparation for OFSTED – The Chair advised that he and Jacqui met with the Headteacher to discuss preparation for the expected OFSTED visit. A reference file will be developed containing all the latest data, performance of key groups, interventions and key information. Ellie advised that she plans to attend the LA Preparing for OFSTED training session. **Action: Headteacher to circulate staff data presentation given to Governors**

9 Headteacher's Items

- 9.1 The Headteacher advised that the Self Evaluation Form (SEF) and School Development Plan (SDP) were shared with Governors at the Awayday held at the end of the Summer term; the Headteacher is awaiting data to complete further updates to the documents.
- 9.2 The Headteacher advised that the Curriculum committee had found the Book Look sessions helpful and informative. Governors agreed that there should be termly Book Look sessions for Governors. **Action: Book Look session to be held prior to the October Governing Body meeting**

10 Attendance targets

The Headteacher advised that attendance last year was 95.4% in Infant School and 96% in junior school. Governors discussed attendance. The Headteacher outlined the revised Attendance policy and procedures including rewards for good attendance and letters to parents regarding poor attendance. Governors agreed the Attendance target for 2017/18 as 97%.

11 Reports from Committees and Link Governors

- 11.1 Curriculum committee – Governors were advised that the committee met on 21st June 2017; the minutes will be presented to the next Governing Body meeting.
- 11.2 Resources committee – Governors were advised that the committee met on 10th May 2017; the minutes will be presented to the next Governing Body meeting.
- 11.3 Safeguarding Link Governor – The Safeguarding Link Governor advised she will schedule her termly visit to the school.

12 Policy Reviews

- 12.1 Allegations against Staff policy – Governors reviewed and voted unanimously to agree the policy
- 12.2 Disciplinary Procedure – Governors reviewed and voted unanimously to agree the policy
- 12.3 Equality and Diversity in Employment policy – Governors reviewed and voted unanimously to agree the policy
- 12.4 Family Friendly policy – Governors reviewed and voted unanimously to agree the policy
- 12.5 Governor monitoring visits – Governors reviewed and voted unanimously to agree the policy
- 12.6 Pay policy & timeline – Governors reviewed and voted unanimously to agree the policy
- 12.7 Safeguarding and Child Protection policy – Governors reviewed and voted unanimously to agree the policy
- 12.8 Safer Recruitment policy – Governors reviewed and voted unanimously to agree the policy
- 12.9 Statement of Behaviour principles – A Governor asked about the Behaviour policy. The Headteacher advised that the policy has been reviewed and will be shared with Governors for information at the next Governing Body meeting. A letter will be drafted to parents outlining the review of the Behaviour policy and revised procedures. **Action: Headteacher to circulate Behaviour policy to Governors for information**
Governors agreed to defer this policy to the next meeting when they have sight of the revised Behaviour policy.
- 12.10 Support Staff Capability policy – Governors reviewed and voted unanimously to agree the policy
- 12.11 Teacher Appraisal policy – Governors reviewed and voted unanimously to agree the policy
- 12.12 Teacher Capability policy – Governors reviewed and voted unanimously to agree the policy
- 12.13 Governors discussed the delegation of reviewing and approving policies. **Action: Headteacher to amend policy front sheets to include delegation to a specified Link Governor**

13 Health & Safety

- 13.1 The H&S Link Governor advised that Judicium will visit the school to undertake their quarterly H&S inspection.

14 Governor Visits

- 14.1 The Chair asked all Link Governors to contact the Headteacher to schedule their visit to the school. **Action: Link Governors to liaise with Headteacher to schedule visits to the school**

15 Governor Training

- 15.1 Governors noted the Training programme and reviewed upcoming sessions. The Chair encouraged all Governors to attend training sessions. The Chair asked Governors to share plans to attend sessions to ensure a broad range of topics covered.

15.2 The Headteacher advised that all staff have completed an online Safeguarding training course. **Action: Headteacher to arrange for Governors to have access to complete the online Safeguarding course**

15.3 The Safeguarding Link Governor advised that she plans to attend the Safeguarding session on 10th October 2017 and will circulate any handouts to all Governors for information.

16 Dates for Governing Body meetings for 2016/17

16.1 Governors were advised that the schedule of meetings for 2017/18 is being reviewed and will be presented at the next Governing Body meeting.

16.2 Governors agreed the date of the next meeting as:

- Tuesday 17th October 2017 at 6.30pm (Book Look exercise at 6pm)

17 Any other business

17.1 There were no items.

Parts 1 and 2 of the meeting ended at 8.30 pm

Signed.....



Date

17/10/2017

STUART PARKER, CHAIR