

# CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting**  
**Held on Tuesday 17<sup>th</sup> October 2017, at 6.15 pm at the School**

<b>Parent Governors (2)</b> * Marion Groshong (23/11/19) * Eleanor Jones (23/11/19) Vice Chair	<b>Co-Opted Governors (7)</b> * 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) Vacant Vacant	<b>LA Governor (1)</b> Vacant
<b>Staff Governor (1)</b> *Josh Mattocks (20/10/21)		<b>Headteacher</b> * Jonathan Smith (Ex-officio)
<b>Also:</b> James Langley (Observer) Martina Coen (Clerk)		<b>Associate Member</b> None  <i>* Denotes Present</i> <i>+Denotes Noted Absence</i>

STUART PARKER IN THE CHAIR.

Prior to the meeting, Governors participated in a Book Look exercise, specifically focusing on books from Pupil Premium (PP) pupils. The Link Governors for Literacy and Pupil Premium will provide written feedback from the exercise.

## PART 1

### 1 Welcome and Apologies for Absence.

- 1.1 Governors were welcomed to the meeting.
- 1.2 The Chair introduced James Langley who is attending the meeting as an Observer. The Chair advised that James has expressed an interest in joining the Governing Body as an LA Governor. James provided some background about himself and his interest in becoming a Governor.
- 1.3 The Chair introduced Josh Mattocks, the newly appointed Staff Governor. Governors welcomed Josh. **Action: Josh to complete an Annual Declaration form**
- 1.4 There were no apologies.

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

- 2.1 There were no declarations.

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

- 3.1 The minutes of the Governing Body meeting held on 14<sup>th</sup> September 2017 were agreed as an accurate record and the Chair duly signed them.
  - 3.1.1 Matters arising
  - 3.1.2 Item 7.2.5 - **Action: David and Marion to draft a Governors update item for the school newsletter**
  - 3.1.3 Item 8.1 – Lower School Electrical Works; The Headteacher provided a verbal update on communication with the LA advising that the job is being included in a borough wide programme of works. A Governor asked if the LA has visited the site to view the issue; the Headteacher advised no but the H&S report has identified the issue. **Action: Headteacher to forward specific wording from H&S report to Jude for communication with local councillor**

#### **4 Governing Body & Committee membership**

- 4.1 Staff Governor – The Headteacher advised that the vacancy has been advertised at Josh was the only candidate nominated. Governors voted unanimously to appoint Josh Mattocks as Staff Governor.
- 4.2 Co-Opted Vacancies - Governors discussed representation of all groups on the Governing Body. Jude advised that the planned Skills Audit may identify specific skills required in new Governors. The Chair advised that he has contacted SGOSS and Inspiring Governance to request details of possible candidates. Elli advised that she may know a potential candidate. **Action: Elli to invite potential candidate to attend the next FGB meeting as an Observer**
- 4.3 LA Governor vacancy – Jude advised that she has contacted Carolyn Banks to request details of LA Governor candidates.
- 4.4 Link Governor roles – The Chair outlined the Link Governor roles as discussed at the previous meeting. Governor discussed remaining roles and allocated Health & Safety to Josh and Curriculum to Jim. The remaining areas (Forest School, Geography and History) will be allocated. The Headteacher suggested developing a timetable of key activities which Link Governors may wish consult when scheduling their visits.
- 4.5 Swimming Pool Working Group – The Chair advised Governors that the recent bid for funding was unsuccessful. The Chair advised that the OFSTED inspector has suggested the school contact Grants for Schools which may help identify possible sources of funding. There may be a small subscription cost incurred however there is an initial free trial. **Action: Brij to visit the website to establish if Grants for Schools may be helpful in identifying additional funding**

#### **5 Chair's Items**

- 5.1 Governors discussed identifying a secure online facility to manage Governing Body information. **Action: Brij to investigate possible secure online facilities**

#### **6 Headteacher's Items**

- 6.1 Governors noted the recent versions of the Self Evaluation Form (SEF) and School Development Plan (SDP). A Governor asked about targets within the plan; the Headteacher advised that targets for Years 1 and 3 will be completed once Fischer Family Trust (FFT) data is received, targets for the other years are included. The Headteacher outlined the work of the FFT. The Headteacher outlined the development of Performance Management targets; there are targets relating to school issues (eg Writing) and provision (eg Phonics and Maths). Governors discussed the development of targets and a balance of data targets and quality of learning. Key Areas of Development will be completed when the final report from OFSTED is received.

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

- 7.1 Curriculum committee – Governors noted the minutes of the meeting held on 21<sup>st</sup> June 2017. The minutes were agreed as an accurate record and signed.
- 7.2 Resources committee – Governors noted the minutes of the meeting held on 10<sup>th</sup> May 2017. The minutes were agreed as an accurate record and signed. Governors discussed the possible uses of the Apprenticeship Levy to upskill current staff or take on a new apprentice in Premises or the Kitchen. The Headteacher provided a verbal update on the Energy Kidz Summer camp; it went well with no issues reported and informal feedback from parents has been positive. **Action: Jude to liaise with Kate to discuss possible use of the Apprenticeship Levy**

#### **8 Financial Items**

- 8.1 The Link Governor for Resources referred to her email sent earlier today.
- 8.2 Quarter 1 – Governors reviewed and approved the submission. **Action: Chair to sign LA submission form**



8.3 Quarter 2 – The Link Governor for Resources advised that due to staff movement, the SBM has advised that the 2017/18 budget should be revised. The SBM has advised that Governors will need to carefully manage the current surplus to avoid LA clawback. **Action: Quarter 2 submission to be presented to the November Governing Body meeting**

- 8.4 The Headteacher outlined several projects that may be funded by the current surplus.
- Sensory rooms in the lower and upper school (approximately £10,000 each). The Headteacher outlined the potential benefits to pupils with needs and their classes. The spaces within the buildings have been identified and contractors have been invited to provide quotes for the works. A Governor asked about the potential impact of the new rooms; the Headteacher outlined the benefit to pupils and improvements in engagement and behaviour. Governors discussed the reduction in hours and funding for pupils. A Governor asked if the rooms will be used by pupils without needs; the Headteacher advised that there will be clear guidelines for use of the room, Autistic pupils would be escorted to the room by their 1-2-1 assistant who would remain in the room with the pupil. A Governor asked about the number of incidents involving over stimulated Autistic pupils; the Headteacher advised that there are daily incidents. A Governor asked about evidence to support the impact of the rooms; the Headteacher advised there will be anecdotal evidence from key workers and class teachers. **Action: Headteacher to request the Inclusion Manager produces a short briefing outlining the reasons for developing the sensory rooms and expected impact of the rooms**
  - MUGA – The Headteacher advised that the MUGA surface needs replacing.
  - Nursery Outdoor Space – The Headteacher advised that minor remedial works have been completed with future plans being considered.
  - Swimming pool – The Headteacher outlined initial plans to widen teaching to include Years 1 and 2 from September 2018, the plans have been costed by the SBM. Repairs are required to the pool liner and quotes are being sought.

## 9 Pupil Premium

- 9.1 2016/17 Action Plan - Governors noted the plan and impact of actions. The Headteacher provided a verbal response to queries submitted prior to the meeting outlining the use of TA's and allocation of staff across the year groups.
- 9.2 2017/18 Action Plan – Governors reviewed the document. The Headteacher outlined the planned targeted use of the Lead Practitioner in Writing and PP groups. Educational Endowment Fund (EEF) resources will be used to assess the impact of interventions and actions; there will be half termly assessments of the impact of actions. A Governor asked about case conferences; the Headteacher advised there is ongoing dialogue between the Lead Practitioner and learning mentor. The format of the Pupil Survey will be reviewed. A Governor asked about subsidised places for PP; the Headteacher advised that places are targeted for pupils. The Headteacher advised that the number of Sports Clubs are increasing to include Tennis, Cricket and Dance and these will be part funded by the Sports Premium (not PP). A Governor asked about subsidised places for PP pupils on excursions; the Headteacher advised that PP pupils receive a fully subsidised place to Pendarren this year and curriculum trips are subsidised. Governors voted unanimously to agree the plan.

## 10 Sports Premium

- 10.1 2016/17 Action Plan - Governors reviewed the previous year plan and noted impact of actions. The Headteacher provided a verbal response to Governor queries that were submitted prior to the meeting. **Action: Headteacher to email final allocation figures to Governors**



- 10.2 2017/18 Strategy – Governors reviewed the draft action plan. The Headteacher advised that he plans to contact a local Climbing Club to discuss possibility of a new pupil club. Governors discussed including outside climbing facilities to the plan. Governors voted unanimously to agree the strategy.

## 11 Preparation for OFSTED

- 11.1 The Chair provided a brief verbal update on the recent OFSTED inspection advising that all information is embargoed until the written report is received. Informal notes from the feedback meeting with the Inspector will be circulated to Governors. **Action: Jude/David to email informal notes from feedback session to Governors**
- 11.2 The Chair asked the Headteacher and Staff Governor to pass on Governors' thanks to staff.
- 11.3 The Chair advised that actions and recommendations from the recent visit will be addressed in both sites as preparation of the anticipated Infant school inspection.

## 12 Policy Reviews

- 12.1 The Chair advised that Jim and Brij will work with the Headteacher to review policies with an aim to streamline the review/approval process and merge related policies (where possible). The Policy Schedule will include details of delegation of approval to Link Governors (where possible).
- 12.2 Attendance policy – The Headteacher outlined the changes made to the previous draft and provided verbal response to earlier queries. A Governor suggested Lateness is included within the policy; Governors agreed. Subject to the inclusion of Lateness, Governors voted unanimously to agree the policy.
- 12.3 Behaviour policy – The Headteacher outlined the development of the policy. The Headteacher outlined the attachment theory and separation issues suffered by some pupils and the need to understand pupil's trauma as a reason for their behaviour. Governors discussed a holistic approach to behaviour. A Governor suggested the inclusion of fixed term exclusions within the policy. A Governor asked about communication of the policy; the Headteacher advised a letter will be sent to parents after half term, there will also be pupil assemblies and staff meetings. The Headteacher outlined Exclusion training undertaken. Subject to the inclusion a reference of fixed term exclusions, Governors voted unanimously to agree the policy.
- 12.4 Statement of Behaviour principles – Governors reviewed and voted unanimously to agree the document.
- 12.5 CCTV policy - Governors reviewed and voted unanimously to agree the policy.
- 12.6 Data Protection policy - Governors reviewed and voted unanimously to agree the policy.
- 12.7 Pay policy – The Headteacher advised that this is the latest version of the document which includes SLT bands. Governors reviewed and voted unanimously to agree the policy. Governor approved the Pay Policy timeline.
- 12.8 Pupil Premium policy - Governors reviewed and voted unanimously to agree the policy.
- 12.9 Retention and Disposal policy – A Governor queried if Staff will sign the document; the Headteacher confirmed they will. Governors reviewed and voted unanimously to agree the policy.
- 12.10 Safe Use of Images policy – Governors discussed the letter associated with the policy and suggested amendments. Subject to the amendments to the letters, Governors voted unanimously to agree the policy.

## 13 Health & Safety

- 13.1 The Headteacher advised that the OFSTED inspector raised an issue regarding Accessibility during the recent visit; the Headteacher has contacted the LA and is awaiting a response.

#### **14 Governor Visits**

- 14.1 The Chair reminded Governors of the importance of Governor visit. **Action:**  
**Headteacher to circulate Subject Lead contact details to Link Governors to schedule visits**

#### **15 Governor Training**

- 15.1 Jude advised that she will circulate the Skills Audit form to Governors to assist with a Skills Analysis of the current Governing Body.
- 15.2 Marion advised that she attended the Headteacher Performance Management training session on 16<sup>th</sup> October 2017.

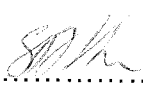
#### **16 Dates for Governing Body meetings for 2016/17**

- 16.1 Governors agreed the date of the next meeting as:
- Tuesday 21<sup>st</sup> November 2017 at 6.15pm

#### **17 Any other business**

- 17.1 The Chair thanked James for attending the meeting.

James Langley and Josh Mattocks left the meeting.  
Parts 1 and 2 of the meeting ended at 8.20 pm

Signed..........Date .....5/12/2017.....  
STUART PARKER, CHAIR